

Vendor Application

www.mainstreetsquarerc.com



What Makes Our Show Unique?

- ♥ Enjoy hassle-free follow up by receiving an e-mail ready "Bride List" within 48 hours of the event
- ♥ Registered Vendors have the exclusive opportunity to insert their marketing materials in our bride bags for only \$10. A great marketing solution for any budget!
- ♥ One complimentary brown bag lunch per booth space will be provided
- ♥ Focused, far reaching advertising campaign to include radio, TV, digital & Facebook advertising, bridal publications, and posters, flyers and handouts in retail and public locations
- ♥ Vendor category limits ensure that the success of each vendor is maximized through controlling the quantity and proximity of competitors in each service
- ♥ Free admission for all attendees
- ♥ Fashion show, live music, contests, drawings and thousands of dollars in prize giveaways all day create an engaging atmosphere that draws attendees in!



Past Vendor Thoughts:

"Gorgeous weather, loved our space & received lots of leads"
-2015 Vendor

"Great exposure, perfect day, very positive booth experience!"
-2016 Vendor

Vendor Referral Program

Earn \$25 cash for every new vendor you recruit to participate in the Love² Bridal Fair!

Program Details

- Up to \$75 (or 3 referral rewards) can be received by any one vendor each year.
- To qualify as a new vendor referral, the new vendor must pay for a booth, attend the event and have never before purchased a booth at the Love² Bridal Fair.
- Referring Vendor must also pay for a booth and attend the event.
- The New Vendor must list who referred them to the show on their application.
- Referral reward checks will be mailed to qualifying vendors after the event ends.



[LOVE]² Bridal Fair ♥ August 13, 2017 Vendor Application

Please complete and submit the following application and check out form (page 2 & 3).

- June 2, 2017: Deadline for Early Bird Vendor Rate
- July 21, 2017: Deadline for Standard Vendor Rate and Downtown Business Rate
- **July 28, 2017: Deadline for drop off of all swag bag & prize items**

Vendor Type

- Accessories
- Accommodations
- Apparel
- Beauty & Skin Care
- Cakes & Desserts
- Catering
- Decor/Decorating
- DJ
- Event Site/Venue
- Financial Services
- Floral
- Health/Wellness
- Jewelry
- Invitations
- Music
- Officiant
- Party Rentals
- Photography
- Rehearsal Dinner
- Transportation
- Travel
- Videography
- Wedding Coordinator
- Wedding Gift Registry
- Other _____

Business Name (as you would like it to appear in advertising)

Contact Name

Address, City, State, Zip

Phone Number

E-mail Address

Website

Products and/or Services to be promoted at your booth

Do you plan to sell anything? Yes _____ No _____ **If yes, please list Sales Tax ID #** _____

Do you plan to serve/sample any prepared food? Yes _____ No _____

If yes, you must submit a copy of your liability insurance listing Main Street Square as additional covered party with your application.

I, the undersigned, as an authorized person, officer or director of the participant herein named, do hereby agree release, hold harmless and indemnify the Main Street Square, its visitors, officers, directors, employees and sponsors from any financial loss that may occur as a result of or relating to vending in Main Street Square. I further agree that I will abide and follow all state tax regulations. I have read, understand and will abide by all of the conditions of the event. Failure to do so may result in revocation from this show and/or future events.

Print Name

If you have questions, don't hesitate to contact us at 605.716.7979 or E-mail: info@MainStreetSquareRC.com.
Completion and Submission of application form and contract does not guarantee a booth space. Booths are dependent on space and category availability. Refunds will be provided if your application is not accepted.



BLACK HILLS BRIDE



Vendor Check Out Form

Please select booth type and use price sheet to calculate event fees.

Rate Description	Single (10' x 10')	Double (10' x 20')	Notes
Early Bird Rate (June 2nd Deadline)	\$375	\$750	Must include a prize valued at \$50 or more
Standard Booth Rate (July 21st Deadline)	\$425	\$850	Prize valued at \$50 or more optional; Encouraged for you own marketing benefit
Downtown Business (July 21st Deadline)	5' x 5' Space- \$200; includes 1 dressed cocktail table only		Business storefront must be located in Downtown Rapid City BID district to qualify- MUST BE BUSINESS GROUP MEMBER

***Each Booth Space includes 1 8' table, tablecloth linen, 2 chairs**

****Vendor application AND payment must be received or postmarked by the deadline date to qualify for discounted pricing. Materials received after the deadline date will be charged at next tier of pricing.**

_____ Booth rental fee (please circle selection above).....\$_____

_____ Power Requirements at \$25.00 (110v or 220v, please circle)\$_____

_____ Distribution Privilege in 175 Bride Swag Bags at \$10.00.....\$_____ (limited to one product/coupon/gift item per business. All items must be delivered to Main Street Square office by 7/28/17)

_____ Number of additional lunches needed at \$8.00.....\$_____ (1 complimentary lunch included with booth fee)

_____ Additional Equipment (See page 4).....\$_____

*All prices include Sales Tax
TOTAL DUE \$_____

ADDITIONAL OPTIONS

_____ I would like to rent equipment from Main Street Square in addition to what is provided with booth space. (Please attach and return equipment rental form.)

