

# 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.

**May 23, 2021 | 12:00 PM – 3:00 PM**

*Farm 1840*  
*Weddings & Events*  
*Mechanicsburg, Pa*

**101 State Road | Mechanicsburg | PA**

## **VENDOR PACKAGES INCLUDE:**

Bridal Registration List in Excel form

Listing and hyperlink on [www.paweddingexpo.com](http://www.paweddingexpo.com) website

Social Media Shout-Outs and Links

*\*\*Food will be available for purchase throughout the day on-site\*\**

## **PACKAGE-ADD-ONS**

Option to include bag stuffer for additional advertising - \$50

*(Quantity of 200 is needed)*

*Arrangement must be made to drop off materials before May 5, 2021*

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

*(Limited number available)*

*Arrangement must be made to drop off materials before May 5, 2021*

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 May 5, 2021*

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: \_\_\_\_\_

\_\_\_\_\_ \$275 REGISTRATION FEE (FULL Payment and Form MUST be received no later than April 1, 2021. )

\_\_\_\_\_ Need Electric (add \$15)

\_\_\_\_\_ 6' Table – (add \$15) \_

\_\_\_\_\_ Bag Stuffer (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 #: \_\_\_\_\_ **CALL WENDY** \_\_\_\_\_ 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. Tables will **not** be provided the day of the event. You must provide your own table 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.

### **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 - 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:

**May 3, 2021 – 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.

**May 10, 2021 – 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.

**May 17, 2021 – GIVEAWAY Items are due.** Please have your Vendor Drawing Item submitted to [hammakersflowershop@yahoo.com](mailto: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:** Set-up will begin 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.*

**2:30 PM** – Deadline for Bridal Entry Forms.

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

**3:15PM – 6:00 PM** – Vendor tear down.