

3rd Annual Bucks County Bridal Show Exhibitor Information & Contract

Visit Bucks County is hosting the 3rd Annual Bucks County Bridal Show. This show is a unique opportunity to showcase Bucks County's finest ceremony and reception venues all under one roof. In addition, Visit Bucks County partners including accommodations, florists, DJs, photographers, videographers, bridal shops, jewelers, transportation companies and other service providers are invited to showcase their services.

All brides, grooms, bridesmaids, family, friends, guests – anyone with an interest in planning a wedding or social event in Bucks County is invited to attend the show. The show will be marketed via a strong email and flyering campaign conducted by the Bridal Show committee and other Visit Bucks County partners as well as in the following advertising outlets: The Knot Magazine, TheKnot.com, Bride Philadelphia Magazine, Bride NJ Magazine, PartySpace.com, The Bucks County Courier Times, The Intelligencer, Premiere Bride/MyDayMyWay.com, WedAlert.com plus other free listings and public relations pieces. 185 Brides attended the Bridal Show last year.

Show Information:

3rd Annual Bucks County Bridal Show

When: Sunday, February 20th, 2011

Show Hours: 2PM – 6PM

Where: Bucks County Visitor Center
3207 Street Road
Bensalem, PA 19020

Attendee Admission: FREE

Cost to Exhibit:

Exhibit Space Early Registration (prior to June 10, 2010) \$435

Exhibit Space Regular Registration (after June 10, 2010) \$535

Additional Exhibitor Staff Badge \$50

All exhibitors are required to supply a door prize valued at \$50.00 or more.

All exhibitors must participate in advertising thru invitation to your clients/prospective clients.

(All exhibit spaces will be granted on a first-come, first-serve basis. Contracts and payment must be received in order for space to be reserved. Space is limited – there are only 30 exhibitor spaces and they are expected to fill quickly.)

Exhibitor Benefits:

One 6 ft. table skirted for display

Identification Sign

Two Exhibitor Staff Badges

Listing in program distributed to all attendees

Listing on Bucks County Bridal Show webpage

Pre-list of all pre-registered attendees

Post-list of all show attendees

Food and/or Beverage Exhibitors:

All exhibitors bringing food or beverage items will be inspected by the Bucks County Department of Health prior to doors opening at the show. Only those exhibitors who have undergone previous off-premise catering inspection by the Dept. Of Health and/or currently have an off-premise catering license issued by the Dept. of Health are encouraged to display food or beverage items.

Food/Beverage Exhibitor Rules & Regulations:

- All Food/Beverage items must be pre-approved by Visit Bucks County.
- All Food/Beverage exhibitors must provide cooler and/or refrigeration, heating devices, heavy duty extension cords, chaffing dishes, heating utensils, serving utensils, plates, bowls, napkins, utensils, cups, carts to take food and décor from load-in to your area.
- All Food/Beverage exhibitors are asked to keep their items simple and encouraged to distribute items that can be served at room temperature. The Dept. of Health is very strict with their regulations and will require exhibitors to breakdown their display booths if food does not meet temperature and other standards.
- All Food/Beverage exhibitors are required to have an off-premise catering license. Please complete the attached application for license and return it with your paperwork.
- If you already have an off-premise catering license, you must bring it to present to the Department of Health the day of the event and send a photocopy to Visit Bucks County with your exhibitor contract.
- **Visit Bucks County will provide ice and electricity at no extra charge.**

Door Prizes:

- **All exhibitors are required to provide a door prize valued at \$50.00 or more.**
- **Please bring all door prizes with you the day of the Bridal Show.**
- **Door prizes will be distributed at the end of the show, following the Fashion Show. Brides must be present to win door prizes.**

Other Show Details:

Exhibitor Load In:	10:00 AM – 1:00 PM
All Food/Beverage Exhibitors set for Dept. of Health	12:30 PM
Doors Open to Attendees	2:00 PM – 6:00 PM
Doors Close	6:00 PM
Breakdown	6:15 PM – 8:00 PM

Load In:

- Exhibitor Load In will begin at 10:00 AM on Sunday, February 20th.
- For Load In, please proceed to the loading dock entrance of the Visitor Center, unload your vehicle and park where indicated.
- Set-up cannot occur after 1:00 PM

- Exhibitors who fail to unload by 1:00 PM will not be permitted to exhibit with no refund
- Exhibitors will have a parking pass on their exhibit tables. Please place this parking pass in your windshield in order to park in the Visitor Center lot. **There is one parking space in the main Visitor Center Lot ONLY per exhibitor.** All others must park in the designated lot and take the shuttle to the entrance.

