



Sauder Village®

Dear Exhibitor:

Sauder Village would like to invite you to be a part of the 2012 Sauder Village Bridal Show. The show will be held in Founder's Hall on Sunday, March 11, 2012 from 12:00 p.m. - 4:00 p.m.

The show will allow you and other local vendors the opportunity to showcase your products and services in a beautiful setting.

Please review the enclosed vendor participation information and contract. Registration and payment should be received by Friday, January 13, 2012.

If you have any questions, please contact Dawn Hauter or Jeanette Smith at (419) 446-2541.

We would love to have your business be a part of this exciting bridal show!

Regards,

Jeanette Smith

Jeanette Smith
Director Sales & Marketing
SAUDER VILLAGE





Sauder Village®

Bridal Show

at **Founder's Hall**

Sunday, March 11, 2012

12:00 - 4:00 p.m.

Founder's Hall at Sauder Village
22611 State Route 2 Archbold OH 43502



www.saudervillage.org/bridal



Bridal Show Contract

Founder's Hall • Sunday, March 11, 2012 • 12:00 p.m. – 4:00 p.m.

Business Name _____
Contact Name _____ Website _____
Email Address _____
Phone Number _____ Fax Number _____
Address _____
City _____ State _____ Zip _____
Service/Product Exhibited _____

Exhibitor Signature

Please print: I _____ of _____

Agree to the terms as outlined in the Bridal Show Exhibitor's Agreement and this Contract.

Authorized Signature: _____ Vendor License # _____

Booth Options

_____ Single 8'x10' Booth Space \$250.00 (includes one 8 ft. skirted table and two chairs)
_____ Double 8'x10' Booth Space \$450.00 (includes two 8 ft. skirted tables and four chairs)
_____ Electric required \$25.00

Additional Advertising Package

_____ Package \$100.00 - cube advertisement in the Bridal Show Directory and on the Bridal Show website

Total Enclosed \$ _____

Send Contract and Payment to: Sauder Village/Bridal Show, 22611 State Route 2, Archbold OH 43502

For Credit Card payments: Mastercard Visa American Express Discover

Credit Card # _____ Expiration Date: _____ V-Code: _____ (last 3 digits on back of card on signature line)

Please send contract signed by an authorized person of your company by January 13, 2012. This contract is non-refundable and cannot be cancelled or transferred. Booth space is limited and booth assignments will be decided by Sauder Village. For questions, contact Dawn Hauter at Sauder Village at 419-446-2541 or email dawn.hauter@saudivillage.org. Booth rental must be paid with signed contract, or contract will be void. No subleasing of booth space is permitted. No advertising signs outside of your booth space are permitted. Two free exhibitors passes will be issued with each booth rental. A \$7.00 admission will be charged to all guests of the show. Booths with electrical outlets require a \$25.00 additional fee and are available on a first come, first served basis. All exhibits must be set up between 8:00 - 11:00 a.m. on Sunday, March 11, 2012 and must be removed between 4:00 - 6:00 p.m. on Sunday, March 11, 2012. Sauder Village will not be responsible for any loss, damage or accidents to exhibits or exhibitors and conditions on this contract are agreed to by the exhibitor/merchant.

Release and Indemnity: By signing this form, you acknowledge that...

Neither Sauder Village nor its officers, agents and employees shall be liable for loss or damages of any nature to the property of the Exhibitor, Exhibitor's employees, agents, invitees, or licensees when such loss, damage or injury, sickness or death shall be occasioned in whole or part by any condition and/or activity on the Sauder Village property while at the Sauder Village Bridal Show and Exhibitor agrees to defend and save Sauder Village, its officers, agents, and employees harmless from any demand or action arising out of or liability resulting from loss or damage of property and/or injury, sickness or death to any person caused in whole or part by, or resulting in whole or in part from the Exhibitor's equipment and/or conduct of Exhibitor's activities while on the Sauder Village complex while attending the Sauder Village Bridal Show.



Bridal Show Agreement

Sauder Village agrees to the following:

- Provide a booth space (8 ft skirted tables and chairs) to all exhibitors.
Single: 8' deep x 10' wide - \$250.00 Double: 8' deep x 20' wide - \$450.00
- Provide Bridal Show Directories to exhibitors and guests.
- Advertise on the radio, newspaper and local business flyers.
- Provide a complete bridal list to exhibitors within two weeks after the show.
- Award a Grand Prize Package for the Bride and Groom during the show.
- Reserves the right to assign booth space upon availability and on exhibit floor layout.

Exhibitors agree to the following:

- Promote only one business per booth; distributing information and selling items from that single business.
- Completely set up booths one hour prior to the show opening and not tear down booth until 4:00 p.m. All displays must be removed by 6:00 p.m. on Sunday.
- Exhibitor agrees that the Bridal Show list of Brides is property of Sauder Village and is only for use in marketing your business. Any exhibitor selling or lending this list is subject to legal action.
- Provide a door prize or certificate (approximately \$50.00 value) to be given away at the show.
- Provide signage for their show booth.
- This agreement is non-refundable, cannot be cancelled or transferred.
- The Director of the Sauder Village Bridal Show will have final say on all matters pertaining to the exhibitors and the show.

