



The South Sound
Wedding
EXPO

May 12th & 13th
November 18th & 19th 2023
Marcus Pavilion At
Saint Martin's University

Vendor Handbook

VENDOR APPLICATION

May 12th & 13th and November 18th & 19th

Complete this form and submit it via EMAIL to info@southsoundweddingexpo.com

Select your desired booth size then select ONE SHOW or BOTH SHOWS

Additional services are listed below. Questions? Email us or call our office at 360-480-5159

BOOTH SIZE

WIDTH X DEPTH

- 5' x 9.5'
- 10' x 9.5'
- 15' x 9.5'
- 20' x 9.5'
- 16' x 10' END CAP
- DRESS SALES
- 10' x 30' VEHICLE
- SHOW SPONSOR
- TITLE SPONSOR

Choose your booth size.

ONE SHOW

PRICING

- \$850
- \$1,600
- \$2,000
- \$2,400
- \$3,000
- \$1,600
- \$1,600
- X
- X

This is the pricing for attending ONE show. Please select which show dates you would like to book.

- May 12th 13th
- November 18th 19th

BOTH SHOWS

PRICING

- \$1,500
- \$2,800
- \$3,200
- \$4,000
- \$5,000
- \$3,000
- \$3,000
- \$6,000
- \$10,000

This is the pricing for attending TWO shows. You receive a discount for attending both shows and maximize your direct interactions with clients.

- May 12-13 Nov 18-19

Additional Services

- 5 amp power outlet \$150
- 6ft Table & 2 Chairs \$50
- 15 amp power outlet \$250
- Website Ad Image, Link, 25 Words \$200

Business Name _____

Mailing Address _____

City, State, Zip _____

Contact Phone _____ Business Phone _____

Email _____

Website _____

Social Media _____

Print Name _____ Date _____

Credit Card # _____ Expires _____ Security Code _____

- PAY IN FULL
- Deposit with a remaining balance due date

TOTAL PRICE: _____

Price listed does not include sales taxNo Refunds after 7 days or more from booking***

The South Sound Wedding Expo would like to thank every vendor who was hand picked or chosen to join us at the 2023 shows. We will continue to improve and modernize the show. This expo features some of the best vendors in the industry and we love to serve our community. If you have any questions email info@southsoundweddingexpo.com or call 360-480-5159.

Payment Options

1. Pay in Full - This simply means you pay in full at time of booking.
2. Monthly Auto Pay - This means we set up a reoccurring invoice until the booking price is paid for. Call to discuss.

Dress Sales, Title, and Show Sponsor

Dress Sales - Located near the entrance we have a large area or two available with dressing rooms. Purchasing this allows you to sell dresses and or tuxedos and be our showcase dress vendor.

Title Sponsor - Receive website top of page advertisement

- Expo presented by your business name
- Sponsor mentions on media (some media may be produced before your sponsorship started)
- Four (4) 3'x6' banners on all four walls
- First Sponsor named on everything
- Intercom announcements
- First Booth seen straight from the entrance or your choice of placement
- Title Sponsor is for both shows and gets 12 months of advertising

Show Sponsor - Receive website bottom of page advertisement

- One (1) 3'x6' banner above main doors
- Sponsor mentions on media (some media may be produced before your sponsorship started)
- Intercom announcements
- Premium booth placement at the front
- Show Sponsor is for both shows and gets 12 months of advertising

Additional Services

Electrical - 5 amp or 15 amp 110v plug installed in your booth

6ft Table and 2 Chairs (no covers)

Website Ad - On the vendor page under your category you will receive an image, a link, and 25 words about your business. Under the Title and Show sponsors. The default listing is your business name in text (no image, link, or words/info) potential clients will be able to access our site year round and use it as a tool to find vendors.

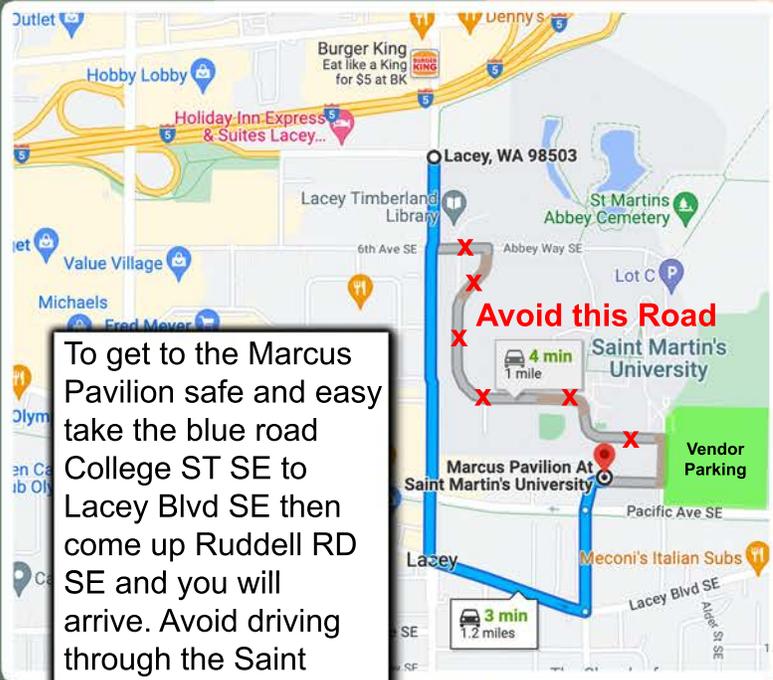
SSWE reserves the right to refuse any exhibitor or potential exhibitor.

