

Dream Wedding Show

Company Name _____

Contact Name _____

Thank you for registering for the **Vancouver Island Dream Wedding Show**.

Attached is your vendor kit - please complete the checklist below and submit with the applicable forms.

Completed kits can be sent via email to: info@dreamweddingshow.ca or via fax to 1.877.325.3299

VENDOR CHECKLIST

Page 1	CHECKLIST	<input type="checkbox"/>	REQUIRED
Page 2	DREAM REWARDS	<input type="checkbox"/>	SUBMIT IF PARTICIPATING
Page 3	SPONSORSHIP	<input type="checkbox"/>	SUBMIT IF PARTICIPATING
Page 4	GRAND PRIZING	<input type="checkbox"/>	SUBMIT IF PARTICIPATING
Page 5	DOOR PRIZES/SWAG BAGS	<input type="checkbox"/>	SUBMIT IF PARTICIPATING
Page 6	VENDOR LISTING	<input type="checkbox"/>	REQUIRED
Page 7	BRIDECAN	<input type="checkbox"/>	REQUIRED
Page 8	WEDDING CASH	<i>INFO ONLY - No need to submit</i>	
Page 9	SEMINAR TIME	<input type="checkbox"/>	SUBMIT IF REQUESTING TIME
Page 10	EQUIPMENT ORDER	<input type="checkbox"/>	SUBMIT IF REQUIRED
Page 11	TERMS & CONDITIONS	<input type="checkbox"/>	INITIALS REQUIRED

EXHIBITOR PASSES

Four vendor passes are included for each booth space.

Additional passes are charged at \$5 each - please contact us if you require additional passes

Number
of Badges
Needed:

Vendor passes are required for all staff working during the open hours of the trade show.
No passes are needed during set-up or take-down before and after the show.

Vendor passes will be left in an envelope in your booth space.

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DREAM REWARD PROGRAM

Every couple that will be attending the Vancouver Island Dream Wedding Show will be eligible to participate for the *Dream Rewards* program when they come to the show.

What are Dream Rewards?

Dream Rewards are not for a giveaway or a prize it is essentially your 'Show Special'. Something that you offer as an incentive to clients for booking your services or purchasing a product from you.

Think of it as an added bonus for signing with you, not a freebie.

Sometimes it is just taking something that you may already include and highlighting for the show, as potential clients may not realize that you offer something above and beyond the norm.

SOME EXAMPLES OF POSSIBLE REWARD OFFERS:

- i) a small reward (i.e. a small gift, or an add on to their existing package or possibly an upgrade to a package
- ii) the opportunity to be entered into a draw for a gift when they book services with you
- iii) a discount on services when booking a larger package
- iv) a 'book by' special where attendees who book your services by a set date can receive a discount rate by booking by a specified date.

Most vendors offer a show special and by participating in the ***Dream Rewards*** program we at Vancouver Island's Dream Wedding Show can promote the special that you are offering.

The ***Dream Rewards*** program is promoted through:

- *our website in the ***Dream Rewards*** section as well on each participating vendors website listing
- *the show guide that all attendees receive when they arrive at the show
- *signage for your booth highlighting you as a participant of the ***Dream Rewards*** program
- *follow up from the show - all attendees receive an email after the show highlighting offers from vendors of the show
- *Social media promotion of each participating vendors ***Dream Rewards*** offer

Only vendors participating in the Vancouver Island Dream Wedding Show can participate in this program, thus ensuring another avenue for our exhibitors to once again attract the engaged couples to your business. All vendors of the Dream Reward Program will receive a contact list of all couples who register for the program.

There is no additional cost for vendors to participate in the ***Dream Rewards*** program, however you must advise us of your involvement in the program. Please use the form attached.