_____ I will be donating a prize item for the Bride's Drawing
ex. Bottle of wine, gift certificate, jewelry, etc; prizes must not be conditional upon booking

(Please list prize as it should appear in marketing materials)

_____ Did you refer any new vendors that signed up/will sign up for the event?

_____ If you are a new vendor, did another participating vendor refer you to the event?

Please mail application and fees to: Main Street Square, 512 Main Street, Suite 980, Rapid City, SD 57701
PAYMENT OPTIONS: We accept checks (made out to Main Street Square) ; Credit cards via telephone or walk-in; Cash walk-in ONLY.

LOVE² BRIDAL FAIR VENDOR EQUIPMENT RENTAL FORM

Organization/Business Name _____ Delivery Location _____

First Name/Last Name _____ Date of Order _____



RENTAL ITEMS

- All rental items are subject to availability.
- Rental price **includes** SD Sales Tax.
- Rental prices increase if equipment order is placed after the event vendor application deadline (approx. 3 weeks prior to the event). Equipment rentals arranged on show-site will be charged post deadline price.

Qty.	Rental Item	Pre-Sale Price	Post Deadline Price	Total
	Cocktail Table	\$ 11.00	\$ 14.00	\$
	Cocktail table "Black Scuba Skirting"	\$ 6.00	\$ 8.00	\$
	8' Table	\$ 11.00	\$ 14.00	\$
	8' Table "Black Scuba Skirt"	\$ 6.00	\$ 8.00	\$
	Folding Chairs	\$ 3.00	\$ 4.00	\$
	Extension cords	\$ 16.00	\$ 20.00	\$
	10' x 10' Tent	\$ 53.00	\$ 66.00	\$
	10' x 20' Tent	\$ 106.00	\$ 133.00	\$
	Other:	Call for Add'l rental items & prices		\$
TOTAL				\$

[LOVE]² Bridal Fair Vendor Contract

Please retain for your records.

Dates and Times: Sunday, August 13, 2017, 11:00AM-3:00PM

By signing the vendor application (page 1), each vendor agrees to the following rules and regulations.

In order for you to help make our event the best it can be, we have established rules and regulations. Please read carefully and retain for reference.

(A) GENERAL VENDOR RULES

1. All vendor booth fees are non-refundable.
2. All vendors agree to indemnify, defend, and hold Main Street Square and its affiliates harmless against any third party claims arising from the event, excluding any negligence on the part of Main Street Square staff.
3. Main Street Square assumes no liability with respect to any property, of any kind, placed upon the premises by the vendor.
4. Main Street Square or any event sponsors are not responsible for accidents or stolen items.
5. Only one business is allowed per booth. If a business is shared among multiple employees or locations, then those individuals may share a booth.
6. Unruly behavior (including but not limited to intoxication, verbal abuse or threatening behaviors) will not be tolerated and are cause for immediate removal from the grounds.
7. The vendor shall be responsible for removing all displays, advertising materials and the like erected or placed on the premises at the end of the event.
8. Vendors must adhere to State of South Dakota sales tax guidelines.
9. Loud, amplified music, or other sounds, contraband, and dangerous objects are prohibited.
10. In the case of severe weather, vendor fees remain nonrefundable. In the event of cancelation by Main Street Square, vendor fees will be refunded.
11. Any vendors that are serving food or beverages at the event are responsible for following the policies set out by the SD Department of Health. (<http://doh.sd.gov/>)
12. Main Street Square reserves the right to limit the number of merchants in each category. Merchant spots will be reserved on a first come first serve basis.
13. Any raffles/drawings must be conducted through Main Street Square. Raffles/drawings may not be done at vendor booths.
14. Any violation of these rules may result in the vendor having to immediately vacate the premises or leased space.

(B) BOOTH AND DISPLAY

1. An assigned single booth space measures 10' by 10'. You may reserve additional booth space in 10' by 10' increments. Exhibitors, if they wish, may provide their own canopy, sturdy display or shelves. Tents, extra tables, extra chairs, etc., may be rented from Main Street Square, **while supplies last**. Exhibitors must be prepared for sun, wind, hail, rain and/or other weather conditions and are responsible for making their tents sturdy against the elements by using items such as weights and/or sandbags. No tie downs are allowed.
2. All of the exhibitor's booth and display, including chairs, must be placed within the confines of the space. Nothing is to be placed in the aisles. At least a one-foot easement will be established between each exhibitor booth space.
3. Exhibitors will be notified when they get their specific space assignment. Space assignments are not negotiable.

