



2012 Bridal Affaire

Vendor Information Sheet

Please read all information. If you have any questions not covered in the following information, call Hazel Bowman at 928.541.1930.

- EXHIBITOR'S TABLE:** The cost of the Table you select is based on the Table area you want. Table areas vary in size (see Floor Plans) but the table itself is 6 feet, accompanied with two chairs, white tablecloth, and white skirting. *New!* You will also be provided with two bottled waters at each table. Exhibitors must furnish all other material and equipment, including signage, necessary for their display. No signage on walls permitted.
- REGISTRATION:** You are able to register online paying by major credit card via PayPal. Before registering, please note the different floor plans for the Marina Room, the Lobby area, and the Arizona Room. Make sure that you designate the Floor Plan and Table number that you want when you register. **And as always**, once you have purchased your table and payment has been received, your company and a link to its url (or your email address) will be posted on PrescottWeddings.com, the area's premier online wedding magazine *receiving thousands of hits per week!*
- COLOR CATEGORY:** Color categories have been created for the service industry that you represent. Upon registering, the table you have selected will be color-coded accordingly on the Floor Plan, enabling you to see what service industry you will be next to.
- TABLE DISCOUNTS:** All vendors are eligible to receive up to 10% off (and more!) on the cost of their table by helping to advertise the *2012 Bridal Affaire* on their web site, social media sites, or mass email. Information is on the Registration form. Contact Hazel Bowman at 928.541.1930 for further information to apply and receive your discount.
- PROGRAM AD (Optional):** Please indicate on your Exhibit Agreement if you want your business card size ad in *2012 Bridal Affaire* program for \$15.00. You **MUST** include the additional \$15.00 along with your business card or camera-ready ad copy with your Exhibit Agreement or ad space is **NOT** guaranteed. Cut-off date is Friday, February 17, 2012.
- DOOR PRIZES:** Exhibitors at *2012 Bridal Affaire* are encouraged to provide door prizes, displayed at your table. Door prize drawings are at Exhibitor's discretion. You may register attendees to develop a contact list. Be sure to provide "fish bowl" and drawing slips.
- GRAND PRIZE:** Consider donating an appropriate prize to be included in the Bridal Grand Prize. Exhibitors receive additional advertising in the program for your donation. In addition, if the donation is made by Friday, February 3 and has at least a \$500 value, your company will be named a Sponsor *and* receive additional mention in all our advertising.
- FREEBIES:** It is suggested that Exhibitors distribute literature and freebies to *2012 Bridal Affaire* attendees. Bags will be provided to the attendees at check-in. Exhibitors **may not** sell food or beverages at *2012 Bridal Affaire* but **can distribute** food samples.
- LUNCH:** The Hassayampa Inn is offering boxed lunches at a cost of \$13 each and will consist of your choice of turkey, ham, roast beef or vegetarian sandwich, chips, cookie, and soda or water. Lunch orders must be placed and paid in advance. No orders will be taken on the day-of the event.

- SETUP/BREAKDOWN: Exhibitor setup begins no earlier than 7:00 AM the day of *2012 Bridal Affaire* 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 *Affaire* has concluded and must be completed by 5:00 PM.
- MAILING LIST: Brides attending the event will be filling out a mailing form as they receive a *2012 Bridal Affaire* bag. This mailing list will be provided for free to all vendors upon request within a week after the event.
- TAX LIABILITY: Exhibitors are responsible for all tax liabilities for any merchandise sold during *2012 Bridal Affaire*. For further information, contact Katie Pehl, City of Prescott, 928.777.1247.
- LIABILITY: Exhibitor's signature on the Exhibit Agreement releases the Hassayampa Inn and PrescottWeddings.com, as well as all coordinators, sponsors and their representatives, from any liability regarding *2012 Bridal Affaire*, other than their responsibility for fulfilling provisions of this Agreement.