We will be offering the following *Dream Reward*

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VENDOR SPONSORSHIP

DREAM WEDDING PACKAGE

VICTORIA <input type="checkbox"/>	Retail value of \$500 +	*Sponsor Talk (2 min. Stage talk time) *Featured social media promotion *Verbal Recognition through show *Highlighted show guide listing *Opportunity to have photo taken with winner on stage
NANAIMO <input type="checkbox"/>	Retail value of \$400 +	
COURTENAY <input type="checkbox"/>	Retail value of \$300 +	

ON STAGE CONTESTING

VICTORIA <input type="checkbox"/>	Retail value of \$100 +	LIMITED TO FOUR VENDORS PER SHOW *Listing as contest sponsor in show guide *Verbal Recognition through show *Highlighted social media promotion *Opportunity to present prize to winner on stage
NANAIMO <input type="checkbox"/>		
COURTENAY <input type="checkbox"/>		

DOOR PRIZES

VICTORIA <input type="checkbox"/>	Min. Retail Value of \$25	*Announcement of prize over main PA *Social Media Recognition
NANAIMO <input type="checkbox"/>		
COURTENAY <input type="checkbox"/>		

SHOW GUIDE	
VICTORIA + NANAIMO + COURTENAY	
Black & White Ad 4.75" x 3.75" \$100 Exhibitor Must Supply Ad <input type="checkbox"/>	Colour Ad 4.75" x 3.75" \$200 Exhibitor Must Supply Ad <input type="checkbox"/>

SEMINAR TIME
VICTORIA + NANAIMO + COURTENAY
No Cost But Space is Limited! Presentation must provide education PLEASE LIST SUBJECT FOR SEMINAR <input type="checkbox"/> <input type="text"/>

SWAG BAG		
VICTORIA	NANAIMO	COURTENAY
Swag Items	Swag Items	Swag Items
Minimum Count	Minimum Count	Minimum Count
250 items	150 items	75 items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please check off all requested sponsorship categories.

Final details for sponsorship donations will need to be submitted 30 days prior to each show date.

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DREAM WEDDING PACKAGE

PRIZE DESCRIPTION

RETAIL VALUE OF ITEM: \$

ON STAGE CONTESTING

PRIZE DESCRIPTION

RETAIL VALUE OF ITEM: \$

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DOOR PRIZES

PRIZE DESCRIPTION

RETAIL VALUE OF ITEM: \$

SWAG BAGS

SWAG BAG CONTRIBUTION (ITEM DESCRIPTION)

<p>VICTORIA Swag Items Minimum Count 250 items</p> <input type="text"/>	<p>NANAIMO Swag Items Minimum Count 150 items</p> <input type="text"/>	<p>COURTENAY Swag Items Minimum Count 75 items</p> <input type="text"/>
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Dream Wedding Show

BrideScan is a user friendly free app designed to connect wedding professionals and qualified couples during and after the show. Couples scan the QR code of businesses they wish to connect with for an instant exchange of information.



Pre-Show:

Show management will be creating your account. You will receive an email from BrideScan instructing you to set your password. This is best done on a desktop.

PLEASE NOTE THE LINK IN THE EMAIL SENT TO YOU FROM BRIDE SCAN WILL EXPIRE AFTER 24 HRS.

If you cannot log in simply select the FORGOT PASSWORD option to reset your password.

Please log in and verify that your information is complete and current on the profile page. In the description, you can include links to your social media outlets.

URLs typed in this box must include the leading http://

During the Show:

Show Management will provide you with a printout of your QR Code - if you need more QR Codes you can print more from the desktop version at www.BrideScan.com

Each couple that visits your booth will be able to scan your QR code with the app from their phone.

Each scan is an instant exchange of your information with the couple's information.

Show Management will be drawing the names of multiple winners who have scanned vendors at the show – these winners will win \$200 towards their wedding booking (see Wedding Cash letter for full details)

Post-Show:

Log in to your account at www.BrideScan.com for full access to contact information from each couple that scanned your QR Code during the show. It's important to follow-up with these couples since they are "hot leads."

Bride Scan Profile Info:

Please list the contact information for the person who will be the direct contact for attendees from the show

Contact Person:
Contact Number:
Contact Email:
Street Address:
City:
Postal Code:
Website:

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WEDDING CASH

IN ADDITION TO THE DREAM WEDDING PACKAGE THERE WILL ALSO MULTIPLE DRAWS FOR WEDDING CASH

What is Wedding Cash?

At each show there will be an allocated number of winners that will receive \$200 towards wedding services/products with a wedding professional from the show that they scanned using BrideScan.

When a couple scans your QR code at the show this instantly enters them into winning \$200 towards services/products with YOUR BUSINESS.

