

2017 Bucks County Wedding Show Exhibitor Information & Contract

Visit Bucks County is hosting a Bucks County Wedding Show. The Show is a unique opportunity to showcase Bucks County's finest ceremony and reception venues all under one roof. In addition, Visit Bucks County partners including accommodations, caterers, bakeries, florists, D.J.'s, photographers, videographers, bridal shops, jewelers, transportation companies, gift favors, décor and other service providers are invited to showcase their services.

All wedding couples, bridesmaids, family, friends, guests – anyone with an interest in planning a wedding or social event in Bucks County is invited to attend this unique show.

Wedding Show marketing outreach includes:

- TheKnot.com digital ads
- WeddingWire.com digital ads
- The Bucks County Courier Times/ The Intelligencer print ads
- Facebook advertising
- Listings on local community calendars
- Public relations outreach
- Email campaign
- Postcards distributed via partners and throughout the community

Show Information: 2017 Bucks County Wedding Show

Date: Sunday, February 26, 2017

Hours: 12:00 – 4:00 p.m.

Location: Bucks County Community College

Linksz Pavilion

275 Swamp Road

Newtown, PA 18940

Admission is free to attendees.

Exhibitor Information:

Non-Food/Beverage Exhibitor Registration **\$300.00**

D.I.Y./Food/Beverage Exhibitor Regular Registration **\$250.00**

If you are interested in hosting in a D.I.Y. session to showcase your company (see details below) or if you plan to provide food or beverage samples, your registration fee is discounted to offset product costs.

Exhibitor Benefits:

- One 6 ft. table with linens for display (*We encourage exhibitors to only bring items that fit on their table to keep the room elegant and uniform*)
- Exhibitor signage
- Two exhibitor staff badges
- Listing in program distributed to all attendees
- Listing on VisitBucksCounty.com/weddingshow
- Pre-list of all pre-registered attendees
- Post-list of all show attendees

Additional Exhibitor Information:

Additional exhibitor staff badge **\$50.00**

All exhibit spaces will be granted on a first-come, first-serve basis. There are only 40 spaces available. Contracts and payment must be received in order for space to be reserved.

Food/Beverage Exhibitors:

All food and beverages provided must follow all Bucks County Dept. of Health food safety regulations.

Food/Beverage Exhibitor Rules & Regulations:

- All Food/Beverage items must be pre-approved by Visit Bucks County.
- All Food/Beverage exhibitors must provide cooler and/or refrigeration, ice, heating devices, heavy duty extension cords, chaffing dishes, heating utensils, serving utensils, plates, bowls, napkins, utensils, cups, carts to take food and décor from load-in to your area.
- All Food/Beverage exhibitors are asked to keep their items simple and encouraged to distribute items that can be served at room temperature.

“Do It Yourself (D.I.Y.)” Sessions:

If you are a vendor who specializes in florals, invitations, crafts or favors, you may be interested in hosting a D.I.Y session. D.I.Y sessions will take place intermittently throughout the wedding show and will last for 30 minutes each. Hint: Pinterest is a great source for ideas!

- D.I.Y. sessions offer an opportunity for added exposure and will take place in the Pavilion in a staged area. A table, microphone, AV equipment, and seating for the audience will be provided.
- Spaces for D.I.Y. sessions are limited.
- **If you are interested in hosting a D.I.Y. session for added exposure, contact JennaW@VisitBucksCounty.com 215-639-0300 ext. 233.**

Show Timeline:

Exhibitor load-in:	8:30 – 11:00 a.m.
All Food/Beverage Exhibitors set	11:30 a.m.
Doors Open to Attendees	12:00 – 4:00 p.m.
Doors Close	4:00 p.m.
Breakdown	4:15 – 6:00 p.m.

Load-In:

- Exhibitor Load in will begin at 8:30 a.m. on Sunday, February 26th.
- For Load in, please proceed to the entrance of the Linksz Pavilion.
- Load-in must be complete by 11:00 a.m.
- Please bring any hand-trucks or load in utilities you will need.
- Exhibitors who fail to load-in by 11:00 a.m. will not be permitted to exhibit with no refund

Passports

- Each attendee will receive a passport that will be marked/stamped off by each exhibiting partner. Once completed by the guest, they will drop off their passport into our raffle basket to be entered to win a door prize. Guests must be present to win.

Door Prizes:

- All exhibitors are required to supply a door prize valued at \$50.00 or more.
- Please bring all door prizes with you the day of the Bridal Show upon checking in for your booth location.
- Door prizes will be announced throughout the duration of the show.
- Winners must be present to win door prizes and will redeem them at the vendor’s booth.

Exhibitor Signage:

Visit Bucks County will provide uniform signage for this event. **Please email a high resolution (300 dpi) photograph to Jenna Worrell at JennaW@VisitBucksCounty.com no later than Monday, December 26** for your exhibiting display sign. This photograph will also be used as your company’s listing in our program.

Parking: Parking is complimentary. After load-in, please park your vehicles in lots S2 and S3.

Breakdown:

- Breakdown cannot occur before 4:15 p.m.

Electrical:

- **Any electrical needs must be given to Jenna at Visit Bucks County (215) 639-0300 ext. 23 by December 26.**
- No electrical requests can be made the day of the show.
- No Large Propane Tanks.

Insurance Certificate:

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

Return contract, insurance certificate, payment and image for signage no later than December 26 to:

Jenna Worrell, JennaW@visitbuckscounty.com OR
Visit Bucks County 3207 Street Road, Bensalem PA 19020

Please contact Jenna Worrell with questions at 215-639-0300 x 223 or
JennaW@VisitBucksCounty.com

****Please return this contract with payment to Visit Bucks County. Please mail to the Attn: Jenna Worrell, Visit Bucks County, 3207 Street Road. Bensalem, PA 19020**

2017 Bucks County Wedding Show Exhibitor Contract

Part I. Exhibitor Information

Company Name to Be Listed: _____

Names of company representatives for exhibitor staff badges:

1. _____

2. _____

Address: _____

Phone: _____ Fax : _____

E-mail: _____ Website: _____

Part. II Exhibitor Costs (Please check off your option below)

	Amount Due
<input type="checkbox"/> Non-Food/ Beverage Exhibitor Regular Registration \$ =	\$300.00
<input type="checkbox"/> Food/Beverage Exhibitor Regular Registration \$ =	\$250.00
<input type="checkbox"/> Additional Exhibitor Staff Badge _____ x \$50 =	_____
TOTAL DUE =	_____

Food/Beverage: If you wish to supply food or beverages at your table, please indicate what type of food/beverage items you will be distributing:

DIY Session: If you wish to participate in a DIY session, please describe the session you will be demonstrating to the audience. This will need to be approved by Visit Bucks County before confirmed.

Part III. Door Prizes

I will supply the following door prize(s) valued at \$50 or more.

_____ Value = _____

Part IV. Payment Information

Check Enclosed (payable to Visit Bucks County, Memo: Bridal Show 2017)

Charge My: Visa MasterCard AmEx

Credit Card #: _____

Security Code: _____ Expiration: _____

Name on Card (Print): _____

Billing Address: _____

Signature: _____

Part V. 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 50% refund will be granted upon written notice received at least 30 days prior to the event. No refund will be given for any cancellations received less than 30 days before the event and all outstanding balances are due in full. By signature below, the individual signing 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:** _____