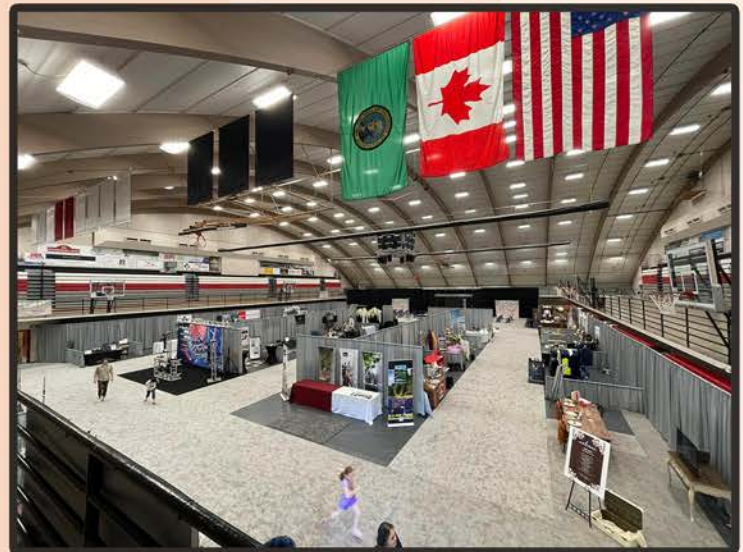
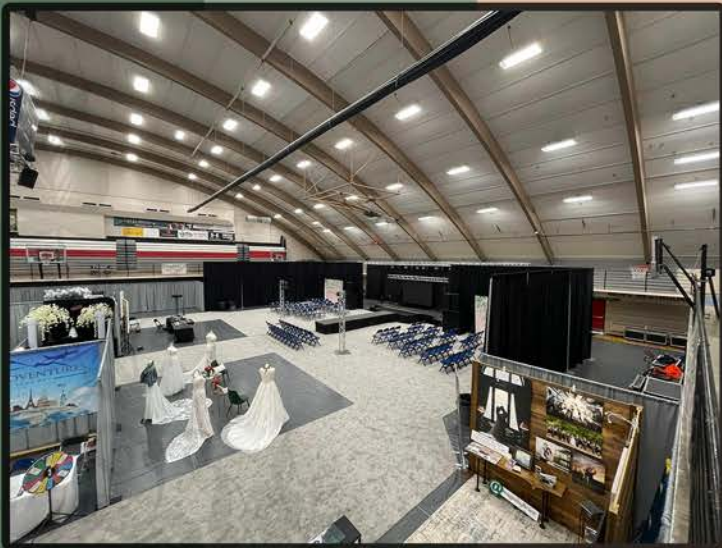


The South Sound
Wedding
EXPO

November 18th & 19th 2023

**Marcus Pavilion At
Saint Martin's University**



Vendor Handbook

Office Hours Tuesdays and Thursdays 11am - 4pm

info@SouthSoundWeddingExpo

360-480-5159

VENDOR APPLICATION

November 18th & 19th

Complete this form and submit it via EMAIL to info@southsoundweddingexpo.com
Questions? Email us or call our office at 360-480-5159

BOOTH SIZE

WIDTH X DEPTH

- 6' Table
- 5' x 10'
- 10' x 10'
- 15' x 10'
- 20' x 10'
- 16' x 10' END CAP
- DRESS SALES
- OUTSIDE BOOTH
- OUTSIDE FOOD
- SHOW SPONSOR
- TITLE SPONSOR

Choose your booth size.

SHOW PRICE

PRICING

- \$400
- \$650
- \$925
- \$1,250
- \$1,600
- \$1,800
- \$1,000
- \$500
- \$200
- \$2,500
- \$10,000

EXTRAS

Website Listing - \$50

Enjoy a listing on our website for 12 months. Hyperlinked with your logo and brief description.

