

Event Planning 911

570-430-5281

55 Brown Street ♦ Wilkes-Barre ♦ PA ♦ 18702

www.EventPlanning911.com

You are cordially invited to participate in the Event Planning 911 Wedding Experience 2008 event. The event will be held on Sunday, November 2, 2008, at the Holy Family Parish at 574 Bennett Street, Luzerne, PA. The show is scheduled for 2:00–5:00 p.m.

This will not be your average wedding show . . . We have worked very hard to bring exhibitors and couples a fun and worthwhile wedding show. A few things we are doing differently:

- This is not a “Cattle Call”, brides will register to win prizes at the admission table and that’s it. We want brides and exhibitors to spend their time at the show meeting each other. You’re there to show off your work and find customers, not give out autographs.
- One complaint about wedding shows is that every woman poses as a “bride” just to win prizes. To help identify true brides, guests will enter to win a separate set of prizes that needs not be wedding related. This will give you an opportunity to promote other aspects of your business. Example: a florist may give away a gift certificate for a love bunch, or a limousines service may give away a voucher for a one-way airport service.
- Brides will be sent invitations that resemble wedding invitations to the wedding show. Instead of a response card, they will receive an entry form for a special prize for just those brides who receive the invitation. If you would like, we can customize this invitation for you business for any customer lists you would like to provide.
- One more thing that will be different with this show is that all proceeds will be donated to the Catherine McAuley House for Homeless Women and Children in Plymouth, PA. Admission will be a \$5 donation, and as a thank you, each person will receive a Bon Ton Community Day booklet which includes a \$10 off coupon and additional coupons for November 15, 2008, at any Bon Ton.

Enclosed is a packet of exhibitor information regarding Wedding Experience 2008. If you have any questions, please call me at 570-430-5281. We will be calling within the next two weeks to see if you are interested in participating and to set-up an appointment.

Thank you,
Heather Jones Dehnel
Owner, Event Planning 911

Event Planning 911

presents

Wedding Experience 2008

Sunday, November 2, 2008

2:00 p.m. – 5:00 p.m.

at Holy Family Parish

574 Bennett Street

Luzerne, PA 18709-1332

Exhibitor Package

Includes the Following:

- Show space includes an 8-foot table with linens
- Mailing list including all Event Planning 911 Wedding Experience 2008 attendees
- Listed as an exhibitor in all advertising materials – newspaper ads, invitations and website
- Listing on [www. Weddingexperience2008.com](http://www.Weddingexperience2008.com) with a link to your website and/or an advertisement webpage
- Two complimentary tickets to the exhibitor's brunch

Price \$250

Two Exhibitor Package

This package is designed for small businesses that may not need quite as much space or businesses that may join services and want to participate together. This package includes everything from the Exhibitor Package above, plus each business will receive their own mailing lists of attendees.

Price \$300 (\$150 per participating business)

Wedding Experience 2008

Wedding Show Contract

Company Name _____

Category of Business _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Business Phone _____ Cell _____

Fax _____

Email _____

Website _____

Exhibitor Package Options

☐ Exhibitor Package (\$250 – exhibitor space)

☐ Two Exhibitor Package

Sharing space with _____

(\$300 for two exhibitors or \$150 per exhibitor)

Please let us know if you would like chairs at your table and how many: _____

Will you need electricity? _____

_____ Please check if your business would like to supply a promotional item to be included in the gift bags for each bride. Bags will be supplied by The Wedding Planner Magazine.

Please select mailing list format preferences:

☐ Email list (Excel format) email address: _____

☐ Printed list with one set of mailing labels (\$25 charge)

☐ CD (Excel format)

_____ (Please Initial) I understand that I will be required to donate a prize with at least a minimum value of \$50 for drawing with no strings attached.

_____ (Optional) I am interested in donating a *Guest Prize* with at least a minimum value of \$25.

_____ (Optional) I am interested in donating a **Grand Prize** with at least a minimum value of \$500.

_____ (Please Initial) **I have read and agree to the terms and conditions listed on the following page.**

Payment

\$_____ Package Price

\$_____ Printed mailing list with labels (\$25 charge)

\$_____ Amount Submitted with Contract (**Packages A, B, C & D require payment-in-full**)

\$_____ Balance Due by September 15, 2008

☐ I will pay by check (payable to Event Planning 911, and mail to: Event Planning 911,
55 Brown Street, Wilkes-Barre, PA 18702)

☐ I will pay by credit card (Please circle) Visa MC Discvr

CC# _____

Name on Card _____

Exp. Date _____

Card Holder's Signature _____

Exhibitor's Signature _____ Date _____

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is presented by Event Planning 911

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For Office Use Only

Date Received

Payment \$

Confirmation Mailed

Balance Due \$

Booth # Assigned

Comments

Event Planning 911

Wedding Experience 2008

November 2, 2008

Terms and Conditions

Please keep a copy of the contract and the Terms and Conditions.

