Hy-Vee Conference Center

the everything bridal show

SUNDAY, JANUARY 11, 2015 | 10 AM TO 3 PM
Hy-Vee Conference Center | 5820 Westown Parkway | West Des Moines, IA

VENDOR INFORMATION

PREMIUM BOOTH
Available on a first come, first serve basis.

- 6'x12' pipe & draped booth in the Conference Center
- 2' 6'x2' tables, topped and skirted
- Full Pipe & Drape
- Two chairs

$500 Fee

INDIVIDUAL BOOTH

- 6'x8' pipe & draped booth in the Conference Center
- 1- 6'x2' table, topped and skirted
- Full Pipe & Drape
- Two Chairs
- If you need a second 6'x2' table, add an additional $20.

$400 Fee

ROOM TABLE

- 1- 6'x2' table in the main area of the Conference Center (Limited Size Display area)
- One Chair
- Table cover and skirt

$300 Fee

FOYER OR CAFÉ TABLE

- 1- 6'x2' table in the Foyer or Café of the Conference Center (Limited Size Display area)
- One Chair
- Table cover and skirt

$250 Fee

Booths and tables are rented on a first come basis to all vendors. We do not offer exclusive options for vendors of any kind.
Booths and tables are not confirmed until registration and full payment have been received.
Please note: Booth/Table sharing will not be permitted.

Please Note: All sales are final once payment has been received. Refunds will not be issued.

PACKAGES INCLUDE:

- Hy-Vee Store Advertising including store announcements and posters
- Advertisement of the bridal show on radio and broadcast television
- Promotion of bridal show through social media
- Listing on the Everything Bridal Show website, including a link to vendor websites
- 1-2 chairs and a trashcan
- More information to follow
- Bride & Groom Lead List following the show

SPONSORSHIP

We would like to offer the opportunity for four vendors to be sponsors of the Everything Bridal Show. The sponsorship fee is $350 in addition to your booth fee. The sponsorship includes:

- Your business name on broadcast television promos
- Your business name on the radio during Everything Bridal Show ads
- Special recognition during the bridal show
- Your business name on print advertisements
  Business name will only be placed on print ads if received by time of print
- Free ad on the Everything Bridal Show website
  Sponsor will design ad & submit according to guidelines

CASH GRAND PRIZES:

The Hy-Vee Conference Center will continue to give away cash grand prizes at the show.
The show will give each bride or groom a registration card. Name, address, phone number, e-mail and wedding date must be filled out. All information is required to be eligible for the cash prize drawings on January 11th. They do not have to be present to win. The cash prize will be mentioned in all show advertisements.

If you are interested in sponsoring the Everything Bridal Show, please contact Ashley Bergman at 515-267-2892 as soon as possible as it is on a first-come-first-serve basis.

Hy-Vee Conference Center

the everything bridal show

SUNDAY, JANUARY 11, 2015 | 10 AM TO 3 PM
Hy-Vee Conference Center | 5820 Westown Parkway | West Des Moines, IA

VENDOR INFORMATION

Registration form and payment confirms booth or table space. Returned registration forms without payment will not confirm booth or table space. Space is rented on a first come basis once payment and registration have been received. All booth and table space sales are final once payment has been received. Refunds will not be issued.

Name:_____

Business Name:_____

Business Description:_____

Address:_____

City, State & Zip:_____

Phone:_____ Email:_____

Website:_____

PREMIUM BOOTH:
$500 Booth Fee _____
$10 Power _____

INDIVIDUAL BOOTH:
$400 Booth Fee _____
$20 Additional Table _____
$10 Power _____

ROOM TABLE:
Additional table for $20 not available with room table.
$300 Room Table Fee _____
$10 Power _____

FOYER OR CAFÉ TABLE:
Additional table for $20 not available in foyer or café.
$250 Foyer or Café Table _____
$10 Power _____

TOTAL = _____

PAYMENT METHOD:

Check _____
Make checks payable to Hy-Vee Conference Center

Credit Card _____
Circle: VISA MASTERCARD DISCOVER AMEX

Number on Card: _____

*CVV Number_____

Expiration Date: _____/_____

Name on Card:_____

Signature:_____
**Three digit number on the back of card under signature*

All booth & table space rental is final when payment is received.

Mail or Fax this form and payment to:
Hy-Vee Conference Center, 5820 Westown Parkway,
West Des Moines, IA 50266, ATTN: Ashley Bergman
abergman@hy-vee.com | Office: 515-267-2892 | Fax: 515-559-2511

RULES & REGULATIONS FOR THE EVERYTHING BRIDAL SHOW

- Vendors will be bound to the rules and regulations established by the Hy-Vee Conference Center and the Everything Bridal Show.
- The Hy-Vee Conference Center and the Everything Bridal Show reserves the right to determine vendor eligibility for inclusion in the Everything Bridal Show and may reject vendor inclusion at its discretion. The Everything Bridal Show also reserves the right to change the show layout and/or relocate vendors.
- Vendors must keep all of their displays within their designated booth or table space. All materials distributed by the vendor must be distributed from their booth or table space only. All booth items must be free standing within the assigned booth or table space. Items are not permitted to be attached to the walls or suspended from the ceiling.
- Booth and or table sharing will not be permitted. Each vendor must purchase their own space.
- Payment- Payment must be received in full in order to confirm space prior to vendor placement.
- Vendor booths must be set-up and ready at least one half-hour prior to the show start. Vendor booths must remain open until the end of the show. Tear down will not begin prior to 3 pm.
- Release- The Hy-Vee Conference Center and the Everything Bridal Show may at its discretion, use photographs, videos, logos and testimonials of any vendor for its own publicity use. This includes but is not limited to: social media platforms, television commercials and print advertising.
- Lead List- Vendor agrees that the bridal show lead list is property of the Hy-Vee Conference Center and is only for use in marketing participating vendors business. Vendor agrees not to sell or lend the lead list to a non-participating vendor, person or business of any kind.
- Transportation Companies- The Hy-Vee Conference Center and the Everything Bridal Show reserve the right to limit the number of transportation vehicles parked on the Hy-Vee Corporate Office property. A maximum of 1 vehicle per company will be permitted. Vehicles must not exceed 30' in length. Vehicle space will be assigned on a first-come, first-serve basis.
- DJs- We reserve the right to control the volume of your music.
- Cancellation- All booth and table sales will be final upon receipt of payment. Refunds will not be issued.
- Insurance- Vendor assumes responsibility and liability for losses or damages to any equipment and to the property brought onto the premises of the Hy-Vee Conference Center. Vendor will indemnify and hold the Hy-Vee Conference Center and its employees harmless from any and all such losses, damages and claims, except to the extent caused by the gross negligence of the Hy-Vee Conference Center. Under no circumstances will the Hy-Vee Conference Center be liable for the criminal acts of another.

By signing this agreement I understand and agree to follow the above rules and regulations for the Hy-Vee Conference Center Everything Bridal Show.

Name:_____ Date:_____

Signature:_____