

# WEDDING & QUINCEAÑERA EXPO

SUNDAY, JANUARY 22<sup>ND</sup>, 2017

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE #: (\_\_\_\_\_) \_\_\_\_\_

WEBSITE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

LIST OF PRODUCTS/SERVICES OFFERED:

\_\_\_\_\_

BOOTH REQUESTED: # \_\_\_\_\_.

PRICE: \$ \_\_\_\_\_.

ELECTRICITY NEEDED:    YES    NO

UPGRADE YOUR BOOTH MARKETING!

   TABLE LINENS (\$10) - COLOR: \_\_\_\_\_  
TABLE LINEN WITH SKIRT IN WHITE OR BLACK

   HANGING CEILING BANNER (\$10)  
PLEASE PROVIDE A BANNER BY JANUARY 15<sup>TH</sup>, 2017

   DJ ANNOUNCEMENTS (\$10)  
DJ WILL MAKE PERIODIC ANNOUNCEMENTS ADVERTISING YOUR BOOTH, BUSINESS NAME, PHONE # OR  
WEBSITE, AND A BRIEF DESCRIPTION OF YOUR SERVICES.

TOTAL: \$ \_\_\_\_\_

DEPOSIT: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

PAYMENT: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

PAYMENT: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

FINAL PAYMENTS ARE DUE ON OR BEFORE JAN. 15, 2017. DEPOSITS ARE NON-REFUNDABLE  
UPON CANCELLATION. IF ANY CHANGES OCCUR, PLEASE NOTIFY JANIE OR ROCIO IMMEDIATELY  
AND WE WILL TRY TO ACCOMMODATE YOU AS BEST AS POSSIBLE.

ALL VENDORS MUST PROVIDE 100 BAG STUFFERS WITH THEIR INFORMATION FOR  
THE FIRST 100 BRIDES/QUINCEAÑERAS BY JAN. 15<sup>TH</sup>, 2017. RECOMMENDED ITEMS  
INCLUDE: BUSINESS CARDS, FLYERS, GIFT CERTIFICATES, GIFT CARDS, COUPONS,  
EXPO SPECIALS, OR PROMOTIONAL ITEMS SUCHA S PENS, HATS, WATER BOTTLES,  
T-SHIRTS, MOUSE PADS, OR OTHER SAMPLES.

GRAND PRIZE DONATIONS: WE WILL BE RAFFLING PRIZES THROUGHOUT THE ENTIRE EVENT. IF YOU ARE INTERESTED IN DONATING A PRICE (OF YOUR CHOICE) OR ADDING TO OUR GRAN PRIZE PLEASE PROVIDE THE INFORMATION BELOW:

DOORS WILL OPEN AT 7AM FOR VENDORS TO DROP-OFF ITEMS AND SET UP BOOTHS. PLEASE CHECK IN WITH JANIE OR ROCIO UPON ARRIVAL. DOLLIES RECOMMENDED. ALL BOOTS MUST BE FINISHED BY 10:45AM. GUESTS WILL BE ALLOWED INSIDE AT 11AM. VENDORS ARE NOT ALLOWED TO BREAK DOWN BOOTH UNTIL 6PM.

## DO'S:

VENDORS ARE ALLOWED TO SELL FROM THEIR BOOTHS, CONDUCT GAMES, GIVE PRIZES, GIVE SAMPLES, HAVE SIGN UP LISTS, DECORATE BOOTH WITH BANNERS, LINENS, PRODUCTS, LIGHTING, ALBUMS, PICTURES, DISTRIBUTE FLYERS OR BUSINESS CARDS, SCHEDULE APPOINTMENTS AND BOOK CONTRACTS. WE ENCOURAGE VENDORS TO ADVERTISE THE WEDDING & QUINCEANERA EXPO 2017 BY POSTING ON THEIR SOCIAL MEDIA, WEBPAGES, DISTRIBUTING FLYERS AND INVITING THEIR CLIENTS TO ATTEND.

## DON'T'S:

**VENDORS ARE NOT ALLOWED TO STAND IN THE WALKWAS, DISTRIBUTE FLYERS IN AREAS OTHER THAN THEIR BOOTH, AND HAVE OPEN FLAMES OR FIRE, OR DISTRIBUTE/SELL ALCOHOL PRODUCTS. NO ONE UNDER THE AGE OF 18 IS ALLOWED IN THE BOOTHS.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ALL VENDORS WILL RECEIVE FLYERS ADVERTISING THE EVENT

## 2017 EXPO FLOORPLAN

