



# Gateway Wedding Show

Hosted by Gateway Convention Center

**Sunday, August 8, 2021 from 1:00 PM until 4:30 PM**

**Thursday, January 20, 2022 from 5PM until 9PM**

Gateway Convention Center | One Gateway Drive | Collinsville, IL 62234

P: 618-345-8998 x109 | F: 618-345-9024

VENDOR INFORMATION	
Company Name:	
Main Contact:	
Mailing Address:	
City, State, Zip Code:	
Phone Number:	
Email Address:	
Website:	
Vendor Type:	
<b>ATTENDANCE PRIZE:</b> <i>The prize winner will be drawn before the show and winner name will be placed inside of each booth.</i>	
What will your attendance prize be? Prizes must be of a \$50 value or more. It can be a discount on services, an actual gift/prize or a Gift Certificate.	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS CONTRACT IS NOT VALID UNLESS IT IS SIGNED. ALL VENDORS MUST SIGN THIS FORM!**

My signature signifies that I understand and agree to adhere to the Gateway Wedding Show's Rules, Regulations & Policies.

**VENDOR PERKS:**

- Vendors will receive a Lead List with couple's contact information. Small Business Booths are excluded from this perk.
- Regular and Deluxe booths include the following equipment at no additional cost: up to two chairs, up to two 8' skirted tables, pipe and drape, a booth sign, and white table covering. Small Business Booth will receive one chair and one 8' skirted table.
- Company promotion via Gateway Center's website
- Networking opportunities with potential clients, as well as other wedding industry professionals.

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<b>BOOTH OPTIONS &amp; UPGRADES</b>	<b>Price</b>	<b>Aug. 2021</b>	<b>Jan. 2022</b>
<b>Small Business Table</b>	<b>\$200</b>		
<b>Regular 10x10 Booth</b> (Early Bird Rate will end on 6/8/21 for the August show. Special will end on 12/8/22 for January Show)	<b>\$385 – Early Bird Rate</b> <b>\$435 – Regular Rate</b>		
<b>Deluxe 10x20 Booth</b> (Early Bird Rate will end on 6/8/21 for the August show. Special will end on 12/8/22 for January Show)	<b>\$660 – Early Bird Rate</b> <b>\$710 – Regular Rate</b>		
<b>Vehicle Booth</b> (Early Bird Rate will end on 6/8/21 for the August show. Special will end on 12/8/22 for January Show)	<b>\$660 – Early Bird Rate</b> <b>\$710 – Regular Rate</b>		
<b>Sponsorship:</b> <ul style="list-style-type: none"> <li>• 10' by 20' Booth in the location of your choice</li> <li>• Equipment: Power, Internet, Tables, and Chairs</li> <li>• Search Engine Marketing Ads</li> <li>• Logo included on print, email, and online advertising</li> <li>• Included within Seven E-Blasts to Gateway Convention Center's database of brides</li> <li>• Advertising on the Gateway Convention Center/ Gateway Wedding Show web site in the form of an advertisement with a link</li> <li>• Promotion on Social Media – Sponsor Spotlight</li> <li>• Opportunity to put your company's promotional items or marketing materials in 200 Bride Swag Bags</li> <li>• Ad/Logo in the event's program</li> <li>• Entry onto the Attendee Game Card</li> <li>• Ad displayed on the outdoor digital signs prior and through-out the show</li> <li>• Logo displayed day of on outdoor signage</li> </ul>	<b>\$1,100</b>		
<b>Corner Booth Location</b>	<b>\$75</b>		
<b>You Choose Your Booth Location</b>	<b>\$150</b>		

<b>EQUIPMENT</b>	<b>Price</b>	<b>Aug. 2021</b>	<b>Jan. 2022</b>
<b>Chairs</b> – Please note Small Business Tables only include 1	<b>Included in booth rental</b>	<b>ONE or TWO</b>	<b>ONE or TWO</b>
<b>8' Skirted Tables</b> – Please note Small Business Tables only include 1	<b>Included in booth rental</b>	<b>ONE or TWO</b>	<b>ONE or TWO</b>
<b>Extra Chairs</b> – Indicate number needed per show	<b>\$5 each</b>		
<b>Extra Tables</b> – Indicate number needed per show	<b>\$15 each</b>		
<b>Cocktail Tables</b> – Indicate number needed per show	<b>\$15 each</b>		
<b>Power</b>	<b>\$65</b>		

