



2019 Behind the Veil Bridal Showcase

Event Information Guide/Vendor Registration Form

- I. **Event Information:** Thank you for your interest in our Bridal Showcase. Our goal is to make this a valuable and useful day for everyone! We want to pamper our Brides, as well as showcase the best companies that offer wedding needs and supplies. All vendors will be emailed the Bridal Attendance after the Showcase. Please contact us directly with further questions at rosados@douglasvillega.gov.

Event Timeline

Registration forms and payment must be received no later than January 25, 2019.
Due to limited available space, registration may close prior to January 25, 2019.

Please **sign** where indicated below and **initial** the Vendor Guidelines page and return to:

Douglasville Convention & Visitors Bureau
12385 Veterans Memorial Highway
Douglasville, GA 30134
Attn: Samantha Rosado
Email: rosados@douglasvillega.gov

Date: Sunday, February 17, 2019

Showcase Location:

Douglasville Conference Center
6700 Church Street
Douglasville, GA 30134

Time: 2PM to 5PM

The facility will be open at
11:30 AM for set up.
Breakdown begins at 5PM.

Your Space: If your display is blocking the view of your neighbor's display you will be asked to take it down. Within your space you are not allowed to advertise merchandise or materials from or for another company.

Electricity: Electricity can be provided for an additional \$25.00.

Tables and Table Linens: You must provide your own table linen. All vendors will be provided with one table either 4ft or 6ft in length.



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Business _____

Contact Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Website _____

Business Category _____

- Premium Exhibit (29 available)—Ballroom Area \$75
 - Standard Exhibit (13 available)—Pre-Function OR Meeting Room 1 \$50
- Choose one:
- 4 Ft. Table
 - 6 Ft. Table
 - Electricity Needed \$25

Size of Space:

Your space includes 1 table (4 ft. or 6 ft.) and 2 chairs

Door Prize:

Please briefly describe your door prize on the line below. All Door Prizes must have a minimum value of \$75.00. It must be for a good/service and not a percent off.:

Payment:

Check enclosed: Checks payable to: **The City of Douglasville.**

Credit card type: American Express MasterCard Visa

Name on Credit Card: _____

Credit Card Number: _____

Amount: _____

Expiration _____ CVV (3 Digit number on back of the card) _____

Note: A convenience fee of 2.50% or \$2.00 (whichever is greater) will be passed onto the card holder for using this service.

Please email your logo to rosados@douglasvillega.gov. No Later than Friday, February 1, 2019. Type **Bridal Logo** in the subject line. Emailing your logo later may result in your logo being left off of the power point presentation which will be scrolling throughout the event.

How did you hear about this event? _____

Exhibitor Guidelines

1. Payment must be received by **January 25, 2019**.
2. Information supplied on the registration form will be used on the vendor list. If you are a home based business, please denote that on the Registration Form so your address will be left out of the Vendor List sent to the attendees.
3. Due to limited available space, we reserve the right to limit the number of vendors in each category. We try to keep a minimum of 3, maximum of 4 in any one category. Space will be given on a first come, first serve basis.
 - Vendors within the same category will not be located near one another.
 - Vendors within the same category may share the category with a Sponsor. In this case the Sponsor has the right to additional opportunities that are unavailable to vendors.
 - i.e. the Bridal Showcase MC will provide the music for the entirety of the Showcase. They will be responsible for all announcements in relation to the Bridal Showcase. However, a DJ in the same category is permitted to play music, but it cannot be heard from a maximum of 2 booths away.
 - Certain Sponsorship opportunities can close out a vendor category without reaching the number of maximum vendors.
4. The Douglasville Conference Center is a Presenting Sponsor therefore NO OTHER VENUES WILL BE PERMITTED.
5. Proof of the Pudding is a Presenting Sponsor. NO OTHER CATERERS, FOOD AND/OR BEVERAGES WILL BE PERMITTED, but cakes are allowed.
6. All vendors are required to bring a door prize. The Door Prizes must have a minimum value of \$75. *Door Prizes must be a product/service.* **You must fill out the prize section of this registration form.** It is your responsibility to bring the prize on February 17, 2019. Hold on to the prize and the winning bride will visit your table to retrieve it, or, if not present, you will receive notification of who won so that you may contact them directly.
7. Any and all damages to the ballroom that is specific to a vendor are at the expense of that vendor.
 - All decorations, sound/electrical equipment (**bring your own extension cord**) or supplies must be provided by the vendor. It is advised to bring your own cart to assist with loading/unloading your vehicle.
 - All Bridal Showcase vendors and their employees must confine their activities to their vendor space. Handouts (including literature, souvenir items and promotional materials) may be distributed only from your display space – not from the aisle. **All vendors must limit noise level to an acceptable level.**



PAYMENT: Registration forms & full payment of Booth space must be received by the Douglasville Convention & Visitors Bureau by January 25, 2019.

1. VENDOR SPACE WILL NOT BE RESERVED WITHOUT PAYMENT.
2. Due to limited space, there are no refunds for cancellations.
3. It is the responsibility of the vendor to provide all artwork for print materials by the deadline. Any items received after the deadline may lose their place in the promotional materials. There will be no refunds for failure to provide requested artwork.

Show Hours:

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1. The hours are 2PM to 5PM and all booths must be staffed the entire time.
2. Dismantling of displays cannot commence until 5PM on Sunday, February 17, 2019. Moving equipment through aisles while guests are on the floor is discourteous and a safety hazard. Dismantling booths prior to the close of the show may be the cause to preclude participation in future Douglasville Convention & Visitors Bureau events.

Cancellations:

Due to limited space, we cannot offer refunds. Failure to appear day of the event may be the cause to preclude participation in future Douglasville Convention & Visitors Bureau events. *No refund will be issued in this instance.*

Bridal Leads: A list of leads generated by event registration will be emailed to each vendor in attendance in an Excel spreadsheet at no additional cost.

Load in/Load out: You may begin loading in your items at 11:30AM. One vendor at a time is allowed to park their vehicle in front of the Conference Center to unload/load, as quickly as possible. It is advised to bring your own cart to assist with loading/unloading your vehicle. If you have a lot of items it is suggested that you bring a second person to stay with your items while you park your vehicle. You may NOT use this area for parking.

Parking: There is parking at no cost in the adjacent three-level parking deck.

Exhibitor Initials: _____

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

Signature _____ **Date:** _____

If you have any questions about the showcase please contact Samantha Rosado 678-449-3096 or via email at rosados@douglasvillega.gov