



**2017 Bucks County Event Venue Show  
Exhibitor Information & Contract**

Join Visit Bucks County for a unique opportunity to showcase Bucks County's finest meeting and event venues. Network with meeting and event planners and professionals from the region.

**Date:** Tuesday September 19, 2017

**Time:** 4:30 - 7:00 p.m.

**Location:** Grounds for Sculpture

80 Sculptors Way

Hamilton Township, NJ 08619

**Cost to Exhibit: \$150**

**Exhibitor Benefits:**

- One 6 ft. table with linens for display
- Up to two admission tickets to network with 75-100 qualified meeting and event planners from throughout the region
- 24" x 36" printed photo display board showcasing your venue, a take home item for your facility after the show!
- Listing on VisitBucksCounty.com/Meetings RSVP page
- Company listing and contact information in program distributed to all attendees
- Opportunity to include an item that showcases your venue in the attendee gift bags
- Post-event list of all planners in attendance
- Complimentary admission to Grounds for Sculpture
- Opportunity to promote your business by entering a door prize into the event raffle

**Marketing Outreach:** The event is being promoted via print and digital ads with Mid-Atlantic Events Magazine, LinkedIn Advertising, PA Meetings + Events, Princeton Chamber of Commerce, MIDJersey Chamber of Commerce, postcards via partners and through the industry and through Visit Bucks County e-newsletters, social media channels and partner outlets.

Space is limited and available on a first-come, first-serve basis. **Deadline: August 18, 2017**

**\*\*Please return this contract with payment to Visit Bucks County and mail to Attn: Jenna Worrell, Visit Bucks County, 3207 Street Road. Bensalem, PA 19020 or e-mail to [JennaW@VisitbucksCounty.com](mailto:JennaW@VisitbucksCounty.com).**

**Part I. Exhibitor Information:**

**There is limited spacing, so all exhibit spaces will be granted on a first-come, first-serve basis.** Contracts and payment must be received in order for space to be reserved.

**Venue Name:** This is how the venue name appears on Visit Bucks County's website and how it will appear on all event collateral: \_\_\_\_\_

**Website:** \_\_\_\_\_

**General E-mail:** \_\_\_\_\_

**General Phone Number:** \_\_\_\_\_

**Names of Company Representatives:** This is what will be printed on exhibitor staff badges.

**(Primary Event Contact) Representative 1 - Name/Title:**

\_\_\_\_\_  
**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Representative 2 - Name/Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Gift Bag Item:**

Each partner exhibiting is requested to provide a high-end gift item that will be distributed in Bucks County tote bags to the meeting and event planners and professionals in attendance as a promotional/thank you item. We are anticipating approximately 75-100 attendees. Please specify the item you will be contributing:

\_\_\_\_\_

\_\_\_\_\_

Please mail or drop of these gift items to the **attention of Jenna Worrell** no later than Thursday September 1<sup>st</sup> to:

**Visit Bucks County  
3207 Street Road  
Bensalem, PA 19020**

**Raffle/Door prizes:**

We will be raffling Bucks County door prizes at the event and are asking our partners to donate an item for the event to help promote your business. This can be a free overnight stay, gift certificate, free dinner, etc. **If you would like to donate please specify your donation:**

\_\_\_\_\_  
\_\_\_\_\_

**Display Board Signage:**

Visit Bucks County will provide uniform signage for this event. **Please email a high resolution (300 dpi) image at least 1MB in size to Jenna Worrell at [JennaW@VisitBucksCounty.com](mailto:JennaW@VisitBucksCounty.com) no later than August 18, 2017** for your exhibitor display sign.

**Insurance Certificate:**

A copy of your certificate of liability insurance must be submitted to Visit Bucks County with your contract.

## **Part II. Payment Information**

**\*Partners will be invoiced for \$150. Payment due no later than August 18, 2017.**

☐ **Check Enclosed (payable to Visit Bucks County, Memo: Bucks County Event Venue Show 2017)**

**Charge My:** ☐ **Visa** ☐ **MasterCard** ☐ **AmEx**

**Credit Card #:** \_\_\_\_\_

**Security Code:** \_\_\_\_\_ **Expiration:** \_\_\_\_\_

**Name on Card (Print):** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## **Part III. Agreement**

Visit Bucks County reserves the right to assign space as equitably as possible. Space will be granted on a first-come first-serve basis. Cancellation Policy: All cancellations and/or request for refunds must be made in writing to Visit Bucks County. A full refund will be granted upon written notice received by August 31, 2017. No refunds will be given for any cancellations received after August 31, 2017. Payment must be made in full prior to the event. By signing below, the individual signer of this contract represents and warrants that he/she is duly authorized to execute this binding contract and agrees to abide by all exhibit regulations, instructions and conditions.

**Authorized by: (Print Name & Title)** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_