

# *Super Wedding Show*

September 13, 2020

[www.columbiamoweddingshow.com](http://www.columbiamoweddingshow.com)  
Holiday Inn Executive Center  
Columbia, MO



# Fall Bridal Showcase

September 13, 2020 | 12pm – 3pm

## VENDOR REGISTRATION CHECKLIST

The enclosed application must be completed in its entirety and returned with the full non-refundable payment. The Holiday Inn Executive Center reserves the right to review all applications and decide on final acceptance.

- Vendor Registration (Page 2)
- Method of Payment Form (Page 3) & Full Payment
- Signed Expo Terms & Conditions (Page 4)

## SUBMISSION

### Mail:

Holiday Inn Executive Center  
Attn: Lacie Ogden  
2200 I-70 Drive SW  
Columbia, MO 65203

### E-Mail:

logden@holidaycolumbia.com

### Fax Number:

(573) 446-1159

## BECOME A VENDOR!

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



## Super Wedding Show Package Includes The Following:

- 8' x 10' Pipe & Drape Booth Area
  - (1) 6' Clothed & Skirted Display Table
  - (2) Chairs
  - (1) Waste Can
  - Vendor ID Sign
    - Applications after August 25, 2020 are not guaranteed a sign
  - Electricity – (1) 110v Outlet If Requested
- 2 Hot Breakfast Coupons
- Vendor Hospitality Area in Expo Center (12 pm – 4 pm)
- Database of Registered Brides & Grooms (Post Show)
- Recognition & Link-Back On Wedding Show Website

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## VENDOR REGISTRATION

Booth Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Will You Require Electricity (Surge Protector Required)?  Yes  No

| Booth/Show Selection    |                |          |       |
|-------------------------|----------------|----------|-------|
| Option                  | Standard Price | Quantity | Total |
| September 13, 2020 Show | \$400          |          | \$    |

| Additional Amenities   |                  |                |                   |       |
|--|------------------|----------------|-------------------|-------|
| <i>Booth comes with (1) Table, (2) Chairs, and a waste can</i> |                  |                |                   |       |
| Item   | Advanced Pricing | Day Of Pricing | Quantity          | Total |
| 6' x 30" Table Skirted & Draped                                | \$35.00          | \$45.00        |                   | \$    |
| 6' x 30" Table (Uncovered)                                     | \$25.00          | \$35.00        |                   | \$    |
| Tall Cocktail Round (Limited QTY)                              | \$25.00          | \$30.00        |                   | \$    |
| Chairs   | \$5.00           | \$10.00        |                   | \$    |
| Easel (Limited QTY)  | \$15.00          | \$25.00        |                   | \$    |
|  |                  |                | Amenity Total     | \$    |
|  |                  |                | MO Tax (0.07975%) | \$    |
|  |                  |                | Subtotal          | \$    |

| TOTAL            |           |
|------------------|-----------|
| Booth Total      | \$        |
| Amenity Total    | \$        |
| <b>TOTAL DUE</b> | <b>\$</b> |

**FOR OFFICE USE ONLY**

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

Amount Received: \_\_\_\_\_

Booth Number(s): \_\_\_\_\_

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## METHOD OF PAYMENT FORM

Booth Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please fill out the following form with your payment information

\_\_\_\_\_ Payment by Check made payable to Holiday Inn Executive Center

\_\_\_\_\_ 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.**

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

Card Number: \_\_\_\_\_

Card Type: \_\_\_\_\_ Exp: \_\_\_\_\_ CCV: \_\_\_\_\_

*I am authorized on behalf of the company/organization to release the above information and to enter into this payment authorization agreement. I understand the hotel will not be responsible for overdraft charges incurred through use of my card for payment.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Expo Terms & Conditions

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:** Columbia 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.

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Print Name

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Signature

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Date