



Gateway Wedding Show

Hosted by Gateway Convention Center

Thursday, January 25, 2024, from 5:00PM until 8:30PM

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

P: 618-631-2442 | O: 618-345-8998 | E: jsprehe@gatewaycenter.com

VENDOR INFORMATION

Company Name:

Main Contact:

Mailing Address:

City, State, Zip Code:

Phone Number:

(not shared with attendees)

Email Address:

Website:

Vendor Type:

ATTENDANCE PRIZE: The prize winner will be drawn before the show and winner's name will be placed inside each booth.

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 Convention Center's website.
- Networking opportunities with potential clients, as well as other wedding industry professionals.

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BOOTH OPTIONS & UPGRADES	Price Per Show	January 25, 2024
Small Business Table <i>*Does <u>Not</u> include lead list*</i>	\$200	
Regular 10x10 Booth <i>(Early Bird Rate will end on 12/14/23)</i>	\$385 – Early Bird Rate \$435 – Regular Rate	
Deluxe 10x20 Booth <i>(Early Bird Rate will end on 12/14/23)</i>	\$660 – Early Bird Rate \$710 – Regular Rate	
Vehicle Booth <i>(Early Bird Rate will end on 12/14/23)</i>	\$660 – Early Bird Rate \$710 – Regular Rate	
Sponsorship: <ul style="list-style-type: none"> • 10' by 20' Booth in the location of your choice • Equipment: Power, Internet, Tables, and Chairs • Logo included on print, email, and online advertising • Included within Seven+ E-Blasts to Gateway Convention Center's database of couples • Advertising on the Gateway Convention Center/ Gateway Wedding Show website in the form of an advertisement with a link and logo • Promotion on social media – Sponsor Spotlight • Opportunity to put your company's promotional items or marketing materials in 200 Bride Swag Bags • Logo on the event's program • Attendee Game Card • Ad displayed on the outdoor digital signs prior and throughout the show • Logo displayed day of signage 	\$1,100	
Corner Booth Location	\$75	
You Choose Your Booth Location	\$100	
EQUIPMENT	Price Per Show	January 25, 2024
Chairs	<i>Small Business includes up to 1.</i> <i>All other booths include up to 2.</i>	<input type="checkbox"/> ONE or TWO <input type="checkbox"/>
8' Skirted Tables	<i>Small Business includes up to 1.</i> <i>All other booths include up to 2.</i>	<input type="checkbox"/> ONE or TWO <input type="checkbox"/>
Extra Chairs – Indicate the number of additional chairs needed.	\$5 each	
Extra Tables – Indicate number of additional tables needed.	\$15 each	
Cocktail Tables – Indicate number needed per show <i>*Linen is not included*</i>	\$15 each	
Cocktail Table Linen	\$6 each	
Power	\$70 (14 Days in Advance) \$90 (Day-Of Floor Orders)	

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EXTRAS	Price Per Show	January 25, 2024
Game Card - The couple attending will be <u>required to stop by YOUR booth</u> and get a stamp from you. Once they meet the required number of stamps, they receive entry into the prize drawing. *Limited availability*	\$50	
Swag Bag Item - Include a product, a coupon, brochure, etc. in the Swag Bags. A quantity of 200 is due to Gateway Convention Center 5 business days prior to the show date.	\$30	
Web-Link - Increase your SEO with a link from the wedding show website to your company's website.	\$25	
Roaming Models – See Rules (#14)	\$50 Per 2 Models	

TOTAL/PAYMENT	
Booth Total:	
+ Equipment/Needs Total:	
+ Add-Ons Total:	
TOTAL AMOUNT DUE:	

PAYMENT: Vendors can pay by cash, check, or credit. Master Card, Visa, American Express and Discover are all accepted. **We have a 2.75% processing fee on all credit card transactions.** We can accept check or cash if you prefer to avoid that fee. If you wish to pay via credit card, please call 618.345.8998 to make payment over the phone or write the information below.

Checks should be made out to *Gateway Convention Center* and mail mailed to *Gateway Convention Center* (1 Gateway Dr. Collinsville, IL 62234), with the attention to: Julianna Sprehe-Keller.

NAME AS DISPLAYED ON CREDIT CARD: _____

CREDIT CARD NUMBER: _____

EXPIRATION DATE: ____/____/____ CVV (Security Code) #: _____

☐ check if you would like us to run the credit card on file.

☐ check if you are paying by cash or check.

GATEWAY WEDDING SHOW'S EXHIBITOR RULES AND REGULATIONS

GATEWAY WEDDING SHOW AGREES TO:

1. Conduct the Gateway Wedding Show at Gateway Convention Center on **January 25, 2024, from 5:00 PM until 8:30 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, Vendor Booth Rental Fees will be transferred to the 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.
6. Furnish the engaged couples with programs and or swag bags at the show.
7. Provide ample time for set-up and tear-down of booths.
8. Provide roll carts to assist with set-up and tear-down of booths.
9. Gateway Convention Center reserves the right to refuse any vendor for any reason.
10. 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 break down booths until the end of the show. *Vendor will be 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 to allow time for troubleshooting. The Wi-Fi is "GWC" and has no password.
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 need to be approved by the Show Producer 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 services 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 must 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. Sample size portions of food/drink are permitted. Alcoholic beverages are not allowed.
18. Understand that Gateway Convention Center will not allow open flames 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 the Show Producer:

Julianna Sprehe-Keller

jsprehe@gatewaycenter.com

Office: 618-345-8998

Cell: 618-631-2442

