

# 2018 Wedding Shows Vendor Registration

## *Fall Bridal Showcase*

Sunday, September 9, 2018

*Columbia Expo Center · Columbia, Missouri*

[www.columbiamoweddingshow.com](http://www.columbiamoweddingshow.com) · (573) 446-3975 ·  
[czoeller@holidaycolumbia.com](mailto:czoeller@holidaycolumbia.com)



Are you striving to make your product or service known to the brides and grooms in central Missouri? The Fall Bridal Showcase provide that possibility by attracting hundreds of couples to each show. Help your business grow by registering for a booth in our upcoming shows today!



**Fall Bridal Showcase**  
**Sunday, September 9, 2018**

“As you might imagine, planning a wedding can be a bit overwhelming at times. Most brides don’t plan a wedding every day, so they are not aware of all of the amazing options out there. The best place I have been able to find resources was the bridal showcase at the Holiday Inn Executive Center and Expo Center. It was so beneficial! I was able to get many ideas and meet great vendors that will help to make my day special. I would definitely recommend this show to anyone! “

*Mallory Goedde (Bride-To-Be · June 6, 2015)*

## Vendor Agenda

### Sunday (Day of Show)

|                     |   |
|---------------------|---|
| 8:30 AM — 11:45 AM  | Vendor Load In & Set-Up (Expo Center)<br>Vendor Check-In (Loading Dock) |
| 10:15 AM — 11:45 AM | Flow-Through Breakfast for Vendors (Parliament Room)                    |
| 12:00 PM — 4:00 PM  | <b>Wedding Show</b> —Open to Public                                     |
| 12:00 PM — 4:00 PM  | Vendor Hospitality Area   |
| 3:55 PM — 4:00 PM   | General Registration & Grand Prize Giveaway (Expo Center - Info Booth)  |
| After 4:00 PM       | Vendor & Show Tear Down   |

*\*Please note the doors will locked after setup on Saturday & reopened on Sunday at 8:30am.*

***Schedule is tentative and subject to change.***



# Vendor Information

## Vendor Load In & Set-Up

Load in will take place at the overhead garage doors on the east side loading dock of the Expo Center. If you choose to load in on Saturday night, be aware that Holiday Inn Executive Center is **NOT** responsible for lost or damaged items. Vendors are not to tear down prior to 4:00pm on Sunday.

## Vendor Check-In

The vendor check-in table will be located near the loading dock doors. Please be sure to check in and receive your show packet prior to setting up on Sunday morning. The packet includes show information, name badges, and breakfast vouchers.

## Additional Amenities

If you need additional booth amenities, please order in advance to take advantage of the discounted pricing. PLEASE NOTE that electricity is now included in the registration package (1 standard 110V outlet per booth). *Please indicate on the your application that you require electricity to receive access.* **All vendors are required to use a surge protector (either your own or a hotel rental). The Holiday Inn Executive Center or Expo Center will not be responsible for any damages incurred by the vendor to any device or equipment should a power surge protector not be used to access electricity within the hotel's meeting space or the Expo Center.**

## Noise Levels & Booth Spacing

Vendors are required to stay within the parameters of their designated booth. Please be respectful of all vendors, *especially* those who neighbor your booth. Fire code regulations require aisles to be completely free of product.

## Vendor Giveaways

The general bride/groom registry is *only* used for the Grand Prize Giveaways. **If you are holding a prize drawing, please make arrangements to do so from registration at your booth.** We are able to announce the winner of booth prizes—we will need the winner information at the information booth (Expo Center) no later than 3:30pm.

## Vendor Breakfast and Hospitality Area

As a service to our vendors, there will be a hot breakfast buffet from 10:15am—11:45am on Sunday morning. In the booth package, each vendor will receive 2 breakfast coupons per booth space. Additional tickets can be purchased day of for \$13.00/ticket (available at vendor check-in). There will be a vendor hospitality area during show hours (12:00pm—4:00pm). *Please do not bring in outside food during setup or show hours.*

## Bride/Groom Post-Show Registration Database

Included in the booth package is access to the bride/groom database. This will be emailed to you post show (within 1 week) and includes information regarding the services the registered brides/grooms still need regarding their wedding.

*\*Each bride and groom will receive a wristband for your convenience, so that you can seek them out more easily.*

## Evaluations

After the show, vendors will receive an evaluation link asking for feedback, comments, and suggestions. Unfortunately, we cannot always accommodate all recommendations or suggestions, but we do strive to make the show better and serve all vendors equally.

