



# Grass Valley Wedding Fair

*a Wedding Affair for all seasons*

## Save the Date

Date: **Sunday January 22, 2017**

Time: **Noon-4:00 p.m.**

Location: **Nevada County Fairgrounds**

11228 Mc Courtney Road

Grass Valley, California 95945

**Produced by Donna Hoekstra, Joy of Life Events**

Exhibitor's set-up: Sunday January 22, 2017 from 8:00 am-Noon

Exhibitors tear down: Sunday January 22, 2017 at 4:00-6:00

Early Bird Exhibitor's set-up: Saturday January 21, 2017 from Noon-8:00

## Booth Reservations:

Each booth space will be rented to one business only. Anyone representing more than one business will be required to pay for each additional business they are representing. Business's may request to be have their booth placed next to another vendor however room location will be determined by the newest applicant. Each business must pay for a booth. Both participants will receive their business name included in all The Grass Valley Wedding Fair promotional material that lists wedding fair participants. All participants who are paid in full by January 1, 2017 will also be included in the "Wedding Day Program" to be given to each bride and groom as they enter the Wedding Affair.

All vendors shall be required to offer a "Wedding Affair Special" that could include a discount on pricing, packages or add on service. "Wedded Affair Specials" shall be mentioned in our advertising.

All vendors are encouraged to provide a gift or favor that can be distributed to each couple.

All reservations will require a signed contact and 100.00 non-refundable deposits. All booth space must be paid in full by January 1, 2017. If space is not paid in full by two weeks prior to fair date vendor will forfeit booth space.

## Booth Specifics:

All Booths are approximately 9'8" wide x 10' deep. All Booths against the walls will not have pipe & draping. Booths in the center of the room will be divided by full 8' draping on 3 sides (unless you are

in a corner booth). Booths will be sold on a first come first served basis. If your requested booth size has sold you will be placed in your requested 2<sup>nd</sup> choice option.

Pipe & Drape Booths will be provided one 8' table, linen and chair *upon request*. Tables and Tablecloths may be rented for an additional charge for all Wall Booths.

All products, props and signage MUST be within your reserved booth space. All vendors will be responsible for their booth space clean-up. All booths requiring additional clean-up will be billed a 25.00 clean-up fee.

The Nevada County Fairgrounds was the original location of The Nevada County Wedding Fair...that was almost 30 years ago! It is located on Mc Courtney Road alongside Hwy 49/20 with great signage. The Nevada County Fairgrounds has great Wi-Fi access and modern electrical outlets. You will need to bring your own extension cords. All lighting & electrical items need to be within your reserved booth space, this includes overhead props. To be fair to all participants we will be firm on our "no booth sharing" policy. The displaying of other vendors promotional material will NOT be permitted and doing so will eliminate you from receiving the brides list and participating in any future participation in The Wedding Affair. Sharing of the brides list will also eliminate you from any future participation in The Wedding Affair.

### Participants Information

Company Name: \_\_\_\_\_

As you want it to appear in the program & advertising

Contact Name & Title \_\_\_\_\_

Business Category (florist, caterer, etc.) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Website: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please type directly into this PDF and email the completed form to [Donna@JoyofLifeEvents.com](mailto:Donna@JoyofLifeEvents.com) (web version only)**

- \$350 9'8" x 10' Wall Booth (no pipe & draping)
- \$400 9'8" x 10' Center Aisle Booths WITH Pipe & Draping on back side only
- \$450 9'8" x 10' Center Aisle Booths WITH Pipe & Draping, Table & Linen
- \$550 9'8" x 10' Premium Booth (most visible) W/Pipe & Drape, Table & Linen (4 available)
- \$ 50 Add on Pipe & Draping to one side of Wall Booth (great for hanging signs/décor)
- \$10 Add on one table, specify size \_\_\_\_\_
- \$20 Add on one Table Drape, specify color & size \_\_\_\_\_
- \$25 Early Bird Set-up on Saturday, January 21 from 12:00-8:00 p.m.

