



EXHIBITOR INFORMATION SHEET for the 2020 Prescott Bridal Affaire Expo

Please read all information. If you have any questions, please contact us at info@StarStruck-Events.com or call us at 928.445.0012.

StarStruck Event Planning and the Prescott Bridal Affaire Expo, will be referred to as PBAE from hereinafter.

EXHIBITOR'S SPACE:

The cost of the space you select is based on the area you want. Spaces vary in size (*see* Registration Form). The space comes with two chairs (if needed) and two bottled waters. If you would like a 6' rectangular table and/or ivory table cloth, please note that on your Registration form. The cost for such is \$15 each. Exhibitors must furnish all other material and equipment, including signage necessary for their display. No signage on walls is permitted. **PBAE reserves all rights to re-assign Exhibitor's space up-to and through the day of the 2020 Prescott Bridal Affaire Expo.**

Any special requests changing what is being provided or rented must be submitted no later than **Friday, February 7, 2020** and approved by PBAE and the Hassayampa Inn. **Changes requested after Friday, February 7 are subject to an additional fee.**

Space sharing with another Exhibitor will not be permitted unless the space is being shared with a sister company(s). The cost to share a space with a sister company(s) is an additional \$200 and is limited to 3 sister companies per space.

Due to liability, each Exhibitor must sign the Registration Form acknowledging they have read and accept the terms and conditions of the 2020 Prescott Bridal Affaire Expo Exhibitor Information Sheet. Failure to do so will result in that Exhibitor's non-participation in the 2020 Expo.

You may have most any type of backdrop as long as it does not attach to the wall. The maximum height of any backdrop is to be 8 feet or under. If you are unsure about your backdrop, please call one of us to discuss further.

SUPPLIES AND EQUIPMENT:

Exhibitors must bring all supplies and equipment necessary for set-up the day of the event, including a step stool if needed. You are not permitted to stand on chairs for setup of your space. PBAE, the Hassayampa Inn and Verve Events & Tents are not responsible for providing any items necessary to complete your set-up, including tools, items for attaching signage, and/or assistance moving your items and/or carts.

REGISTRATION:

You are able to register online paying by major credit card via Square. Make sure you designate the room and space number when you register. Once you have purchased your space and payment has been received, your company and a link to its url (or your email address) will be posted on the *2020 Prescott Bridal Affaire Expo* site. Payments for your space may be broken up into two equal payments. 50% will be due upon registration and the remaining 50% will be due by December 15, 2019.

COLOR CATEGORY:

Color categories have been created for the service industry that you represent. Upon registering, the space you have selected will be color-coded accordingly on the Floor Plan.

EXHIBITOR APPROVAL:

PBAE reserves the right to deny any Exhibitor space, registration or to participate in the *2020 Prescott Bridal Affaire Expo* in any form. Should you or your company have a policy where there is only allowed to be one representative per expo, it is up to you to determine what your company policy is and ask questions and if the *2020 Prescott Bridal Affaire Expo* has other Exhibitors under the same parent company name.

SETUP & BREAKDOWN:

Exhibitor setup begins no earlier than 7:00 am the day-of and **must be completed** by 9:30 am. All Exhibitors are expected to attend a brief meeting at 9:30 am. Breakdown and removal of materials starts after the *2020 Prescott Bridal Affaire Expo* has concluded, *i.e.*, **no earlier than 4:00 pm**, and must be completed by no later than 6:00 pm. **Penalties may occur for violation of early breakdown.**

EXHIBITOR INFORMATION SHEET

2020 Prescott Bridal Affaire Expo - Page Two of Three Pages

MARKETING OPPORTUNITY #1!

The *2020 Prescott Bridal Affaire Expo* will be advertised in the Prescott Woman Magazine's February/March issue. Add your logo and/or company name to this 2-page spread. **Space is limited, so if you are interested, please reserve your space now. Deadline is December 15. See Registration Form.**

MARKETING OPPORTUNITY #2!

