

River Valley

Bridal Extravaganza

By Unforgettables

January 28, 2018

At

Kay Rodgers Park Event Expo Building

1:00pm-4:00pm

Set the date, mark your calendars and prepare for the most amazing version of Unforgettables' River Valley Bridal yet! Due to the great feed-back, and better accommodations for our vendors and brides, the 2018 Bridal Extravaganza will be held again at Kay Rodgers Park.

Due to extreme interest in the River Valley Bridal Extravaganza, many of the vendors have expressed their interest in locking their spot for 2018, and I would like to extend this option to you as well. All booths are reserved on a "first come, first serve" basis, so book as early as possible! We invite you to fill out the enclosed form and become a partner in making this show For Smith's finest. Contact us at 479-646-8109 or email us at unforgettablesinc@yahoo.com.

Bridal Expo Rules & Regulations

SCHEDULE – January 28, 2018 Show

Vendor Setup

Saturday 9:00 am to 7:00 pm

Sunday 9:00 – 12:30 pm

Vendor Tear Down

Sunday, January 28, 2018

Sunday, January 28, from 4:00 to 7:00 p.m.

Booths – Setup:

- Single Booth Size: 10'x10", An 8ft table with linen, 2 chairs and pipe and drape are included. Additional equipment and services may be ordered directly through Unforgettables including chairs, tables, etc.

Vendor Load-In/Out

- Kay Rodgers Park has truck-height loading dock.
- You may also load-in/out through the south door at the side of the event center.
- NO load-in/out is to occur through the front doors.

Fire Department Regulations:

- Fire Aisles must be no less than 9ft wide and must be maintained.
- No open flames (but sternos are allowed)
- Exhibitors must provide their own fire extinguisher, in needed.
- Cardboard boxes must be removed or broken down.
- Fire lanes must be kept clean – 10 minute unload curb time is permitted.

Show Regulations:

- No ALCOHOL may be served, sold or distributed by any exhibitor at any time at the Bridal Expo.
- Sample sized food items or non-alcoholic beverages may be distributed by exhibitors during the Bridal Expo.
- Tape, nails, tacks or screws may not be used to attach displays or signs to walls or ceiling.
- Exhibitors are required to leave booth setup until the close of the Bridal Expo.
- All necessary power cords and interior booth lighting must be provided by Vendor,

Exhibitors Terms & Conditions

1. Unforgettables may cancel contract at any time and reserves the right to refuse rental facilities of the event center and participation unless full payment is made, in advance, as outlined in the Bridal Expo Rules & Regulations, under Deposits and Payments".
2. In the event of inclement weather, the show will not be cancelled. No refunds will be made to Exhibitors.
3. It is understood and agreed (a) that exhibitor is an independent contractor and Unforgettables shall exercise no supervision or control over the employees of the Exhibitor or others in the

service of Exhibitor, and (b) that Unforgettables shall provide no special services other than those specifically set out in Exhibitor Order Form. Unforgettables reserves the right to approve all products/services displayed by exhibitors.

4. It is agreed that Exhibitor will comply with all laws – federal, state and local, including all ordinance of the city of Fort Smith, Arkansas – and all rules, regulations and requirements of the Police and Fire Departments.
5. Exhibitor agrees that Unforgettables shall be free and clear of all liabilities and expenses which Exhibitor may incur in connection with or during Exhibitor’s use of the Kay Rodgers Event Center.
6. Exhibitor shall assume full responsibility for any damages done to the area rented by Exhibitor in the building or facilities which may occur during the period of time by Exhibitor.
7. Exhibitor agrees not to transfer or assign any part of the premises to any person, firm, organization or corporation, without prior written consent of Unforgettables.
8. **Booth Sharing: Unforgettables does not allow sharing or subleasing. Every business that participates in the Bridal Expo in any way must have a SIGNED CONTRACT with Unforgettables. No sharing or subleasing without permission from Unforgettables.**
9. Cancellation by Exhibitor: In the event Exhibitor needs to cancel their commitment with Unforgettables, Exhibitor agrees to forfeit all paid monies. No cancellation refunds will be made.
10. Setup and Teardown Times: Exhibitor agrees to abide by all the times outlined by Event Nation in the Bridal Expo Rules & Regulations for Setup and Teardown times.
11. **Deposits: If paying a deposit of 50% to reserve your booth space, all balances MUST BE PAID IN FULL NO LATER THAN 30 DAYS BEFORE THE SHOW. The deadline is December 28, 2017.**
12. Door Prizes - Exhibitors may give away prizes at their booth, but not require, however, it is asked of each exhibitor to donate a minimum of \$50 gift towards our package give Prizes.
13. Please remember, that the give always is what drives the brides to the show.
14. Specific booth numbers can be requested if an exhibitor registers by December 28, 2017. Unforgettables reserves the right to change exhibitor’s booth number at any given time at their discretion.

Deposits and Payments:

- A 50% deposit is required with the Exhibitor Order Form to secure booth space. Booths will not be held without a deposit or payment in full
- If exhibitor opts for 50% deposit, the balance of payment must be received no later than January 15th, 2018.
- Exhibitors signing up after December 28, 2017 will be required to pay in full at the time of contract.

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Company _____ Contract _____

Phone _____ Email _____

Website _____

Booth # Requested*: _____ 1st ___ 2nd ___ 3rd ___

- Requests only taken if registered by October 28, 2017 ** Booth will be assigned at Unforgettables
- or 50% capacity is reached (whichever comes first) discretion and may be changed at any given time.

Booth Requested	10'x10" Black booth space only	Number of Booths	Total
Early Bird by October 28, 2017	\$425		
Early Bird by November 28, 2017	\$475		
On or After December 28, 2017	\$525		
Upgrade to Premium Booths (per booth)	\$100		
Multi Booth Discount (deduct \$25 per booth space) i.e. 2 booths - \$50 discount	\$25		Deduct
Grand Total			

Credit Card Payment (This must be faxed into 479-646-8109)

Number _____ Expiration ____MO____YR
CVV (Back) _____ Amount\$_____
Name _____ Address_____
Signature _____ City & State, Zip_____

50% deposit required to hold booth reservation. Final payments due 30 days before the show.

I have read and agree to the terms & conditions for participation in the River Valley Bridal Extravaganza.

BOOTH SPACE INCLUDES AND 8FT TABLE WITH LINEN. 2 CHAIRS AND PIPE AND DRAPE. Additional tables and linens are the responsibility of each exhibitor, and it is the responsibility of each vendor to order and pay for additional items.

X _____ Date _____