

# 2023 CONTRACT

## Stateline Splendor Bridal Expo Terms and Conditions

**I acknowledge that I am willingly entering into an agreement with Stateline Splendor Bridal Expo.**

**I agree that as a business professional, I will conduct myself in a respectful manner at the Stateline Splendor Bridal Expo and represent my business and this event with integrity and professionalism.**

**1. EXPO HOURS** - Show hours are from 12:00pm – 4:00pm on Sunday, January 15, 2023 at Embassy Suites of Rockford. Vendors can begin set up at 7:00am the morning of and set up must be completed by 11:30am.

**2. PARKING/LOADING** – Parking will be available in multiple parking lots around the Embassy Suites location. If you have parking inquiries, please contact Jessica LaParte at Embassy Suites directly for more information. For unloading/loading your vendor exhibit and items, you are welcome to use the space on the side of the building off of the exhibition hall. You may need to walk a bit to building after parking, so please accommodate as needed.

**3. BREAKDOWN** - No exhibits or parts of an exhibit may be removed until after the closing time of the Show. Tear down may begin at 4:00pm. Tearing down early could prevent you from being invited to future events. All vendors should remove all valuable items from their displays first, followed by nonessential display pieces second. Stateline Splendor is not responsible for any lost or stolen items. Please attend to and maintain your booth and items at all times.

**4. REGISTRATION** – All registration will be done online at [www.statelinesplendor.net](http://www.statelinesplendor.net). Vendors will be able to select the booth or booths they are wanting to purchase for the event on a first come first serve basis. Payment is due immediately in order to reserve your spot. If you choose the down payment option, remainder of funds will be due within 30 days or on/before December 15, 2022, whichever comes first. If all funds are not

received on time, your deposit will not be refunded, and your spot will become open for registration to others. Please be clear if you will not need a table or linen on your registration selection to save changes the day of the event. You may be charged additional if we need to adjust for you.

**5. OPTIONAL SELECTIONS** – Please add these selections during your registration

*Website link:* A link to your website will be included on [www.statelinesplendor.net](http://www.statelinesplendor.net) - **\$30**

*Display Ad on Big Screen:* Provide us with a business card type ad to display on a screen in main ballroom throughout the day on a rotating basis with other vendors - **\$50**

*Most Popular:* Receive BOTH website link and display Ad - **\$65**

**6. GIVEAWAY/PRIZES** – We love giving away prizes to our brides and guests! Each vendor is required to bring a gift valued at or above \$35 as a prize for one of our lucky participants. They will need to come to your booth to receive the prize, so it is a great way to start a conversation and do more promoting! Each guest will be given a scratch off ticket with a number. The number that correlates with your booth, is the winner. Prize MUST be with you at the event and not a coupon or discount off a service.

## **7. RULES FOR VENDOR EXHIBITS:**

**a. DISPLAYS** - No signs, partitions, apparatus, shelving, etc. may extend more than 8 feet wider than your space. If additional space is needed, please purchase 2 spaces for your booth. Vendor will not be permitted to erect signs or display products obstructing the view or disadvantageously affecting the display of other exhibitors without consent from Show Producers.

**b. LIABILITY** - The Vendor is entirely responsible for the leased space and shall not injure, mar or deface the premises. The Vendor shall not drive, nor permit to be driven, any pins, nails, hooks, tacks, or screws in any part of Embassy Suites. Furthermore, Vendor shall not affix to the walls or windows of the Facility any advertisements, signs, etc., or use tape or any other adhesive-type material on painted surfaces. The Vendor agrees to reimburse Show Producers and/or the Embassy Suites for any loss or damage occurring to the premises or equipment.

**c. AISLES** - The aisles, passageways and overhead spaces remain under the control of Show Producers, and no signs, decorations, banners, advertising matter or exhibits will be permitted in those areas except by consent from Show Producers. All vendors and personnel must remain within the confines of their own spaces.

**d. SPACE** – The space will include a 6 foot rectangular table with white linen (that does NOT go all the way to the floor) and approximately an 8 foot area for booths. Bistro tables will have table, plus approximately a foot on either side. The space contracted for is to be used solely by the vendor whose name appears on the Contract and no portion can be sublet or assigned without receiving consent from Show Producers. The vendor shall forfeit right to the space, all prepaid rentals and, upon demand, pay any rent balance owing to Stateline Splendor Bridal Expo for failure to occupy or use the space or to have the exhibit completed and in place by the opening of the Expo. Stateline Splendor Bridal Expo reserves the right to relocate the Vendor in this instance. There are 2 main areas that we will be occupying inside of Embassy Suites. The main ballroom and hallway directly outside of main ballroom are carpeted and Exhibition Hall is cement flooring. Please keep this in mind for your booth selection.

**e. ELECTRICAL** – Please note that not all booths will have electricity available. Ones highlighted in yellow, will have electrical available, but it still must be noted in booth selection that it is needed, so venue may plan. Please bring your own extension cords if needed, as you will be charged from Embassy Suites if you need to rent one from them, and we cannot guarantee availability.

**f. FOOD/ALCOHOLIC BEVERAGES** – Food & Beverages will be available for purchase in the restaurant/bar area in the lower level of Embassy Suites. Please refrain from excessive alcoholic beverages during the event, as you are representing not only your business, but also the integrity of Stateline Splendor Bridal Expo.

**g. MUSIC/SOUND** - Vendor shall refrain from any excessive external music or sound coming from their space that would disrupt or cause distraction from the Stateline Splendor Bridal Expo & any of the participating vendors or attendees. Any & all

exceptions to music/sound production must be previously approved by Show Producers.

**h. RESTRICTIONS** - Show Producers reserve the right to restrict or remove exhibits, without refund, that have been falsely entered, or are deemed by Show Producers unsuitable or objectionable. This restriction applies to, but is not limited to, noise, P.A. systems, persons, animals, birds, things, conduct, printed matter, or anything of a character that might be objectionable to the Show or Show Staff.

**7. ALL EXHIBITS MUST COMPLY WITH CITY ORDINANCES, REGULATIONS, FIRE MARSHALL INSTRUCTIONS AND HEALTH DEPARTMENT CODES (FOOD VENDORS). HEALTH DEPARTMENT HAS BEEN KNOWN IN THE PAST TO CHECK, SO PLEASE BE PREPARED.**

**9. MISCELLANEOUS TERMS AND CONDITIONS:**

**a. CANCELLATION OF CONTRACT** - If this agreement is canceled by Vendor for any reason, or by Show Producers because of Vendor's default or violation of this agreement, monies paid to Show Producers by Vendor shall be retained and not refunded. All deposits/payments are non-refundable.

**b. RIGHTS OF THE SHOW PRODUCERS IN EVENT EXHIBITION IS NOT HELD** - Show Producers shall not be liable for damages or expense incurred by Vendors in the event the Show is delayed, interrupted or not held as scheduled. If for any reason beyond the control of the Show Producers, the event is not held, Show Producers may retain so much of the amount paid by Vendors as is necessary to defray expenses already incurred by Show Producers so that production can take place at a rescheduled date. This is not something that is foreseen, but the past couple of years have made it so, this part needs to be in the contract.

**c. INDEMNIFICATION** - Vendors shall indemnify and hold harmless Stateline Splendor Bridal Expo and its owner/producers, Jill Gleitz and Danna Krischke from

and against any and all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from the activities of the Vendor, or the officers, contractors, licensees, agents, servants, employees, guests, invitees or visitors of Vendor.

**d. ATTORNEY'S FEES** - If a civil action arises between parties out of this agreement or to enforce any of its provisions, the losing party shall pay the attorney's fees of the prevailing party as trial court may adjudge reasonable. If an appeal is taken from any judgment of the trial court, the losing party shall pay the amount the appellate court shall adjudge reasonable as the prevailing party's attorney's fees on appeal.

**e. LICENSES** - Any and all City, County, State or Federal licenses, inspections or permits required by law of any vendor in the installation or operation of his or her display shall be obtained by the vendor at his or her own expense prior to the opening of the Show. (Health Department certificate for food vendors)

**f. BRIDAL LEAD LIST** - Upon completion of the event, all participating vendors, will receive a list of brides that were in attendance of the event to be used for their marketing efforts. These lists will be sent no later than January 30, 2023 via email on file.

**g. GUARANTEE** - There is no guarantee made by Stateline Splendor Bridal Expo Owners/Producers Jill Gleitz and Danna Krischke, of success, sales, booking or any form of monetary gain. We truly believe that your success will be based upon the effort you make in participation & quality of follow-up that you implement within your business in relation to the services and/or products offered.

**10. COMPLETE AGREEMENT** - This agreement contains all the terms and conditions agreed on by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Contract, shall be deemed to exist or to bind any of the parties hereto.

JILL GLEITZ  
Stateline Splendor Event Producer  
[Statelinesplendor@gmail.com](mailto:Statelinesplendor@gmail.com)  
815.289.6867

DANNA KRISCHKE  
Stateline Splendor Event Producer  
[Statelinesplendor@gmail.com](mailto:Statelinesplendor@gmail.com)  
815.299.5437