Location

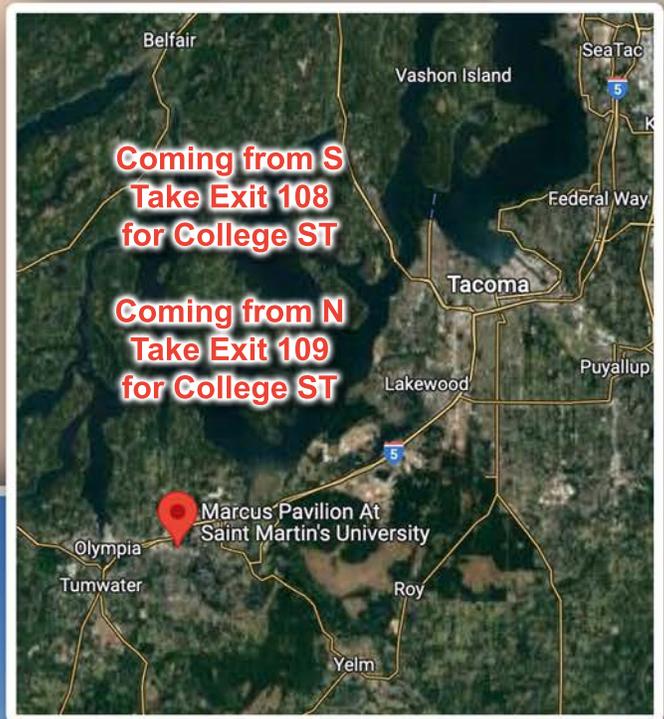
Location

Marcus Pavilion at
Saint Martins University

5300 Pacific Ave SE
Lacey, WA, 98503



To get to the Marcus Pavilion safe and easy take the blue road College ST SE to Lacey Blvd SE then come up Ruddell RD SE and you will arrive. Avoid driving through the Saint Martins University campus if you can.



