

# 2013 Bay Harbor Bridal Expo

## Registration

Thank you for your interest and participation in our upcoming bridal show. In order to assure your participation Space is going quickly...reserve yours today!

<b>Vendor's Signature Required on Bottom to Complete this Registration Form</b>		
Last Name: _____	First Name: _____	
Company Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Daytime Phone: _____	Fax: _____	
Email: _____		
Company Website: _____		

For more information please contact:

**Megan Nickerson, Sales Manager**  
**(231) 439-2422**  
**megan@bayharbor.com**

**Yes**, I wish to reserve space at the 2013 Bay Harbor Bridal Expo.  
**Exhibit Space \$350**

Vendor Entry Fee Enclosed - Amount Enclosed \$ \_\_\_\_\_

Cash       Check       Credit Card (VISA, MasterCard or American Express)

\*Please make checks payable to **Bay Harbor Village Hotel**

**Risk and Liability Statement:** I hereby release and agree to hold harmless Bay Harbor Village Hotel from any damage to my property or any personal injury which I or my helpers may sustain while participating in the Bay Harbor Bridal Expo on February 16, 2013. Further I agree to abide by the rules, policies, and guidelines developed by the Bay Harbor Bridal Expo and understand that failure to follow these rules, policies and guidelines can mean expulsion from the 2013 expo or future expos. I understand that the expo does not carry insurance to cover my personal property. As an independent contractor, I will obtain my own insurance. I understand the entry fee is nonrefundable and vendors must be present with their products for the entire duration of the expo (12:00pm-4:00pm).

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Completed Registration Forms:**  
**By Mail:** Bay Harbor Village Hotel  
Attn: Megan Nickerson  
4000 Main Street  
Bay Harbor, MI 49770  
(231) 439-2400  
**By Fax:** (231) 439-2550

*2013 Bay Harbor Bridal Expo*  
*Additional Concessions*

Please check all that apply:

- My door prize contribution at a minimum value of \$20 will be:

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I wish to contribute items for the complimentary bridal gift bags.

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- My exhibit requires special electrical requirements.

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



4000 Main Street • Bay Harbor, MI 49770 • phone 231-439-2400/ fax 231-439-2550

# *2013 Bay Harbor Bridal Expo*

## *General Information*

1. Each exhibitor is provided an 8' table, ivory table linen and two chairs for attending representatives.
2. Rate for an exhibit is \$350 in the lobby and main room. Exhibits in the hallway are smaller (Mini Booths) and offered at a rate of \$175. Booth numbers are assigned on a first-come, first-serve basis. Exhibit space is within the main event space, lobby area and hallway, if needed.
3. The first two companies within each specific industry will be accepted. All other interested participants within the same industry will be placed on a waiting list and booth space will be filled as needed.
4. Only vendors accepted in the Bay Harbor Bridal Expo will be allowed to participate. Spaces will be numbered and exhibitors must stay within the space allotted. Subletting, selling or giving space to anyone will not be permitted.
5. Payment must be received by Bay Harbor Village Hotel within ten (10) days of reserving exhibit space. Acceptable methods of payment include: cash, check, VISA, MasterCard, American Express or Discover. If payment is not received, exhibit space will be returned to inventory without further notice from Bay Harbor Village Hotel and made available to other vendors. **Payment is non-refundable. No exceptions.**
6. All limited electrical needs are complimentary. Please notify Bay Harbor Village Hotel in advance with any special electrical requirements. Extension cords will not be provided.
7. Exhibit set-up begins at 10:00am on February 16, 2013. Booths must be completely assembled and show ready by 12:00pm. Coffee and pastries will be provided during this time.
8. Exhibits must remain fully assembled for the entire duration of the expo, until all attendees have exited the exhibit areas. Attending guests should have the opportunity to view all booths during the show hours. Any exhibitor found tearing down before the commencement of the event will forfeit their mailing list and will not be invited to participate in future expos.
9. At least one representative should be present at the exhibit at all times. Please do not leave exhibits unattended.
10. Materials taped or tacked to the walls are prohibited.
11. Bay Harbor Village Hotel is not responsible for any equipment or materials left unattended in any area of the expo.
12. Exhibitors may deliver or mail their materials in advance to Bay Harbor Village Hotel. A Bay Harbor representative will ensure the materials are placed in the designated exhibit space before the representative's arrival.

13. Donated promotional items are encouraged for gift bags. Items must be received by Bay Harbor Village Hotel no later than Friday, February 8, 2013 to be included in the bags. Please plan for 100 bridal gift bags when providing materials. Contributions must be promotional items only, i.e. logo pens, lip balm, etc. **Discount cards, brochures or business cards will not be accepted or included in the bags.**

14. Exhibitors are also encouraged to provide demonstrations throughout the show. Demonstration ideas may include, but are not limited to massages, make-up application, D.J. lighting and sound shows, etc.

15. Each exhibitor will be permitted to bring two (2) representatives from their company and will also be provided five (5) complimentary entry fee tickets to hand out to clients or friends of their choosing.

16. A door prize at a minimum amount of \$20 is required with registration. **This prize cannot be a percentage off or any other way in which there would be an expectation for the winner to purchase something or do something in order to receive this gift.** Bay Harbor Village Hotel will draw the winning brides for these prizes. Each exhibitor will receive the winner's name for prize claim. Optional prizes at the vendor booths are separate from the door prize gift. Show specials are encouraged.

17. For those in need of lodging accommodations, a room block has been created for traveling exhibitors and expo guests. A 15% discount on all room rates will be extended for those attending the expo. Guests must reference the **Bay Harbor Bridal Expo** in order to receive the discounted rate on rooms or suites. To book accommodations, please contact Guest Services at (231) 439-2400 or (888) BAY-HARBOR.

18. Parking - Exhibitors may park on Main Street or any other lot in the Village at Bay Harbor. The conference center is located on the second floor of the Fishing Lodge (brown building). There is a stairway entrance off Main Street and an elevator entrance is located near the back of the building. It is easiest to unload exhibit materials from the parking lot behind the building and take the elevator to second floor. Hotel luggage carts are available for transporting items. Any other or specialty carts will be the responsibility of the exhibitor to provide.



Bay Harbor Village Hotel Group Sales Department  
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