

Jim Thorpe's 2nd 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 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 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.

DEADLINES

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

If you get your registration and payment in prior to June 15th you can have your business name listed on all posters, flyers and advertisements that will be circulating all summer in anticipation of this event.

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.)

Photography/Videographer

Jewelry/ Make-up

Bridal Attire: Female

Travel

Bridal Attire: Male

Florists

Clothing

Rental Stores

DJ/Bands

Wedding ideas

Invitations

Salons/Spas

Bridal Services

Other _____

Space Request (indicate your 3 booth preferences) 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 1/2" square) Standard \$275 (6'Lx 30"w) Premium \$375 (Stage Area 28'x13')
- Your space includes 1 table, topped and skirted, 2 folding chairs*

Electric Needed: Yes (add \$5.00) No Addt hair : Yes No

Raffle:

I would like to donate a prize to be raffled away to attendees at the

2011 Jim Thorpe 2nd Annual Wedding Expo™

The prize my business is donating will be (description)

No I DO NOT want to donate a raffle prize

2011 Jim Thorpe Expo Program Ad - Print ready art work must be received by **October 15th 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.

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

(IF PAYING VIA PAYPAL PLEASE EMAIL SIGNED FORM TO JTExpo@JTWEDDINGEXPO.COM OR FAX 610-760-1490)

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 **June 15th**, 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, 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 & caterers. 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 eligible to donate a prize for the raffle. You must fill out the prize section of this registration form. It is your responsibility to bring the prize on November 19, 2011.
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 chord) 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, 2011.

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:

2011 Jim Thorpe Second Annual Wedding Expo™

1. The hours are 10 a.m. to 3 p.m.
2. Bridal Fashion 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 Saturday November 19, 2011. 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.
- Leads are available on CD for a charge of \$12
- Please contact Tara at jtexpo@jtweddingexpo.com to order your CD.

Exhibitor Initials: _____

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

FOR OFFICE ONLY: