



Date Received, Mkt. Dept. _____ Acct. # _____

VENDOR CONTRACT

February 22, 2015 at the Chattanooga Convention Center
Chattanooga Times Free Press

To reserve your booth(s), ad in special section, listing online & listing in promotional ads, please return completed and signed contract to *Bridal Affair*, Chattanooga Times Free Press, P.O. Box 1447, Chattanooga, TN 37401-1447, or fax it to: Marketing Department at 423-668-5095. A signed contract & a \$200 deposit will hold your booth space for this event.

Company Name _____

Contact Name _____ Title _____

Complete Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____ Fax _____

Email _____ Website _____

(Please be sure to include your email address, so we can pass along important vendor information & leads from the event)

Company Name as it should appear in promotional materials: _____

Business License # _____ Sales Tax # _____

Will you be selling products or sampling from your exhibit space? Yes _____ No _____ Describe _____

Type of Business (Category) – Choose ONE OR NO MORE THAN TWO from the following categories:

- | | | |
|---|--|--|
| <input type="checkbox"/> Accommodations | <input type="checkbox"/> Home Furnishings/Home Improvement | <input type="checkbox"/> Real Estate/Rental Properties |
| <input type="checkbox"/> Bridal & Formal Wear Shops | <input type="checkbox"/> Health/Beauty/Fitness | <input type="checkbox"/> Relationship/Pre-Marital Education |
| <input type="checkbox"/> Bridal Registry | <input type="checkbox"/> Invitations/Stationery | <input type="checkbox"/> Specialty Vendors |
| <input type="checkbox"/> Cakes/Confections | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Tents/Linens/Party Rentals |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Luxury Automobiles | <input type="checkbox"/> Travel/Transportation |
| <input type="checkbox"/> Ceremony Sites/Reception Sites | <input type="checkbox"/> Music, Entertainment, DJ's | <input type="checkbox"/> Wedding Planners/Event Coordinators |
| <input type="checkbox"/> Favors & Gifts | <input type="checkbox"/> Photography/Videography | |
| <input type="checkbox"/> Flowers | | |
| <input type="checkbox"/> Full Service Weddings | | |

Bridal and formal wear shops may participate in the Formal Affair Fashion Show, although we can only have a limited number of participants. If you would like to be a part of the fashion show, please indicate this by checking "yes" or "no" below. Someone will contact you to discuss the details. Deadline to sign up for the fashion show is December 31, 2014.

YES _____ I am interested in participating in the show. NO _____ I don't wish to participate in the show.

BOOTH PRICING: Please indicate which booth package you would like to reserve.

PACKAGE A (One Booth)	PACKAGE B (Two Booths)	PACKAGE C (Four Booths)	PACKAGE D (Six Booths)
10' x 10' booth Full Color, 1/8 th page ad 2.375" wide x 4.7917" deep \$700	10' x 20' booth Full Color, 1/8 th page ad 2.375" wide x 4.7917" deep \$1,250	20' x 20' booth Full Color, 1/8 th page ad 2.375" wide x 4.7917" deep \$2,225	20' x 30' booth Full Color, 1/8 th page ad 2.375" wide x 4.7917" deep \$3,000
<input type="checkbox"/> Corner Booth	<input type="checkbox"/> Corner Booths, Qty _____	<input type="checkbox"/> Corner Booths, Qty _____	<input type="checkbox"/> Corner Booths, Qty _____

BOOTH PREFERENCE: You may request your top three (3) booth preferences, and we'll make every effort to accommodate your request once we begin making booth assignments. Booths are assigned on a first-come, first-served basis, and will be confirmed prior to event set up. **If no selection is marked on the contract we will assign your booth space for you. We cannot however, confirm booth space until we have your signed contract & deposit.**

Sign early for best booth spaces and please note: Corner booths are an additional \$50 each.

