



2019 Carson Valley Wedding Social

Sunridge Golf and Recreations | Sunday, September 15, 2019 | 11 am – 2 pm

Exhibitor Information & FAQ

Thank you for taking the time to consider participating in the 1st Annual Carson Valley Wedding Social. We are planning a fun afternoon where brides can meet and talk to local vendors for their upcoming 2020 and 2021 weddings.

How much is the booth fee and what is included?

The early bird booth fee is \$200 and is available until August 16, 2019. After the early bird deadline has passed the booth fee will be \$250. This rate includes a booth for the day of the event, supports marketing efforts leading up to the show, and includes a leads list following the show.

What is the Wedding Social Passport?

We want to make sure that lots of guests visit your booth and talk to you so we're making a "Passport" book. The Wedding Social Passport will list all the exhibitors and have a spot for you to initial or mark when they have visited your table. Once guests have visited every booth, they will be able to enter the grand prize raffle. If you would like to contribute to the grand prize basket, please let us know by contacting weddings@playsunridge.com.

Will there be an admission charge for guests?

No! We want our guests to have money to BOOK YOU for their event. Planning a wedding is already expensive; finding great vendors doesn't have to be. All brides and grooms are welcome to attend at no charge.

How many guests are you expecting?

This is our first show so we can't tell you how many guests are going to come. We will be doing lots of marketing in the weeks leading up to the show to attract as many of the area's brides as we can. You can help increase attendance by sharing our social media posts and Facebook event with your contacts!

Will electricity and WiFi be available?

WiFi is available to all vendors and electricity is available on a first come, first served basis.

SUNRIDGE
GOLF AND RECREATIONS

1000 Long Drive • Carson City, NV 89705 • (775) 722-5511
weddings@playsunridge.com • www.CarsonValleyWeddingSocial.com



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Exhibitor Application

Company Details

Company Name: _____

Mailing Address: _____

City/State/ZIP: _____

Billing Address: _____

City/State/ZIP: _____

Phone Number: _____

Email: _____

Website: _____

Business License No.: _____

Primary Contact Details

Contact Name: _____

Phone Number: _____

Email: _____

Booth Details

Exhibit Category: _____

Food Service*? Yes No

Linens Required? *No additional charge, standard white.* Yes No

Electricity Required? *No additional charge, limited availability.* Yes No

Raffle Prize Donation? *Please note that this is optional.* Yes No

Exhibitor has read, understands, and agrees to the Terms and Conditions described within this application. _____ *Please initial.*

**If you are providing any type of food or beverage, you must obtain a temporary food permit. A copy of your temporary food permit must be submitted and on file with Management (weddings@playsunridge.com) no later than September 2, 2019.*



Method of Payment

Early Bird Rate (Until August 16, 2019) \$ 200
Regular Rate (Until September 6, 2019) \$ 250

TOTAL PAYMENT AUTHORIZED \$ _____

Payment Method

Check



CREDIT CARD CHARGE AUTHORIZATION

I hereby authorize Sunridge Golf and Recreations to run the credit card detailed below for the lease of a booth at the Carson Valley Wedding Social according to the following fee schedule:

Early Bird Booth Rental (\$200) *Rate available until August 16, 2019*
Regular Booth Rental (\$250)

Card Number: _____

Expiration Date: _____

CVV Code: _____

Cardholder Name: _____

Signature: _____

Date: _____

CHECK PAYMENT DETAILS

Remit to:
Sunridge Golf and Recreations

Mail to:
Jessica Marquez
5345 Kietzke Ln. Unit 100
Reno NV, 89511

QUESTIONS?

Call: (775) 722-5511
Email: weddings@playsunridge.com
Website:
www.CarsonValleyWeddingSocial.com

We look forward to seeing you!



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Terms and Conditions

Schedule

| | | |
|---------------|----------------------------|--------------|
| - Set Up | Sunday, September 15, 2019 | 9 am – 11 am |
| - Show Hours | Sunday, September 15, 2019 | 11 am – 2 pm |
| - Take Down** | Sunday, September 15, 2019 | 2 pm – 4 pm |

***Items left at Sunridge after 4 pm will be left at Exhibitor's risk and may incur labor and/or storage fees.*

Booths

- All booths will be provided a small name sign. A limited number of booths with electrical services are available at no additional charge. Priority will be assessed on a first come, first served basis. Please bring your own extension cords and tape to secure extension cords to the ground.
- Vendor placement will be determined by Management.
- The Good Neighbor Policy is in effect regarding all exhibit components including height and content. Management reserves the right to have any part of an exhibit removed should it be considered illegal, objectionable, or unsuitable. No voice amplification is permitted without written approval from Management.
- Space is to be used solely for Exhibitor named on this contract. Exhibitor will not sublet or assign any portion of booth space without written consent from Management. Business cards, flyers, brochures, signage, photos, magazines, or other items promoting a company/product not named on this contract or officially exhibiting, will not be allowed in the booth or any other area of the show. Exhibitors found to be in breach of this rule may be asked to leave the show without refund.

Lease Agreement

- Should Exhibitor not occupy leased space prior to show opening Management will retain any deposits paid and Exhibitor remains liable for any balance due. **Cancellation must be made in writing to Sunridge Golf and Recreations.** If such cancellation is received 30 days prior to show, Management shall be entitled to retain or collect 50% of Exhibitor's total contract obligation.
- No refunds will be made if cancellation notice is received later than 30 days prior to show and Management shall be entitled to collect 100% of Exhibitor's total contract obligation. Refunds will be paid after the conclusion of the Carson Valley Wedding Social.

Security

- Management is not responsible for lost, stolen, or damaged items.

Liability

- Management is not liable at any time for loss, damage, or injury occurring in or to the exhibit or its occupants. The exhibitor is responsible entirely for the exhibit space leased to him and shall not damage any part of the building. The exhibitor agrees to reimburse Management for any loss or damage due to Exhibitor's activities. Insurance must be obtained by Exhibitor if desired.

Other

- Exhibitor must comply with city ordinances and regulations including but not limited to the Fire Marshal.
- Exhibitor agrees to abide by any decision made by Management for the good of the show.
- Exhibitor will not harass or discriminate against any person in attendance on the basis of sex, race, color, ancestry, religious creed, national origin, physical disability, mental disability, medical condition, or marital status.
- Exhibitor may not pin or staple materials or banners to the tent walls which outline the booth.