

Booth Rental Application & Contract

Company Name: _____
 Description of Service: _____
 Contact's Name: _____ Title: _____
 Phone #(s): _____ Fax #: _____
 Billing Address: _____ City: _____ State: _____ Zip: _____
 E-Mail Address: _____ Website Address: _____
 List specific products or services to be sold or advertised: _____

Booth Location (see Expo Map): 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____ 4th Choice: _____

BOOTH RENTAL: *(NOTE: There is a minimum \$200 non-refundable deposit per show due to Thanksgiving Point with contract. This deposit will be applied to your total booth rental and fees.)*

6x10 on 1st Tier **(\$625/show)** 6x15 on 1st & 2nd Tier **(\$725/show)** 6x10 on 2nd Tier **(\$575/show)**
 8x10 on Floor **(\$725/show)** 8x15 on Floor **(\$875/show)**

ADDITIONAL:

Personnel: _____ *(Please note how many will be manning your booth from 10am-2pm)*
Chairs: _____ *(please indicate number of chairs needed)* \$ No Charge
Electricity: \$50 per 110volt/20-amp outlet, \$65 per 220volt/30 amp. **(Circle one)** \$ _____
Phone Line: \$50 per line Or **Wireless*:** \$10 per booth connection **(Circle one)** \$ _____
Expo Website Listing: \$65, Includes a link to your website from ours using your logo & a vendor spotlight/"like" on our Facebook page: ***will email logo specifications** \$ _____

Please select Bride Mailing List preference:

_____ E-mailed copy of list (Excel format): *Please provide your e-mail address above.* \$ No Charge
 _____ Bride List on Printed Labels (\$12) \$ _____

Discounts: *Early bird discount of \$50 if deposit is received by 02/04/12 for March show* \$ _____
Other \$50 discount as discussed with Event Manager (1st time vendor, referral, etc.) \$ _____

TOTAL DUE TO THANKSGIVING POINT WEDDING EXPO

Amount paid with signed contract *(minimum of \$200)* \$ _____
BALANCE DUE TO THANKSGIVING POINT WEDDING EXPO See Due Dates below \$ _____

(Balance Due: 03/12/12 for March Expo)

Credit Card Payment: (please circle) Visa MC AmEx Discover Name on Card: _____

Exp Date _____ Card # _____ Card Holder's Signature: _____

Make checks payable to: Thanksgiving Point Wedding Expo

_____ **(Please Initial)** I understand that I will be required to donate a prize for drawings with no strings attached.

I have read and agree to the Policies & Procedures listed on the following page: _____
(Exhibitor's Signature)

For questions or to check booth availability, Please contact Brittany @ 768-4965, bloose@thanksgivingpoint.org

For Office Use Only	
Date Application Received: _____	Booth # Assigned: _____
Confirmation Mailed On: _____	Deposit paid: \$ _____ Balance Due: _____

Wedding Expo: March 17th, 2012

Show Hours: 10:00 am - 6:00 pm

www.utahweddingexpo.com



Please indicate what you will be donating as a part of our show's hourly contests/giveaways. Knowing this information ahead of time will allow us to place your prize in one of the contests, and ensure that your business will be plugged by our emcee throughout the course of the day. The slip below will be given to each winner who will then be sent to your booth to claim their prize.



THANKSGIVING POINT WEDDING EXPO

MARCH 17, 2012

CONGRATULATIONS!

YOU ARE THE WINNER OF:

PRIZE: _____

FROM: _____

To redeem prize please visit booth #: _____ OR: _____

Authorized Signature: _____ Expiration Date: _____

See "Donations" on the following page for specifics.

Wedding Expo: March 17th, 2012

Show Hours: 10:00 am - 6:00 pm

www.utahweddingexpo.com

Policies & Procedures

Agreement: Exhibitors may not sublet the complete booth space. Exhibitors must list on the application all products and services that will be promoted or sold at the booth. Please keep a copy of the contract and Policies and Procedures (upon acceptance, you will be notified with a letter of confirmation if application is received more than 30 days prior to the Wedding Expo). Please send application and deposit to:

The Thanksgiving Point Wedding Expo
3003 N. Thanksgiving Way
Lehi, UT 84043

OR fax to (801)766-5050 Attn: Thanksgiving Point Wedding Expo

Booth Space: Each booth space is supplied with basic pipe and drape (black for inside the Show Barn, white for tent booths). The back draping is 8ft, side draping is 3ft. Chairs are also available but must be requested before the show. Additional equipment (tables, skirting, etc.) may be ordered through *Diamond Rental*, the official equipment supplier for the Wedding Expo. Diamond Rental will contact exhibitors upon acceptance. Exhibitors may request booth location. These booths will be assigned on a first come first serve basis as **both** the deposit and contract are received. However, Thanksgiving Point reserves the right to move exhibitors if deemed necessary. Each tier booth contains maroon carpet. The Floor Booths contain polished concrete. Booths are not required to supply carpet.

