



SUNDAY, MARCH 3 1 - 4 PM

WILLOW CREEK VENUE
3100 ROCHESTER RD., LAKEVILLE

BROUGHT TO YOU BY:



2019 VENDOR REGISTRATION FORM

Business Name: _____

Business Address: _____

Business Phone: _____

Website Address: _____

Social Media Platforms: Facebook Instagram Twitter YouTube

Contact Person: _____

Contact Email: _____

Contact Phone: _____

Please Note: Booths will consist of a 6 ft table with two chairs. Booth assignments are made on a first-come, first-served basis. No one selected spot is guaranteed, as we put vendors in spots that work best with the flow and keep two of the same category vendors in different spaces. Those requiring electric outlets will be placed accordingly until those booths are not available.

Electric Needed: Yes No

Required Door Prize: Item Details: _____

Value: \$ _____

VENDOR GUIDELINES

1. Registration **must be received by 2/9/19** to be included all marketing materials. There will be no exceptions. Space is limited and will be given on a first-come, first-served basis.
2. Information supplied on registration form will be used on the vendor list and posted on the website. If your business is out of your home and you do not want the information posted publicly please indicate which information you want excluded.
3. All vendors are required to bring a prize for giveaways/door prizes. You must fill out the prize section of this registration form. It is your responsibility to bring the prize to the event. Please submit your prize to the Chamber **before 2/16/19**.
4. Any and all damages to the venue that is specific to a vendor are at the expense of that vendor.
 - a. All decorations, sound/electrical equipment or supplies must be provided by the vendor
 - b. All vendors must limit noise to an acceptable level. Acceptable level is defined as low enough that two people 8 ft away from space can speak without having to raise their voices beyond a normal conversational level.
5. Exhibit space can only be reserved by members in good standing with the Livingston County Chamber of Commerce & Tourism.
7. Due to limited space, we cannot offer refunds due to cancellations.
8. It is the responsibility of the vendor to provide all artwork ie: logos for print materials by the aforementioned deadline. Any items received after the deadline, even with payment, are NOT guaranteed inclusion. There will be no refunds for failure to provide artwork. Logos must be high-resolution jpg, png or pdf format and submitted to: Beth@LivingstonCountyChamber.com.
9. You may begin unloading your booth items from 11 am to 12:15 pm. All booths MUST be set up and ready by 12:15 pm. Please DO NOT break down your booth until close of the event. You booth and marketing materials must be family-friendly.
10. Please provide appropriate visible signage at your booth so that it is easily identifiable.
11. Promotion of business/products for non-vendors is strictly prohibited.

I hereby confirm that I have read the Vendor Guidelines and by signing agree to abide by these guidelines.

Signature: _____ Date: _____

PLEASE SELECT YOUR WEDDING CATEGORY:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Accommodations | <input type="checkbox"/> Alterations & Preservation | <input type="checkbox"/> Banking / Financial | <input type="checkbox"/> Bar Services / Beverages |
| <input type="checkbox"/> Caterers | <input type="checkbox"/> Clothing & Attire | <input type="checkbox"/> Dance Lessons | <input type="checkbox"/> Décor |
| <input type="checkbox"/> Desserts / Cakes | <input type="checkbox"/> Event Planners | <input type="checkbox"/> Event Venues | <input type="checkbox"/> Favors & Gifts |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Flowers / Arrangements | <input type="checkbox"/> Hair Salons / Makeup | <input type="checkbox"/> Invitations & Paper Goods |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Lighting | <input type="checkbox"/> Menswear | <input type="checkbox"/> Music & Entertainment |
| <input type="checkbox"/> Newlywed Services | <input type="checkbox"/> Officiants | <input type="checkbox"/> Photo Booths | <input type="checkbox"/> Photographers |
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> Rentals | <input type="checkbox"/> Technology | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Travel Specialists | <input type="checkbox"/> Videographer | <input type="checkbox"/> Other: _____ | |



Brought to you by
The Livingston County Chamber of Commerce & Tourism
www.LivingstonCountyChamber.com/DreamWeddingExpo
585-243-2222