



Sunday, February 26, 2017

12:00 PM until 4:00 PM

Lake Ontario Conference Center | Oswego, NY 13126

P: 315-806-0251 www.lakeontarioweddingshow.com

Lake Ontario Wedding Show Vendor Application

- 1: To complete this Vendor Application, you must read all five pages of the application, fill out contact, booth, extras, and cost information. You must provide signature where required. You must read and agree to the Rules and Regulations of the show.
- 2: Mail application with payment to Cre8 Studios PO Box 5228 Oswego NY 13126.
- 3: Cre8 Studios will contact you by email to confirm that we have received your application and that you have been approved as a Confirmed Vendor for the Show.
- 4: Booth space is sold on a first come, first serve basis. This means that all vendors who have paid and turned in a completed application will be accepted into the show before those who have not. Unless you are an Upgraded Vendor, there are no guarantees about booth location.
- 5: Only one company per booth! See Rules & Regulations

THIS APPLICATION IS NOT VALID UNLESS IT IS SIGNED. ALL VENDORS MUST SIGN THIS FORM!

My signature signifies that I understand and agree to adhere to the Lake Ontario Bridal Show's Rules and Regulations

Signature: _____

Date: _____ Received By _____

Vendor Information

Company Name			
Contact Person			
Permanent Address			
City, State, Zip Code			
Website		Email Address	
Business Phone		Best Contact Number	
What kind of company are you? Examples: Beauty, Cake, Wedding Planning			
Mandatory Attendance Prize: Minimum Value \$50 Prizes can be a discount on services that you provide or an actual gift/prize. Attendance prizes will be listed in the show programs and on the wedding show website			

Complimentary Vendor Perks:

- All vendors will receive a Bride Lead List with Bride's contact information.
- Every booth includes the following equipment at no additional cost: up to two chairs, one 6' skirted tables, a booth sign, and white table covering.
- Company promotion via Lake Ontario Wedding Show's website and show programs
- Networking opportunities with potential clients as well as other wedding industry professionals.

Show Dates, Booth Sizes & Prices

What size booth do you want? Do you want to sign up for one or Both shows?

Booth Size	Pricing	✓ What you want below:
Bridal Show 12-4pm set up at 8am		
Standard 8x8 Space	\$250 EARLY BIRD DISCOUNT \$350 Regular Price after 12/20/15	
Venue 10x10 Space	\$450 EARLY BIRD DISCOUNT \$550 Regular Price after 12/20/15	

Equipment, Power & Other Opportunities:

Every booth includes one or two chairs, one 6' skirted tables, a booth sign, and white table covering at no additional cost. **Indicate what you want for the Lake Ontario Wedding Show below.**

Circle whether you want one or two complimentary chairs:	ONE or TWO
Extra Chairs are \$5 Each	YES or NO How many ____
Circle whether you want the complimentary table	YES or NO
Tall Cocktail Tables Instead of the 6ft table. Cocktail Tables are \$10 Each. How many do you need? Cocktail Tables are limited	YES or NO
Power accessibility is \$10. Do you need Power?	YES or NO
SWAG BAGS: Include a product, a coupon, brochure, etc. in the Bride's Swag. Bags will be given to brides at the show. A quantity of 100 is due to within 5 business days prior to the show date. \$10 for vendors \$100 for non vendors (price shown is per show)	YES or NO
Business Card ad in event program \$30	YES or NO
Quarter Page ad in event program \$55	YES or NO
Half Page ad in event program \$100	YES or NO
Full Page ad in event program \$200	YES or NO

** Goodie bags will be stuffed and handed out to the first 100 brides who register/attend. Goodie bags will only be given to registered brides. Items will need to be submitted by Jan 15, 2016