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Vendors must contact the Chattanooga Convention Center for any electrical services, water, internet service or phone lines. These items must be purchased separately. Contact the Chattanooga Convention Center by calling 756-0001 or visit their website at www.chattanoogaconventioncenter.org.

PAYMENT INFORMATION: Please fill out payment information completely!

Package Price _____	Enter Package Price _____
Corner Booth(s) _____	Add \$50 for Each Corner Booth _____
Enter Total _____	Contract Amount _____
Less Deposit Pd. _____	Must Receive Deposit w/Signed Contract /Non-Refundable
BALANCE DUE _____	Final Pmt Due no later than January 30, 2015

METHOD OF PAYMENT FOR DEPOSIT – Deposit Must Accompany Contract

☐ Check attached ☐ Check Mailed _____ Date _____ Check Number _____

☐ Charge Deposit to: ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Expiration Date: ____/____/____ Number: _____

Signature required for card: _____

METHOD OF PAYMENT FOR BALANCE DUE – Final payment to be made on or before January 30, 2015

☐ Check will be issued for final payment on or before **January 30, 2015**

☐ Charge balance, **January 30, 2015** to: ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Expiration Date: ____/____/____ Card Number: _____

Signature required for card: _____

By signing contract, I acknowledge that I have read and understand the terms and conditions on side 2 of this contract. PLEASE SIGN BELOW:

Authorized Signature _____ Title _____ Date _____

BRIDAL Affair

The Chattanooga Times Free Press (CTFP) and the vendor agree that the lease shall be governed by the following terms and conditions:

