

Smitten
A BRIDAL SHOW BY
JENNIFER MATTEO

MARCH 5, 2017-1PM - 4PM
BIRD KEY YACHT CLUB

301 BIRD KEY DRIVE, SARASOTA, FL 34236

VENDOR INFORMATION FORM & CONTRACT FOR PARTICIPATION

Thank you for your interest and participation in the show! I promise to give both you and our guests the VIP treatment that they deserve. At this invitation only Bridal Experience you will be alongside some of the best of the best in the industry. This show is truly like no other, as I have built it to be what I look for as a wedding vendor. Expect quality couples, surrounded in a relaxing environment while being treated to 5 star service by the amazing staff at Bird Key Yacht Club.

Please let me know if you have any questions, comments or concerns. My goal is to not only host a great show for the brides and grooms - but also for the vendors.

Thank you in advance!

Sincerely,

Jennifer Matteo

Bridal
EXPO



Vendor Information:

Company Name: _____

Contact Name: _____

Phone: _____ Email: _____

Booth Category:

Bachelor Party

Florals

Bakery

Groom Attire

Band

Honeymoon / Travel

Beauty Products

Hotel

Beauty Services

Lighting / Draping

Bridal Gown / Accessories

Officiant

Bridal Party Attire

Photo Booth

Catering

Rentals

Decor and Styled Rentals (Furniture, etc)

Transportation

Disc Jockey

Videographer

Favors / Gifts

Additional Category: _____



Booth Inclusions:

All booths include the following for each vendor. After you register, a confirmation email will be sent to you requesting links and additional information that is needed to successfully market you to our audience!

****Please Note: Tables, chairs and linens, and electricity are not included in any booth selections, but can be provided if requested at a minimal fee. This is to encourage all vendors to be creative about their spaces and not just have a table and call it a day!***

*Social Media Marketing

*Complimentary show invitations to distribute to your clients via email and as handouts if requested.

*Complete list of all registered attendees at show conclusion

*Company listing on show website, linkable to preferred website provided with an approved high resolution photo and company description and contact information.

*Company listing on show program to be given to each attendee with contact information.

Would you like to participate in the following:

Door Prize or Give away? YES / NO - if YES, what?

Item: _____ Value: \$ _____



*All Door prizes will be announced throughout the show and will be claimed at the vendors booth, must be present to win. All Door Prizes will be announced via social media, and linked to the preferred vendor site.

Booth Sizes:

___\$250.00 - Standard Booth (10x10) - no placement options, determined by show management

___\$400.00 – Premier Booth (10x20) - preferred placement and selection approved by vendor

Upgrades: (Tables, linens, etc)

*Please note any inclusions you would like with your booth and a custom quote for items will be sent to you via email.

Payment Information:

*Checks payable to: Jennifer Matteo Event Planning

*Checks mailed to: 1394 Fraser Pine Blvd, Sarasota FL 34240

*Invoice & PayPal Link sent once contract is received. All Payments are due in full at time of registration.

Terms & Conditions:

- Jennifer Matteo Event Planning & Bird Key Yacht Club does not assume liability or responsibility for the safety of the Vendor or his/her employees and their property from fire, accidents, theft, or any other cause.
- Vendor shall be solely responsible for property damage caused to venue or to venue's premises, including but not limited to any landmark fixtures or structures, whether caused by Vendor or Vendor's Employees.
- No booth sharing will be allowed
- Displaying or distributing materials from a non-participating business is prohibited
- All materials used by Vendor must be contained to assigned space
- Vendor agrees to promote the show via social media, email, word of mouth, etc
- Database of registered brides is strictly for vendors of "Smitten" and may not be shared with any other vendor/business not participating in the show
 - Vendor Registration opens on November 1st, 2016 and closes on March 1st, 2017.
- Show set up time is March 5th from 8am-12pm.
- All booths must be fully set up by 12pm on March 5th.
- Booth payments are non-refundable once contract and deposit received.

Contract:

Smitten, A Bridal Show by Jennifer Matteo takes place on March 5, 2017 from 1pm-4pm. All vendors wishing to participate in show must be legitimate companies licensed with the State of Florida. Vendors that have a company that is not licensed will not be allowed to participate. Booth spaces are assigned based on the criteria listed above. Jennifer Matteo Event Planning reserves the right to move vendor spaces, increase booth spaces or reduce booth spaces as necessary to accommodate exhibitors and overall function of The Smitten Bridal Show. All vendors must be set up and ready for business by 12pm on expo day. All booth fees are non-refundable and it is the responsibility of the vendor to arrive at the expo and allow enough time for proper booth setup. Any vendors that are serving food or beverages at the show are responsible for following the guidelines and policies set out by the Sarasota County Health Department. Vendors may hand out and advertise their own company's marketing material only. Any

vendors caught handing out business materials for a company other than their own, including business cards, brochures, displayed signs, and promotional materials, will be charged an additional booth space fee of \$200. All advertising materials brought in by the vendor must be in good taste and presented in a professional manner. Vendors are allowed to hand out their own promotional materials, sell products, offer free samples and conduct raffles at their booth space. In the weeks leading up to the show, extensive advertising including, but not limited to, print, social media, and internet advertising will be conducted. Jennifer Matteo Event Planning does not guarantee a specific turnout or leads from clients attending the expo.

All vendors will receive a list of all pre-registered brides in attendance within four weeks following the expo. This list is for the exclusive use of the participating vendor only and violation of use, including allowing other vendors to use the list, selling the list or posting inappropriately will result in a removal of your listing from our site and a termination of participation in all future shows by Jennifer Matteo Event Planning. Jennifer Matteo Event Planning reserves the right to refuse vendor participation. Any breach in this agreement may result in damage fees being billed to the vendor and/or legal action taken by Jennifer Matteo Event Planning. The Smitten Wedding Show will take place regardless of weather. Jennifer Matteo Event Planning is not responsible for any items lost or stolen from vendor booth spaces. Vendors hereby indemnifies and holds harmless Jennifer Matteo Event Planning, Bird Key Yacht Club and The Smitten Wedding Show of any losses, damages, claims, demands or actions that arise during vendor participation at The Smitten Wedding Show. I have read and understand the entire vendor contract along with terms listed. I also understand that my participation in The Smitten Wedding Show is voluntary and will only be granted by Jennifer Matteo Event Planning when contract, application and fee have been received.

Signature: _____

Date: _____ Name: _____

Title: _____ Company: _____

(To be filled out by Show Administration)

Booth Size: _____

Additional Items: _____

Total Due: \$ _____

Total Paid: \$ _____

Payment Date: _____, **Method of payment:** _____ **Invoice #:** _____