Saint Martin's
UNIVERSITY

CITY OF **LACEY**



Vendor Categories

Beauty & Health

Barbers

Cakes - Desserts

Boudoir

Planners

Disc Jockeys

Catering

Decor - Rentals

Gowns

Flowers

Jewelery

Invitations

Lodging

Live Entertainment

Photo Entertainment

Vehicles / Trailers

Officiants

Bartenders

Photography

Realtors

Suits -Tuxedos

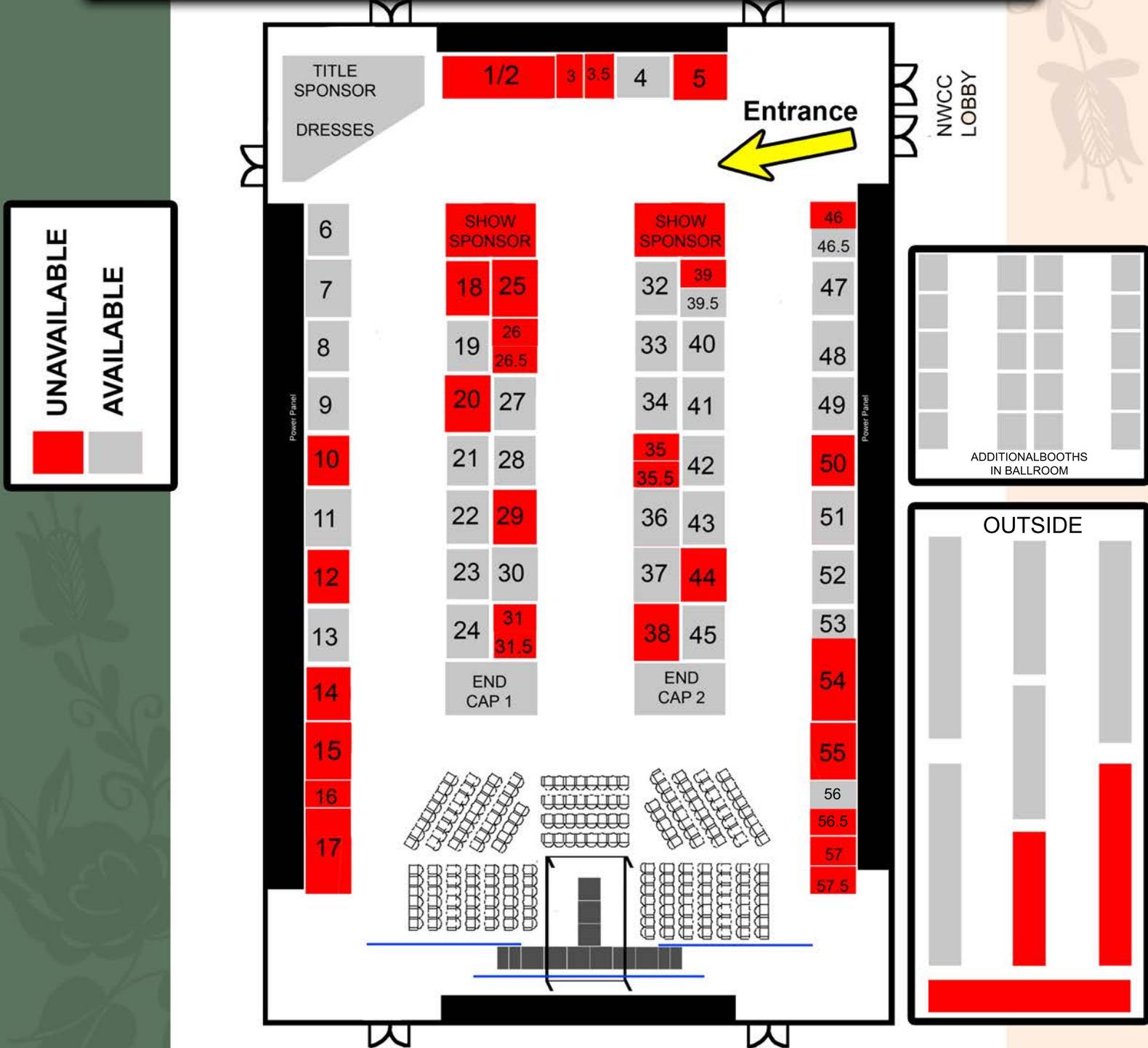
Venues



Booth Placment **MAY 12th and 13th**

Center section of floorplan subject to change. An additional large room will have Dress Sales and overflow vendors. We anticipate vendor spaces to sell out quickly.

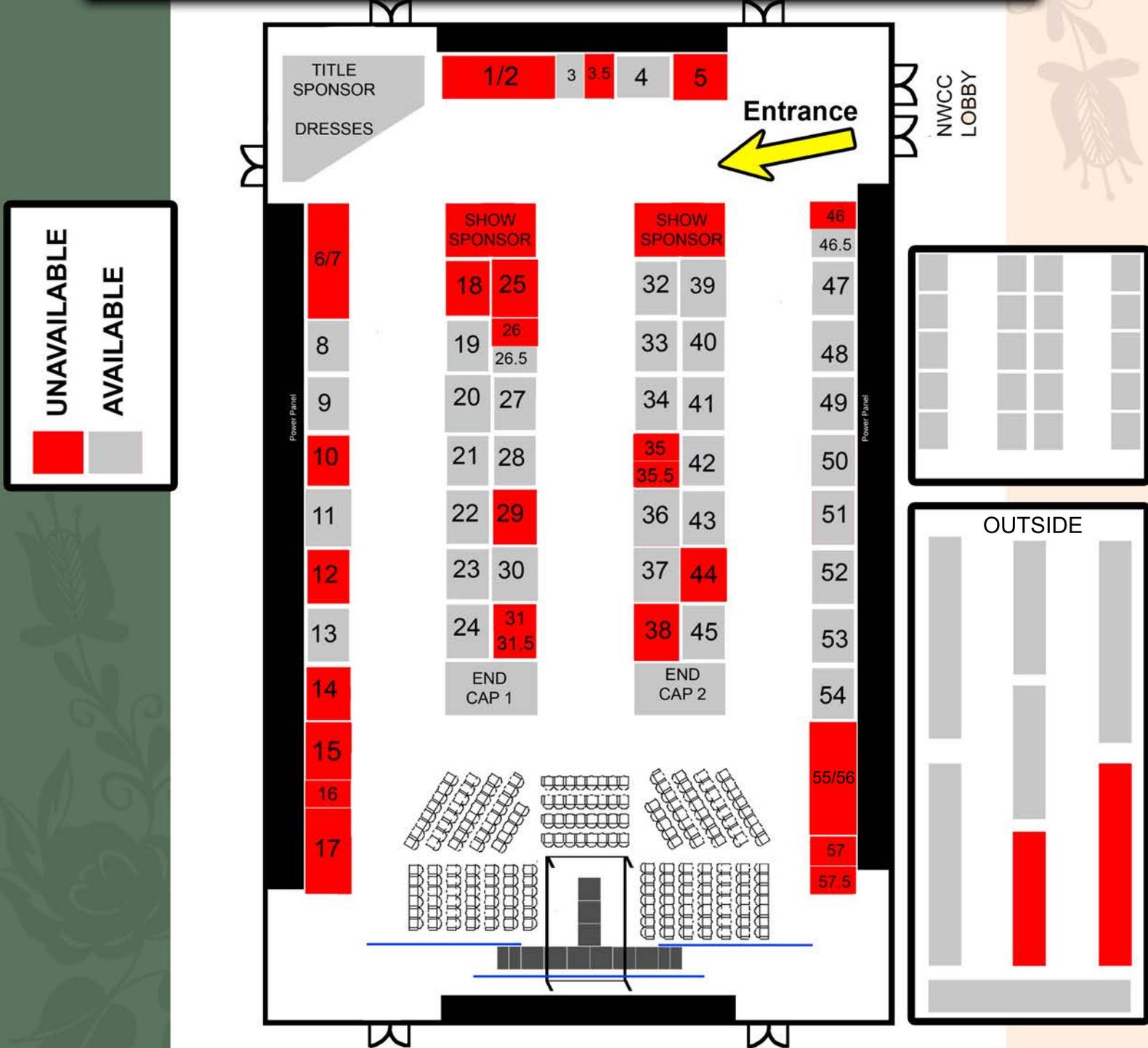
Due to this being the inaugural year of the South Sound Wedding Expo all vendor booths are first come first serve, Our Title and Show Sponsors as well as Gown Sales will have predetermined areas but get their choice based on first come first serve. All vendors chose their booth space, we do not assign. Same category booths must be at least one booth apart not including the aisle.



