



2023 Behind the Veil Bridal Showcase

Event Information Guide/Vendor Registration Form

Event Information: Thank you for your interest in our Bridal Showcase. Our goal is to make this a valuable and useful day for everyone! We want to pamper our Brides, as well as showcase the best companies that offer wedding needs and supplies. All vendors will be emailed the Bridal Attendance after the Showcase. Please contact us directly with further questions at fellowsk@douglasvillega.gov.

Event Timeline

Registration forms and payment must be received no later than January 27, 2023.

Due to limited available space, registration may close prior to January 27, 2023.

Please sign where indicated below and initial the Vendor Guidelines page and return to:

Douglasville Convention & Visitors Bureau
12385 Veterans Memorial Highway
Douglasville, GA 30134
Attn: Kelly Fellows
Email: fellowsk@douglasvillega.gov

Date: Sunday, February 19, 2023

Showcase Location:

Douglasville Conference Center
6700 Church Street
Douglasville, GA 30134

Time: 2:00 PM to 4:30 PM

The facility will be open at
11:30 AM for setup.
Breakdown begins at 4:30PM.

Your Space: If your display is blocking the view of your neighbor's display you will be asked to take it down. Within your space you are not allowed to advertise merchandise or materials from or for another company.

Electricity: Electricity can be provided for an additional \$25.00.

Tables and Table Linens: You must provide your own table linen. All vendors will be provided with one table, either 4ft or 6ft in length.



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Business _____

Contact Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Website _____

Business Category _____

- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> Premium Exhibit (31 available)—Ballroom Area \$75 | Choose one: | <input type="checkbox"/> Electricity Needed \$25 |
| <input type="checkbox"/> Standard Exhibit (7 available)—Pre-Function \$50 | <input type="checkbox"/> 4 Ft. Table | <input type="checkbox"/> 6 Ft. Table |

Size of Space: Approx. 10' x 10'
Your space includes 1 table (4 ft. or 6 ft.) and 2 chairs

Door Prize:

Please briefly describe your door prize on the line below. *All Door Prizes must have a minimum value of \$75.00. It must be for a good/service and not a percent off.*

Payment:

Check enclosed: Checks payable to: **The City of Douglasville**

Credit card type: American Express MasterCard Visa

Name on Credit Card: _____

Credit Card Number: _____

Amount: _____

Expiration _____ CVV (3 Digit number on back of the card) _____

Note: A convenience fee of 2.50% or \$2.00 (whichever is greater) will be passed onto the cardholder for using this service.

Please email your logo to fellowsk@douglasvillega.gov before Friday, January 27, 2023. Type **Bridal Logo** in the subject line. Emailing your logo later may result in your logo being left out of the power point presentation that scrolls throughout the event.

How did you hear about this event? _____



Exhibitor Guidelines

1. Payment must be received by **January 27, 2023**.
2. Information supplied on the registration form will be used on the vendor list. If you are a home-based business, please denote that on the Registration Form so your address will be left out of the Vendor List sent to the attendees.
3. Due to limited available space, we reserve the right to restrict the number of vendors in each category. We try to keep a minimum of 2 and maximum of 3 per category. Space will be given on a first come, first serve basis.
 - Vendors within the same category will not be located near one another.
 - Vendors within the same category may share the category with a Sponsor. In this case the Sponsor has the right to additional opportunities that are unavailable to vendors.
 - i.e. The Bridal Showcase MC will provide the music for the entirety of the Showcase. They will be responsible for all announcements in relation to the Bridal Showcase. However, a DJ in the same category is permitted to play music, but it cannot be heard from a maximum of 2 booths away.
4. Certain Sponsorship opportunities can close out a vendor category without reaching the number of maximum vendors.
 - The Douglasville Conference Center is a Presenting Sponsor therefore **NO OTHER VENUES WILL BE PERMITTED**.
 - Proof of the Pudding is a Presenting Sponsor. **NO OTHER CATERERS, FOOD AND/OR BEVERAGES WILL BE PERMITTED**, but cakes/specialty desserts are allowed.
5. All vendors are required to bring a door prize. The Door Prizes must have a minimum value of \$75. *Door Prizes must be a product/service. **You must fill out the prize section of this registration form.*** It is your responsibility to bring the prize on February 19, 2023. Hold on to the prize and the winning bride will visit your table to retrieve it, or, if not present, you will receive notification of who won so that you may contact them directly.
6. All damages to the ballroom that are specific to a vendor are at the expense of that vendor.
 - All decorations, sound/electrical equipment, and supplies must be provided by the vendor (bring your own extension cord). It is advised to bring your own cart to assist with loading/unloading your vehicle.
 - All Bridal Showcase vendors and their employees must confine their activities to their vendor space. Handouts (including literature, souvenir items and promotional materials) may be distributed only from your display space – not from the aisle. **All vendors must limit noise to an acceptable level.**



PAYMENT: Registration forms & full payment of booth space must be received by the Douglasville Convention & Visitors Bureau by January 27, 2023.

1. VENDOR SPACE WILL NOT BE RESERVED WITHOUT PAYMENT.
2. Due to limited space, there are no refunds for cancellations.
3. It is the responsibility of the vendor to provide all artwork for print materials by January 27, 2023. Any items received after the deadline may lose their place in the promotional materials. There will be no refunds for failure to provide requested artwork.

Show Hours:

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1. The hours are 2:00 PM to 4:30 PM and all booths must be staffed the entire time.
2. Dismantling of displays cannot commence until 4:30 PM on Sunday, February 19, 2023. Moving equipment through aisles while guests are on the floor is discourteous and a safety hazard. Dismantling booths prior to the close of the show may cause exclusion from future Douglasville Convention & Visitors Bureau events.

Cancellations:

Due to limited space, we cannot offer refunds. Failure to appear on the day of the event may cause exclusion from future Douglasville Convention & Visitors Bureau events. *No refund will be issued in this instance.*

Bridal Leads: A list of leads generated by event registration will be emailed to each vendor in attendance in an Excel spreadsheet at no additional cost.

Load in/Load out: You may begin loading in your items at 11:30 AM. All vendors must be checked in by 1:00 PM or you forfeit your space without refund. One vendor at a time is allowed to park their vehicle in front of the Conference Center to unload/load, as quickly as possible. It is advised to bring your own cart to assist with loading/unloading your vehicle. If you have a lot of items, it is suggested that you bring a second person to stay with your items while you park your vehicle. You may NOT use this area for parking.

Parking: There is parking at no cost in the adjacent three-level parking deck.

Exhibitor Initials: _____

I hereby confirm that I have read the Vendor Guidelines above and by signing agree to abide by these guidelines.

Signature _____ **Date:** _____

If you have any questions about the showcase, please contact Kelly Fellows at (678) 449-3102 or via email at fellowsk@douglasvillega.gov