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EXTRAS	Price	Aug. 2021	Jan. 2022
<b>Game Card</b> - The couple attending will be <b>required to stop by YOUR booth</b> and get a stamp from your booth to ensure they have stopped by. Once they meet the required number of stamps, they receive double entry into the prize drawing.	\$50		
<b>Swag Bag Item</b> - <b>Include</b> a product, a coupon, brochure, etc. in the Swag Bags. <b>A quantity of 200 is due to Gateway Convention Center 5 business days prior to the show date.</b>	\$25		
<b>Web-Link</b> - Increase your SEO with a link from the wedding show website to your company's website.	\$25		
<b>Roaming Models</b> – See Rules	\$50 Per 2 Models		

TOTAL/PAYMENT	
	<b>Booth Total:</b>
	<b>+ Equipment/Needs Total:</b>
	<b>+ Add-Ons Total:</b>
<b>**Two Show Incentive – Sign up/pay for the next 2 shows and receive a Web-Link and Swag Bag Item (\$50 Value)</b>	
	<b>TOTAL AMOUNT DUE:</b>

**PAYMENT:** Vendors can pay by cash, check, or credit. MC, Visa, American Express and Discover are all accepted. If you wish to pay via credit card, please call 618.345.8998 x109 to make payment over the phone or write the information below. Checks should be made out to *City of Collinsville* and mail mailed to *Gateway Convention Center (1 Gateway Dr. Collinsville, IL 62234)*.

**NAME AS DISPLAYED ON CREDIT CARD:** \_\_\_\_\_

**CREDIT CARD NUMBER:** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**CVV (Security Code) #:** \_\_\_\_\_

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## GATEWAY WEDDING SHOW'S EXHIBITOR RULES AND REGULATIONS

### GATEWAY WEDDING SHOW AGREES TO:

1. Conduct the Gateway Wedding Shows at Gateway Convention Center on August 8, 2021 from 1:00 PM until 4:30 PM & January 20, 2022 from 5:00 PM until 9:00 PM. Provide normal janitorial service, heating, air conditioning, and/or ventilation, normal utility and lighting services.
2. In the event of severe weather conditions/or another unforeseen cause; and the show must be canceled, booth rental fees will be transferred to next scheduled show. No refunds will be processed.
3. Provide the exhibitor with the booth package for which he/she pays for.
4. Advertise the show through various media.
5. Provide each applicable paid exhibitor with a Lead List of all registered couple's contact information including email addresses.
6. Furnish the engaged couples with programs and swag bags at the show.
7. Provide ample time for set-up and tear-down of booths.
8. Gateway Convention Center reserves the right to refuse any vendor for any reason.
9. Show Management retains the right to change the location of the exhibitor's booth at any time at its sole discretion.

