



Weddings in Style - PA Wedding Expo

We give you the upper hand in introducing your business to brides, grooms and their families with a non-traditional wedding expo.

January 20, 2019

Sheraton Harrisburg Hershey

4650 Lindle Road | Harrisburg | PA 17111

VENDOR PACKAGES INCLUDE:

6" Table with linens and skirting, 2 chairs

Email leads from bridal show and website

Option to include bag stuffer for additional advertising
(Quantity of 200 is needed)

Listing and hyperlink on www.paweddingexpo.com website

Social Media Shout-Outs and Links

Option for "Live" 15-second video at Show
(Limited number available)

Option for Brochure listing and ¼ Page Brochure Ad
(Submitted ad must be camera-ready, full color and high resolution)
¼ page (2.215 w x 3.715 h) - \$50 ½ page (4.5w x 3.715 h) - \$100
Full Page (4.5w x 7.5 h) \$135 Ad Custom Design \$40 (client keeps ad)

Option for 30-second Facebook Video posted on Social Media and Website
(INCLUDED with EARLY BIRD REGISTRATIONS! – Limited number available
\$50 additional charge if registered after December 20, 2018.
Arrangements must be made prior to January 12, 2019 for filming)

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Name of Business: _____

Contact Name: _____

_____ **\$500 EARLY BIRD Registration ON or BEFORE 12/20/2018** _____ **\$550 Registration AFTER 12/20/18**

I want to be part of: _____ The GroomsMANCave _____ The BridalCave *(Limited spaces available for both)*

_____ Need Electric (add **\$10**) _____ Extra 6' Table – (add **\$12**) _____ 30-Second Facebook Commercial (add **\$50**)

_____ Website Ad **\$35** (Full color, high resolution jpeg to be supplied)

_____ Brochure Ad _____ $\frac{1}{4}$ page **\$50** (2.215 w x 3.715 h) _____ $\frac{1}{2}$ page **\$100** (4.5w x 3.715 h)

_____ Full Page **\$135** (4.5w x 7.5 h) _____ Ad Custom Design **\$40** (client keeps ad)

Payment Enclosed: _____ **Balance Due:** _____ **Total:** _____

Checks and/or Credit and Debit cards accepted:

(circle one) MC / VISA / Discover Check # _____ *(Make check payable to "Hammers Flower Shop")*

Credit Card #: _____ Exp: Date: _____ / _____ CSV _____

Address: _____

Phone Number: _____ Day of Event Phone Number: _____

Fax: _____ Website: _____

Email: _____

Giveaway Item: (Retail Value: \$ _____) Description: _____

Facebook Giveaway Item: (Retail Value: \$ _____) Description: _____

Vendors who execute a vendor advertising package contract understand and agree that this contract creates a binding obligation to pay the full balance due, whether or not they attend the event. Failure to attend the event does not cancel the vendor's obligation to pay. If payment for the amount due is not made according to the terms of this contract, the vendor agrees to pay 18% per annum interest on any past due balance. A \$35 fee will be charged for any returned check for insufficient funds. Returned checks must be repaid within five (5) business days or booth will not be guaranteed and may be resold. Vendor further understands and agrees to pay all costs, attorney fees, and interest incurred to collect any amount due under this contract.



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Guidelines:

1. **Someone needs to be at your booth at all times. If you need to leave your booth (i.e. bathroom break) – contact a Bride Guide and they will stay in your booth for you.**
2. **If payment is not received prior to the show, Vendor will be refused entry. No exceptions.**
3. We will be providing a 6' table to all vendors. Any extra tables and/or display materials brought must fit within an 8' x 10' booth space. You must stay within your contracted space.
4. Only brides are eligible for giveaways and prizes. Employees and/or vendors are not eligible to win.
5. Extra tables will not be provided the day of the event. If you would like an extra table please pre-order one. This will help us to be more prepared for the show. If you would like a different size table please make note on the contract.

IT IS YOUR RESPONSIBILITY TO BRING THE FOLLOWING TO THE SHOW:

Scissors, tape, duct tape, straight pins, thumb tacks, staplers or anything else you may need to set up your display. The show promoters do not have supplies available. Please do not hang anything on the hotel walls. Extension cords, three-way plugs and electrical strips.

PLEASE READ OUR POLICY REGARDING REPRESENTATION:

It is standard policy that the only business to be represented in each booth is the business that has contracted for that space, unless prior arrangements have been made on contract.

This includes the following:

If a business other than a Weddings in Style PA Wedding Expo participant supplies you with flowers, cake, balloons, photographs, etc., only the business contracted may display their name, or have representatives in the booth space.

Any materials such as business cards, price lists, menus, name-stamped photographs or representatives of another business will be removed from the booth. All participants must have a contractual agreement to be part of our event.

Please read this thoroughly before preparing and packing for the wedding expo and take it to the show.



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IMPORTANT DATES:

December 20, 2018 – Early Bird Registration of \$500 ENDS. All registrations received after 12/20/2018 will be charged \$550. *(Please make checks payable to “Hammers Flower Shop.”)*

January 9, 2019 – Bag Stuffers are due. If you are interested in providing a Bag Stuffer, please have it delivered to Wendy Hammaker, 101 State Road, Mechanicsburg, PA 17050 before this date. A quantity of 200 is needed.

January 11, 2019 – GIVEAWAY Items are due. Please have your Vendor Drawing Item submitted to hammakersflowershop@yahoo.com, including a photo, description, and cash/retail value of item. We will list these on Facebook and the website ahead of time.

January 20, 2019 – Any and all payments/contracts are due. If payment is not received prior to this date, the vendor may be denied entry to the expo.

PROMOTION AND REFERRAL PROGRAM

VENDOR REFERRALS: For each vendor (any type) you refer that registers, you will receive \$20 credit towards a future bridal expo show, up to \$100. Vendor Form **must** indicate your name/business above on their contract as a referral.

PROMOTE THE SHOW: and receive additional publicity by doing the following:

1. Display/hang our poster promoting the show in your store/business.
2. Hand out our fliers to your customers (we will provide to every vendor)
3. Like/follow the PA Wedding Expo Facebook page
4. Share the PA Wedding Expo Facebook event page



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DAY OF SHOW TIMELINE

Vendor Set Up: Doors will open at 8:00 AM. Please have booths set up by 11:00 AM. Our Social Media Manager will be taking photos and doing a Facebook Live at this time. Please be available at your booth for interactions on social media.

8:00 AM – Door open for Vendors to set up booths

10:30 AM – 12:30 PM – Lunch will be available for all vendors.

12:00 PM – Bridal Registration begins. Someone needs to be at your booth at all times. If you need to leave your booth (i.e. bathroom break) – contact a Bride Guide and they will stay in your booth for you.

12:00 PM – 3:00 PM – Wedding Expo begins. *Vendors are expected to stay open until 3:00 PM to ensure brides and their guests can take their time visiting all the vendor booths.*

2:30 PM – Deadline for Bridal Entry Forms.

2:45 PM – Prize Drawings will be held and announced.

3:15PM – 6:00 PM – Vendor tear down.