Bag Stuffer - \$50

Pre sell your service to guests by providing your info in our bags at check in.

Pre Highlight Video - \$200

Our film team comes to your location and films a highlight video of your business that we post on our media outlets and you keep to use as your own promotion.

Vendor Video - \$100

Our film team comes to your booth during the event and we take an in depth informational video about your business and services.

ALL BOOTHS COME WITH POWER

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: _____

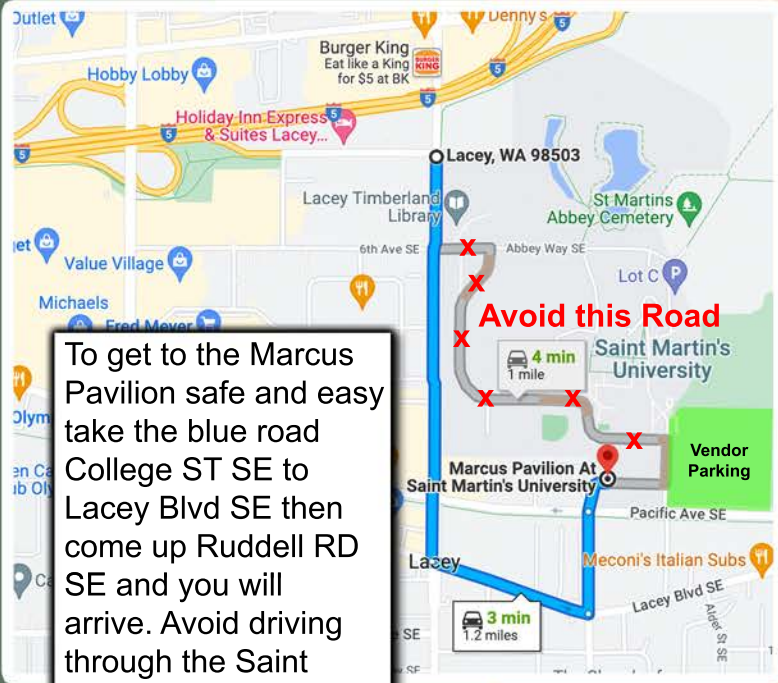
Price listed does not include sales taxNo Refunds after 7 days or more from booking***

Location

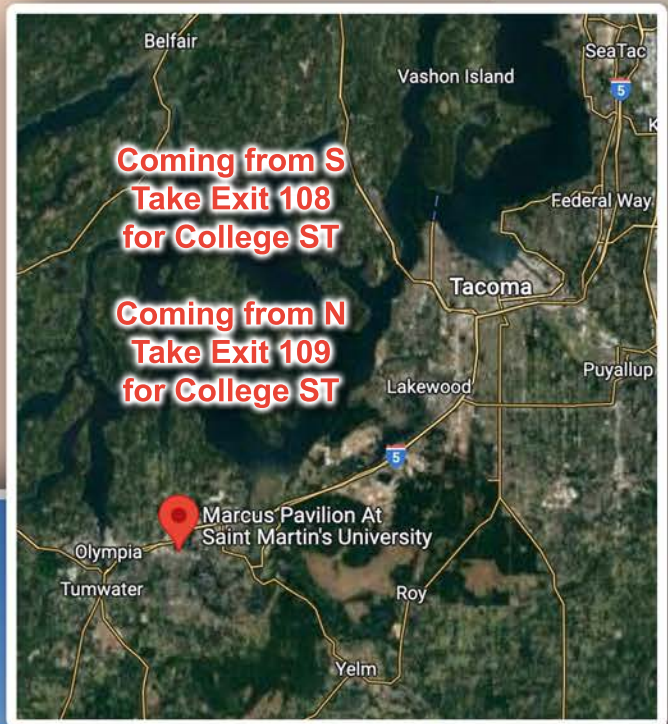
Location

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

Don't see your category? We'll add it.

