



Gateway Wedding Show

Hosted by Gateway Center

Thursday, January 24, 2019 from 5:30 PM until 9:30 PM

Sunday, August 18, 2019 from 1:00 PM until 4:30 PM

Gateway Center | One Gateway Drive | Collinsville, IL 62234

P: 618-345-8998 x109 | F: 618-345-9024 | www.gatewayweddingshow.com

Email: APfitzinger@GatewayCenter.com

| VENDOR INFORMATION: | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Company Name: | |
| Contact Person: | |
| Mailing Address: | |
| City, State, Zip Code: | |
| Best Contact Phone Number: | |
| Email Address: | |
| Website: | |
| Vendor Type: | |
| How did you hear about the show? | |
| ATTENDANCE PRIZE: <i>The prize winner will be drawn before the show and winner name will be placed inside of each booth.</i> | |
| What will your attendance prize be? Prizes must be of a \$50 value or more. It can be a discount on services, an actual gift/prize or a Gift Certificate. | |

Signature: _____

Date: _____

THIS APPLICATION IS NOT VALID UNLESS IT IS SIGNED. ALL VENDORS MUST SIGN THIS FORM!
My signature signifies that I understand and agree to adhere to the Gateway Wedding Show's Rules and Regulations.

****PLEASE NOTE THE EARLY BIRD RATES ENDS ON 12/11/18 FOR THE JANUARY SHOW & ON 6/11/2019 FOR THE AUGUST SHOW! ****

Gateway Wedding Show

Complimentary Vendor Perks:

- Vendors will receive a Lead List with couple's contact information. *Small Business Booths are excluded from this perk.*
- Regular and Deluxe booths include the following equipment at no additional cost: up to two chairs, up to two 8' skirted tables, pipe and drape, a booth sign, and white table covering. Small Business Booth will receive one chair and one 8' skirted table.
- Company promotion via Gateway Center's website
- Networking opportunities with potential clients, as well as other wedding industry professionals.

| BOOTH OPTIONS: | Price | JAN. 24, 2019 5:30-9:30pm | AUG 18, 2019 1:00-4:30pm |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------|
| Small Business Table | \$200 | | |
| Regular 10x10 Booth (Early Bird Rate ends 12/11/18 for January Show & 6/11/19 for August Show) | \$385 – Early Bird Rate \$435 – Regular Rate | | |
| Deluxe 10x20 Booth (Early Bird Rate ends 12/11/18 for January Show & 6/11/19 for August Show) | \$660 – Early Bird Rate \$710 – Regular Rate | | |
| Vehicle Booth (Early Bird Rate ends 12/11/18 for January Show & 6/11/19 for August Show) | \$660 – Early Bird Rate \$710 – Regular Rate \$1,000 – Exclusive Concourse | | |
| Sponsorship: 1) 10' by 20' Booth Space in a prime location, YOU PICK THE LOCATION! 2) Equipment: power, internet, tables, and chairs 3) Search Engine Marketing Ads 4) Logo included on print, email, and online advertising! 5) Included within Seven E-Blasts to PWG & Gateway Center's database of brides 6) Advertising on the Gateway Center and Gateway Wedding Show web site in the form of an advertisement with a link. 7) Promotion on Social Media – Sponsor Spotlight 8) Opportunity to put your company's promotional items or marketing materials in 200 Bride Swag Bags 9) 1/2-page ad in the event's program (produced in-house in black and white) 10) Company logo prominently displayed on event programs and slideshows 11) Entry onto the Attendee Game Card | \$1,000 | | |
| BOOTH UPGRADE OPTIONS | | | |
| Corner Booth Location – Space is Limited | \$75 | | |
| You Choose Your Booth Location – First Come, First Serve | \$150 | | |

