

Vendor Application Form: **Bridal & Special Event Expo**

Hello Vendor!

The Bridal & Special Event Expo takes place on Sunday, February 18, 2018 from 12 pm – 3 pm at the Memorial Student Center located on the campus of Marshall University. The address is 1680 5th Avenue, Huntington, WV 25755. Free parking is available along 5th Avenue. **EXHIBITION SPACE IS FREE.**

Please complete the information below:

Company Name: _____ Phone #: _____ Email: _____

Facebook name/tag: _____ Type of Door Prize* (if giving one): _____

*Door prizes are required, with a preferred minimum value of \$100.

Please describe your door prize: _____

Vendor Categories: (Please check one)

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Bachelor(ette) Parties | <input type="checkbox"/> Invitations & Stationery | <input type="checkbox"/> Travel/Honeymoon | <input type="checkbox"/> Spa, Fitness, etc. |
| <input type="checkbox"/> Cakes, Candy, Desserts | <input type="checkbox"/> Jewelry & Gifts | <input type="checkbox"/> Tuxedos & Suits | <input type="checkbox"/> Hair & Makeup |
| <input type="checkbox"/> Videographers | <input type="checkbox"/> Ceremony Musicians | <input type="checkbox"/> Photobooths | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Wedding Gowns | <input type="checkbox"/> DJs & Entertainment | <input type="checkbox"/> Photographers | |
| <input type="checkbox"/> Wedding Planners | <input type="checkbox"/> Registries | <input type="checkbox"/> Misc. Wedding Vendors | |

Please check the following for your booth selection:

- 60" round table Check here for linen rental (Cost: \$11.00)
- 6' banquet table Check here for linen/skirt rental (Cost: \$22.00)
- 10' x 8' open space to decorate as you like
- Special Request _____
- I NEED AN ELECTRICAL OUTLET. (There is no charge for electrical, please bring extension cords.)

Rules, Terms and Conditions: **MUST READ AND INITIAL**

- 1) **BE ON TIME.** Setup will be on the morning of the event at 8 am. Everyone must be setup and ready to go by noon. If you arrive 15 minutes before the show starts, you will not be allowed to be participate. (Initial here) _____
- 2) **LEAVE ON TIME.** The event officially ends at 3pm. Please stay for the entire event. Due to the nature of this type of function and potential customers meeting with vendors, you are allowed to stay until 3:30pm (if needed). (Initial here) _____
- 3) **BE INTERACTIVE.** During the event, be willing to introduce yourself and explain to guests who you are, what you do and ask for their business. (Initial here) _____
- 4) **NO OUTSIDE SOLICITATION.** If there are vendors who are visiting the expo to see what it's all about, they are not allowed to solicit any guests for their business. Swapping business cards with vendors is allowed. If an outside/visiting vendor is handing out their information or leaving their business cards in "convenient locations" for guests to pick up, then they will be immediately escorted out of the expo. If you witness this at any time during the show, please let us know. (Initial here) _____
- 5) **MUST HAVE** Food Handler's License. Any vendor providing food item must provide their Food Handler's License along with this form. (Initial here) _____

Final disclosure, information and signature:

I understand that there will be no refunds or exchanges of any kind. By signing this agreement, I have read all the terms, conditions and rules in the above forms and do so agree to them.

Signature: _____ Date: _____

For additional information, please contact **Casey Hall** at **304-696-2538** or **hall380@marshall.edu**