**Booth Total \$ \_\_\_\_\_ Add-Ons Total \$ \_\_\_\_\_ Grand Total \$ \_\_\_\_\_**

**Payment and Signature (Your typed signature and initials serve as your binding electronic signature)**

- One Payment: Pay in full with contract**
- Two Payments: Pay 50% with contract, Balance Due January 1<sup>st</sup>
- Three Payments: Pay 33% with contract, 33% on November 1<sup>st</sup>, Balance 34% Due January 1<sup>st</sup>
- Monthly Payments: Pay 20% with contract in September followed by monthly payments on same date each month thru January. Any balance remaining due by January 13<sup>th</sup>.
- One Payment: Pay in full with contract after January 1<sup>st</sup>, 2017

Name as it appears on Credit/Debit Card \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Verification code \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

**Please read and initial each box below to indicate that you have read and agree to show terms and to indicate which of the following areas you would like to participate in.**

\_\_\_\_\_ All booths must be completely setup by Noon on Show Day Sunday, January 22, 2017

\_\_\_\_\_ **I understand that I may only set-up on Saturday, 12:00-8:00 w/additional 25.00 Fee**

\_\_\_\_\_ I agree not to break down my booth in any way until 4:00 pm at the end of the show.

\_\_\_\_\_ I agree to offer a Show Discount for my services (can be % off or FREE Add-on service)

\_\_\_\_\_ I understand that tables and linen are only included in the Pipe & Drape Booths.

\_\_\_\_\_ I understand that I may ADD-ON tables and linen for an additional fee.

\_\_\_\_\_ I understand there is electrical access throughout the room but that I must bring my own extension cords and adapters as I may have to share the outlets.

\_\_\_\_\_ I understand there is NO Booth sharing and I will promote only one business per booth.

\_\_\_\_\_ I understand there is no sharing of the Brides List that will be provided to each participant.

To answer the following two questions and/or have an idea of what other vendors provided as Door Prizes for last year's Wedding Fair, please visit <http://joyoflifeevents.com/wedding-fair/>

Vendors providing a Grand Prize or Door Prizes are included in Wedding Program and Online Plugs!

\_\_\_\_\_ I would like to provide a Door prize for the Bridal Toss Giveaway.

Describe: \_\_\_\_\_

\_\_\_\_\_ I would like to provide a Grand prize for the Bridal Toss Giveaway (value \$250 or more).

Describe: \_\_\_\_\_

## Letter of Agreement

Vendors participate in The Wedding Affair at their own risk and will not hold the producer, Donna Hoekstra, Joy of Life Events, The Nevada County Fairgrounds and participating vendors or attendees involved in the show liable for damages, costs, loses or expenses resulting from any incident connected with the show. Exhibitors shall carry their own liability insurance.

The parties expressly agree that any dispute whether legal or equitable in nature that might arise as to interpretation or enforcement of this contract or participation in the show shall be resolved between parties involved without interference of court proceedings. No legal action shall be taken by any vendor participating in the Wedding Affair for any reason against producer or involved parties. Participation in show is voluntary and shall not constitute legal action by exhibitor in any form. I/WE HERBY ACCEPT THE TERMS AND CONDITIONS OF THE AGREEMENT & AGREE TO ABIDE BY THE RULES AND REGULATIONS.

In the event The Wedding Affair must be rescheduled for reasons beyond our control, a new date will be scheduled. If you are unable to participate in the rescheduled date for any reason, refunds will not be given however al reasonable measures will be made to sell "your space".

This contract is between Donna Hoekstra, Joy of Life Events and booth participant. Your signature certifies acceptance of all contract terms stated above.

**Sign below if you agree to all of the terms and conditions listed on this contract**

Signature \_\_\_\_\_ Date\_\_\_\_\_

***Donna Hoekstra, 18379 Jayhawk Drive, Penn Valley, CA. 95946***  
***donna@joyoflifeevents.com    www.JoyofLifeEvents.com***

***530.432.4030 (Landline)    530.802.3023 (Cell/Text)***