Gateway Wedding Show

| EQUIPMENT/NEEDS: | Price | JAN. 24, 2019 | AUG 18, 2019 |
|----------------------------------------------------------|--------------------------|----------------------|---------------------|
| Chairs – Circle the number needed | Included in booth rental | ONE or TWO | ONE or TWO |
| 8' Skirted Tables – Circle the number needed | Included in booth rental | ONE or TWO | ONE or TWO |
| | | | |
| Extra Chairs – Indicate number needed per show | \$5 each | | |
| Extra Tables – Indicate number needed per show | \$15 each | | |
| Cocktail Tables – Indicate number needed per show | \$15 each | | |
| Power | \$65 | | |
| Internet | \$50 | | |

| ADD-ONS: | Price | JAN. 24, 2019 | AUG 18, 2019 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------|---------------------|
| Game Card - The couple attending will be required to stop by YOUR booth and get a stamp from your booth to ensure they have stopped by. Once they have Bingo, they receive double entry into the prize drawing. | \$50 | | |
| Swag Bag Item - Include a product, a coupon, brochure, etc. in the Swag Bags. A quantity of 200 is due to Gateway Center 5 business days prior to the show date. | \$25 | | |
| Web-Link - Increase your SEO with a link from the wedding show website to your company's website. | \$25 | | |
| Roaming Models – See Rules | \$50 Per 2 Models | | |
| NEW CLASSROOM - Teach a class during the show in one of our side rooms – Ex: make-up/hair tutorials, engagement outfit fashion show, etc. | Package Pricing Available | Call 618-345-8998 for availability and pricing. | |
| NEW Exclusive Boutique - Open up your own pop-up shop within the show. Located near the west entrance. | \$800 | Call 618-345-8998 for availability. | |

| | |
|-------------------------------------------------------------------------------------------------------------------|--|
| Booth Total: | |
| + Equipment/Needs Total: | |
| + Add-Ons Total: | |
| **Two Show Incentive – Sign up and pay for the next 2 shows and receive a free Web-Link and Swag Bag Item. | |
| TOTAL AMOUNT DUE: | |

PAYMENT: Pay by cash, check, or credit. MC, Visa, American Express and Discover are accepted. If you wish to pay via credit card, you can either call 618.345.8998 to make payment over the phone or write the information below. Checks should be made out to *City of Collinsville*.

NAME ON CREDIT CARD: _____

CREDIT CARD NUMBER: _____ **EXPIRATION DATE:** _____

CVV #: _____

GATEWAY WEDDING SHOW’S EXHIBITOR RULES AND REGULATIONS

GATEWAY WEDDING SHOW AGREES TO:

1. Conduct the Gateway Wedding Shows at Gateway Center on January 24, 2018 from 5:30 PM until 9:30 PM & August 18, 2019 from 1:00 PM until 4:30 PM. Provide normal janitorial service, heating, air conditioning, and/or ventilation, normal utility and lighting services.
2. Abide by our *Rain or Shine Policy*. In the event of severe weather conditions, the shows will not be cancelled. Vendor’s booth payments will not be refunded.
3. Provide the exhibitor with the booth package for which he/she pays for.
4. Advertise the show through various media.
5. Provide each applicable paid exhibitor with a Lead List of all registered couple’s contact information including email addresses.
6. Furnish the engaged couples with programs and swag bags at the show.
7. Provide ample time for set-up and tear-down of booths.
8. Gateway Center reserves the right to refuse any vendor for any reason.
9. Show Management retains the right to change the location of the exhibitor’s booth at any time at its sole discretion.

EACH EXHIBITOR AGREES TO:

1. Exhibitors will have access starting at 12:00 PM for set-up on January 24, 2019 & 9:00 AM for set-up on August 18, 2019.
2. Exhibitors will have the booth(s) manned during all show hours.
3. Exhibitors will not dismantle or breakdown booths until the end of the show. Subject to a \$200 fee if policy is broken.
4. Exhibitor agrees to completely remove booth(s) from show site by the final move-out time limit, which is two hours after the end of the show or be subject to penalty fees.
5. Additional booth equipment is available on a first come, first serve basis. Day-of orders are subject to availability.
6. Exhibitors that purchase wireless internet need to test the connection prior to the show starting in order to allow time for troubleshooting. All Internet connections at Gateway Center requires a password.
7. Gateway Center’s equipment has weight limitations. Please be mindful during set-up not to overload the tables.

(Exhibitors Rules continues to the next page.)

