



WEDDINGEXPO2018

SATURDAY, JANUARY 20TH WEDDING EXPO FROM 5:00 – 7:30 PM, EXPLORER BALLROOM
FASHION SHOW FROM 7:30PM – 8:00PM, RENAISSANCE ROOM

TO RESERVE AN EXHIBITOR BOOTH

Complete the below-enclosed form, and email, surface mail, fax, or hand-deliver it to: Marcus Whitman Hotel & Conference Center, c/o 2nd Floor Catering Office, 6 West Rose Street, Walla Walla, WA 99362. Registration forms accepted in-person between the hours of 8:00 AM – 5:00 PM, Monday thru Friday. **REGISTER ON OR BEFORE JANUARY 1ST, AND RECEIVE A \$25 BOOTH RENTAL DISCOUNT. LAST DAY OF REGISTRATION IS MONDAY, JANUARY 15, 2018**

NON-DISCOUNT PRICE PER 8' x 6' BOOTH SPACE: \$225.00

VENDOR REGISTRATION

COMPANY

CONTACT

PHONE

FAX

ADDRESS

STATE

ZIP

BUSINESS EMAIL

SERVICES PROVIDED

BOOTH RENTAL

Booth dimensions are 8' (width) x 6' (depth) and include the following items:

- One 8' Folding Table with Linen & Skirting
- One or Two Chairs.

BOOTHS ARE ASSIGNED ON A FIRST COME, FIRST SERVED BASIS (PLEASE SEE PAGE 2 FOR ADDITIONAL INFORMATION)

IF AVAILABLE, WOULD YOU LIKE THE SAME BOOTH SPACE(S) AS LAST YEAR? ☐ YES ☐ NO

IF TWO BOOTHS, WOULD YOU LIKE THEM LOCATED SIDE-BY-SIDE? ☐ YES ☐ NO

PLEASE INDICATE YOUR TOP THREE BOOTH-LOCATION CHOICES:

NUMBER OF BOOTHS x \$ (LIMIT 2 BOOTHS PER VENDOR) \$

NUMBER OF 110V ELECTRICAL OUTLETS x \$35.00 (INCLUDES EXTENSION CORD) \$

OTHER SERVICES \$

SUB-TOTAL \$

TAX (8.9%) \$

TOTAL DUE \$

PAYMENT METHOD

Deadline for vendor registration is Monday, January 15, 2018. All booths must be paid for at time of reservation. A credit card will be required for all participating vendors.

CASH: \$ | CHECK: \$ | CHECK NUMBER:

CREDIT CARD: ☐ AMEX ☐ VISA ☐ MC ☐ DISCOVER | CARD NUMBER: EXPIRATION DATE:

NAME ON CARD

AUTHORIZED REPRESENTATIVE SIGNATURE

6 WEST ROSE STREET | DOWNTOWN WALLA WALLA | RESERVATIONS: 866.826.9422 | MARCUSWHITMANHOTEL.COM



WEDDINGEXPO2018

SATURDAY, JANUARY 20TH WEDDING EXPO FROM 5:00 – 7:30 PM, EXPLORER BALLROOM
FASHION SHOW FROM 7:30PM – 8:00PM, RENAISSANCE ROOM

BOOTH CONFIGURATION

Each booth space is 8'(wide) x 6'(deep), and consists of one (1) 8' table (with linen and skirting), and up to two (2) chairs. Please clearly mark below whether or not you would like to utilize the hotel's table, linen and chairs:

- ☐ **YES, PLEASE SET UP** the MWH 8' table (with linen and skirting), and up to (2) chairs
☐ **NO, PLEASE DO NOT SET UP** the MWH provided table and chairs in my booth space(s)

Vendors **MUST** stay within their 8' x 6' booth space. Vendors will not be allowed to move spaces the day of the event.

VENDOR PRIZE GIVEAWAYS

If you are interested in giving away an item/experience at your booth to a bride attending the expo, there are two options in which you can participate. **PLEASE NOTE:** it is not a requirement for vendors to participate in the prize giveaways.

1. **GRAND PRIZE:** All Vendors are also welcome to provide a prize to be included in a GRAND prize drawing, to be held at the end of the evening. Please send/bring your GRAND prize to the Marcus Whitman Hotel no later than Wednesday, January 17, 2018.

- ☐ **YES**, I want to provide an item for the GRAND prize.
☐ **NO, THANK YOU.** I do not want to provide an item for the GRAND prize.

If **YES** box checked, please provide a GRAND prize item description and indication of retail value:

2. **DOOR PRIZE:** All Vendors are welcome to provide a **non-perishable door prize** at their table, to be given away during the evening. **Entry forms and a container for the entries for the door prize are the responsibility of the vendor.** Vendors are responsible for distributing their door prize to the winner. Vendors are to bring their door prize with them to the Wedding Expo. Participants need not be present to win.

- ☐ **YES**, I want to provide a DOOR prize
☐ **NO, THANK YOU.** I do not want to provide a DOOR prize.

If **YES** box checked, please provide a DOOR prize item description and indication of retail value:

GIFT BAG COLLATERAL

If you are interested in providing a form of collateral (coupons, etc.), for the gift bags given to the brides at the registration table, please send/bring your chosen collateral to the Marcus Whitman Hotel no later than Wednesday, January 17, 2018.

