

# Bridal Show

Saturday, March 20th

11am - 5pm



## Vendor Registration Form

Contact Person: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

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

Business Email Address: \_\_\_\_\_

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

## Select Booth, Linens & Advertising:

\_\_\_\_\_ Standard Booth - \$35  
10 ft X 10 ft area, Two 8 foot tables, 2 chairs and an 8 1/2 X 11 sign

\_\_\_\_\_ Double Booth - \$70  
20 ft X 10 ft area, Two 8 foot tables, 4 chairs and an 8 1/2 X 11 sign

### Double Booth's Limited

\_\_\_\_\_ Linens (White only) - \$5 each  
Number of Linens needed

\_\_\_\_\_ Advertising your Business - \$10  
3.5" X 2" (Business Card Size - Orientation: Landscape)

\_\_\_\_\_ Advertising your Business - \$20  
3.5" X 4 (Two - Business Card Size - Orientation: Landscape)

### \_\_\_\_\_ Total Vendor Booth Fees

Payment must be received with registration no later than **Monday, February 22nd**

Email JPEG of Business Card or Business Card Size Ad to:

belgiumcommunitycenter@hotmail.com - Attn: Bridal Show Ad for 3-10-10

No later than **Monday, March 1st**

## Payment Information

Payment Type:                      Cash                                      Check                                      Credit Card

CC Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Please make checks payable to: BCC or Belgium Community Center

Registration forms and monies can be mailed, emailed or faxed to:

Belgium Community Center  
Attn: Angie White  
548 Park Street  
Belgium, WI 53004  
Phone: (262) 285 - 3011  
Email: belgiumcommunitycenter@hotmail.com  
Fax: (262) 285 - 3708

Information Supplied on Registration Form will be used on the Vendor List and posted on the BCC Website. If your business is out of your home and you do not want any of the above information posted on the BCC Website, please indicate which information you want excluded.

The BCC reserves the right to limit the number of vendors within a business category.

The floors are tiled - Bringing different flooring (like - carpet) is optional to each vendor; not required.

Electricity is available for most booths. We recommend that you bring power strips and/or extension cords to move electricity to the desired location of your booth.

Wireless Internet is available. You do not need a password, you only need a laptop with wireless connection capability.

## QUESTIONS

If you have any questions about the show please contact Angie White at:

Work: (262) 285 - 3011  
Cell: (262) 894 - 2562  
Email: belgiumcommunitycenter@hotmail.com

Please make a copy of page 1 & 2 for your records.

\_\_\_\_\_  
**For Office Only**

Date Registration Received: \_\_\_\_\_

Date Monies Received: \_\_\_\_\_

Payment:             Cash

Check

Credit Card

## Bridal Show Guidelines & Other information

### VENDOR SET-UP DAYS & TIMES

**Friday:** Set up booth anytime between 12pm - 6pm

Allocated time; needs to make arrangements with the BCC Staff.

**Saturday:** Have booth and all materials ready by 10:30am.

**Vendor Break-Down & Loading:** Tear down no earlier than 5:30pm

Bride Access and her Entourage - 11am to 5pm - **FREE ADMISSION FOR EVERYONE!**

### PARKING

**Unloading & Loading:**

2 Locations - Double Doors at the middle of the building & Door on East side of building that enters through the ballroom. Those vendors that have heavy equipment - please use East side of building, all other vendors use the double doors.

No fee for parking cars in the BCC parking lot (even overnight). Day of Bridal Show, please park your car at the east side of the parking lot.

### FOOD & DRINKS

**Please no food or drink carry-ins unless it is part of your booth for the attendants.**

The BCC has a full menu, snack machine and drinks available for all vendors. During the Bridal show, the BCC will have food specials for the vendors, bride and her entourage.

The BCC will open it's restaurant area for EVERYONE to seat & enjoy their meal from our menu. If a bride stays to eat in the restaurant area, she will eat for FREE.

### MISCELLANEOUS

You will need to supply your own table cloth, drape or skirt (table cloths are not included).

If you do NOT want any TABLE(S) OR CHAIR(S) in your booth, please let us know.

Boundaries for your area will be marked - You will receive your booth assignment when you set-up on Friday.

Volume of music, videos or singing in your booths must be at a minimum and must not infringe on other vendors.

Vendors are not allowed to go into the aisles to solicit brides - Be courteous to your neighbors.