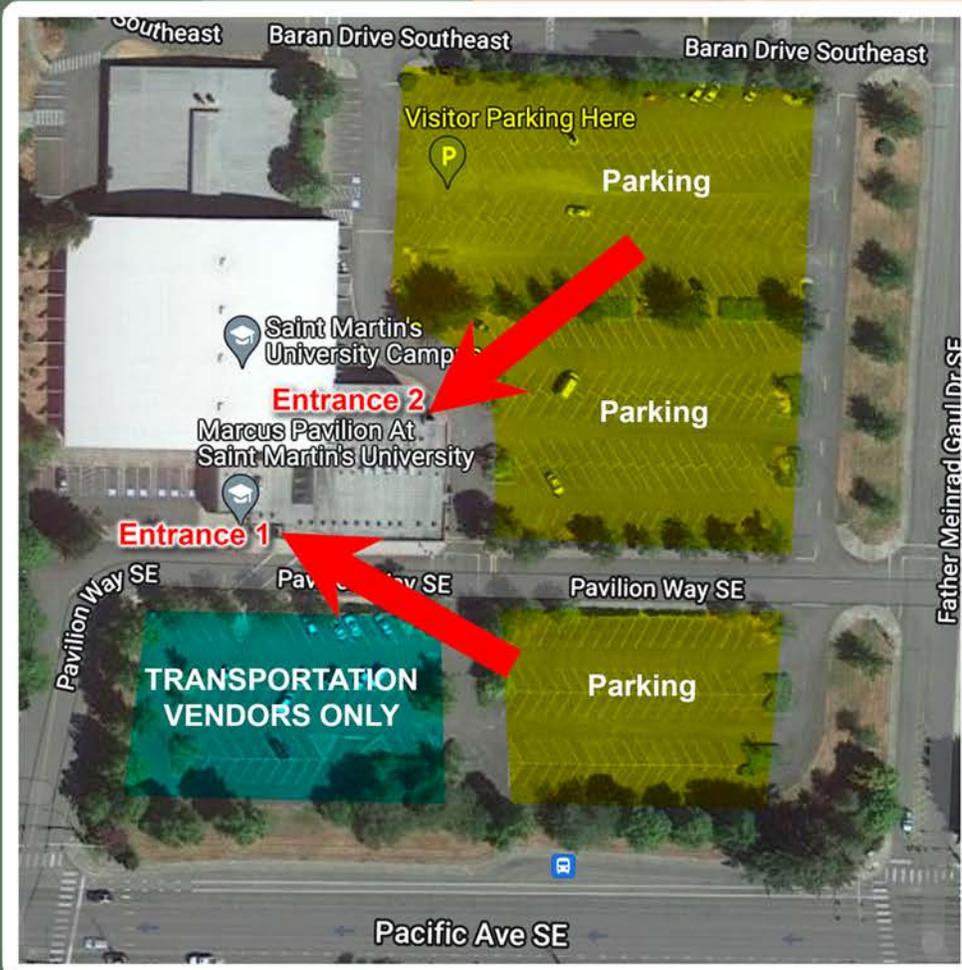
Booth Placment **NOV 18th and 19th**

Center section of floorplan subject to change. An additional large room will have Dress Sales and overflow vendors. We anticipate vendor spaces to sell out quickly.

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Parking and Entrances



The teal area is for transportation vendors only. Do NOT park there if you are not one of these vendors.

Other Vendors can use the yellow parking areas during LOAD IN and LOAD OUT.

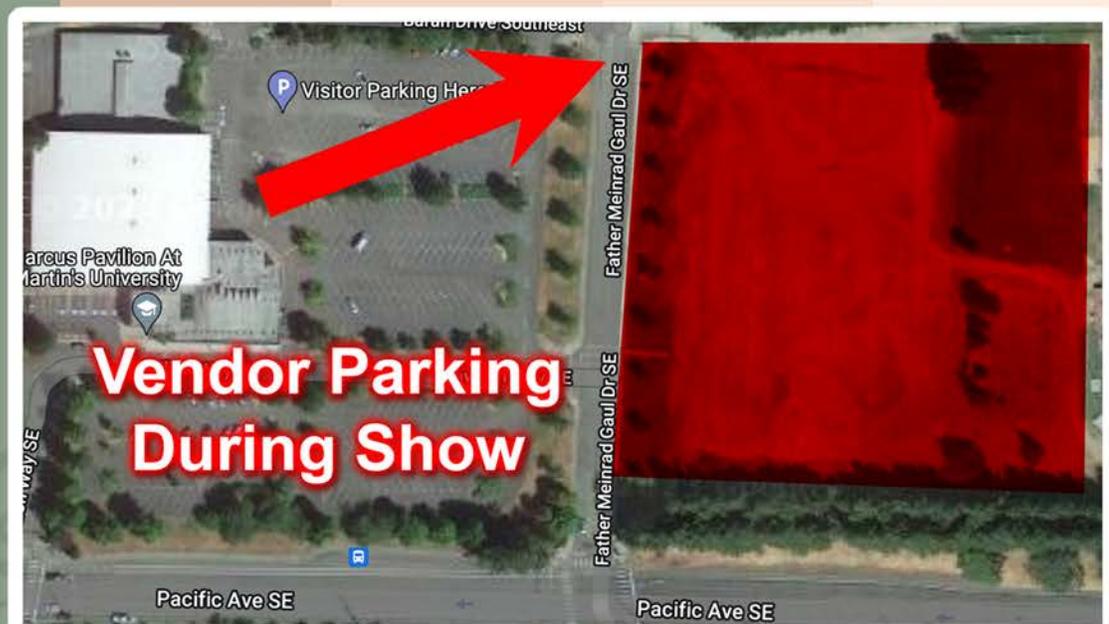
We encourage you to use the RED VENDOR PARKING area during the show hours to help guest traffic, and overall experience.