- ☐ **YES**, I want to provide collateral for the gift bags
☐ **NO, THANK YOU.** I do not want to provide collateral for the gift bags.

If **YES** box checked, please indicate what COLLATERAL you will be providing:

WEDDING EXPO 2018

WEDDING EXPO 2018 VENDOR BOOTH POLICIES

SPACE RENTAL:

Initial: _____

Trade show space will be allocated on a first come, first served basis, by corresponding number on the map provided in conjunction with the event, and consists of 6' x 8' of floor space, an 8' banquet table covered with white cloth and pleated, burgundy skirting as well as two side chairs. Three (3) admission passes will be given to each vendor for their participant's entry. (Passes to be given to vendors at set-up time). The passes must be worn at all times and must be presented at the door for admission into the Bridal Show. Vendors having more than three (3) participants must pay regular admission fees. Electrical connection can be made available to any booth offered. Electrical connections will be installed for a fee of \$35.00, which includes extension cords.

DISPLAY SET UP AND REMOVAL:

Initial: _____

The exhibitor agrees to promptly notify the Hotel of any changes in its function space requirements and the Hotel will make its best effort to accommodate the changes. All vendor equipment or promotional material must be in place at the assigned location no sooner than noon and no later than 4:00 p.m. on the day of the event. There will be no exceptions to these set hours of noon - 4:00 p.m. All vendor equipment and promotional material must not be removed before 7:30 pm on the day of the event. Please get approval from the Hotel Events Manager before anything is affixed to the Explorer Ballroom walls, floor, or ceiling. If you have a question, please contact the hotel's director of events at 524-5106. Materials such as glitter, confetti, and lit candles will not be allowed. Any backdrop and/or signage must be free standing, provided by the vendor.

FOOD AND BEVERAGE:

Initial: _____

Vendors are encouraged to provide food products for guest sampling under strict guidelines. All food displayed for viewing must be adequately preserved and covered to prevent spills, excessive aroma, and hazards to trade show attendees. The vendor will be responsible for furnishing all paper supplies, serving utensils, service ware, food storage devices, chafing dishes, or other cooling and heating devices. No food may be prepared on sight. The Hotel will store no food for vendors. Vendors are responsible for contacting the Health Department (509-527-3290) to see if they will need to acquire additional permits.

SAFETY:

Initial: _____

The following guidelines will be strictly adhered to:

- No displays involving open flame, emitted smoke, or excessive steam allowed
- All electrical appliances must be UL Certified. No frayed or modified electrical connections will be allowed.
- All extension cords or electrical connections must be firmly secured to the floor with safety tape.
The Hotel will charge a \$20.00 fee for this service if not performed in a timely manner by the vendor.
- The Hotel reserves the right, at their sole discretion, to demand the removal of any equipment that may compromise guest or employee safety in any way.

SECURITY:

Initial: _____

The Hotel will provide no security measures in addition to those standards in policy. Trade show vendors are responsible for exercising care in protecting their property and the safety of themselves and others. The Hotel will not assume any responsibility for the damage or loss of any merchandise or personal articles.

PACKAGE HANDLING:

Initial: _____

Porter charges will be assessed at the discretion of the Hotel for items delivered or picked up without prior written authorization and arrangement.

CLEAN UP AND REMOVAL OF TRASH:

Initial: _____

Packing material or waste, not appropriate to the receptacles provided in the trade show area, must be properly disposed of at the direction of facilities staff. Material improperly disposed of or left behind will be subject to a handling fee at the discretion of the Hotel.

PARKING:

Initial: _____

The Hotel provides parking for its guests. Vendors may unload at the entrance to the Convention Center, but are requested to move their vehicles to an appropriate spot at the back of the lot as soon as possible.

CONDUCT:

Initial: _____

Each exhibitor will conduct the function in an orderly manner, in compliance with the rules of Hotel Management, and with all applicable laws, ordinances, and regulations. Functions must be confined to the function space rented and scheduled. The Hotel reserves the right to exclude or reject any and all objectionable persons from the function, or Hotel premises, with liability. Models for vendors should not loiter around other vendor booths, and must wear appropriate attire.

CANCELLATION POLICY:

Initial: _____

Trade Show booth rental fees are non-refundable.

DISPUTE RESOLUTION:

Initial: _____

If any dispute of claim involving this contract arises between the parties, the parties shall attempt to resolve the dispute or claim through good faith discussion. If the dispute or claim is not resolved by informal negotiation within 30 days (or any agreed upon extension of time) of the date either party provides written notice of the dispute or claim to the other party, the parties agree to submit such dispute or claim to non-binding mediation with a mutually agreeable alternative dispute resolution organization. The mediation process shall continue until the case is resolved or until the mediator makes a finding that there is no possibility of resolution. Such mediation shall be in the cities of Walla Walla or Tri-Cities, Washington.

By signing, and initialing after each section, I acknowledge that I have read, understand, and agree to abide by the policies of the Marcus Whitman Hotel & Conference Center.

VENDOR TRADE NAME

AUTHORIZED REPRESENTATIVE'S SIGNATURE

DATE