# Registration Options:

*Fall Bridal Showcase*  
\$400.00/booth

## Package Inclusions:

8' x 10' Booth w/booth inclusions listed  
2 Hot Breakfast Coupons  
Vendor Hospitality Area in Polo Room (12 pm—4 pm)  
Database of Registered Brides & Grooms (post-show)  
Recognition & Link-back on Wedding Show website

## Booth Inclusions:

1—6 ft. clothed & skirted display table  
2 chairs  
1 waste can  
Pipe and Drape  
Vendor ID Sign  
Electricity\*

*\*Indicate on application if you require electricity*

## *Fall Bridal Showcase*

### **Vendor Registration Information**

The information that follows is pertinent to your registration for the 2018 Fall Bridal Showcase.

**Please be sure to read everything before moving on to the registration form. Thank you!**

*Please send your registration form to Columbia Expo Center through email, mail, or fax.*

#### By Mail:

Holiday Inn Executive Center  
Attn: Wedding Show Coordinator  
2200 I-70 Drive SW  
Columbia, MO 65203

Fax Number:  
573-446-1159

#### Through Email:

Clare Zoeller  
czoeller@holidaycolumbia.com

**To receive a Vendor ID Sign and listing in the Fall Bridal Showcase , vendor registration must be received by **Friday, August 27, 2018.****

Information for the Super Wedding Show will be sent out Fall 2018.



**Fall Bridal Showcase 2018**  
**Vendor Registration Form**

*Please Print or Type:*

**Vendor Agreement**

In accordance with the Rules & Regulations stated in this agreement, the individual below has entered into this contract with the Holiday Inn Executive Center for the booth space and/or services indicated below.

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

(as it will appear on booth ID sign & wedding show website)

**Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Ext:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Show Registration**

To receive a Vendor ID Sign and listing in the show program, all registrations must be received by **Friday, August 27, 2018.**

**ALL PAYMENTS ARE NON-REFUNDABLE.**

***Additional Amenities:***

| QTY  | Additional                                    | Advanced Pricing  | Day of Pricing  | Total |
|--|---|---|-----------------|-------|
|  | 6' Table w/cloth                              | \$20.00 each  | \$50.00 each    | \$    |
|  | 6' Skirted Table w/cloth                      | \$30.00 each  | \$70.00 each    | \$    |
|  | Cocktail Round w/cloth                        | \$20.00 each  | \$50.00 each    | \$    |
|  | Poster Easel w/cloth                          | \$15.00 each  | \$40.00 each    | \$    |
|  | Chairs  | \$10.00 each  | \$30.00 each    | \$    |
|  | Additional Sign                               | \$5.00 each   | N/A             |       |
|  | Bar Stools (Limited #)                        | \$10.00 each  | \$30.00 each    | \$    |
| Please circle YES<br>one! NO   | 0-1000 Watts Electricity 110V Standard Outlet | <i>Included in package:</i><br><b>Please indicate if you require electricity to receive access at your booth!</b><br><i>Vendors are required to use a surge protector</i> |                 | N/A   |
| MO Tax - (0.07975%)  |   |   |                 | \$    |
| *Amenity prices are a one time, flat fee and are subject to sales tax. |   |   | <b>Subtotal</b> | \$    |

Please fill out the payment information on the next page.

Failure to do so results in a hold on your registration.

***Calculate Your Total!***

I, a duly authorized representative of the company listed above, agree to the terms and conditions (back page of packet) outlined in this contract.

\_\_\_\_\_  
 Signature

Date: \_\_\_\_\_

HIEC Office Use Only

Date Rec'd \_\_\_\_\_ Amount Rec'd \_\_\_\_\_

| Option       | Cost                | QTY   | Amount |
|--------------|---------------------|-------|--------|
| Bridal       | \$400.00            | _____ | _____  |
| Amenities    | Subtotal from Chart | N/A   | _____  |
| Subtotal     | N/A                 | N/A   | _____  |
| <b>Total</b> | N/A                 | N/A   | _____  |

**Method of Payment Form**  
**Fall Bridal Showcase**  
Sunday, September 9, 2018



Please fill out the following form with your payment information. **If you are paying by check, we still require a credit card to be on file. Failure to include credit card information with a check will result in a hold on your registration.**

The full payment of \$500.00 is required with the return of the registration form when registering for the Fall Bridal Showcase.

\_\_\_\_\_ Payment by Check (make payable to Holiday Inn Executive Center)  
**\*Checks will only be accepted until Monday, August 16, 2018.**  
**Credit cards will be the only accepted form of payment after this date!**

Credit Card/Debit Card Information

\_\_\_\_\_ Credit Card      **OR**      \_\_\_\_\_ Debit Card

Please note if you are paying with a debit card: The hotel is not liable for overdraft charges incurred should you choose to use your debit card. Be advised that by using any type of card, you will not only have the funds taken from your account, you will also have a hold placed on funds equal to the amount of the charge for 5-10 business days. Once processed, the hold cannot be reversed.

