6th Annual LGBT Wedding Expo Sacramento

Sunday, February 25, 2018 • Noon to 4pm

Hyatt Regency Sacramento
1209 L St., Sacramento 95814

HYATT REGENCY SACRAMENTO

Vendor Application

Exhibitor Applicant Deadline: Friday, January 26, 2018 by 5:00pm

Late applicants, if accepted, are subject to a $50 late charge

Mail or Email to:

Details Details
LGBT Wedding Expo
PO Box 160847, Sacramento, CA 95816
Office (916) 443-3855 Fax (916) 443-1838
kelli@details2.com

Presented by:

outWord
media • marketing • events

DETAILS·DETAILS
EVENTS & CONFERENCE PLANNING

Rules for Vendor Participation

Outword Media Marketing & Events and Details Details Event Planning (Event Organizers) proudly presents the LGBT Wedding Expo.

The Event Organizers reserves the right to refuse anyone participation at this event and does not guarantee your success at this expo.

By signing and submitting the attached application, you (hereinafter referred to as "Vendor") agree to comply with the following terms and conditions. Violations of these terms and conditions can be cause for removal from the Event without refund and can result in being expelled from future events. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Booth Space: Each space will include one eight-foot table and two chairs. Tents/canopies will not be allowed indoors, no exceptions. Additional tables and chairs are available—please contact Details Details.

Placement: The Event Organizers reserves the sole right to place Vendors in any location it deems fit. If you have a special requirement (i.e. ADA accommodation) please contact Details Details, at 916.443.3855.

Set-up: Vendors will be allowed to enter the event space at 9:00am on the day of the event. All vendors must be set up by 11:30am. Early move out is not permitted, all Vendors must stay open until 4:00pm (this will be strictly enforced by the Event Organizers).

Electricity: An electrical connection of up to 20 amps may be purchased for an additional fee. The locations for which power can be supplied are limited and available on a first-come first-served basis.

Deadlines: The deadline for vendor applications is 5:00 pm on Friday, January 26, 2018. At the discretion of The Event Organizers late applications may be accepted if space is available. A late fee will apply.

Cancellations: You may cancel your booth application at any time before the Deadline as stated above. You will receive a refund of fees paid, less a 20% processing fee. Cancellations after the deadline will not be refunded. No Exceptions.

Assigned spaces not checked-in and occupied by the Vendor by 10:30am on the day of the event will be subject to resale by the Event Organizers. Provided there is adequate additional space, the original Vendor may be reassigned, but under no circumstances will a refund be made.

Food/Wine Tasting: Any vendor providing food and/or wine tastings must provide their own cups, plates, napkins etc.

Garbage: Vendors are responsible for disposing of their own garbage.

Noise: The Event Organizers reserves the right to monitor or prohibit the use of any electronic equipment, machinery, or other activity that it determines, in its sole discretion, is distracting from other booths or attendees.

Conduct: All Vendors and all of their representatives shall conduct themselves at all times in accordance with normal standards of decorum and good taste. The Event Organizers reserves the right to eject from the event if anyone is violating those standards.

Licenses and Taxes: Exhibitors are responsible for obtaining and complying with all necessary licenses, permits, and tax regulations. You are advised that a Business Operations Tax Certificate is required to sell, expose for sale, or offer for sale any goods, wares, or merchandise in the City of Sacramento. For more information contact the City of Sacramento at 916-808-8500.

Rainbow Chamber/National Association for Catering and Events (NACE) Discount: Current members of the Sacramento Rainbow Chamber of Commerce or

NACE are entitled to take a discount of $25 from their vendor fees. Proof of membership and/or confirmation from the Rainbow Chamber of Commerce or NACE is required.

Limitation of Liability, Indemnity, and Release: Neither the Event Organizers, nor any of its officers, agents, volunteers, employees, independent contractors, or other representatives shall be held liable for, and they are expressly released from, liability for any damage, loss, harm, or injury to the person or property of Vendor or any of its officers, agents, volunteers, employees, independent contractors, or other representatives, resulting from theft, fire, water, accident, or any other cause.

Vendors shall indemnify, defend, and hold harmless the Event Organizers and any of its officers, agents, volunteers, employees, independent contractors, or other representatives (i) from and against any and all claims arising from any acts, failures to act, or negligence of Exhibitor or any of its officers, agents, volunteers, employees, independent contractors or other representatives, (ii) from and against any and all claims arising from breach of, or default in the performance of any obligation on Exhibitor's part to be performed under, these terms and conditions, and (iii) from and against all costs, attorney's fees, expenses, and liabilities incurred in the defense of any such claim or any action.

Under no circumstances shall the Event Organizers be liable for consequential, indirect, special, or punitive damages of any kind, whether foreseeable or unforeseeable, whether based upon lost goodwill, lost profits, loss of use of the booth, or other- wise, and whether arising out of breach of any express or implied warranty, breach of contract, negligence, misrepresentation, strict liability, or otherwise.

Important Details

- LGBT Wedding Expo is Sunday, February 25, 2018
- Limited Space Available - Sign-up today!
- Applications must be turned in with full payment
- Applications received after Friday, January 26, 2018 incur an additional $50 fee

6th Annual LGBT Wedding Expo SACRAMENTO

2018 LGBT Wedding Expo Vendor Application

Company Name– This name will be listed on the website and advertising.

CONTACT PERSON NAME & TITLE			CONTACT PHONE NUMBER (MOBILE PREFERRED)
E-MAIL ADDRESS			APPLICATION DATE
MAILING ADDRESS– SAME AS ADDRESS FOR CREDIT CARD PROVIDED			
CITY	STATE	ZIP CODE	

Financial Details

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
	VENDOR BOOTH *(one 8 ft table with linen, two chairs)*	300.00	
	ELECTRICAL OUTLET *(20 amp service)*	75.00	
	LATE CHARGE IF RECEIVED AFTER Friday, January 26, 2018 *(Late entries accepted only as space and time permit)*	50.00	
	RAINBOW CHAMBER/NACE DISCOUNT *(See instructions on previous page)*	-25.00	
		TOTAL	

Please check boxes that apply:

☐ - Providing Food Tasting (description below) -

☐ - Providing Wine Tasting (description below) -

Payment Details

make checks payable to Outword Magazine, Inc

CREDIT CARD NUMBER– charge will appear as Outword Magazine, Inc.	
EXP. DATE (MM/YY)	NAME ON CARD
AUTHORIZED SIGNATURE (before signing read policy statement below)	

By signing the above, I certify that I have read and understand the application instructions and rules for participation. As the primary contact person, I understand I will be the only person the Event Organizers will contact to inform the organization of important information, dates, and requests for additional information. **This is a binding legal contract.** I am 18 years of age or older and have been authorized by my sponsoring organization to enter into this contract.

Send completed applications to:

Mail:
Details Details
LGBT Wedding Expo
PO Box 160847
Sacramento, CA 95816

Fax:
916.443.1838

Phone:
916.443.3855

Email:
Kelli@details2.com
(Do not email this form with credit card information included)