Sauder Village Bridal Show Advertising Package:

Deadline January 13, 2012

All Show exhibitors (including name, address and phone number) will be listed in the Sauder Village Bridal Show Directory at no charge to the exhibitors. If you would like additional advertising in the directory and on the Sauder Village Bridal Show website, check out our additional Bridal Show advertising.

Additional Bridal Show Advertising - \$100.00

- Cube advertisement (2.75" x 3.45") in the Sauder Village Bridal Show Directory and on the Sauder Village Bridal Show website.
- Vendor provided flyer or promotional give-away in the Sauder Village Bridal Show Registration Bag.



Bridal Show Exhibitor Information & Rules

Founder's Hall • Sunday, March 11, 2012 • 12:00 – 4:00 p.m.

Show Description

The 2012 Sauder Village Bridal Show is the premiere location to feature your products and services assisting brides and grooms in planning their wedding in Northwest Ohio.

Show Location

The Show is held in beautiful Founder's Hall at Sauder Village, 22611 State Route 2, Archbold, Ohio, 4 miles south of exit #25 off the Ohio Turnpike, just 45 miles west of Toledo.

Show Date & Hours

Sunday, March 11, 2012 from 12:00 p.m. – 4:00 p.m.

Show Admission

An admission of \$7 per attendee will be charged at the door. Two free admission passes to the Show will be issued to exhibitor for each booth rental that can be given away as the exhibitor chooses. All other passes that are needed can be purchased at the door. Special \$2.00 off coupon will be available on the Bridal Show website for attendees

Booth Specifications

Single booth spaces are approximately 8'D x 10'W and will include 1 skirted table (8'L x 30"W x 29"H) and two upholstered folding chairs. A Double booth space is approximately 8'D x 20'W and will include 2 skirted tables and up to 4 chairs. Exhibitors are required to keep their displays within their allotted space. Electricity is available in only a select number of booths spaces.

Advertising Package

To be included in the promotional advertising package, camera-ready artwork for your ad must be received by **January 13, 2012**. Show directories will be produced and made available to exhibitors and guests at the Show. See Bridal Show Agreement for outline of the advertising package. All exhibitors will have their name, address, and phone listed in the Bridal Show Directory at no charge.

Bridal Show List

A list of all brides attending the Show will be provided to exhibitors within two weeks after the Show. Exhibitors agree that the Bridal Show list is property of Sauder Village and is only for use in marketing exhibitor's business. Lists can not be sold or given out to others.

Door Prizes

Exhibitors are required to provide a door prize or certificate (approximate \$50 value) to be given away at the Show. Sauder Village will award a Grand Prize Package during the Show for the winning Bride and Groom.

Displays

Only one business can be promoted per booth space and must be pre-registered for the Show. Displays must adhere to all local, state, and federal laws and fire regulations. Show management reserves the right to remove any objectionable merchandise or signs.

Booth Assignments

While every effort will be made to honor preferences regarding location of exhibitor's booth spaces, the final layout of the show will be determined by Show management.

Display Set-Up

Displays can be set up on Sunday, March 11th between 8:00 a.m. – 11:00 a.m. All displays must be completed one hour prior to show opening. Please come directly to the registration desk in the lobby of Founder's Hall to check-in and receive your booth assignment. All boxes and packing materials must be placed under the exhibit tables or removed from the Hall prior to opening of the Show. All vehicles are to be unloaded and moved away from the entrance before the Show opens to the public and allow closest parking spaces for attendees.

Display Tear-Down

Exhibits cannot be dismantled before 4:00 p.m. at the close of the Show. All display items must be removed from the premises at the conclusion of the show by 6:00 p.m.

Electricity

Electricity is provided in only a select number of spaces and must be ordered on the contract. Electricity will be assigned on a first-come basis.

Parking

There is ample free parking with easy access for loading and unloading. Before the opening of the show, all exhibitors are asked to park away from the main entrance to Founders Hall.

Food

Food and beverages may be given away as samples in your booth. Alcoholic beverages are not permitted.

Sales Tax

Each exhibitor must have a Transient License for the State of Ohio, or a Fulton County Vendors License, and is responsible for collection of Ohio 7% sales tax. Questions can be directed to the Ohio Department of Taxation, Licensing Unit, 800 Freeway Drive North, Columbus, Ohio 43229, phone 888-405-4089.

Liability Insurance

Exhibitors will assume all responsibility for insurance on all items brought to the Show. Sauder Village will not be responsible for any loss, damage, or accidents to exhibits or exhibitor and conditions on this contract are agreed to by the exhibitor.

Cancellation

Show contracts are non-refundable and cannot be cancelled or transferred. Show management will not be held liable for any damages incurred by exhibitors in the event of postponement of the Show due to reasons beyond Sauder Village's control.

Questions?

Call Dawn Hauter, 419-446-2541, ext. 3076 or email dawn.hauter@saudervillage.org