### EACH EXHIBITOR AGREES TO:

1. Exhibitors must set up their own booth space at the designated time per show.
2. Exhibitors will have their booth(s) manned during all show hours.
3. Exhibitors will not dismantle or breakdown booths until the end of the show. *Subject to a \$200 fee if policy is broken.*
4. Exhibitor agrees to completely remove booth(s) from show site by the final move-out time limit, which is two hours after the end of the show or be subject to penalty fees.
5. Additional booth equipment is available on a first come, first serve basis. *Day-of orders are subject to availability.*
6. Exhibitors that wish to use Gateway Convention Center's internet, need to test the connection prior to the show starting in order to allow time for troubleshooting.
7. Gateway Convention Center's equipment has weight limitations. Please be mindful during set-up not to overload the tables.
8. Provide an attendance prize valued at \$50.00+ to be given away by Gateway Convention Center to pre-registered attendees.
9. One company per booth. If multiple representatives of the same company wish to share the booth space, this will be permitted. However, please notify show management prior to the show date.
10. Exhibitors will not display items from any other business nor distribute any other business' materials at the show without Gateway Wedding Show permission.
11. Decorate the designated booth space with appropriate items and materials of interest that are related to the products or service sold by the exhibitor.
12. If an exhibitor sells merchandise from their booth, it is the exhibitor's responsibility to collect tax at the proper rate, pay the tax collected, and report the tax for the correct location. To obtain the correct tax rate or for forms and information on how to file, please contact the Illinois Department of Revenue Special Event Coordinator at Rev.SpecialEvents@illinois.gov or call 847-294-4475.
13. Exhibitors must not interfere with the neighboring booth's visibility or infringe on their area. Display of wares must be kept within the confines of the contracted exhibit space.
14. Roaming Models, which cost \$50 per two models, must stay within the confines of the aisles and lobby areas in the facility. Models must not disturb vendors or distract attendees while conversing with other vendors. (Models to be provided by the vendor)
15. Bands, loudspeakers, radios, television sets, and/or the operation of any machinery or equipment which is of sufficient volume to be annoying to neighboring exhibitors will not be permitted.
16. Vehicle Booths: Vendors wanting to bring in vehicles must receive permission from show management. Only one company will be granted permission to bring vehicle on concourse. Space for all vehicle locations is limited.
17. Understand Gateway Convention Center has a No Outside Food or Beverage Policy. However, sample size portions of food/drink are permitted. Alcoholic beverages are not allowed.
18. Understand that Gateway Convention Center will not allow open flame in the building. Candles with glass protection surrounding the flame are permitted. Open flame candles (candles that do not have glass protection) will be extinguished.
19. Exhibitors shall exclusively use the given list of registered couples. Exhibitors will not lend-out, sell, barter or allow any unauthorized usage, or permit any reproduction thereof.
20. The exhibitor is entirely responsible for the exhibit space allotted and shall be liable for any loss or damage to the premises and for any loss or damage to any equipment.

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21. Exhibitors must protect the Gateway Convention Center's equipment, walls, columns and floors from damage. Exhibitors will be held responsible and charged for any damage, or for any clean-up necessitated by paint, grease, oil, abrasives, or excess debris left in the exhibitor's space.
22. Gateway Convention Center will exercise all reasonable care for the protection of exhibitor's materials and displays. Exhibitors wishing to insure their goods must do so at their own expense. Exhibitors are charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention, customs and public safety while participating in the show.
23. Insure yourself against any claims resulting from the exhibits. The Gateway Wedding Show and Gateway Convention Center will not be responsible for any personal injury, damage, or loss to exhibits by fire, theft, pilferage, malicious action or accidents.
24. Upon signing completed Vendor Application, the exhibitor assumes all risks and responsibilities for accidents, injuries or damages to person or property and agrees to indemnify and hold harmless the Gateway Convention Center, Gateway Wedding Show and their managers, board members, show sponsors, and employees, against any and all claims, liabilities, losses, theft, damage, costs and expenses (including attorney's fees) arising from or in connection with the exhibitor's participation in the show or from exhibitor's activities conducted upon Gateway Convention Center property.
25. Exhibitors must comply with the Americans with Disabilities Act. AMERICANS WITH DISABILITIES ACT: Exhibitor will ensure that its exhibit and product/service information comply with the regulations and guidelines of the Americans with Disabilities Act (ADA). The ADA requires that exhibits be accessible by persons with disabilities. While Gateway Convention Center is responsible for ensuring accessibility for the general trade show areas, the exhibitor is responsible for controlling its booth.
26. Understand and agree that this contract is firm with a non-refundable payment.
27. Exhibitors who violate the Gateway Wedding Show Rules & Regulations may be banned from participating in future shows and subject to penalty fees.
28. Gateway Convention Center reserves the right to cancel contract with any exhibitor any time prior to or during the show.
29. No refunds will be given after the show for items previously ordered by vendors.
30. If vendor fails to show up for the show, a fee of \$200 will be assessed.

**Any questions please contact Ashley Fritz at [AFritz@GatewayCenter.com](mailto:AFritz@GatewayCenter.com) or at 618-345-8998 ext.109**