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

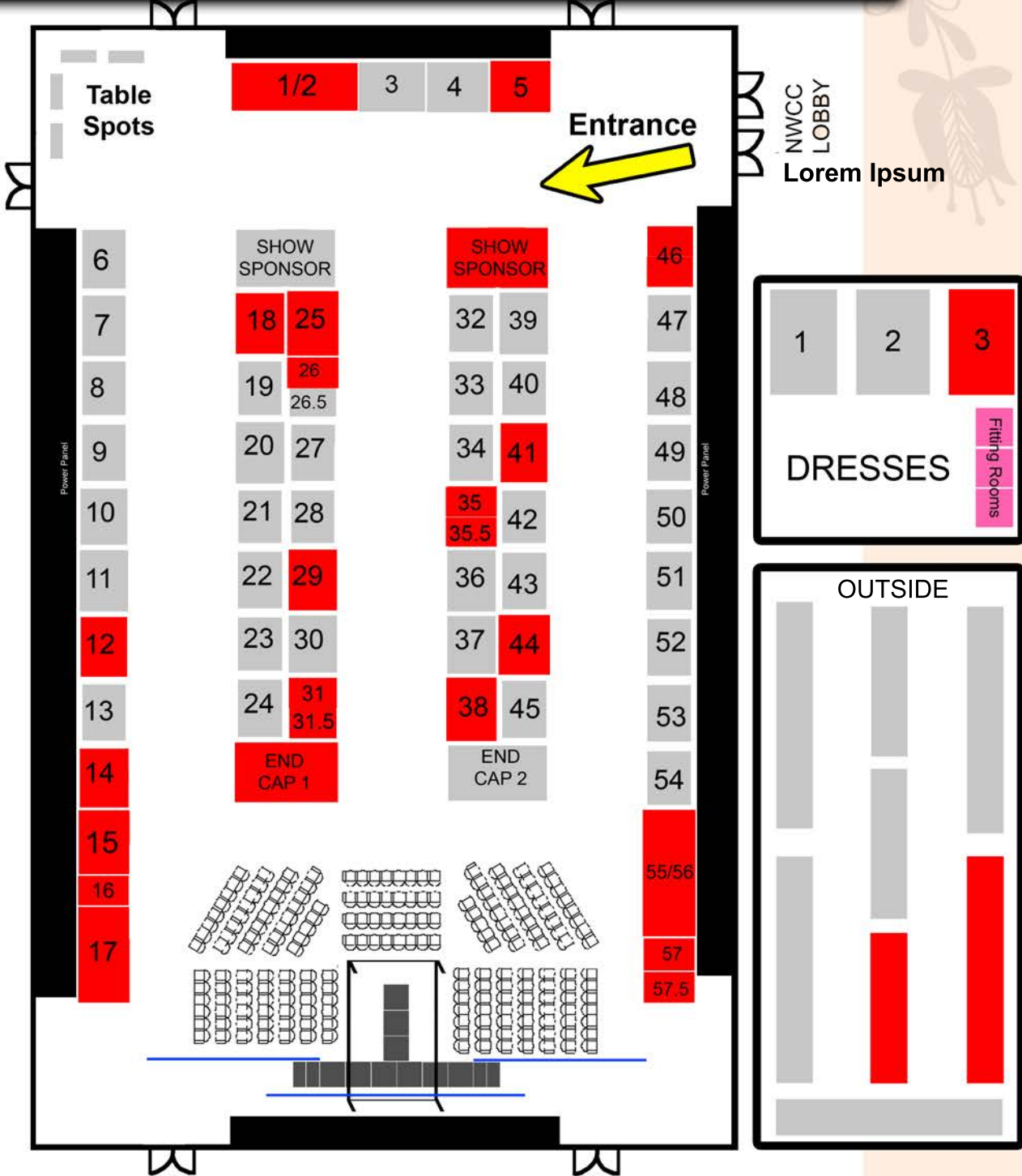
Venues



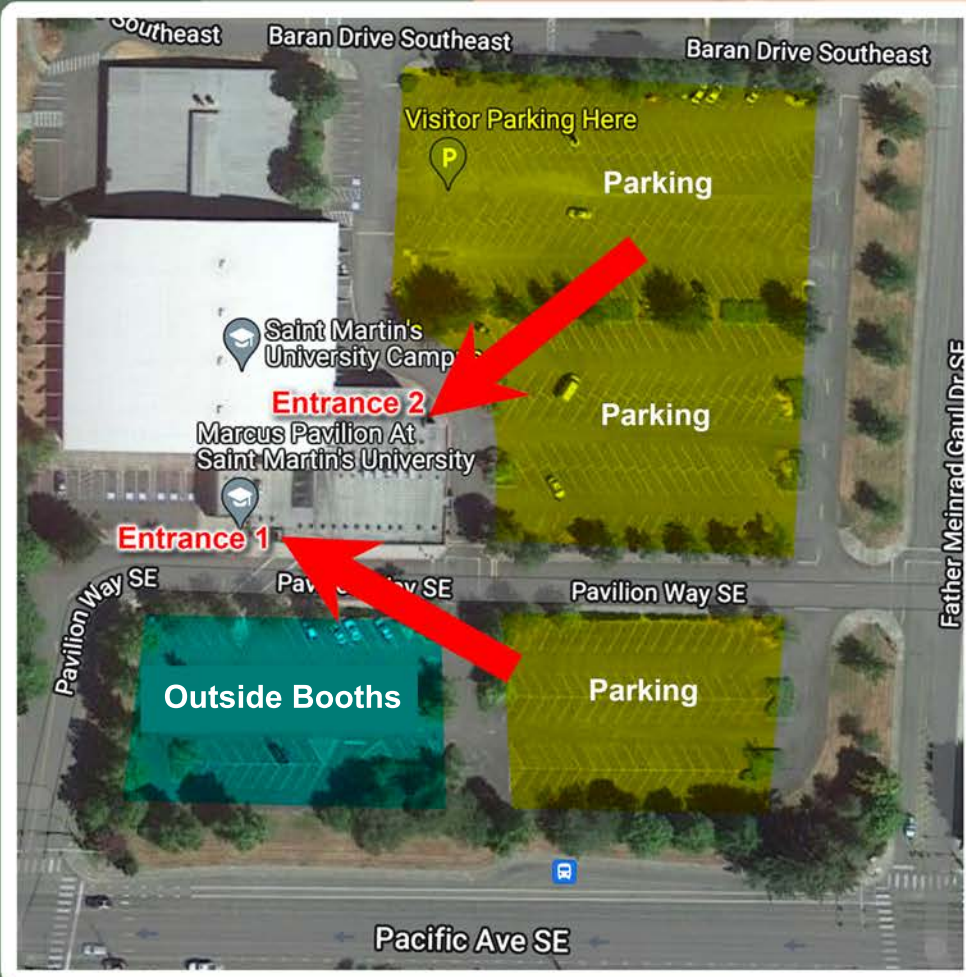
Booth Placment NOV 18th and 19th

**Floorplan subject to change.
Dresses area may recieve overflow vendors.
We anticipate vendor spaces to sell out quickly.
Table Spots are subject to change and may be upstairs.**

UNAVAILABLE
AVAILABLE



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.

