

Memorable Event

Date: Sunday, January 29th, 2017—1:00PM to 5:00PM

Location: Swan House Boutique Wedding Resort
3921 Winchester Road, New Market, AL 35761

My Memorable Event is the Marketing Arm of
the WE (wedding & event professionals) Alliance,
a division of the TN Valley Business Network

Pricing:

WE Alliance Members/Partners

Before or on Jan 17, 2017 \$95.00 — After Jan 17, 2017 \$110.00

Non-Members

Before or on Jan 17, 2017 \$195.00 — After Jan 17, 2017 \$210.00

(non-member pricing includes a one year membership into The WE Alliance (wedding & event professionals) at a discount off of regular member pricing. Membership includes a listing on mymemorableevent.com "Vendors" directory for one year)

Vendors:

Although Bridal is the event's main focus, Memorable Event Expo will spotlight the fact that our vendors are available for events other than weddings.

Vendors are required to provide a door prize valued at \$25 or greater.

Vendors are required to help promote the event by posting or giving out the attached event flyer, promoting on their social media, sharing event social media posts and/or posting to their own website as much as possible.

Optional: Contribution to the "Memorable Event" Grand Prize

Grand prize contributors will be featured on the mymemorableevent.com bridal expo page before and after the event, spotlighted on social media and may be included in other marketing.

Table will be provided.

Tablecloth not provided. Vendors may provide their own or indicate they would like one provided at an additional cost.

Power available, but must be requested on application.

Must be set up by 12:30pm.

No tear-down before the end of the event 5pm.

My Memorable Event—VENDOR APPLICATION

Company: _____

Contact: _____ Title: _____

Phone: _____ Cell Number: _____

Email: _____

Website: _____

Address: _____

Vendor Type: _____

(ex. Caterer, photographer, florist)

_____ Member Before or on Jan 17 \$95.00

_____ Member After Jan 17 \$110.00

_____ Non-Members Before or on Jan 17 \$195.00 (includes one year membership*)

_____ Non-Member After Jan 17 \$210.00 (includes one year membership*)

*Memberships will be automatically renewed at regular price annually unless notice is given in writing 30 days before renewal date.

Tablecloth Options: _____ None _____ Regular cover—\$12

Power: _____ yes _____ no

I would like to contribute to the “Memorable Event” Grand Prize Giveaway:

_____ yes _____ no (If yes, please fill out the Grand Prize Giveaway Info Sheet)

Pay by: _____ Credit Card _____ Cash _____ Check (**payable to SAV Enterprises**)

Email completed application to: info@thewealliance.com, fax to 256-217-4484

or mail to 600 Boulevard South Suite 104—Huntsville, AL 35802

Credit Card # _____ Exp Date: _____ Code: _____

I authorize TN Valley Business Network to charge my cc for \$ _____

Signature: _____ Date: _____

Vendors Must Also Sign & Return the My Memorable Event Terms & Conditions

My Memorable Event Expo Vendor Terms & Conditions

Vendor Agreements

- a. The Vendor agrees to abide by the rules and regulations of Swan House, The WE Alliance/TN Valley Business Network and My Memorable Event Expo. Vendor also agrees to abide by all rules and regulations set forth in these terms & conditions.
- b. The Vendor agrees to obtain, at their own expense, any applicable licenses or permits which are required for operation of its trade or business for the duration of My Memorable Event Expo and pay any and all taxes, including applicable sales tax of any nature that may be levied against it as a result of the operation of its trade of business in its contracted space.
- c. The Vendor agrees to only occupy the space the Vendor contracted to promote or advertise their products and services.
- d. Vendor releases all rights and will allow photos from this event to be used for marketing or promotional purposes by WE Alliance/TN Valley Business Network and My Memorable Event Expo. Vendor gives permission for their logo and other marketing materials to be used in any event marketing unless otherwise submitted in writing to The Valley Business Network.
- e. **Vendor agrees to promote event by displaying and handing out event flyers, promoting on social media and if possible adding a link to the event on their website.**

The Bridal Show Rights

- a. My Memorable Event Expo reserves the right, in its sole discretion, to accept or deny the applications of vendors that will be in the show. This decision will be made in the best interest of My Memorable Event Expo, other vendors, attendees of the Expo and the Swan House. This includes the rights to reject or prohibit exhibits or Vendors which My Memorable Event Expo finds offensive, disruptive or inappropriate to aforementioned parties. My Memorable Event Expo also reserves the right to change the layout of the Show and/or relocate Vendors and exhibits. This may include cancelling, relocating or changing the date without any liability to The WE Alliance/TN Valley Business Network and My Memorable Event Expo and/or Swan House.
- b. The WE Alliance/TN Valley Business Network has the right to modify and/or change the rules and regulations governing My Memorable Event Expo and the use of Swan House.

The Rights of Contracted Space

The Vendor understands that they will not share space with another Vendor unless given written permission from the My Memorable Event Expo management. This includes, but is not limited to, displaying business cards or other promotional items in the contracted space.