1. **TERMS OF PAYMENT:** Booth rental will be reserved only after a signed contract & \$200 deposit have been received. The final balance must be paid by the final payment deadline listed on side one of the event contract. *The deposit is non-refundable.* If the remaining balance is not paid by the due date, the booth space will be released and the deposit forfeited by vendor. Vendor may pay this amount by cash, check or credit card. Please see side one of the contract under payment information. **Payments mailed in, must be sent to:** Chattanooga Times Free Press, Attention Angela Doggett, P. O. Box 1447, Chattanooga, TN 37401-1447. *No vendor will be allowed to enter the facility to set up their booth if payment has not been made in full.* A refund, minus the deposit, will be given if the vendor should cancel before the final payment deadline noted on side one of the event contract. If vendor cancels after the final payment deadline, a refund cannot be processed.
2. **Booth Selections:** Vendor may request their 1st, 2nd & 3rd choice of booth spaces by noting them on the contract. We'll make every effort to accommodate these requests. Vendor booth space or spaces will be confirmed prior to event set up. If no booth selection is made, one will be assigned. Keep in mind that that booths are assigned on a first-come, first-served basis, *and sign early for the best booth selection.*
3. **Electrical Service, Water, Internet Service or Phone Lines:** Vendor must contact the Chattanooga Convention Center for any electrical service, water, internet service, or phone lines. These items must be purchased separately from the Chattanooga Convention Center. Advance orders must be received at least two weeks prior to the event date. Vendors may call the convention center at 423-756-0001, or visit the convention center website at: www.chattanoogaconventioncenter.org.
4. No exhibit shall interfere with the orderly operation of adjacent exhibits. This includes a prohibition on music, special effects and other sound or entertainment without approval by the CTFP.
5. Vendors will be able to set up their booths on Saturday, February 21, and will be notified of the exact hours of set up closer to the event date. Vendors may come and put finishing touches on their booths Sunday morning. ***Please be in attendance by 12:30 p.m. on Sunday with booths completely set up.*** The doors open to the public at 1:00 p.m.
6. Each exhibit is entitled to a reasonable sight line from the aisle regardless of the size of the exhibit. The exposed backs or sides of all booths must be properly draped or finished with no signage, so that it will not interfere with adjoining booths.
7. Company signage, used in your booth, can be no taller than the pipe and drape at the back of your booth, which is 8 foot high. ***Restrictions apply to vendors having tents or pipe and drape higher than 8 foot high. These vendor booths must be approved by the CTFP in advance.***
8. No vendor will be permitted to erect an exhibit without having made full remittance of space rental to the CTFP.
9. Vendor must keep aisles clear and abide by all state and city fire prevention codes.
10. No exhibit shall be dismantled or removed from the Chattanooga Convention Center until the event has ended, and the public has exited the building.
11. No exhibit is permitted that does not have at least one person in attendance at all times. Exhibit personnel shall wear identification badges or Vendor ID's at all times during exhibit hours. All personnel working your booth are to be ready to work and need to be present before doors open to the public. If personnel working your booth are going to be late, they must be wearing a Vendor ID or identification badge in order to enter at the Vendor Entrance.
12. Booths may not display or disperse any business' information other than that of the vendor. Vendors may not hand out promotional materials outside their booth space or spaces, in the aisles or at the door.
13. Outside vendors are prohibited from promoting their business to vendors or attendees. If you observe anyone doing this, please notify the CTFP event management. These vendors will be removed from the exhibit hall.
14. The CTFP or its' agents shall not be liable for loss or damage of vendors' property due to theft, fire, accidents, or other causes, nor for any injury to vendors, its employees or agents. Security will not be present on the day following this event.
15. Vendor agrees that the purpose of exhibit space is for the positive promotion of the vendors' products or services. Vendors may sell, display, give out information or give out samples (bite-sized). Sample sizes must not be more than 2 oz for food and 4 oz for beverage.
16. No alcohol sampling permitted without written permission and an attendant employed by the Chattanooga Convention Center at the expense of the vendor. More information will be made available upon request.
17. Vendor warrants that they carry liability insurance providing coverage for their area of the show. The vendor's booth is an extension of their company, and as such they must have liability protection. Vendor is responsible for any employees or subcontractors that may be helping in their booth, or for any visitors in the booth, in the event of an injury.
18. Vendor warrants that they carry vehicle liability insurance for any vehicle that is brought onto the facility premises.
19. The CTFP reserves the right of final decision and the right (a) to rearrange floor plans or relocate exhibits or both in order that competitive exhibitors wherever possible will be set up at specific locations that will not interfere with their individual operations, and (b) to prohibit or remove any exhibit which, in the opinion of the CTFP, detracts from the general character of the exhibition including persons, conduct, language and materials. In the event of such restriction, removal, prohibition and/or eviction, the CTFP shall not be liable for any refunds, other exhibit expenses or any other sums of money by way of damages or otherwise.
20. All decisions pertaining to use and occupancy of space are within the sole discretion of the CTFP.
21. The CTFP has the right to refuse any vendor's contract.
22. There will be no more than one business per booth rental. *Separate businesses owned by the same entity may be allowed.* This will be determined on a case by case basis, and at the discretion of the CTFP.
23. No exhibit space shall be offered for use or sublet by a vendor without the consent of the CTFP.
24. Vendor will be provided an e-mailed copy of the lead list of attendees from the event, and e-mailed lists of Chattanooga Times Free Press engagement announcements for a period of one (1) year following the show.
25. Please note that someone will call on you for ad copy. All vendors receive a print ad for the special event section or theme page, which is already included in your booth package at no additional cost to you.
26. Vendors will also receive a request by e-mail to submit their business information for the event web site. This information will be posted on the site, and will remain online for one (1) full year (until next year's event). It's your responsibility, as a vendor, to get us this information when requested if you want it to be posted on the site. Vendors please watch for the emailed request prior to the show date. Contact the CTFP Marketing Department if you have questions regarding this.

Please fax your signed contract with payment information to:

Angela Doggett, Events Manager
Fax: 423.668.5095

Or You May Email your contract to: adoggett@timesfreepress.com

Mailing Address:

Chattanooga Times Free Press, Attention: Marketing Department
P. O. Box 1447, Chattanooga, TN 37401-1447