

Jim Thorpe's 4th Annual Wedding Expo™

Thank you for your interest in participating in the Jim Thorpe Wedding Expo™ being held at the Mauch Chunk Ballroom.

This event is run solely on the contributions of your entry fee. That entry fee goes to cover all advertising and other costs involved in planning and putting together this event. We had a great time last year and it was a great success. We look forward to your participation this year and every year thereafter. Please find us on Facebook under Jim Thorpe Wedding Expo™ and help us spread the word. All vendors will be emailed the list of all Brides that attended the expo.

DEADLINES

Registration forms and payment must be received by no later than October 15th.

Please sign where indicated below, including the Hold Harmless Agreement and Initial the Exhibitor Guidelines page and return to:

Jim Thorpe Weddings & Events
8692 Reservoir Rd
Germansville, PA 18053
Email: info@jtweddingexpo.com

If you get your registration and payment in prior to September 10th you can have your business name listed on all posters, flyers, and advertisements that will be circulating all summer in anticipation of this event. (This is a great way to promote your Business, so please register early!)

Registration Form for Vendors

Contact Person: _____

Business: _____

Business Address:

Business Phone: _____ Business Fax: _____

Business e-mail: _____

Business Website: _____

Type of Vendor: _____

Business Category: (Please check off which category best fits your business.)

<input type="checkbox"/> Photography/Videographer	<input type="checkbox"/> Jewelry/ Make-up
<input type="checkbox"/> Bridal Attire: Female	<input type="checkbox"/> Travel
<input type="checkbox"/> Bridal Attire: Male	<input type="checkbox"/> Florists
<input type="checkbox"/> Clothing	<input type="checkbox"/> Rental Stores

___DJ/Bands
___Invitations
___Bridal Services

___Wedding ideas
___Salons/Spas
___Other_____

Space Request (indicate your booth size preference) 1st____2nd____3rd____

Space assignments are made on 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 along the outside aisle along the wall.

”

Size of Space: (See picture on page 2)

End \$125 (32 ½” square table limited availability) Standard \$275 (6’Lx 30”w)
Your space includes 1 table, topped and skirted, 2 folding chairs

Electric Needed: Yes (add \$5.00) No Addtn’l chair : Yes No

Raffle:

Please indicate the door prize you will be offering below

2013 Jim Thorpe 4th Annual Wedding ExpoTM

The prize my business is donating will be (description)

2013 Jim Thorpe Expo Program Ad Print-ready art work must be received by **October 1st** and emailed to: jtexpo@jtweddingexpo.com.

Full Page (approx. 4.25 x 7”) \$75.00 Half Page (approx 4.25 x 3.5”) \$35 Quarter Page (biz card size) \$25.00

Payment Information:

Check

PayPal (add additional processing charge of \$15). Payment can be sent to info@jimthorpeweddings.net.

Credit Card (Mastercard, Visa, Amex, Discover)

Credit Card Number: _____ Exp: _____ CSV# _____

Card Zip Code: _____

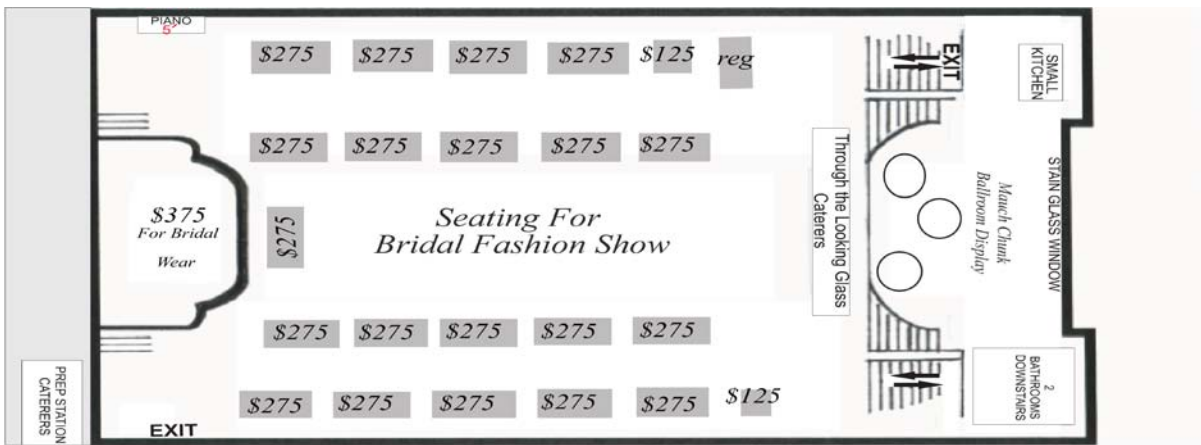
Email address or Cell # for Credit Card Payment Receipt: _____

PLEASE MAKE CHECKS OUT TO **Jim Thorpe Weddings & Events**.
Check & Registration forms can be mailed to:

Jim Thorpe Weddings & Events, Attn: Tara Banninger 8692 Reservoir Rd Germansville, PA 18053

I hereby confirm that I have read the Exhibitor Guidelines on next page and by signing agree to abide by these guidelines.