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

November 17, 18, 19

Day 1 - 17th Friday

**10:00am - 2:00pm Pipe/Drape, Electrical.
Stage, Productions**

2:00pm - 10:00pm Vendor Load In

Day 2 - 18th Saturday

8:00am - 10:00 Vendor Load In

12:00pm Show Opens

1:00pm Live Performance Show

4:00pm Live Performance Show

6:00pm Show Closes

7:00pm Building Closes to Everyone

Day 3 - 19th Sunday

8:00am - 12:00pm Building Open to Vendors

12:00pm Show Opens

1:00pm Live Performance Show

3:00pm Live Performance Show

6:00pm Show Closes

6:00pm - 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

Candlewood Suites Olympia/Lacey, an IHG Hotel, 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:

4440 3rd Ave SE, Lacey, WA 98503

DISCOUNTED DATES:

November 16th - 20th

Taxes and fees will apply



LOCAL FOOD OPTIONS

**Ricardo's - 676 Woodland Square Loop SE
Lacey, WA, 98503**

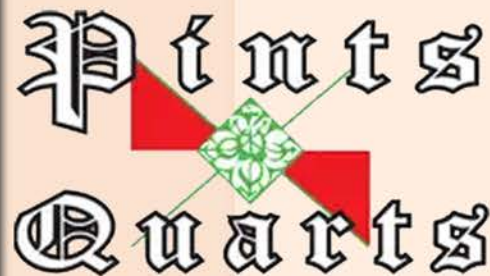
A romantic, Italian-accented steakhouse with pastas, a broad wine list & more plus a patio.



RICARDO'S

**Pints & Quarts - 1230 College ST SE
Lacey, WA, 98503**

Relaxed bar hung with sports memorabilia offering basic American eats.



**The Rock Woodfired Pizza - 5400 Martin
Way E, Lacey, WA, 98516**

Rock 'n' roll-themed pizza chain known for its wood-fired pizzas, cocktails & microbrews.



**MISO - 4515 Lacey Blvd SE B
Lacey, WA, 98503**

Build-your-own Asian bowls, wraps & salads in a casual, counter-serve setting.



Fit.Fast.Fresh.

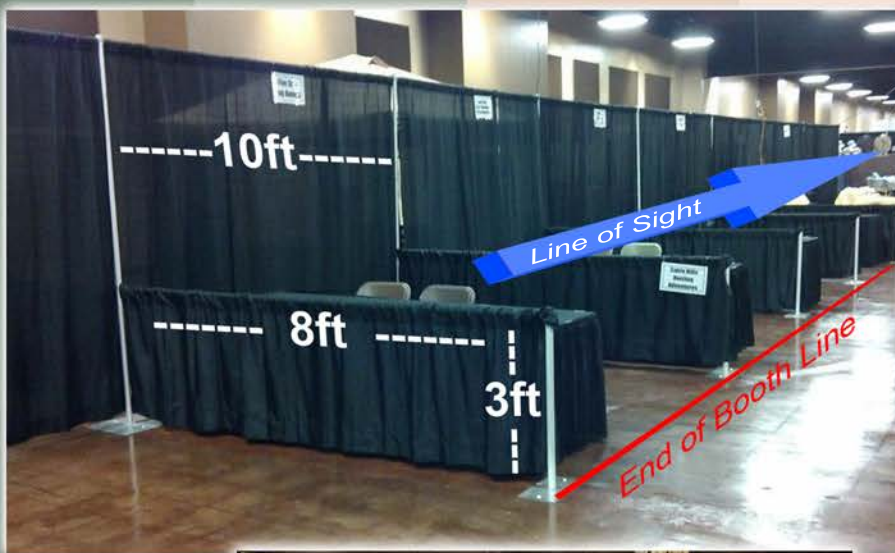
Booth Specifications

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 NOVEMBER

- 1/2. Elle Marie and Company
- 3.
- 4.
- 5. Perfect Clicks CO.
- 6.
- 7.
- 8.
- 9.
- 10.
- 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.
- 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.
- 40.
- 41. Renewal by Anderson
- 42.
- 43.
- 44. Mary Kay
- 45.
- 46. Sip Back and Relax
- 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.
- 2. DJ Sound Dragon

DRESS TRY ON/SALES

- 1.
- 2.
- 3. Grace Kelley Bridal

EndCap

- 1. Weddings with Joy
- 2.