Sponsorship Opportunities	
<p>Show Sponsor \$1,000 (Only 1 Available)</p> <p>Includes 1 10' by 20' Booth Space in a prime location at the right of the stage!</p>	<ul style="list-style-type: none"> ◆ 10' by 20' Booth Space in a prime visibility location! ◆ Equipment: power, internet, tables, and chairs ◆ Logo included on print, email, and online advertising! ◆ Three E-Blasts ◆ Advertising on the Lake Ontario Wedding Show website ◆ Promotion on Social Media ◆ Opportunity to put your company's promotional items or marketing materials in 100 Bride Swag Bags ◆ Full page ad in the event's program
<p>Prize and Give Away Sponsors</p>	<p>Sponsor Package varies depending on the value of the value of the prize.</p> <p>E-Blast and Promotions on Social Media</p>
<p>Runway Fashion Show Stage Sponsor \$700</p> <p>Includes Booth Space to the left of the stage</p>	<ul style="list-style-type: none"> ◆ Advertising on the Lake Ontario Wedding Show website ◆ Promotion on Social Media ◆ Opportunity to put your company's promotional items or marketing materials in 100 Bride Swag Bags ◆ 1/2 page ad in the event's program ◆ Two E-Blasts ◆ Display Signage at Stage ◆ Standard Vendor Space
<p>Media Sponsors</p>	<p>Included on Website, Social Media, and Program</p>

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PAYMENT AMOUNT DUE: _____

PAYMENT:

Pay by cash, check, MC, Visa are accepted

If you wish to pay via credit card, you can either call 315-806-0251 to make payment over the phone or write the information below. Checks should be made out to 'Cre8 Studios'.

NAME ON CREDIT CARD:

ACCOUNT NUMBER:

EXPIRATION DATE: _____

CVC #: _____

Signature _____

If by Check please write check number on this line

Staff Representative Signature if paid by cash

Payment made out to **Cre8 Studios**. Payment Form and Vendor Application to be mailed to
Cre8 Studios PO Box 5228 Oswego NY 13126

*Lake Ontario Wedding Show Exhibitor Rules *



LAKE ONTARIO WEDDING SHOW AGREES TO:

1. Conduct the Lake Ontario Wedding Show at Lake Ontario Conference Center on **February 26, 2017** from 12:00pm until 4:00pm
2. Provide normal janitorial service, heating, air conditioning, and/or ventilation, normal utility and lighting services.
3. Abide by our Rain, Shine, or Snow Policy. In the event of severe weather conditions, the shows will not be cancelled. Vendor's booth payments will not be refunded.
4. Provide the exhibitor with the booth package for which he/she pays for.
5. Advertise the show through various media in the Central New York Area
6. Provide each paid exhibitor with a Lead List of all registered bride's contact information including email addresses.
7. Furnish the first 100 brides to be with swag bags and everyone with programs at the show.
8. Provide ample time for set up and tear down of booths.
9. Lake Ontario Wedding Show reserves the right to refuse any vendor for any reason.
10. Show Management retains the right to change the location of the exhibitor's booth at any time at its sole discretion.

EACH EXHIBITOR AGREES TO:

1. Exhibitors will have access starting at 8am for set up on **February 26, 2017**
2. Exhibitors will have the booth(s) manned during all show hours.
3. Exhibitors will not dismantle or breakdown booths until the end of the show. There will be a penalty of \$100 billed to any exhibitor that violates this policy
4. Exhibitor agrees to completely remove booth(s) from show site by the final move out time limit, which is 1 1/2 hours after the end of the show, or be subject to penalty fees of \$100
5. Additional booth equipment is available on a first come, first serve basis. Day-of orders are subject to availability.
6. Exhibitors that require wireless internet need to test the connection prior to the show starting in order to allow time for troubleshooting.
7. Equipment may have weight limitations. Please be mindful during set up not to overload the tables.
8. Exhibitors must provide a gift certificate or merchandise with a **minimum value of \$50.00** to be given away by The Lake Ontario Wedding Show as a Vendor's Attendance Prize.
9. One company per booth. One company will utilize the exhibitor space. Exceptions to this rule can only be made by Lake Ontario Wedding show staff and must be made in writing. Additional fees may be assessed. The exception to this is when the same individual owns multiple companies.
10. Exhibitors will not display items from any other business nor distribute any other business' materials at the show without Lake Ontario Wedding Show permission.
11. Decorate the designated booth space with appropriate items and materials of interest that are related to the products or service sold by the exhibitor.
12. If an exhibitor sells merchandise from their booth, it is the exhibitor's responsibility to collect tax at the proper rate, pay the tax collected, and report the tax for the correct location. To obtain the correct tax rate or for forms and information on how to file, please contact the New York State Department of Revenue for more information
13. Exhibitors must not interfere with the neighboring booth's visibility or infringe on their area. Display of wares must be kept within the confines of the contracted exhibit space.