Indemnification

The Vendor agrees to indemnify and hold harmless the My Memorable Event Expo. The WE Alliance/TN Valley Business Network and the Swan House facility, their respective officers, directors, agents, or representatives and employees, against all claims, losses, liability, damages (including legal fees and expenses), cost and charges of every kind resulting from its occupancy of the exhibit space and/or its surroundings. This includes, but not limited to, loss resulting in the use of the equipment or devices furnished to or used by the Exhibitor or other persons in connection with the show. This hold harmless includes any loss with connection to personal injuries, death, property damages or any other damages sustained by the Vendor/ Exhibitor, My Memorable Event Expo, Swan House, sponsors, or attendees to the My Memorable Event Expo and their respective directors, officers, against, represented and employees or those for whom the Exhibitor is responsible in law.

Liability and Insurance

The Vendor is responsible to insure its own exhibit, personnel, display and materials from any damage or loss through theft, fire, accident or other cause and accepts all risks. The Exhibitor shall not make any claim or demand or take any legal action against Memorable Event Expo/The WE Alliance/TN Valley Business Network, the Show's sponsors, or Swan House, for any loss, damage or injury howsoever caused, to the Vendor, its officers, directors, agents, representatives, and employees or their respective property.

Exhibit Space Display

- a. The facility will be open at 9am for setup. All construction and setup of displays must be done before 12:30pm day of the event. All promotional activity within the Show by an individual Vendor must be contained physically, visually, and audibly within the space the Vendor contracted. The distribution of souvenirs, brochures, flyers, business cards, etc. must be confined to the area for which the Exhibitor has contracted. Audio/Visual systems are allowed only if they are operated at levels that do not interfere with neighboring Exhibitors. Show management holds the right to refuse the use of any Audio/Visual system.
- b. Vendor agrees to not begin tearing down their display until the end of the event, 5pm. The Vendor agrees to remove its display and equipment and return the contracted space to the same condition as move-in. Failure to do so will require the vendor to pay any additional cost of clean-up.

Cancellation and Termination

- a. The Vendor shall have the right to cancel this license agreement by notice in writing to be delivered to The Valley Business Network no later than thirty (30) days before the day of Show. All deposits and payments received by My Memorable Event Expo/The WE Alliance/TN Valley Business Network up to the date of notice of cancellation are non-refundable and non-transferable.
- b. In the event that the Vendor notifies My Memorable Event Expo/The WE Alliance/TN Valley Business Network of cancellation thirty (30) days or less, fails to make payments, or fails to appear (unless prior arrangements are made) at My Memorable Event Expo, management has the right to terminate or cancel this license agreement without notice and all rights of the Vendor will cease and terminate. All deposits at that moment will be considered as liquidated damages (not as a penalty) for breach of contract. My Memorable Event Expo will have the right to re-rent space after that point as previous contract will be null and void.
- c. If the Vendor violates or breaches any other terms or conditions of this license agreement, all payments made by the Vendor and all amounts due to My Memorable Event Expo shall be deemed earned by My Memorable Event Expo and all deposits received shall be non-refundable and non-transferable. In this event, My Memorable Event Expo may utilize the space in any manner deemed appropriate, including, but not limited to, relicensing its use to another Vendor. Failure to make payments as specified shall entitle management at its option to cancel this agreement without notice and the vendor shall remain liable for any unpaid space rental(s).

Cancellations Beyond Our Control

- a. In the event that the facility in which the show is to be held or is held is destroyed or becomes unavailable for occupancy or My Memorable Event Expo is unable to permit the Vendor to occupy the facility or the space, or the Show is canceled or curtailed, for any reasons beyond the control of TN Valley Business Network, including but not limited to, casualty, explosion, fire, lightning, flood, epidemic, earthquake or other Acts of God, acts of public enemies, riots or civil disturbances, strike, lockout, or boycott, My Memorable Event Expo will not be responsible for any loss of business, loss of profits, consequential or special damages or expenses of whatever nature that the Exhibitor may suffer and booth fees will be non-refundable.

By signing below, I understand and agree with the statements on both pages of the My Memorable Event Expo Terms and Conditions

Company name: _____

Company representative name: _____

Signature: _____

Date: _____

My Memorable Event Grand Prize Giveaway Participation

(Optional)

Our Grand Prize will be heavily promoted for the event. Participating Vendors will receive additional visibility: listed on our website and promoted through our social media campaigns, etc. The winner will receive use of Swan House Boutique Wedding Resort for four hours for the event type of their choice. Winner will have one year to redeem the prize and must book at least two months in advance. Prize is subject to availability of the participating vendors. If all participating vendors are not available to provide their prize on a date that works for the majority of the vendors, winner will have the option of making arrangements to use that part of the prize for another event, but may not redeem any prizes for cash. Vendors who participate in this giveaway may set the limits of what they are willing to provide for the event. Multiple vendors of the same category may participate. (Ex: One caterer may provide hors d'oeuvre, another may provide deserts, etc.) Vendors wanting to participate, but not provide products/services for the actual event may be included. (Ex: Spa offering a pampering day). Participating vendors agree to provide their part of the Grand Prize or pay the value of the prize to TN Valley Business Network so that a competitive vendor may be contracted to provide the agreed to portion of the prize.

Company: _____

Company Representative: _____

Grand Prize Contribution & Description (ex: \$500 worth of catering—heavy hors d'oeuvres):

Exclusions/Limits: (ex: may not pick from “private label” stock)

I agree to provide the above prize under the conditions listed above or, unless written approval is given otherwise by TN Valley Business Network, to provide the prize through a different vendor at my own expense.

*Approval will only be given in extreme circumstances and on a case by case basis.

Signature: _____ Date: _____