Gateway Wedding Show

8. Provide a gift certificate or merchandise with a minimum value of \$50.00 to be given away by Gateway Center as a Vendor's Attendance Prize.
9. One company per booth. One company will utilize the exhibitor space. If multiple representatives of the same company wish to share the booth space, this will be permitted. However, please notify show management prior to the show date.
10. Exhibitors will not display items from any other business nor distribute any other business' materials at the show without Gateway Wedding Show permission.
11. Decorate the designated booth space with appropriate items and materials of interest that are related to the products or service sold by the exhibitor.
12. If an exhibitor sells merchandise from their booth, it is the exhibitor's responsibility to collect tax at the proper rate, pay the tax collected, and report the tax for the correct location. To obtain the correct tax rate or for forms and information on how to file, please contact the Illinois Department of Revenue Special Event Coordinator at Rev.SpecialEvents@illinois.gov or call 847-294-4475.
13. Exhibitors must not interfere with the neighboring booth's visibility or infringe on their area. Display of wares must be kept within the confines of the contracted exhibit space.
14. Roaming Models, which cost \$50 per two models, must stay within the confines of the aisles and lobby areas in the facility. Models must not disturb vendors or distract attendees while conversing with other vendors. (Models to be provided by the vendor)
15. Bands, loudspeakers, radios, television sets, and/or the operation of any machinery or equipment which is of sufficient volume to be annoying to neighboring exhibitors will not be permitted.
16. Vehicle Booths: Vendors wanting to bring in vehicles must receive permission from show management. Only one company will be granted permission to bring vehicle on concourse. Space for all vehicle locations is limited. One vehicle inside per company.
17. Understand Gateway Center has a No Outside Food or Beverage Policy. However, sample size portions of food/drink are permitted. Alcoholic beverages are not allowed.
18. Understand that Gateway Center will not allow open flame in the building. Candles with glass protection surrounding the flame are permitted. Open flame candles (candles that do not have glass protection) will be extinguished.
19. Exhibitors shall exclusively use the given list of registered couples. Exhibitors will not lend-out, sell, barter or allow any unauthorized usage, or permit any reproduction thereof.
20. The exhibitor is entirely responsible for the exhibit space allotted and shall be liable for any loss or damage to the premises and for any loss or damage to any equipment.
21. Exhibitors must protect the Gateway Center's equipment, walls, columns and floors from damage. Exhibitors will be held responsible and charged for any damage, or for any clean-up necessitated by paint, grease, oil, abrasives, or excess debris left in the exhibitor's space.
22. Gateway Center will exercise all reasonable care for the protection of exhibitor's materials and displays. Exhibitors wishing to insure their goods must do so at their own expense. Exhibitors are charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention, customs and public safety while participating in the show.
23. Insure yourself against any claims resulting from the exhibits. The Gateway Wedding Show and Gateway Center will not be responsible for any personal injury, damage or loss to exhibits by fire, theft, pilferage, malicious action or accidents.
24. Upon signing completed Vendor Application, the exhibitor assumes all risks and responsibilities for accidents, injuries or damages to person or property and agrees to indemnify and hold harmless the Gateway Center, Gateway Wedding Show and their managers, board members, show sponsors, and employees, against any and all claims, liabilities, losses, theft, damage, costs and expenses (including attorney's fees) arising from or in connection with the exhibitor's participation in the show or from exhibitor's activities conducted upon Gateway Center property.
25. Exhibitors must comply with the Americans with Disabilities Act. *AMERICANS WITH DISABILITIES ACT*: Exhibitor will ensure that its exhibit and product/service information comply with the regulations and guidelines of the Americans with Disabilities Act (ADA). The ADA requires that exhibits be accessible by persons with disabilities. While Gateway Center is responsible for ensuring accessibility for the general trade show areas, the exhibitor is responsible for controlling its booth.
26. Understand and agree that this contract is firm with a non-refundable payment.
27. Exhibitors who violate the Gateway Wedding Show Rules & Regulations may be banned from participating in future shows and subject to penalty fees.
28. Gateway Center reserves the right to cancel contract with any exhibitor any time prior to or during the show.
29. No refunds will be given after the show for items previously ordered by vendors.
30. If vendor fails to show up for the show, a fee of the booth space + \$200 will be assessed.

Any questions please contact Ashley Pfitzinger at APfitzinger@GatewayCenter.com or at 618-345-8998 ext.109