***Lake Ontario Wedding Show Exhibitor Rules ***

14. Roaming Models must stay within the confines of the aisles and lobby areas in the facility. Models must not disturb vendors or distract attendees while conversing with other vendors.
15. Bands, loudspeakers, radios, television sets, and/or the operation of any machinery or equipment which is of sufficient volume to be annoying to neighboring exhibitors will not be permitted.
16. Understand Lake Ontario Conference Center has a No Outside Food or Beverage Policy. However, sample size portions of food/drink are permitted.
17. Understand that Lake Ontario Conference Center will not allow open flame in the building.
18. Exhibitors shall exclusively use the given list of registered brides. Exhibitors will not lend out, sell, barter or allow any unauthorized usage, or permit any reproduction thereof.
19. The exhibitor is entirely responsible for the exhibit space allotted and shall be liable for any loss or damage to the premises and for any loss or damage to any equipment.
20. Exhibitors must protect the Lake Ontario Conference Center's equipment, walls, columns and floors from damage. Exhibitors will be held responsible and charged for any damage, or for any clean up necessitated by paint, grease, oil, abrasives, or excess debris left in the exhibitor's space.
21. Lake Ontario Wedding Show will exercise all reasonable care for the protection of exhibitor's materials and displays. Exhibitors wishing to insure their goods must do so at their own expense. Exhibitors are charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention, customs and public safety while participating in the show.
22. Insure yourself against any claims resulting from the exhibits. Lake Ontario Wedding Show and Lake Ontario Conference Center will not be responsible for any personal injury, damage or loss to exhibits by fire, theft, pilferage, malicious action or accidents.
23. Vendors and their staff agree to promote the Lake Ontario Wedding Show in a positive manner ANY deviation from this could end in vendor dismissal with no refund.
24. Upon signing completed Vendor Application, the exhibitor assumes all risks and responsibilities for accidents, injuries or damages to person or property and agrees to indemnify and hold harmless the Lake Ontario Wedding Show, Lake Ontario Conference Center and their managers, board members, show sponsors, and employees, against any and all claims, liabilities, losses, theft, damage, costs and expenses (including attorney's fees) arising from or in connection with the exhibitor's participation in the show or from exhibitor's activities conducted upon Lake Ontario Conference Center property.
25. Exhibitors must comply with the Americans with Disabilities Act. AMERICANS WITH DISABILITIES ACT: Exhibitor will ensure that its exhibit and product/service information comply with the regulations and guidelines of the Americans with Disabilities Act (ADA). The ADA requires that exhibits be accessible by persons with disabilities. While the Lake Ontario Wedding Show is responsible for ensuring accessibility for the general trade show areas, the exhibitor is responsible for controlling its booth.
26. Exhibitors must make payment with cash, check, or credit prior to the show. Make checks payable to the Cre8 Studios
27. Understand and agree that this contract is firm with a non refundable payment.
28. Exhibitors who violate the Lake Ontario Wedding Show Rules & Regulations may be banned from participating in future shows and subject to penalty fees.
29. Lake Ontario Wedding Show reserves the right to cancel contracts with any exhibitors at any time prior to or during the show. Please Note: VENDOR'S SIGNATURE IS REQUIRED ON PAGE #1 OF THIS VENDOR APPLICATION.

lake ontario wedding show

Proposed Vendor Schedule of Events

9:00am-11:00am

Vendor Set Up

11:00am

Hot lunch served in hospitality room

12:00pm

Doors Open and Show Starts

2:00pm

Fashion Show Begins

4:00pm

Conclusion of the Wedding Show

Wedding Show Layout

