



NORTH COUNTRY WEDDING EXPO

SUNDAY MARCH 4, 2018 • 12:00PM – 3:00PM

Print Business Name: _____ Contact Name: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Cell Phone: _____

Email: _____ Website: _____

****PLEASE EMAIL JPEG LOGO AND CONTACT LINK (WEBSITE OR EMAIL) FOR FACEBOOK TO: sbissell@rrggf.com

Will you need electricity? Yes No (Please provide your own extension cord, duct tape and power strip)

Due to the high volume of vendors who wish to participate, this event is on a first come first served basis. We cannot hold booth space without payment. Payment must be received in full by February 28, 2018 in order to reserve your booth. Please return this form with the method of payment below.

Wedding Officiates/Churches: \$50

Wedding Related Services: \$300

Wedding Venues: \$500

\$25 minimum donation of services or goods for raffles/giveaways (certificate or goods to be given to show staff prior to 12 pm on day of event) Ultimate Wedding Package Giveaway items will be handled in advance with Stacy Bissell.

Method of payment: Check (Please make checks payable to Regional Radio Group)

Money Order

Credit Card

**If paying by credit card you may e-mail this form to sbissell@rrggf.com.

Otherwise, please mail or drop off at: **238 Bay Road, Queensbury, NY 12804 Attn: Stacy Bissell**

Credit Card Type: MasterCard VISA American Express

Credit Card Number _____ CVC Code _____ Exp. Date ____/____/____

Name on Card _____

Amount Processed \$ _____ Date Processed ____/____/____

Mail completed form and payment to: Regional Radio Group c/o Stacy Bissell, 238 Bay Rd., Queensbury, NY 12804

By signing below I acknowledge that I have read, understand, and agree to everything mentioned in the attached contract, terms, and conditions:

Vendor Signature Date

RRG Representative Signature Date



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**It is important that all vendors adhere to these terms & conditions.
Please read the instructions carefully and keep a copy!**

Thank you for being part of this event in our community! The Regional Radio Group has sole discretion as to which exhibitors will participate. We cannot hold booth space without payment. There will be no exceptions.

Participation Requirements: Each participating exhibitor must donate a gift certificate or raffle prize with a value of \$25.00 or more to be given away throughout the Expo. These donations may be mailed with this form and your FULL payment, or brought with you the day of the expo and given to show staff prior to 12 noon.

Booth Requirements: All exhibitors will be provided specific booth space in the Queensbury Hotel as indicated by a small sign on each table. Staff will be available during set-up to direct vendors to their booth space. Set-up must be confined to the allotted space purchased and shall not obstruct aisles. Booths must be professional and attractively displayed. Please note that signs cannot exceed 2' if placed on a table.

Set-up: Doors open at 10:30am the day of the show for set-up. All booths must be completely set up by 11:30 am. Any exhibitor who is a "no show" will not be entitled to a refund and forfeits all rights to the mailing list. Only those exhibitors who have paid in full for their booth will be allowed to set up on the day of the show.

- Tables are rectangular measuring 6-8ft. All tables have linen tablecloths.
- All audio displays, please keep sound/music level to a minimum so that others nearby will be able to talk and do business.
- Do not obstruct booths next to you, as you do not want their materials obstructing your booth.
- Absolutely no booth showing or promoting any other category or business other than what you signed up for. Exhibitors may not share a booth. We suggest two staff per booth, with a maximum of three per booth.
- Do not hang or attach anything on the walls.
- Under no condition can a booth be taken down prior to the show ending!!
- Exhibitors providing food samples are asked to bring their own plastic plates, utensils and napkins as well as a small receptacle for discarded items to keep beside their table.
- We encourage networking amongst the wedding show participants. Please let us know if anyone NOT connected with the show attempts to solicit you, or is passing out their business cards.

Cancellation by exhibitor: Due to the timing of this event there will be no refunds issued for cancellations.

Mailing List: Lists of registered brides who attended the show will be sent by e-mail (unless a hard copy is requested) and provided to only the individual whose name appears on the contract. Show obligation must be fulfilled and booth money must be paid in full to receive this list. Distribution of the list to businesses not participating in the show is prohibited and may result in you being denied participation in future Regional Radio Group events.

Please refer and keep a copy of these terms, conditions and instruction for your records.