Booth Restrictions: No open flames or helium balloons. Tape is not allowed on the floor or walls. In order to create a professional atmosphere, we do not allow children to accompany Exhibitors at the Wedding Expo.

Bride Mailing List: The Bride List will be available within 14 days of the show. Lists will then be either mailed or emailed as specified in application. Use is limited to participating exhibitors only. If an exhibitor gives, sells or loans the list to anyone not an exhibitor in the Expo, the exhibitor and that company are liable for a fine of \$575.

Cancellations: If the show is cancelled by Thanksgiving Point for any reason, other than an act of God or an act of war, the amount paid by exhibitor will be refunded. If the exhibitor cancels 31 days or more prior to the event, all monies paid (less the nonrefundable deposit) will be returned. **If the exhibitor cancels within 30 days before the first day of the Expo, and if Thanksgiving Point cannot resell the reserved booth space, the exhibitor will be charged the full amount of the booth space.** Exhibitors will forfeit their non-refundable deposit if they cancel their contract. All cancellations must be submitted in writing. "No Show" Exhibitors will not be refunded, and will risk future participation in Thanksgiving Point Wedding Expos.

Deposit: A \$200 non-refundable deposit is due with the signed contract. This deposit is applied to the total balance due. Booth space is not contractually obligated until Thanksgiving Point receives **both** the signed contract and deposit. In the event that there are no available spaces, the category limit has been reached, or the exhibitor's application is not accepted, the deposit will be refunded.

Donations: Each exhibitor will be required to donate one item or service at a minimum value of \$50 for prize drawings. Prizes must have no strings attached (meaning for example, that exhibitors cannot offer a 10% discount or \$20 off an item.) Large donations are accepted for Nightly and Grand Prize Giveaways. Contact the Wedding Expo Manager for details.

IT/Electricity: All electricity, phone or internet needs must be requested and paid for at least **7 days** before the first day of the event. Thanksgiving Point will provide extension cords to the exhibitor's booth.

Facilities: Thanksgiving Point reserves the right to move any equipment (i.e., tables, chairs, etc.) that is in violation of fire code regulations or can be considered hazardous.

Food & Beverage: All catering and concessions will be done solely by Thanksgiving Point. No outside catering or concessions are allowed. Samples not exceeding 2 ounces are permitted within the exhibitor's booth space.

General Etiquette: Thanksgiving Point maintains a smoke and alcohol free environment.

Insurance: Thanksgiving Point Wedding Expo (et. al.), their employees, agents or representatives will not be responsible for any damage to or for the loss or destruction of Exhibitor's property or injuries to the Exhibitor, their representatives, agents or employees. All claims for such loss, damage, destruction or injury are expressly waived by the Exhibitor. Exhibitor shall indemnify and hold harmless Thanksgiving Point Wedding Expo (et. al.), their employees, agents or representatives from and against any and all claims, actions, losses, damages, and/or expenses arising out of this event and the Exhibitor.

Load-in: Load in dates and times are as follows: **Friday, January 13th from 9 am to 5 pm for the January 14th, 2012 Wedding Expo & Friday, March 16th from 9 am to 5 pm for the March 17th, 2012 Wedding Expo.** All booth spaces must be set up no later than 5:00pm on Friday.

Load-out: Load out will begin immediately following the end of the show on Saturday. All property must be removed at this time. Any property left after 3 days will be disposed of by Thanksgiving Point. North and South doors are used for load in and load out.

Marketing: Exhibitors will be listed on the Wedding Expo website if information is received 30 days prior to the event.

Payment: If reservation is made before the Balance Due date, a \$200 deposit (per show) is required to secure booth space. If reservation is made on or after the Balance Due date, the total amount due must be made at that time to secure booth space. All returned checks will be assessed a \$15 charge the first time they are returned and \$20 charge if returned a second time. If the balance is paid more than one week past the due date, a \$50 late charge may be added to the total amount due, unless payment arrangements have been made.

Parking: Exhibitors must park in the South parking lot after load in and must park within designated stalls.

Recording: Any use of recording equipment on Thanksgiving Point property must be approved by a Thanksgiving Point Representative.

Show Hours: Show Hours run 10:00am - 6:00pm. Booth must be staffed during all hours of the show.

Soliciting: Soliciting other vendors is prohibited. Outside solicitors will be asked to leave the event. Please report any outside soliciting to the Wedding Expo Staff.

Sponsorship: If you are interested in sponsorship, please contact the Wedding Expo Manager at (801) 768-4965.