Breakdown:

- Breakdown cannot occur before 6:15 PM

Electrical:

- **Any electrical needs must be given to Heather at Visit Bucks County (215) 639-0300 ext. 227 by January 17th.**
- No electrical requests can be made the day of the show.
- No Large Propane Tanks.

Insurance Certificate:

- A copy of your facilities liability insurance certificate must be submitted to Visit Bucks County with your contract.

Return contract, off-premise catering license, insurance certificate and payment to:
Heather Walter, Visit Bucks County 3207 Street Road, Bensalem PA 19020

Please contact Heather Walter with questions at 215-639-0300 x 227 or
HWalter@VisitBucksCounty.com

****Please return this contract with payment to Visit Bucks County, Attn: Heather Walter, Bucks County Bridal Show 3207 Street Road, Bensalem, PA 19020**

3rd Annual Bucks County Bridal Show Exhibitor Contract

Part I. Exhibitor Information

Company Name to Be Listed: _____

Names of company representatives for exhibitor staff badges:

1. _____ 2. _____

Address: _____ **Phone:** _____

Fax : _____

E-mail: _____ **Website:** _____

Part. II Exhibitor Costs

Amount Due

<input type="checkbox"/> Non-Food/Beverage Exhibitor Early Registration	\$435	=	_____
<input type="checkbox"/> Food/Beverage Exhibitor Early Registration	\$435	=	_____
<input type="checkbox"/> Non-Food/ Beverage Exhibitor Regular Registration	\$535	=	_____
<input type="checkbox"/> Food/Beverage Exhibitor Regular Registration	\$535	=	_____
<input type="checkbox"/> Additional Exhibitor Staff Badge	____ x \$50	=	_____
	TOTAL DUE	=	_____

I will be distributing the following food/beverage items:

Part III. Door Prizes

I will supply the following door prize(s) valued at \$50 or more.

_____ **Value =** _____

Part IV. Payment Information

Check Enclosed (payable to Bucks County CVB I/O Bridal Show 2011)

Charge My **Visa** **MasterCard** **AmEx**

Credit Card #: _____

Security Code: _____ **Expiration:** _____

Name on Card (Print): _____

Signature: _____

Part V. Agreement

Bucks County CVB reserves the right to assign space as equitably as possible. Space will be granted on a first-come first-serve basis. Cancellation Policy: All cancellations and/or request for refunds must be made in writing to Bucks County CVB. A 50% refund will be granted upon written notice received at least 30 days prior to the event. No refund will be given for any cancellations received less than 30 days before the event and all outstanding balances are due in full. By signature below, the individual signing this contract represents and warrants that he/she is duly authorized to execute this binding contract and agrees to abide by all exhibit regulations, instructions and conditions.

Authorized by: (Print Name & Title) _____

Signature: _____ **Date:** _____

**3rd Annual Bucks County Bridal Show
Program Advertising Contract
Sunday, February 20th, 2011 2PM – 6PM
Bucks County Visitor Center
3207 Street Road
Bensalem, PA 19020**

Part I. Advertiser's Information

Company Name: _____
Address: _____ Phone: _____
_____ Fax : _____
E-mail: _____ Website: _____

Part. II Program Ad Cost

			Amount Due
<input type="checkbox"/> Half Page Black & White (5"x 4")	\$50	=	_____
<input type="checkbox"/> Full Page Black & White (5"x 8")	\$100	=	_____
Total Amount Due		=	_____

Part III. Format & Resolution

Please email all **high resolution (300 dpi)** advertisements in **.jpeg format** to Heather Walter at HWalter@VisitBucksCounty.com no later than **Friday, February 6th** for inclusion in the Bridal Show Program.

Part IV. Payment Information

Check Enclosed (payable to the Bucks County CVB I/O Bridal Show 2011)
Charge My Visa MasterCard AmEx
Credit Card #: _____
Security Code: _____ Expiration: _____
Name on Card (Print): _____
Signature: _____

Part V. Agreement

Bucks County CVB reserves the right to assign space as equitably as possible. All outstanding balances are due in full. By signature below, the individual signing this contract represents and warrants that he/she is duly authorized to execute this binding contract and agrees to abide by all exhibit regulations, instructions and conditions.

Authorized by: (Print Name & Title) _____

Signature: _____ Date: _____

With questions, contact Heather Walter at HWalter@VisitBucksCounty.com or (215) 639-0300 ext. 227, (215) 642-3277 fax.