The Daily Courier is also providing its own EARLY BIRD SPECIAL for any ad placed in its Bridal Supplement being released in conjunction with the *2020 Prescott Bridal Affaire Expo*. Call the Advertising Director at 928.445.3333.

MARKETING OPPORTUNITY #3!

Bridal Resource Guide: Please indicate on your Registration Form if you want to advertise in the *2020 Prescott Bridal Affaire Expo* Bridal Resource Guide. Please see Registration Form for 3 options. You MUST provide your camera-ready ad to us or ad space is NOT guaranteed. **The deadline for this opportunity is Friday, February 7, 2020.**

MARKETING OPPORTUNITY #4!

Swag Bags will also be given to all registered engaged couples or engaged persons at check-in. See Registration Form about cost to add marketing items into these bags. **All Swag Bag inserts must be delivered to the Hassayampa Inn no later than Monday, February 24, 2020.** Inserts received after that date are not guaranteed to be placed in the Swag Bags. **To avoid recycling, any inserts remaining after the 2020 Prescott Bridal Affaire has concluded, must be secured before you leave the Expo.**

GIVEAWAYS:

Consider donating an appropriate prize to be included in the Grand Prize, mini-grand prize, or as part of our 30 minute raffle prizes. Each year, we give away 1,000's of dollars' worth of prizes. This is a huge draw for engaged couples and is a great way to put your company in the spotlight.

Exhibitors at the *2020 Prescott Bridal Affaire Expo* are encouraged to distribute literature and other freebies to the attendees. You may register attendees that stop by your booth to develop your own contact list of interested attendees. Don't forget to provide "fish bowl" and drawing slips.

FOOD SAMPLES:

Exhibitors **may not** sell food or beverages, but **can distribute** food samples. There will be **no** kitchen access at the Hassayampa Inn and Exhibitor must provide all supplies and utensils. **All Exhibitors providing food samples must meet insurance and serving guidelines as set by the Hassayampa Inn and must also sign the Hassayampa Food Waiver.**

MAILING LIST:

Couples attending will be filling out a registration form as they receive a *2020 Prescott Bridal Affaire Expo* Swag Bag. This list will be compiled in wedding date chronological order and provided free to all Exhibitors after the Expo.

TAX LIABILITY:

Exhibitors are responsible for all tax liabilities for any merchandise or services sold during the *2020 Prescott Bridal Affaire Expo*. For further information, contact the City of Prescott, 928.777.1247.

ACT OF GOD:

In the situation of an Act of God, such as flood, fire, storms or other natural events outside the control of PBAE, the Hassayampa Inn, Verve Events & Tents and any other co-hosts or sponsors, preventing the *2020 Prescott Bridal Affaire Expo* from taking place, all monies paid are **non-refundable**.

LIABILITY:

Exhibitor acknowledges that he/she has read and accepts the terms and conditions found in the Exhibitor Information Sheet. Exhibitor agrees to make no claim for any reason whatsoever against PBAE, the Hassayampa Inn, Verve Events & Tents, or any co-host, sponsor, coordinators and their representatives for loss, theft, damage, destruction of goods, or any bodily injuries. Exhibitor's signature on the Registration Form indicates total consent and agreement in addition to releasing PBAE, the Hassayampa Inn, Verve Events & Tents as well as all co-hosts, sponsors, coordinators, and their representatives, from **any** liability regarding the *2020 Prescott Bridal Affaire Expo*, other than their responsibility for fulfilling provisions of this Agreement.

DISCLAIMER:

PBAE implies no warranty of actual attendance since it is not possible to accurately determine the number of attendees prior to the event.

NAME USE:

By registering as an Exhibitor, you are allowing PBAE, the Hassayampa Inn, Verve Events & Tents, and any co-host or sponsor to use your company name, logo, photos and website on any and/or all promotions and marketing material prior-to and following the event.