Show hours are 10:00am - 5:00pm.

The large red arrows in the top photo show where the main entrance are. These are the main doors for load in and load in as well as guest entry points.

There are multiple safety exits.

During Load Out please do NOT pull your vehicle up to the doors and block the road. The parking lot is a short distance from the entrance. If your car is found to be parked in the road. We will ask you to move.



Terms and Conditions

Contracting for Space

In order to contract for an exhibit booth at the show, Exhibitor (as indicated on the Contract) must complete the Contract for Exhibit Space Rental ("Contract") by an authorized representative email it to info@southsoundweddingexpo.com. Upon receipt of the Contract by the SSWE, the SSWE shall assign booth space at its discretion at the show to the Exhibitor. The SSWE (as indicated on the Contract) reserves the right, in its sole and absolute discretion to determine the eligibility of exhibitors and exhibits for the show, to limit, reject, or prohibit exhibits or exhibitors that the Promoter considers objectionable, and to re-arrange the floor plan and/or relocate exhibits and/or exhibitors prior to the show when such changes are deemed by the Promoter to be in the best interest of the show. Exhibitor's booth must be paid in full or set up for payments prior to the show in order for Exhibitor to be listed in the show program guide and on the show website in the exhibitor directory.

Use of Space

Exhibitor warrants and represents that Exhibitor shall exclusively use the booth space during the show for the sole purpose of selling displaying, advertising, marketing or distributing only the products and services specifically listed by Exhibitor on the Contract. Exhibitor shall not distribute or otherwise use, advertise, market or otherwise display materials provided by Exhibitor's advertisers, media partners, affiliates, or other third parties that may be directly or indirectly affiliated with or in any way related to Exhibitor. Exhibitor shall not assign, sublet, lease, license or otherwise share or re-allocate booth space. Booths and/or display structures must be in strict compliance with the specific dimensions and restrictions provided to Exhibitor in the exhibitor manual. Equipment, displays and structures shall not extend into the aisles, obstruct pedestrian traffic or visibility of adjacent booths. Display material exposing an unfinished surface to a neighboring booth is not permitted and must be finished or draped at Exhibitor's expense. The SSWE, in its sole and absolute discretion reserves the right to restrict or prohibit exhibits which are objectionable due to actual or perceived conflicts of exclusivity contracts, noise, methods or nature of operation, materials or for any reason(s) related to persons, things, conduct, or printed matter. The SSWE may also restrict or prohibit with or without cause, any exhibit, person, or booth space in its entirety, or partially, that may alter or detract from the general character of the show as a whole. In the event of any such objection, restriction or prohibition, or eviction, the SSWE shall not be liable to or responsible for any losses, damages or expenses directly or indirectly incurred by Exhibitor. Exhibitor is prohibited from playing any music, sound system, instrument or any noise producing device including the use of speakers. Singers and/or other performances are only permitted on the show management stage or lobby.

No refunds after 7 days

No refunds after 7 days from date of booking. In the event that Exhibitor does not show up for the show "no show", Exhibitor is not entitled to a refund. In the event Exhibitor wants to cancel their participation in the show, Exhibitor will be liable for full payment prior to the show and once paid in full, SSWE will issue an internal credit to Exhibitor, which Exhibitor can use for any future show.

Exhibitor's Responsibilities

Exhibitor shall comply with each and every term of this Contract and vendor handbook, as well as applicable rules, regulations, guidelines, by-laws, ordinances, or regulations of any town, city, state, administrative, regulatory or governing body. Exhibitor acknowledges that the Promoter shall make the final decision with regard to the implementation and/or enforcement of any contract term, or applicable rule or regulation. Exhibitor is responsible for payment for labor, equipment, and services (other than general heat, lighting and air conditioning) ordered at the request of Exhibitor from service contractors including but not limited to electricians, decorators, shippers, material handling companies, compressed air/gas suppliers, telephone companies, internet companies, hotels, and cleaning services. Exhibitor specifically agrees to observe all union contracts and labor relations agreements between the venue, the SSWE and the contractors servicing the facility and companies operating in the facility in which the show is taking place. Exhibitor shall at all times observe the labor laws and rules and regulations of the jurisdiction in which the show is located. Exhibitor agrees to obtain at its sole expense any licenses or permits from governmental bodies which may be required for the operation of Exhibitor's trade or business during the show, and Exhibitor agrees to pay all taxes or fines that may be levied or due as the result of the Exhibitor's booth at the show. All electrical wiring in or on booths and equipment must conform to federal, state, municipal, and any other applicable codes or laws. All hazardous items must be properly safeguarded, protected, registered, and/or avoided in accordance with applicable federal, state and municipal regulations. Only contractors approved by the SSWE will be permitted to work in the show.

