



2018 Bucks County Wedding Show Exhibitor Information & Contract

Join us for a unique opportunity to showcase Bucks County's finest ceremony and reception venues all under one roof. In addition, Visit Bucks County accommodations, caterers, bakeries, florists, D.J.'s, entertainment, photographers, videographers, bridal shops, jewelers, transportation companies, gift favors, décor and other professional service providers are invited to showcase their services.

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

Location: Delaware Valley University
Moumgis Auditorium
700 E Butler Ave
Doylestown, PA 18901
Date: Sunday March 11, 2018
Time: 12:00 – 4:00 p.m.
Admission is free to attendees.

Exhibitor Benefits:

- One 6 ft. table with linens for display
- Two exhibitor staff badges
- Uniform Exhibitor Signage - 24" x 36" printed photo display board showcasing your facility
- Listing in program distributed to all engaged people in attendance
- Listing on Wedding Show page - VisitBucksCounty.com/weddingshow
- Pre-list of all pre-registered attendees
- Post-list of all show attendees
- Opportunity to promote your business by entering a door prize into the event raffle

Wedding Show Marketing Outreach:

- TheKnot.com e-mail blasts
- The Bucks County Courier Times/The Intelligencer print ads
- Facebook advertising
- Visit Bucks County social media coverage
- E-mail campaign
- Public relations outreach
- Listings on local community calendars and wedding websites
- Postcards distributed via partners and throughout the community

Exhibitor Information:

Non-Food/Beverage Exhibitor Registration	\$350.00
D.I.Y./Food/Beverage Exhibitor Regular Registration	\$300.00

If you are interested in hosting in a D.I.Y. session or demonstration 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.

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

**** Exhibitor space is on a first-come first serve basis and is limited within each vendor category. ****

Exhibitor Table Regulations:

- Each exhibitor is restricted to use the 6 ft table they are provided with.
- Each exhibitor is responsible for storing their items on top or underneath of their given table space. All additional items, tables, stands, storage devices, decorations, etc. that do not fit on or underneath the exhibitor table are prohibited.
- Provided by Visit Bucks County: uniform linens, uniform event signage, an easel, and markers for the Exhibitor Passport will be provided to all exhibitors.

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 must fit underneath or on-top of the provided 6 ft table
- 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.)”/Entertainment Sessions:

If you are a vendor who specializes in florals, invitations, entertainment, decor crafts or favors, etc. you may be interested in hosting a D.I.Y or unique entertainment session. These 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./Entertainment sessions and demonstrations offer an opportunity for added exposure and a discounted participate rate!
- D.I.Y./Entertainment sessions will take place in the staged area. A table, microphone, AV equipment, and seating for the audience will be provided.
- Spaces for D.I.Y. demonstrations and entertainment sessions are limited.
- **If you are interested in hosting a D.I.Y. session for added exposure, and a reduced participation cost, contact JennaW@VisitBucksCounty.com 215-639-0300 ext. 233.**

Show Timeline:

Exhibitor load-in:	9:00 – 11:00 a.m.
All Exhibitors Set	11:30 a.m.
Doors Open to Attendees	12:00 – 4:00 p.m.
Doors Close	4:00 p.m.
Exhibitor Breakdown	4:15 – 6:00 p.m.

Load-In:

- Exhibitor Load in will begin at 9:00 a.m. on Sunday, March 11.
- For Load in, please proceed to the back entrance of the Mougis Auditorium in Parking Lot B.
- 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
- No refunds will be given for no-shows and exhibitors who arrive after 11:00 am the day of the event.

Passports

- Each engaged attendee will receive a passport at registration that will be marked/stamped off by exhibitors.
- Once completed by the guest, they will drop off their passport in the Visit Bucks County 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.
- Door prizes will be announced throughout the duration of the show.
- Winners must be present to win door prizes and prizes will be distributed by Visit Bucks County staff.
- **Door prizes will not be accepted the day of the event and must be e-mail or mailed with the exhibitor contract to the attention of Jenna Worrell at JennaW@VisitBucksCounty.com or**

**3207 Street Road
Bensalem, PA 19020.**

Exhibitor Signage:

Visit Bucks County will provide uniform signage for this event. **Please email a high resolution (300 dpi or 1,000 KB) photograph to Jenna Worrell at JennaW@VisitBucksCounty.com with the exhibitor contract and payment for your photo display board by January 31st.**

Parking: Parking is complimentary. After load-in, please park your vehicles. There are several nearby lots on campus.

Breakdown:

- Breakdown cannot occur before 4:15 p.m.
- An announcement will be made when breakdown can begin.

Electricity:

- Any electrical needs must be indicated on this form.
- **There is a \$10 additional fee for electricity.**
- No electrical requests can be made after the submission of this contract or the day of the show.
- No Large Propane Tanks.

Insurance Certificate:

- A copy of your facility's certificate of liability insurance certificate with Visit Bucks County and Delaware Valley University listed as additional insured must be submitted to Visit Bucks County with your contract.
- If you are providing alcoholic beverages for guests to sample, the following requirements must be included on the COI:
 - Liquor Liability Insurance providing coverage for sale or dispensing of alcoholic beverages with limits of not less than \$1 million each common cause, \$2 million aggregate for bodily injury, death and property damage.

Return contract, insurance certificate, door prize, payment, and image for signage no later than January 31st 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 233 or JennaW@VisitBucksCounty.com

****Please return this contract with payment via e-mail (JennaW@VisitBucksCounty.com) or mail to the Attn: Jenna Worrell, Visit Bucks County, 3207 Street Road. Bensalem, PA 19020**

2018 Bucks County Wedding Show Exhibitor Contract

Part I. Exhibitor Information

Space is limited within each vendor category. 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.

Company Name: This is how the venue name appears on Visit Bucks County's website and how it will appear on all event collateral: _____

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:

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

			Amount Due
<input type="checkbox"/> Non-Food/ Beverage Exhibitor Regular Registration	\$	=	\$350.00
<input type="checkbox"/> Food/Beverage Exhibitor Regular Registration	\$	=	\$300.00
<input type="checkbox"/> Additional Exhibitor Staff Badge	_____ x \$50	=	_____
• Name of Representative 3- _____			
<input type="checkbox"/> Electricity	\$		\$10.00
	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 or Entertainment Session: If you wish to participate in a DIY or entertainment session, please describe the session you will be demonstrating or entertaining 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: Wedding Show 2018)

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 full refund will be granted upon written notice received by February 28, 2018. No refunds will be given for any cancellations received after February 28, 2018. 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: _____

Return contract, insurance certificate, payment, door prize, and high-resolution image for signage no later than January 31st.