Signature _____ Date: _____



Exhibitor Guidelines

1. Payment must be received by **October 15th**. If payment and registration is received before **September 10th**, your business name will be included on any artwork and advertisements run for the event.
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 don't want any of the above information posted to the web; please indicate which information you want excluded.
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 2, maximum of 3 in any one category. Space will be given on a first come first serve basis. **The following exclusions automatically apply; wedding venues, wedding planners. This is due to the exclusivity arrangement we have with the organizers and the expo venue and no exceptions can be made.**
4. All vendors are required to bring a door prize for our raffle. You must fill out the prize section of this registration form. It is your responsibility to bring the prize on November 10th 2014. 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.
5. 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 exhibitor.
 - All Bridal Expo exhibitors and their employees must confine their activities to their exhibit space. Handouts (including literature, souvenir items and promotional materials) may be distributed only from your display space – not from the aisle. All exhibitors must limit noise level to an acceptable level. Acceptable level is defined as low enough that two people 8ft. away from space can speak without having to raise their voices beyond a normal conversational level. One complimentary parking pass will be available for exhibitors during the

Bridal Show. Confirmation of your booth space and additional information on parking, set-up and a specific agenda will be forthcoming.

- Parking &/or Drop Off Area for Exhibitors is on High St. (the street above museum with stairs that lead to back door of ballroom 2nd kitchen area). This area includes along High St. and 22 High St.

PAYMENT: Registration form & full payment of Booth space and/or Program Ad must be received by **Jim Thorpe Weddings & Events** by October 15th, 2013.

1. Show & Program reservations made after deadline may not receive inclusion.
2. EXHIBIT SPACE WILL NOT BE RESERVED WITHOUT PAYMENT.
3. Due to limited space, there are no refunds for cancellations.
4. It is the responsibility of the vendor to provide all artwork for print materials by deadline. Any items received after the deadline may lose their place in the ad program. There will be no refunds for failure to provide requested artwork.

Show Hours:

2013 Jim Thorpe Third Annual Wedding Expo™

1. The hours are 10 a.m. to 3 p.m.
2. Special Demonstration/ Show will take place at 1p.m
3. All booths must be staffed the entire time. Dismantling of displays cannot commence until 3 p.m. on Sunday November 10, 2013. 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 because to preclude participation in future Jim Thorpe Wedding Expos.

Cancellations:

Due to limited space, we cannot offer refunds.

It is the responsibility of the vendor to provide all artwork for print materials by deadline. Any items received after the deadline may lose their place in the ad program. There will be no refunds for failure to provide requested artwork.

Bridal Leads:

- A list of leads generated by event registration will be emailed to each exhibitor in attendance as an Excel spreadsheet at no additional cost.

Load in/Load out: You may begin loading in your items at 8am. One vendor at a time is allowed to park their vehicle on the sidewalk in front of the Ballroom to unload/load, as quickly as possible. 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 block the driveway adjacent to the Ballroom building or park in any of the spots on the sidewalk in front of the apartment building next door.

Parking: There is no specified parking. Parking is available behind the Jim Thorpe Train Station. A shuttle will be provided to drive you back up to your vehicle and to drive you down to your vehicle at the end of the show.

Exhibitor Initials: _____

QUESTIONS: If you have any questions about the show please contact Tara 484-629-5070 or via email at info@jtweddingexpo.com

HOLD HARMLESS AGREEMENT

For Mauch Chunk Ballroom and Jim Thorpe Weddings & Events.

November 10th, 2013

This Hold Harmless and Indemnification Agreement made this _____ Day of _____, 20__, is by and between Mauch Chunk Ballroom owner John Drury; Jim Thorpe Weddings & Events owner: Tara Banninger

(Licensor), and _____ (Licensee) vendor.

Now, therefore, in consideration of the Hold Harmless, and other good and valuable consideration, the Licensee, intended to be legally bound, the Licensee covenants and agrees as follows: Licensee shall protect, defend, indemnify, save and hold harmless, the Licensor, their subsidiaries, officers, directors, employees, any vendors and agents and any tenant of occupant of the Mauch Chunk Ballroom, against and from many and all claims, demands, fines, suits, actions, proceedings, orders, decrees and judgments of any kind of nature by in favor of anyone whomsoever, and against and from any and all costs, damages and expenses, including attorney's fees, resulting from, or in connection with loss of life, bodily or personal injury or personal property damage arising directly or indirectly, out of or from, or on account of, any incident or other occurrence in, upon, at or from the Mauch Chunk Ballroom and/or on its property, or occasioned in whole or in part through the negligent use of occupancy of the Mauch Chunk Ballroom, or by any negligent act or omission of Licensee, or any employees, agents, contractors or invitees in, upon, at or from the Mauch Chunk Ballroom or its appurtenances or any part of the Mauch Chunk Ballroom.

Print Licensee's Name and Title: _____