**Please Type or Print**

Credit/Debit Card Type: \_\_\_\_\_

Credit/Debit Card Number \_\_\_\_\_ Exp. \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

.....  
I am authorized on behalf of the company/organization to release the above information and to enter into this credit authorization agreement. In the case that my payment with check does not go through, I give permission for the hotel to use the credit card on file to fulfill the contracted payment agreement. I understand the hotel will not be responsible for overdraft charges incurred through use of my card for payment.

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Authorizing Signature **(Must match name on card)**

Date: \_\_\_\_\_

**HIEC Office Use Only**

Date Rec'd \_\_\_\_\_ Amount Rec'd \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

# Rules & Regulations - Columbia Expo Center

The management of the Holiday Inn Executive Center and the Columbia Expo Center requests your attention and cooperation to the following Rules and Regulations which have been adopted for the mutual benefit of all employees and Vendors. Charges for infractions of these rules resulting in damage will be assessed to the Vendor.

**VENDOR LOAD-IN:** ALL Vendors will load-in booth equipment through the loading dock door located on the Northeast corner of the building. The dock can be accessed from Knipp Street. Use of the doors will not be permitted unless approved in advance by management.

**HEIGHT AND ARRANGEMENT OF EXHIBITS:** The maximum height of displays shall not exceed nine feet unless otherwise approved by the Columbia Expo Center. All Exhibits must be free standing. NO SUPPORTING WIRES FROM THE CEILING PIPES OR DUCTS WILL BE PERMITTED.

**EXPO CENTER FACILITIES AND EQUIPMENT:** Vendors and their employees will not be permitted to use or otherwise handle any Columbia Expo Center equipment in a manner that will in any way injure, mar, or deface any part of the building.

**TABLES, CHAIRS, BOOTH PARTITIONS:** are not to be moved or otherwise handled except by authorization of your show management. No tacks, nails or staples are permitted to be used on this equipment, or the equipment otherwise used beyond its intended purpose unless approved by the Columbia Expo Center Management.

**LIGHTING FIXTURES:** Overhead lighting necessary to supplement the general lighting may be used provided it is attached and connected in accordance with Columbia Expo Center instructions and charged accordingly.

**ELECTRICAL AND MECHANICAL SERVICES** shall be connected by authorized and qualified personnel and at the instructions of the Expo Center and charged accordingly. All devices or equipment plugged into any outlet requires the use of a power surge protector and securing a surge protector is the responsibility of the vendor accessing the electricity. The Holiday Inn Executive Center or Expo Center will not be responsible for any damages incurred by the vendor to any device or equipment should a power surge protector not be used to access electricity within the hotel's meeting space or the Expo Center.

**DISPLAY EQUIPMENT ASSEMBLY:** Expo Center personnel are not permitted to assemble or otherwise handle vendor equipment except to move to and from booth space where specified in contract with show management.

**AISLES AND EXITS** so designated by show layouts shall in no way be obstructed.

**FLOOR AND FLOOR COVERINGS:** Cartons, crates and equipment are not permitted to be moved over floor Area except with the use of wheeled equipment. Floor coverings for individual booth space are allowed. However, it shall not be responsible for the removal of tape residue marks on the show floor/or Expo Center Equipment. Columbia Expo Center employees do not vacuum carpeted areas. DAMAGE TO THE EXPO FLOOR RESULTING FROM DRAGGING EQUIPMENT OR EXHIBIT MATERIALS WILL BE ASSESSED TO THE VENDOR. ALL CARPET TAPE MUST BE APPROVED BY EXPO MANAGEMENT.

**PARKING:** All Vendors and Visitors to the Columbia Expo Center must abide by posted regulation signs.

**TRUCKS OR VEHICLES** will not be allowed inside the exhibit hall at any time unless approved by Columbia Expo Center Management.

**MISCELLANEOUS RULES:** No Vendor shall do or permit anything to be done in said premises, or bring or keep anything therein, which will in any way increase the rate of fire insurance on said building, or no property kept therein, or obstruct or interfere with the rights of other Vendors, or in any way injure or annoy them, or conflict with the laws relating to fire, or with regulations of the fire department, or with any insurance policy on said building or any part thereof, or conflict with any of the rules or ordinances of the Board of Health of Columbia, Missouri.

The parking lot, entrance, halls, passages, ramps, elevators, and stairways shall not be obstructed by Vendor or used by him for any other purpose than for ingress and egress.

The Management reserves the right to make such other and further reasonable rules and regulations as in its judgment may from time to time be needful for the safety, care, and cleanliness of the premises, and for the preservation of good order therein.