HOW COUPLES CAN ENTER:

1. Download the FREE app **BrideScan**
2. Create profile
3. Scan QR code of wedding professionals they wish to connect with

VENDOR ROLE:

1. Have couples who visit your booth at the show scan your QR code to instantly exchange information
2. After the show you will be able to instantly reach out to those hot leads through your BrideScan profile

Every registered vendor of the show will be able to participate in Wedding Cash

IN ORDER TO QUALIFY FOR A PRIZE COUPLES MUST:

- Scan the QR code of a vendor at the show they are attending and registered for
- Sign a wedding contract/invoice with the vendor they were drawn for

THE DETAILS:

- Event/sale must take place no later than 18 months from show date
 - Monies are issued directly to vendor
- Payment will be issued when updated contract/invoice showing all other monies applied is received (to be submitted by vendor)
 - Non transferrable
 - Not valid with any other promotion
- Certificate valid for credit up to \$200 no actual cash value to the certificate holder

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SEMINAR TIME

Company Name	
Presenter's Name	

*Please note there is limited spaces available
Time Slots are limited to 20 minutes*

Title of Proposed Presentation:

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Brief Description of Presentation:



www.pacificwestdisplays.ca

3319 Savannah Place
Nanaimo, BC V9T 6R9
Fax 1-877-325-3299
info@pacificwestdisplays.ca

SHOW FURNITURE & EQUIPMENT ORDER FORM

Booth spaces do not include:
tables/chairs/electrical
If you require those items
Complete the form below.

(Victoria & Nanaimo shows include booth lighting)

Company Name _____
Contact Name _____

EQUIPMENT ORDER FORM FOR THE FOLLOWING SHOW

please circle

Victoria / Nanaimo / Courtenay

<u>COMPLETE PACKAGES</u>			
<u>PACKAGE A</u>			
8' Table - Dressed, 2 Chairs, 7.5 amp power	\$ 70.00		
<u>PACKAGE B</u>			
6' Table - Dressed, 2 Chairs, 7.5 amp power	\$ 70.00		
<u>TABLES & CHAIRS</u>			
8' Table Dressed (Black Skirt / White Table Linen)	\$ 35.00		
6' Table Dressed (Black Skirt / White Table Linen)	\$ 35.00		
8' Table Only (no dressings)	\$ 15.00		
6' Table Only (no dressings)	\$ 15.00		
Chair	\$ 5.00		
<u>ELECTRICAL POWER</u>			
750 Watt 110 Volts 7.5 AMPS	\$ 35.00		
Special Electrical Requirements - contact us			
<u>OTHER</u>			
Booth Carpet <i>Subject to Availability</i>	\$ 100.00		
PAYMENT INFORMATION		SUB TOTAL	
<input type="checkbox"/> Cash <input type="checkbox"/> MasterCard		ADD 25% to SUBTOTAL	
<input type="checkbox"/> Cheque <input type="checkbox"/> American Express		FOR PAST DUE	
<input type="checkbox"/> Money Order <input type="checkbox"/> Email Money Transfer (info@pacificwestdisplays.ca)		7% PST	
<input type="checkbox"/> Visa <input type="checkbox"/> PayPal Payment (info@pacificwestdisplays.ca))		5% GST	
Please Make Cheques Payable to: Innovative Entertainment Group Inc. Address: 3319 Savannah Place, Nanaimo, BC V9T 6R9		TOTAL	

**Equipment Orders
Must be received
with payment no
later than 21 days
prior to show date**

**Please Note
All orders placed after
deadline date are
subject to availability
and will incur a
25% rate increase
(set-up day 50% increase)**

*Special Order Requests?
Please contact us*

Credit Card Number: _____ Expiry Date: _____
Print Name as it Appears on Card: _____
I hereby authorize the Innovative Entertainment Group Inc. Or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.
Authorized Signature: _____ Print Name and Title of Authorized Representative _____

TERMS AND CONDITIONS

Payment: The license fee, GST, and Additional Cost as set out in this Temporary Occupancy Lease must be paid in advance, Total Due 60(sixty) days prior to the Event by CASH, MONEY ORDER(s) or CERTIFIED CHEQUE(s), CREDIT CARD or REGULAR CHEQUE.

