

Grand Wedding 2024 expo

VENDOR APPLICATION

Sunday, November 3rd, 2024 | Expo 12 pm to 3 pm | Cocktail Party & Prizes at 3 pm

Business Name: _____ **Date Submitted:** _____

Single Booth \$450
Application must be received **by** July 1, 2024

Single Booth \$500
Application received **after** July 1, 2024

Double Booth \$950
Application must be received **by** July 1, 2024

Double Booth \$1,000
Application received **after** July 1, 2024

Each single booth is sectioned by pipe & drape sides approx. 10 ft x 10 ft; no drape at the back; includes one 8' table with linen & two chairs. Each double booth is sectioned by pipe & drape sides approx. 20 ft x 10 ft; no drape at the back; includes two 8' tables with linen & two chairs.

- Participants are required to provide at least one no strings attached Door Prize OR may request to participate as a Featured Prize Vendor or Grand Giveaway Vendor.** Door Prizes should be delivered to a Castle Farms staff member upon arrival for setup. Winners will be announced at the start of the Cocktail Party by announcement from DJ or Castle Staff. Castle Farms staff will be responsible for drawing the door prize winner's name via our Door Prize entries we request from Grand Wedding Expo visitors. Ticket Featured Prizes are announced during the Cocktail Party via a ticket draw and prize must be a product or service provided by the vendor. Example Featured Prizes include: wedding bouquets, DJ service, or wedding day photography to be used at the recipient's wedding. Businesses that choose to give a Featured Prize rather than a Booth Prize will be given more promotions during the Expo and Cocktail Party than those that give a Booth Prize. The Grand Giveaway is a full wedding package consisting of products and services provided by vendors from many categories. Both Featured Prize and Grand Giveaway participants require approval in advance. Castle Farms may require a logo and business blurb to be provided for Grand Giveaway vendors. If selected prize option is tangible, failure to provide your selected prize by 12 pm on November 3rd, 2024 could result in being disqualified from the next year's Castle Farms Grand Wedding Expo as a vendor. All prize types must require no initial investment to utilize the product or service.
- The Grand Wedding Expo is indoors and will take place regardless of weather conditions.
- Participant set up time is available on Saturday, November 2nd, 2024 (time TBD based on event schedule) and Sunday, November 3rd, 2024 from 8-11:30 am. All booths must be set up by 11:30 am with participants at their booths by 12 pm. Use the time between 11:30 am and 12 pm to network with other vendors and pick up your lunch orders in the designated area listed in your vendor information packet. Coffee and snacks will also be available for vendors in these designated areas starting at 8 am during set up.
- Subleasing or sharing of booth space is not allowed. Participants may only promote or advertise, distribute items, brochures or samples directly relating to their business.
- Decorations must remain within the designated booth space. In an effort to preserve the historic buildings, no items may be hung from the ceilings or on the walls.
- Participants may not block the aisles or emergency exits, and agree to stay within their booth while promoting their business to prospective clients.
- The use of microphones is not allowed by any participant. Music will be permitted with the understanding that it be kept low so as to not disturb the other booths. Castle Farms reserves the right to monitor the music volumes. Vendors agree to immediately turn off all equipment at the start of the Cocktail Party at 3 pm.
- Tear down may begin at 3 pm. Any early tear down will result in NOT receiving the wedding couple e-mail list and NOT being asked to return to the show.
- All participants who attended the Grand Wedding Expo will receive an exclusive e-mailed list of the wedding couples who attended at no extra charge. This mailing list is not to be resold, given away, or distributed to any other business!
- Participant will indemnify and hold harmless Castle Farms and sponsors of the Grand Wedding Expo from claims or damages.
- This application is a **request** for a booth space. Your booth deposit will be due within 30 days of notification of application acceptance.

(Continued on reverse side)

If any sections of the aforementioned contract are violated, the participant will be asked to leave the Expo immediately. The participant understands that if Castle Farms is moved to expulsion due to breach of contract, **no refund** of any form will be issued and could be barred from vendor participation the following year.

Business Name **as you would like it to appear** (please PRINT)

Business Phone Number

Business Street Address

Business email (need to receive email list)

Business City, State & Zip Code

Authorized Signature

Type of Business

Printed Name

Booth Needs

- **Do you need the provided 8' table? YES NO** (circle one)
- **Do you plan to hang a sign or banner at the back of your booth, requiring a cross bar from the Castle? YES NO** (circle one)
- **How many chairs would you like?** _____
- **Any other table requests:** _____
- **Do you need access to electricity? YES NO** (circle one)
(Supply own extension cord)

Provided Lunches

Castle Farms provides two included lunches per booth space. Double booth reservations can request a third included lunch. Additional lunches may be purchased for \$12.00 per meal.

Lunch order forms will be sent via email on September 1, 2024 and the completed order form is due back by October 12, 2024.

Payment Schedule

50% of payment due 30 days after approval by Castle Farms. **Final Payment due by October 1, 2024.**
Failure to pay on time may result in cancellation of your space.

** Initial Payment is non-refundable. Remaining balance becomes non-refundable after October 1, 2024.

Please choose one or more prize option(s)

- Grand Giveaway:** Business name on Grand Giveaway promotions, including but not limited to website listing, poster at registration, announced during Cocktail Party. Prize is a significantly valued product or service to be used at the couple's wedding. Recipients will need their sheet stamped from each booth to qualify; completed sheets must be turned in by 3 pm. Must require no initial investment to utilize the product or service.

Prize: _____

- Ticket Featured Prizes:** Business name announced during Cocktail Party. Prize to be product or service package given and for use at the recipient's wedding with at least a \$100 value. Must require no initial investment to utilize the product or service. (Recipients will receive tickets at registration and then place their tickets in the buckets of their choice for a chance to win your prize.)

Prize: _____

- Door Prizes:** Business name announced during Cocktail Party. Prize to be an item with at least a \$20 value. These prizes should be provided to a Castle Farms staff member upon your arrival for setup. Castle Farms staff will use the Castle Farms Grand Wedding Expo door prize entry forms to pull a winner for each prize, which will be announced at the Cocktail Party with your business name.

Prize: _____

Send completed applications to Castle Farms GWE, 5052 M-66 North, Charlevoix MI 49720 or fax to 231-237-0994

For office use only

Castle Farms Signature of Acceptance

Acceptance Date

Grand Wedding **2024** expo

EVENT OUTLINE

SATURDAY

November 2nd, 2024

SUNDAY

November 3rd, 2024

Day Prior Set Up at Castle Farms

12 pm to 6 pm

Day Of Set Up at Castle Farms

8 am to 11:30 am

Vendor Mingling & Lunch Pick Up

11:30 am to 12 pm

Doors Open to the Public

12 pm

Cocktail Party

3 pm to 3:45 pm

WINNERS ANNOUNCED FOR ALL PRIZES!

Vendor Tear Down

Can start at 3 pm