Limit of Liability

Exhibitor agrees to pay promptly for any and all damage to the venue building or its equipment, incurred through carelessness or otherwise, caused by the Exhibitor, his/her/its employees, agents, contractors, and representatives. Exhibitor acknowledges that the SSWE does not maintain insurance covering damage, destruction or loss of Exhibitor's property, and the SSWE assumes no responsibility for loss or damage to the Exhibitor's property. Exhibitor shall obtain and maintain at its own expense, during the period commencing on the first move-in date and terminating on the last move-out date, a policy of insurance acceptable to the SSWE. The policy of insurance shall name the SSWE and the venue as additional insured and insure the Exhibitor against all claims of any kind arising from or in any way connected with Exhibitor's presence or operations at the show. The policy shall provide coverage of at least \$1,000,000 for each separate occurrence. You are encouraged to secure small and valuable exhibit material each night. It is expressly understood by Exhibitor that neither the SSWE nor its employees, agents, or representatives shall be responsible for or otherwise liable for damage or injury to Exhibitor, including Exhibitor's guests, invitees, employees, or agent person, business or property as a result of robbery, fire, water, accident or any other cause whatsoever. Should loss occur, Exhibitor is encouraged to report it immediately to event staff. In the event the Contract or any terms of the Contract are not enforceable by a court of competent jurisdiction, Exhibitor hereby expressly agrees the maximum liability of the SSWE arising out of any tort, contract, legal or equitable claim or cause of action, whether cumulative or singular, joint or several, shall be limited to Exhibitor's rent paid to the SSWE for the booth space.

Terms and Conditions

Indemnity

Exhibitor will protect, indemnify, defend, save and hold harmless the SSWE and its agents, officers, directors, and employees against all claims, liabilities, losses, damages, government charges, fines and costs (including attorneys' fees) arising out of, caused by, or related to (1) Exhibitor's installation, removal, maintenance, occupancy, or use of the venue or any part thereof; (2) any act or omission to act of Exhibitor or its guests, invitees, employees, agents or contractors; (3) the use of any patents, trademarks, copyrights, or other intellectual property rights owned by a third party; or (4) any breach by Exhibitor or the SSWE of its obligations under this Contract. Exhibitor shall not make any claim or demand or take any legal action whatsoever against the SSWE, the show sponsors or the venue in which the show is held for any loss, damage or injury howsoever caused to the Exhibitor, its officers, employees, agents, contractors or their property. Exhibitor will protect, indemnify, defend, save the exhibit venue and the host city/county, including its divisions and its employees and agents harmless against all claims, losses, and damages to persons and property, governmental charges or fines, and attorneys' fees arising out of or caused by Exhibitor's negligence, recklessness, or intentional misconduct during the installation, removal, maintenance, occupancy or use of the venue or part thereof, excluding any such liability caused by the negligence, recklessness, or intentional misconduct of the venue and the host city/county, or its division, employees or agents.

Cancellation or Change of Show Venue or Date(s)

If the premises in which the show is conducted become unfit for occupancy or substantially interfered with due to any cause not within the control of the SSWE or if the SSWE deems it to be in the best interest of the show, the show at the sole discretion of the SSWE may be cancelled, relocated or delayed. Exhibitor understands and acknowledges that the SSWE shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising out of causes not reasonably within the control of the SSWE including without limitation, fire, casualty, flood, epidemic, pandemic, earthquake, explosion, accident, blockage, embargo, inclement weather, government restraints, act of public enemy or civil disturbance, impairment, or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, municipal, state, or federal laws, or acts of God. Should the SSWE cancel, relocate, and/or delay the show pursuant to any of the foregoing, Exhibitor hereby waives any and all claims for injury, loss or damage arising there from, and agrees that Exhibitor is not entitled to a refund. SSWE will issue an internal credit that Exhibitor can use for any future show and said credit will never expire. Promoter will endeavor to reschedule the show.

General

The Contract together with the exhibitor manual and these Terms and Conditions constitute the entire agreement between Exhibitor and the SSWE, and such agreement may not be modified except in writing signed by Exhibitor and SSWE. If any provision is invalid or unenforceable under applicable law, it is to that extent deemed omitted and the remaining provisions will continue in full force and effect. The parties to the Contract agree that the laws of the State of Washington shall govern the Contract. Any dispute arising out of the Contract may be brought by the SSWE in the courts of the State of Washington, Thurston County, and Exhibitor hereby irrevocably and unconditionally consents and submits, for itself and its property, to the exclusive jurisdiction in such courts for resolving such dispute and waives any objection to venue laid therein. Exhibitor agrees that the service of process in any such suit, action or proceeding may be affected by mailing a summons and complaint to the address listed on the Contract by registered mail, return receipt requested, or in any other manner permitted by applicable law.

Miscellaneous Photo Release

Exhibitor authorizes SSWE or affiliated media business to use Exhibitor's profile, pictures, website content or any publicly available information about Exhibitor on SSWE's or SSWE's affiliates website or advertisements. Any consumer data (including but not limited to attendee lists) shared by SSWE or SSWE's affiliates with Exhibitor is shared free of charge with Exhibitor only, and at SSWE's sole discretion. SSWE may decline sharing consumer data with Exhibitor for any reason.

Outdoor Food Vendor Sales

The SSWE must approve your business for outdoor self contained food sales. There is no additional fee to pay to have outdoor food sales besides the outdoor 10'x30' vehicle space. We can provide a 110v outlet nearby if you select power from the Additional Services but water must be self contained. You are required to have all necessary licenses needed to sell and serve food. No liquor may be served outside.

Outdoor Vendor Bad Weather

If you are an outdoor vendor and the weather becomes too bad for outdoor foot traffic you may choose to cancel within 10 Days of the event and receive a monetary refund of 75%. If you cancel within 5 days of the event you will be refunded 50% of monetary value. If you cancel the day of the event due to weather you will receive a 25% refund of monetary value. If you no call, no email, and no show no refund will be given. Only outdoor spaces will receive a monetary refund.

