

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.

APRIL 5, 2020 | 12:00 PM – 3:00 PM

Hershey Gardens

170 Hotel Road | Hershey | PA 17033

VENDOR PACKAGES INCLUDE:

6" Table plus 2 chairs

(Pipe and Drape are available for an additional cost)

Bridal Registration List in Excel form

Listing and hyperlink on www.paweddingexpo.com website

Social Media Shout-Outs and Links

PACKAGE-ADD-ONS

Option for bag stuffer ONLY - for additional advertising - \$50

(Quantity of 200 is needed)

Arrangement must be made to drop off materials before March 20, 2020.

“Live” 15-30 second video at PA Wedding Expo Show = \$50

(Limited number available)

Arrangements must be made prior to March 20, 2020.

Client-provided Facebook Video posted on PA Wedding Expo Social Media and Website - \$50

Limited number available

Up to 2-minute Video must be provided prior to March 20, 2020.

Website Banner Ad

(Limited number available)

Client-provided high resolution jpeg size 728(w)x90(h) - \$50

Client-provided high resolution jpeg size 250x250 - \$25

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Name of Business: _____

Contact Name: _____

_____ **\$550.00 REGISTRATION FEE (FULL Payment and Form MUST be received to reserve your spot!)**

_____ Need Electric (add \$15)

_____ Extra 6' Table – (add \$15) _

_____ Bag Stuffer only (add \$50)

_____ 15-30-Second Live Facebook Commercial (add \$50)

_____ Facebook/Social Media Video (client provided) (add \$50)

_____ Website Ad ___ 728x90 \$50 (Full color, high resolution jpeg to be supplied)

_____ Website Ad ___ 250x250 \$25 (Full color, high resolution jpeg to be supplied)

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 _____

Name on Credit Card: _____

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 your 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 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:

March 20, 2020 – 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.

March 30, 2020 – 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.

March 30, 2020 – 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.

PROMOTION PROGRAM

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

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.*

2:15 PM – Deadline for Bridal Entry Forms.

2:30 PM – Prize Drawings will be held and announced.

3:15PM – 6:00 PM – Vendor tear down.