



Cascades Wedding Show
January 13th, 2018

The 2018 Cascades Wedding Show at the convention center of the Riverhouse on the Deschutes is sure to bring the brides and vendors together for a day of wedding planning, meeting & greeting and inspiration. Entrance to the Cascades Wedding Show is \$15 at the door and \$10 pre-sale. Once inside, the event will offer brides and vendors the opportunity to meet and discuss their needs and find the best options for their budget and vision.

If you have further questions after reading the contents of this application, please contact vendor coordinator, Karin Roy, at (541) 323-0964 or via email: Karin@layitoutevents.com

Cascades Wedding Show Individual Vendor Application

Vendor Booth space fees include: 1/8th page ad in the wedding planning magazine " Cascades Wedding Planning Guide, Website Listing, Social Promotions as well as items listed below.

Business Name: _____ Contact Name: _____

Product or Service Description: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Website Address: _____ Facebook: _____

Twitter: _____ Instagram: _____

75 word business bio for website: _____

Four horizontal lines for writing the 75 word business bio.



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8' x 8' Booth	\$550.00	_____
8' x 8' Corner Booth	\$650.00	_____
8' x 8' Lobby Booths (Limited Available)	\$700.00	_____
8' x 16' Double Booth (1 vendor)	\$1000.00	_____
8' Hallway Table	\$250.00	_____
Highlighted Vendor (1 per category) <i>(Category sponsor w top web listing, 1/4 page CWS Guide ad, corner or lobby booth & highlighted social)</i>	\$1000.00	_____
4 staff entries included per 8x8 booth. Additional passes can be purchased at \$5/entry. Please list cost of additional passes		_____
(1) 8x2 table, linen and skirt provided. Additional table set-ups available for \$15. Please list cost for additional tables needed		_____
<hr/>		
Total Vendor Fee Due		_____
Total Amount Included		_____
Total Amount Owed <i>(to be paid in full by December 1st, 2017)</i>		_____

Additional Questions

1 outlet included with fee. Will you need power? _____

Will you be sampling food and/or beverage? _____



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Rules and Regulations

Noncompliance with any of these rules and regulations could result in removal from the Expo without a refund of fees.

- Standard booths are 8 feet wide by 8 feet deep.
- All food portions must be 1.5 ounces or smaller. All beverage portions not to exceed 1oz of alcohol. All menus and products descriptions must be sent to Karin@layitoutevents.com 1 month prior to the event.
- All equipment and materials must be supplied by the Vendor.
- All applications are subject to *Lay It Out Events* review and approval. Confirmation of participation will be emailed within 30 days of receipt of application & deposit
- **A 50% deposit is required to reserve your booth space.** Booth space is reserved on a first come first served basis. **All fees must be paid by December 1, 2017.** If fees are not paid by **December 1, 2017** Vendor space will be cancelled without refund of fees unless payment arrangements have been made with the LIOE vendor coordinator.
- All Vendors will receive a 1/8th page ad in our magazine **Cascades Wedding Planning Guide**. To be included in the magazine, your application and deposit must be received by **November 1, 2017**. Lay It Out Events must receive all ad materials no later than **November 30, 2017**. **Please email to info@layitoutevents.com**. All ads must be camera ready. Ad builds are billed at \$25 per hour
 - Interested in ad upgrade? See attached advertising guideline or reach out to advertise@bendsource.com
- **Cancellation Policy:** Deposits are non-refundable. 100% of fees will be retained for any cancellation after **December 1, 2017**.
- **No guarantee of exclusivity of type of product will be made.** However we do limit the number of vendors in any given category to avoid over representation
- Vendor agrees to arrive during the designated set up time and to remain open during show hours of operation. **Show hours will be determined.**
- Detailed vendor set up & parking information will be emailed 10 days prior to event. Vendor agrees to abide by these guidelines

Vendor Signature _____ Date _____



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Release and Waiver of Liability and Indemnity Agreement

This agreement is made (*month/date/year*) _____, in the City of Bend, County Deschutes, between (*print your name here*) _____