Each Exhibitor Must Supply:

- Door prize with a minimum value of at least \$50. Prizes must have no strings attached (meaning, for example, exhibitor cannot offer 10% discount or \$20 off an item).
- Staffing for exhibit at all times during show/event operating hours
- List of any products or services that will be given away or sold at the exhibit space.

Participation: All contracts with payment will be handled in order of receipt.

Payment/Cancellation: Payment must be made by the date(s) specified in this contract. If payments are not made when due, Event Planning 911 may terminate this contract and reassign booth space to another exhibitor. All cancellation requests must be made in writing and received by Event Planning 911 no later than 30 days prior to show/event date. Where monies collected from exhibitor are returned for any reason by exhibitor's bank (nonsufficient funds, missing signature, account closed, etc.) it is considered non-payment, and the exhibitor shall pay any and all exhibitor late fees and Event Planning 911 bank charges.

Mailing Lists: Mailing Lists will be available within 21 days of the show/event. Lists will be provided as instructed in the contract. Use is limited to participating exhibitors only. If an exhibitor gives, sells or loans the list to anyone not an exhibitor at the show/event, the exhibitor and that company are liable for a fine of \$575.

Limitations of Categories: Event Planning 911 reserves the right to determine the eligibility of any company to exhibit in the show/event and further reserves the right to reject and cancel any contract and/or limit the number of exhibitors in any category.

Changes/Modifications: Any promotional and/or instructional information provided by Event Planning 911 is accurate as of publication; however, Event Planning 911 reserves the right to change or modify any details of the show without notice. Event Planning 911 may issue additional rules; as it deems necessary for the orderly presentation of the show/event. Any rules may be amended at any time by show/event management provided that such amendment shall not diminish the rights or increase the liability of the exhibitor. Dates and locations may be subject to change under circumstances out of Event Planning 911 control.

Publicity: Exhibitor agrees that Event Planning 911 may list exhibitor in show promotional materials and use photography and/or video at the show/event or in any promotional materials without compensation to the exhibitor.

Insurance: Event Planning 911, their employees, agents or representative will not be responsible for any damages to or for the loss or destruction of exhibitor's property or injuries to the exhibitor. Exhibitor shall indemnify and hold harmless Event Planning 911, their employees, agents or representative from and against any and all claims, losses, damages, and/or expenses arising out of this show/event and the exhibitor.

Load-in: Load in date and time are as follows: Sunday, November 2, 2008, from 10:00 a.m. to 1:00 p.m. All exhibitor spaces must be set up no later than 1:00 p.m. Rear doors and side elevator entrance will be used.

Load-out: Load-out will begin immediately following the end of the show on Sunday. All property must be removed at this time. Any property left after 7:00 p.m. will be disposed of by Event Planning 911. Rear doors and side elevator entrance will be used.

Outside Solicitors: Outside solicitors will be asked to leave the event. Please report any outside soliciting to the Event Planning 911 staff.

General: Should any questions arise, whether provided for in Terms and Conditions or not, the decision of Event Planning 911 shall be final. Event Planning 911 shall have sole control over the production, organization, direction and staging of said show/event. It is the intent of Event Planning 911 to include a proper mix of exhibitors at all shows/events. Event Planning 911 reserves the rights and control over which exhibitors are permitted to be in the show/event and further reserves the right to cancel the within contract provided notice of the cancellation is given no later than 30 days prior to the scheduled show/event. In the event that Event Planning 911 cancels the within contract and proper notice is given to exhibitors, Event Planning 911's liability will be based on package and will not include advertising placed in The Wedding Planner Magazine. Where exhibit space is reserved and is not occupied by the exhibitor, the exhibitor shall pay to Event Planning 911. Exhibitor understands that weather plays a major role in determining the total attendance at the show/event. Event Planning 911 makes no guarantees regarding weather conditions and its relationship to show/event attendance. Exhibitor understands and agrees that Event Planning 911 has the right to rent space to other individuals, firms, companies, and organizations engaged in competitive endeavors. If Event Planning 911 is prevented from putting on the show/event as herein provided by reason of any act of God, act of war, strike, labor dispute, fire, flood, delay in transportation, public disaster, or any other cause or reason whether within or beyond control of Event Planning 911, or as the case may be, such conditions will be deemed as valid excuse for delay in performance of such obligations at the specific time and place. Event Planning 911 shall have the right and exhibitor agrees that the show/event maybe rescheduled for another date/or location chosen by Event Planning 911. The contract shall not in any sense be deemed to be, or construed to create, a partnership or joint venture between parties hereto and neither party shall have any right or authority to bind the other or its representative in any way. This contract is entire and comprises all of the understandings of the parties hereto and cannot be modified or amended except by an instrument in writing by both parties hereto.

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