

River City Lanes / Bruno's Restaurant

Wedding Expo – January 17th, 2015 9am – 4pm

The purpose of our Wedding Expo is to help area brides and bridal parties plan their perfect wedding. We will showcase local vendors and Wedding Professionals. In order to make this event successful, we have the following guidelines.

Guidelines:

- 1.) A Vendor application must be submitted, with Entry Fee(s), no later than Friday, January 2, 2015. No checks will be cashed unless approved to participate. All non cashed checks will be returned.
- 2.) All vendor applications will be reviewed and application does not guarantee admittance to the show as a vendor.
 - a. We are reviewing the application on a first come basis and will allow no duplication of direct sales vendors from the same company.
 - b. We reserve the right to limit a certain type of vendor to make sure the show has a good variety of vendors.
 - c. Tables and locations will be assigned at the discretion of River City Lanes.
 - d. No sales of ready to eat food vendors will be permitted due to Health codes.
 - e. Sales of packaged food such as bakery, chocolates, etc. are permitted.
- 3.) All approved vendors will be notified no later than Monday, January 5, 2015.
- 4.) Vendor space will be 8' wide and 6' deep. Only one vendor / business per booth. 2 Chairs included in fee.
- 5.) Each vendor will receive 3 drink tickets for coffee or soda.
- 6.) Each table must be covered by a table covering. Table cloths and skirting are available to rent at an additional fee.
- 7.) Décor: Each vendor is encouraged to decorate their table in an attractive manner.
- 8.) Electricity: Indicate on the application if you will need access to an electrical outlet. Outlets are very limited. We will make every attempt to honor these requests.
- 9.) Set up of all vendors tables and displays are to take place on Saturday morning between 6:30am and 8:45am on the day of the event January 17th, 2015.

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Sponsorship Opportunities

PRIZES: If you would like to provide a prize and be part of the Prize giveaway program, your prize must have a value of at least \$50. Gift certificates /cards are acceptable, but must not expire for a minimum of 24 month from the date of the show. For being a prize sponsor, your name and contact information will be displayed as part of the prize table. You will be recognized on the day of the event and we will make every effort to publicize your company name in the list of prizes donators that will be available at the show. If your prize is worth \$250 or more in value, you will be listed as a Major Prize Sponsor and in addition to your name and the prize being given away will be listed. As an example, "The ACME Corporation – 7 Nights Stay at Door County Inn"

FOOD TASTING: In addition to the Bridal Expo and prizes, Bruno's will be having a Food Tasting after the Wedding Expo. Tickets for the Tasting will be sold in advance. Tickets will cost \$10 each. The cost of the tickets will be applied to an event at River City Lanes / Bruno's booked and held within 18 months.

As part of the Tasting we are offering table sponsorships for the Tasting. As a table sponsor, your name and information will be placed at the table. You will also be allowed to have a company representative participate in the Tasting and be seated at your sponsored table.

As part of the Tasting we will also have a limited amount of Hors d'oeuvres that will be served before the Tasting begins. If you would like to be a sponsor of one of the Hors d'oeuvres, your name will be placed near the Hors d'oeuvre station.

Day of Event – January 17th 2015:

- 1.) All Vendors must be at their tables and finished with their set-up no later than 8:45am on the day of the Wedding Expo. At 8:45am the Coordinator will make a few announcements, and the doors will open to the public at 9:00 am and close at 4:00 pm
- 2.) After set-up, all vendors must move their vehicles to the last row of parking, closest to road. If you have special needs, assistance with moving your vehicle will be available.
- 3.) Cash for immediate sales: Each Vendor is expected to be able to make change for their cash sales. No "bank" will be provided by River City.
- 4.) Vendors must remain at their booths until the completion of the expo at 4:00pm, unless they are 100% sold out of merchandise.
- 5.) Booth take down can start as soon as the doors are closed at 4:00pm, not before! Please be respectful if there are guests still visiting other booths.
- 6.) The tables must be cleared and all vendors packed and out of the Hall by 5:30 PM.
- 7.) No carry ins of food or beverages to be consumed are permitted. Special menu and pricing available for vendors during the event.