Hereinafter referred to as “Vendor” and *The Cascades Wedding Show, The Riverhouse, & Lay It Out Events* hereinafter referred to as “Committee”. IN CONSIDERATION FOR PARTICIPATION in the *Cascades Wedding Show* the undersigned hereby agrees to the following:

1. Vendor releases and discharges the Committee from all liability, for all loss or damage and any claims of demand therefore, on account of injury to any individual or property resulting from the Vendor’s participation in *The Cascades Wedding Show*.
2. Vendor agrees to indemnify and hold harmless the Committee from any loss, liability, damage or cost, including attorney fees, arising out of Vendor’s participation in *The Cascades Wedding Show*, whether caused by the negligence or willful act of the Vendor or any other person or persons.
3. Vendor hereby assumes full responsibility for the risk of bodily injury, death or property damage relating to or arising out of Vendor’s participation in the *Cascades Wedding Show*.
4. Undersigned further expressly agrees that the foregoing RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as permitted by the laws of the State of Oregon. If any provision of this Agreement is held by a Court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.
5. All licensed vendors serving alcohol must have their OLCC Service Permit and Liquor Liability Insurance. You must provide a copy of your Service Permit and Insurance to The Cascades Wedding Show within 48 hours before the show. You may not serve more than a 1 ounce serving of alcohol.

Vendor Signature

Date



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Collaborative Booth Group Application Guidelines

(Completion of this page forward is ONLY required if you are a Collaborative Group Member)

In the interest of capturing the atmosphere of wedding celebrations, we are offering the opportunity for vendors to create collaborative environments within extend booth spaces and premium placement.

What does this mean for you as a vendor? This is your chance to put together a team of complementary professionals to provide a cohesive vision. Collaborative Environment Booths start at 8x16 with a maximum of 3 participants (participant numbers will increase with booth size). Booths must be approved and paid by October 1st, 2017 by Vendor Coordinator based on the following criteria: Creativity, Functionality, Synergy

Here are the guidelines. The collaborative application & individual applications must be received by October 1st:

1. Completed individual application by each professional
2. 50% Deposit
3. Descriptive concepts for review
 - Size of booth requested (8x16, 8x24, 8x32)
 - Number and specialty of participants
 - Verbal description supported by images
4. Upon approval, payment made by one entity on November 1st, 2017

What we will offer:

1. Prime location including 1 corner space
2. Friday early set up time
3. Highlights on the website and marketing

Fees will be as follows –

- 8 x 16 with 3 participants - \$1300
- 8 x 24 with 4 participants – \$1800
- 8 x 32 or 16 x 16 with 5 participants - \$2300

To be clear, this is NOT booth share. Each business will be represented but will mold together to give brides the

Please feel free to contact Karin Roy – Karin@layitoutevents (541) 323 0964 - with any additional questions.



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Collaborative Booth Group Application

Principal Contact & Bankers Name: _____

Cell #: _____ Email: _____

Booth Size:

8 X 16 = \$1300 (accommodates 3 participants)

8 x 24 = \$1800 (accommodates 4 participants)

8x 32 or 16 x 16 = \$2300 (accommodates 5 participants)

Description of Booth Concept (Please include support images):

Total Amount Enclosed _____

Please send complete form to:

By Mail:

Lay It Out Events Inc
Attn: Karin Roy
704 NW Georgia Ave
Bend, OR 97703

By Email:

Karin@layitoutevents.com

By Fax:

541-383-0088

Credit Card Authorization Form

Business Name _____

Full Name as Listed on Credit Card _____

Address: _____

City: _____ State: _____ Zip: _____

Card Type: Visa MasterCard

Card Number: _____

Expiration Date: _____ / _____ Three-Digit Security Code: _____

Total Amount to be charged \$ _____ 2 days prior/after this date _____

If paying a deposit, would you like the remainder to be automatically charged to this card on
December 1st, 2017? _____ If so, please list the amount \$ _____

Signature: _____ Date: _____

By signing this I authorize Lay It Out Events to debit my above account for the stated amount and that I am an authorized signor.