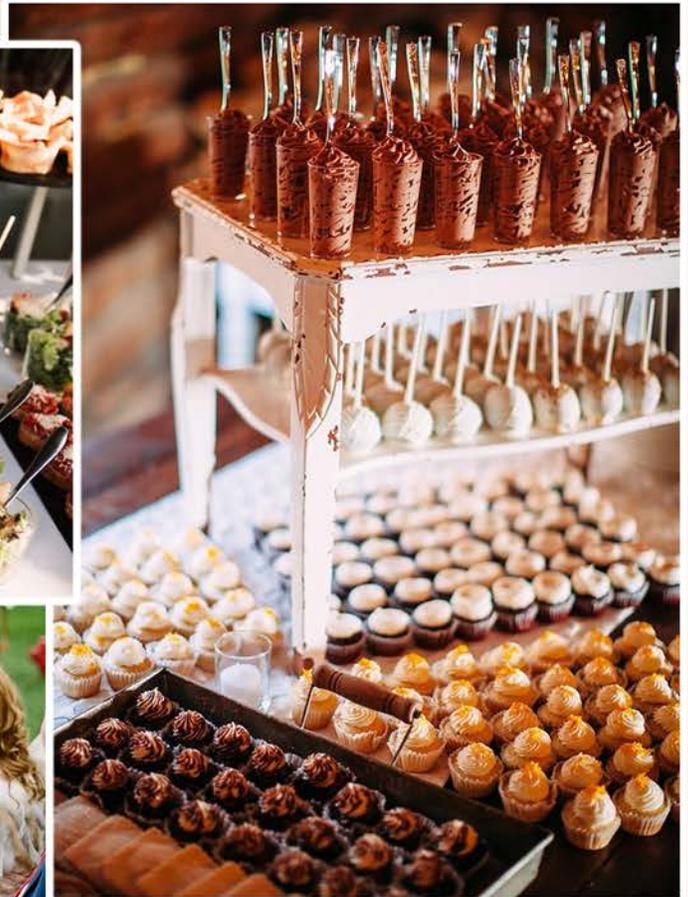
Proper Licenses

All vendors are required to hold current licenses needed to do business in Lacey WA.

Food Policy

FOOD & BEVERAGE: Licensed caterers and bakeries, or those with in-house food services may serve bite size tasters (appetizers), cake, cupcakes, cookies, or baked items. No hot (heated) or cold (refrigerated) items allowed. Samples must be prepared prior to the SHOW and off Saint Martin's University property. Vendors may not sell food at the SHOW. Vendors must have a health permit if required by the health department. There is no access to the kitchen at Saint Martin's University. Vendors must bring all cookware, utensils and equipment. Vendors will not have access to Bon Appetit's equipment.

NO LIQUOR



2023 South Sound Wedding Expo Timeline

May 11, 12, 13

Day 1 - 11th

2:00pm - Pipe/Drape, Electrical,
Stage, Productions
6:00pm - Vendor Load In
10:00pm - Building Closes to Everyone

Day 2 - 12th

6:00am - 11:00 Vendor Load In
11:00am Show Opens
12:00pm Live Performance Show
3:00pm Live Performance Show
5:00pm Show Closes
6:00pm Building Closes to Everyone

Day 3 - 13th

8:00am - 10:00am Building Open to Vendors
10:00am Show Opens
12:00pm Live Performance Show
3:00pm Live Performance Show
4:00pm Show Closes
4:00pm - 10:00pm Vendor Load Out
10:00pm Building Closes to Everyone

November 17, 18, 19

Day 1 - 17th

10:00am - 2:00pm Pipe/Drape, Electrical,
Stage, Productions
2:00pm - 10:00pm Vendor Load In

Day 2 - 18th

8:00am - 10:00 Vendor Load In
10:00am Show Opens
12:00pm Live Performance Show
3:00pm Live Performance Show
5:00pm Show Closes
6:00pm Building Closes to Everyone

Day 3 - 19th

8:00am - 10:00am Building Open to Vendors
10:00am Show Opens
12:00pm Live Performance Show
3:00pm Live Performance Show
5:00pm Show Closes
5:00pm - 10:00pm Vendor Load Out
10:00pm Building Closes to Everyone

For any load in/out questions please contact us at
360 - 480 - 5159
Info@SouthSoundWeddingExpo.com

Lodging

SPECIAL LODGING DEAL

The Holiday Inn Express & Suites Lacey - Olympia, an IHG Hotel, located down the road is offering a **South Sound Wedding Expo** rate deal. As the Hotel Partner of the expo they are our lodging recommendation.