Early Termination: you may not terminate this license on less than 90 days notice. If you terminate this license in less than 90days notice, you must pay a cancellation fee of half of the original contract rate plus applicable taxes. If you terminate this license in less than 60 days notice, you must pay the full amount plus applicable taxes. I also understand that any monies paid once a contract is in place is non-refundable.

1. The licensee covenants and agrees with the Licensor as follows:

- a) To pay the fee (s) as stated above, payable 60days in advance by cash, credit card, certified cheque or money order.
- b) Not to use the licensed area for any other purposes except as set out above and/or attached.
- c) The Licensee will indemnify and save harmless the Licensor and all persons for whom it is in law responsible from any and all Liabilities, damages, costs, claims, suits or sections arising out of any damages to property including Loss of use therefore, and any injury to any person or persons, including death resulting at any time therefrom, occasioned by any act or omission of the Licensee, its officers, agents, servants, employees, contractors, customers, invitees, or licensees, or occurring on or in the Premises or any part thereof arising from or occasioned by any cause whatsoever.
- d) To adequately insure for public liability in the amount of \$1,000,000 and to provide the Licensor on demand with proof of such insurance;
- e) To secure at the expense of the Licensee all licenses, permits, and authorizations required by any competent government body and agrees to provide the Licensor with proof of having secured same, if required.
- f) To abide by and ensure that it's agents and employees abide by all applicable government regulations and will conduct it's affairs with strict conformity in the venue with regulations imposed by the Licensor or the venue.
- g) Not to assign or transfer this license.
- h) That in case the Licensor will (i) fail or refuse to comply with the order or requests of the Licensor or it's managers, or (ii) permit any conduct or act which in the opinion of the Licensor is improper, or renders it inadvisable that the Licensee should be allowed to carry on business under this license, or (iii) fails to comply with other terms and conditions herein, the Licensor may immediately terminate the license and take possession of the licensed area and at the cost of the Licensee remove him and all property therefrom, by force if necessary, and the Licensor will not, nor will the manager or any of it's officers, servants or agents, be liable in damages or otherwise by reason of such termination or removal, and notwithstanding such termination or removal the Licensee will pay in full the fee set out in Subparagraph (a) above:
 - i) That in the case of payment of fees and all other monies is not made in accordance of terms hereof, this license may be cancelled by written notice from the Licensor without prejudice to the Licensor's right to recover all monies due and owing under this license;
 - j) This license is terminable by the Licensor at any time upon five (5) days of notice;
 - k) Upon the termination of this license, the Licensee will deliver to the Licensor vacant possession of the licensed are in the condition which the Licensee received it. The Licensee is required to repair, maintain and keep the licensed area in the manor in which it was found;
- 2) The Licensee must be set up completely and ready for business at the above/attached stated time. If in fact the Licensee is late in arriving he will not be allowed to set up in the following day. Notwithstanding such action by the Licensor, the Licensee will pay in full the fees set out in paragraph (A)
- 3) The Licensee will operate and man the display during event hours, which may change from time to time.
- 4) The Licensee will not solicit business outside the licensed area.
- 5) All tables must covered with a tablecloth and with approved skirting.
- 6) Card tables and lawn chairs are not allowed.
- 7) Signage must be either professionally done, made with stencil or letraset. Freehand signage is not allowed.
- 8) Consumption of food, drink nor smoking within the display area is not permitted unless prior authorization is obtained, in writing, from management.
- 9) All electrical wires or cords must be secured to the floor using licensor approved methods from the outlet used to the display area and will not cross high traffic areas.
- 10) Receiving doors must be used to load and unload display equipment and merchandise.
- 11) The entrances to the parking lot of the venue shall not be blocked at any time, nor shall your use of the set area interfere with the customers or the normal operation of the venue. Your vehicles must be parked in areas designated by the venue.
- 12) The leasee hereby personally agrees to make full payment for all license fees and additional costs if applicable on behalf of the above business.

ANY notice herein provided or permitted to be given by the Licensor to the Licensee will be sufficiently given to the Licensee at the licensed area. Such notice may be delivered either personally or by prepaid registered post and, if so posted will be deemed to have been received within three (3) days of the posting thereof.

In the license the word "manager" will mean and include the manger of the company, and any other person for time being in charge of the Innovative Entertainment Group Inc. and any word singular where to context permits will include the plural.

Initial