

The 2016 Quality Hill Bridal Show at the Grant-Humphrey's Mansion

Sunday, January 24, 2015 • 11 am - 3 pm (vendor setup available at 8:00 am)

Exhibit Space Contract

Past vendor (Nov. 2014) registration opens on August 1, 2015. New vendor registration opens September 1, 2015.

Company Name (as you would like it listed): _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Website: _____ Email: _____

Booth/Space Selection: spaces based on *availability* and designated with preference given to 1) postmarked date of agreement; 2) no two vendor types being in the same room; and, 3) number of consecutive years exhibiting in past shows. All options include: listing on the website, listing in the handout/program, and listing in the 40-page keepsake guide; drop-item in the goodie bag; mailing list of attendees; one table with black linen and sign. **Please identify your first and second choice:**

1st or 2nd Choice	Fee w/Door Prize	w/ no Prize	Location/Size of Table
_____	<input type="checkbox"/> \$100	\$150	Bag drop: no booth, no leads; but, includes website link & listings in handout & guide
_____	<input type="checkbox"/> \$150	\$200	Lower Level Bowling Alley: 6' banquet (4 avail.) or 4' round (5 avail.)
_____	<input type="checkbox"/> \$150	\$200	Pianist/musician playing in the Reception Room: 1 vendor spot
_____	<input type="checkbox"/> \$150	\$200	Car display out front: 36" round for literature displays: 1 vendor spot
_____	<input type="checkbox"/> \$225	\$275	Upper Level Suites, (circle) Foyer (1 spot), History Room (36" round/ + existing buffet), or Bridesmaids Room - 5 spots (4' round or 1-existing credenza)
_____	<input type="checkbox"/> \$275	\$325	Lower Level Ballroom: 4' round (8 avail.)
_____	<input type="checkbox"/> \$275	\$325	Main Level Alternative Space: credenza, radiator table, or small table (3 avail.)
_____	<input type="checkbox"/> \$350	\$400	Bride's Room exclusive use: 36" round + _____ rack
_____	<input type="checkbox"/> \$400	\$450	Main Level Space: 4' round, (circle) Sun Room, Dining Room, or Reception Room
_____	<input type="checkbox"/> \$450	\$500	Library - exclusive use

- Special Requests:**
- \$0 Electrical Outlet (you must bring your own extension cord; no trip hazards)
 - \$75 Additional business listing category: _____
 - \$75 Additional table, regardless of bringing your own: (size/shape) _____
Note: size/shape may be restricted due to limited space
 - Other Please identify and we will try to accommodate as best as possible: _____

#150 Bag Drops: Included with your booth fee are bag drops in the bride's goodie bags and they must be assembled. Please, no perishable items (i.e. flowers or cupcakes). Swag items, such as pens are encouraged. All bag-drop items are due to Angela by **December 31, 2015 - see below for address.** Items received after this day may not be included in the drop or promoted/printed materials.

Door Prize/Give-Away: As a participating vendor, you'll be rewarded when giving a door prize; we promote these items as it has proven to encourage overall attendance at the show. We accept tangible items: things that brides can take with them on the day. Items must be valued at \$50 or more.

Not accepted as door prizes: **coupons (i.e. % off your service or free when booking...)** **Coupons are a great item to include as a bag drop.** For door prizes, do gift certificates in the full amount of the product or service (**NO PARTIAL AMOUNTS**), a gift basket, or a tangible item they clients can take with them on the show day.

Please bring it with you to the show and keep it at your booth as the winning couple, prizes awarded at registration, will pick it up directly from you.

Description of item: _____ Value of item: \$ _____

Terms: Please initial each item

_____ All attempts will be made to provide the exhibitors with the best available space and requested accommodations. Exhibit space size & locations are filled on a first-come, first-served bases with no two vendor types in the same room. We reserved the right to alter booth placements on the day of the show in case of emergency.

_____ **Space in the Mansion is limited. If you decide to bring extra tables and linens without notifying the show, a \$150 fee will be assessed if it encroaches on space reserved by other vendors.** Please plan your exhibit space will in advance. If you should need extra table(s) & linen, notify the show planner prior to **December 31s , 2015**. After that date, requests cannot be granted.

Space suggestions: design your table/space **vertically**. You may bring one extra floor-standing easel to sit next to your table.

_____ Angela will send you updates and reminders, especially close to the show when we are proofing printed materials. Please keep your contact information (names, phone numbers, emails and mailing addresses) up-to-date. We cannot be held responsible to communication that was sent, but not received.

_____ Besides the table, linen and sign, you must provide all materials at your booth. If you are distributing food, **bring a lined trash can**.

_____ **Linen checkout for all vendors:** at the end of the event, a show representative will receive your linen and you will sign-out with us. Failure to do so will result in a **\$150 linen fee**.

_____ **Caterer/baker/beverage checkout:** like all events at the Grant-Humphreys Mansion, caterers must complete clean-up duties. Any vendor providing food/beverage must vacuum their area or clean the floor, take out the trash, and clean the kitchen. Grant-Humphreys Mansion will check-out all F&B vendors at the same time once these tasks are completed. Thank you in advance for your cooperation; this effort helps to keep exhibit fees affordable. Failure to check-out with a Mansion Rep will remove you from being invited to future shows.

_____ **Caterers:** when serving food, **water service is also required**. Additionally, please provide a lined trash can next to your exhibit.

_____ Mailing lists and leads are intended for paying exhibitors internal and exclusive use only. You agree not sell, transfer, trade or barter, disperse, or otherwise disclose any data to a third party.

_____ Exhibit space is intended for paying exhibitors; no sharing or cooping of exhibit space. The exhibitor shall not assign or sublet space; this includes displaying flyers, brochures, signage or other business cards of a different business other than that shown on this agreement.

_____ Exhibitors are solely responsible for any loss of equipment and/or display material resulting from theft or misplacement.

_____ In order to reserve space and participate in the show, full payment of fees are due immediately upon booking.

_____ All exhibit and bag-drop fees are due at the time of booking in full and are **nonrefundable** if you should cancel.

MAIL TO: . Please include your check made payable to: **Custom Weddings of Colorado**. Mail to: Attention Angela Berns ~ 2931 E. Hackberry Court ~ Highlands Ranch, CO 80129

Contact Name: _____

Business: _____

Date: _____

Signature: _____