Located at:

4460 3rd Ave SE, Lacey, WA 98503

<https://www.ihg.com/holidayinnexpress/hotels/us/en/lacey/lacccs/hoteldetail>

DISCOUNTED DATES:

May 10th - 14th

November 16th - 20th

Taxes and fees will apply



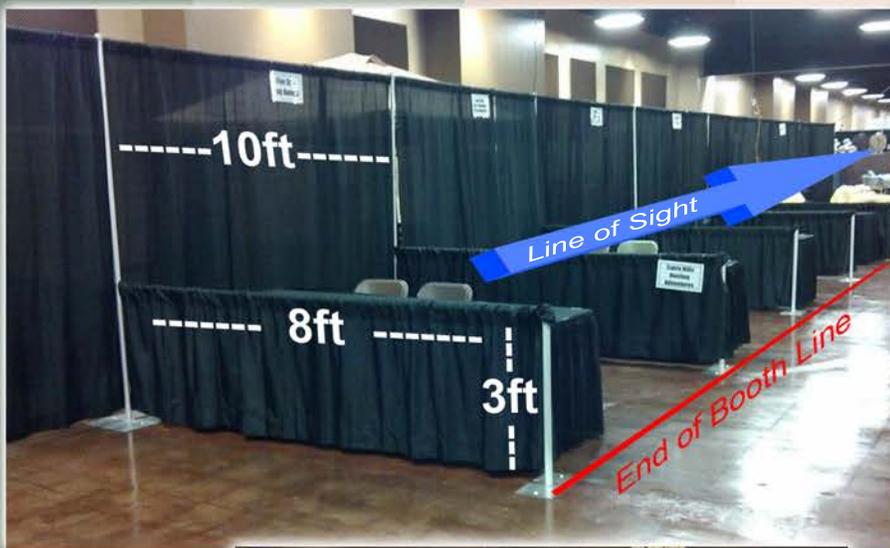
Booth Specifications

Rules to Follow:

1. Your booth should never extend past the end of your booth.
2. Your booth should never extend past the height of your drapes.
3. No music in your booth.
4. Lights can be aimed at booth wall or ceiling, never another booth.
5. No 10x10 Tents or any size tent unless its outside.
6. Keep line of sight in mind

Reccomendations:

1. Bring carpet or a rug for your booth.
2. Make your booth easy to set up and take down
3. Arrive Early to set up
4. You can hang banners off provided hooks
5. Set it up at home before you come.



Line of Sight

It is highly reccomended that your booth maintain a clear line of sight at the upper front of your booth. This helps keep an open feel to the show and makes your booth more inviting to come into. Some decor or banners may extend higher than the 3ft side drapes, and that's allowed. Show staff may ask you lower or remove something that majorly impares the line of sight.



Vendor Badges



Please print these badges and write your name and business name on them. Display the badge on your person by placing it in a badge holder or fixing it to your person.

These vendor badges will be needed for Load In and Load Out as well as early access to the venue before the show starts.

Vendor Booth Number MAY

- 1/2. Elle Marie and Company
- 3. Mooi Lash & Bridal
- 3.5. Loewyn Behold
- 4.
- 5. Perfect Clicks CO.
- 6.
- 7.
- 8.
- 9.
- 10. Loren Grace Weddings
- 10.5.
- 11.
- 12. Markie Jones Photography
- 13.
- 14. Beckett & Robb Mens Wear
- 15. Cascade Adventures
- 16. Birch Tree Events & Weddings
- 17. Images By Brant Photography Studio
- 18. Smith Brother Farms
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.
- 25. DJ Kewlaid
- 26. J&S Barn & Farmhouse
- 26.5. PNW Weddings Cocktails With Kari
- 27.
- 28.
- 29. European Wax Center
- 30.

- 31. Forest Bailey Real Estate
- 31.5. The Juliet Photography
- 32.
- 33.
- 34.
- 35. Cozy Events and Entertainment
- 35.5. The Kodiak Room
- 36.
- 37.
- 38. Super Bluhm Videography
- 39. All Around Towne Photo/Video/Gifts
- 39.5.
- 40.
- 41.
- 42.
- 43.
- 44. Mary Kay
- 45.
- 46. Sip Back and Relax
- 46.5.
- 47.
- 48.
- 49.
- 50. Mason Jar Gathering Barn
- 51.
- 52.
- 53.
- 54. Up & Over Social Club
- 55. Mollys Caribbean
- 56.
- 56.5. Albee's Garden Parties
- 57. RoMar Entertainment
- 57.5. Shailee Berry Photography

Outside

- 1. Hannahs Limousine
- 2. Grandville's BBQ
- 3. Wandering Cowgirl Coffee
- 4.
- 5.
- 6.
- 7.
- 8.

Show Sponsors

- 1. Sound Originals
- 2. DJ Sound Dragon

Dresses / Formal

- 1.

EndCap

- 1.
- 2.

Vendor Booth Number NOVEMBER

1/2. Elle Marie and Company

3.

3.5. Loewyn Behold

4.

5. Perfect Clicks CO.

6/7. Ayla Quellhorst Photography

8.

9.

10. Loren Grace Weddings

10.5.

11.

12. Markie Jones Photography

13.

14. Beckett & Robb Mens Wear

15. Cascade Adventures

16. Birch Tree Events & Weddings

17. Images By Brant Photography

Studio

18. Smith Brother Farms

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23.

24.

25. DJ Kewlaid

26. J&S Barn & Farmhouse

26.5.

27.

28.

29. European Wax Center

30.

31. Forest Bailey Real Estate

31.5. The Juliet Photography

32.

33.

34.

35. Cozy Events and
Entertainment

35.5. The Kodiak Room

36.

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38. Super Bluhm Videography

39.

39.5.

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44. Mary Kay

45.

46. Sip Back and Relax

46.5.

47.

48.

49.

50.

51.

52.

53.

54.

55/56. Up & Over Social Club

57. Derik Nelson Music

57.5. Shailee Berry
Photography

Outside

1. Hannahs Limousine

2.

3. Wandering Cowgirl
Coffee

4.

5.

6.

7.

8.

Show Sponsors

1. Sound Originals

2. DJ Sound Dragon

DRESSES / FORMAL

1.

EndCap

1.

2.