[LOVE]² Bridal Fair Vendor Contract

4. Exhibit spaces are located outdoors during daytime hours, therefore sufficient light is provided for adequate general illumination for exhibitor's space. Indoor booth space is available upon request and vendors may bring additional lighting if they desire.
5. If the exhibitor requires an electrical outlet, it **must be indicated on the application form and paid for prior to the event** so that Main Street Square staff can accommodate requests. Vendors must supply at least 100 feet of extension cord. All extension cords used at the event must be the heavy-duty, three wire type. No wire extension cords are allowed. Main Street Square has a limited amount of cord covers, and will use cord covers at its discretion.
6. The vendor's booth must be open and staffed during all fair hours, from 11 a.m. to 3 p.m. A vendor absent from their booth, arriving late, leaving before closing or breaking down during show hours may be refused entrance to future events.
7. Vendors must abide by all fire regulations and/or decisions of the representatives of local fire departments. All booth materials should be in accordance with local fire regulations.
8. No open flames are permitted.
9. Nothing shall be nailed, stapled, painted or otherwise fixed to the ground, Main Street Square property or building walls.
10. Vendor's booths must not interfere with adjacent vendors in any way.
11. All vendor areas are to be in accordance with the overall theme of the event.
12. All vendors are responsible for keeping their area clean during show hours, including clean-up at end of show. All displays should be neat and clean. Recycling receptacles can be found throughout the event.
13. Vendors may not sublet or apportion space to anyone else.
14. Vendors shall be liable for delivery, handling, assembly and removal of their own displays and materials.

(C) FEES

1. Prior to 6/2/17, an early bird fee of \$375 will be charged for each 10' by 10' space. After 6/2/17 a fee of \$425 will be charge for each 10' by 10' space. All fees are tax inclusive. Additional rental items may be ordered; please refer to vendor equipment rental form for pricing. All rental fees are for the duration of the event and includes tax.
2. Downtown Booth Space- This space is 5' x 5' and includes one dressed cocktail table at a price of \$200 due no later than 7/21/17. To qualify, vendor must be in current standings with the Downtown Business Group.
3. When a check is provided as payment, the payer authorizes Chexcel, through Main Street Square, to make a one-time electronic fund transfer from the payer's account or to process the payment as a check transaction. A fee of \$40.00 plus tax will be collected through an electronic fund transfer from the payer's account if the payment is returned unpaid.
4. For vendors applying before June 2nd, a \$100 nonrefundable deposit is due with your application to reserve your booth space and full payment will be due no later than June 2nd, in order to receive the Early Bird Rate.
5. For vendors applying after June 2nd, **all balances (including tax) must be paid in full at time of registration**. There are no refunds for vendor cancellations.
6. Main Street Square will not be liable for refunds or any liabilities whatsoever for the failure to fulfill this contract due to reasons before or during the event destroyed by fire or other calamity, by any act of God, public enemy, strikes, statues, ordinances or any legal authority, or any cause beyond its control.
7. Vendor is responsible for collecting and forwarding seven and one-half (7.5) percent South Dakota sales tax to the Department of Revenue from any and all sales. Main Street Square will have available, Department of Revenue worksheets for vendors at the event. The vendor is responsible for filling out the report and returning it to the local Department of Revenue.

[LOVE]² Bridal Fair Vendor Contract

(D) EVENT AREA GROUND LOGISTICS

1. Set-up may begin at 8:30 a.m. on Sunday, August 13 and must be completed by 10:45 a.m.
2. All vendor equipment, goods and materials must be promptly removed at the end of the event. Failure to have everything off site by 5 p.m. may result in extra charges.
3. Parking and traffic will not be permitted in the event area from one half hour (30 minutes) before the event opens until fifteen (15) minutes after the event closes. All loading and unloading must be planned around these hours and vehicles are to be removed before the event opens. Vehicles remaining in the event area during these hours may be towed away at the owner's risk and expense.
4. Vendors are not to bring pets to the event.

(E) CONTRACT STIPULATIONS

1. Main Street Square reserves the right to revoke this contract at any time, including at the event. Main Street Square will not be liable for paying any travel expenses, lost revenue or any other liability whatsoever as a result of enforcing this provision.
2. Main Street Square shall not be responsible for any loss of or damage to any property of the vendor for any reason, including theft, unless such loss or damage is caused by the gross negligence of Main Street Square or any of its employees.
3. ***Main Street Square requires proof of general liability insurance from vendors serving food and/or beverage items or other items/activities deemed necessary by Main Street Square staff. Insurance coverage is at the cost of the vendor. Proof of insurance (minimum \$1 million dollar policy) is required with the application.***
4. Vendors shall indemnify, hold harmless, defend and reimburse Main Street Square, its board of directors, officers, agents and employees from any and all losses, claims, liability, damages, actions, judgments recovered from or assessed against vendor or above named indemnity, plus expenses (including without limitation, attorney's fees and expenses) for any injury to or death of any person (s) or any loss of, through theft or otherwise, or damage to property arising in any way in connection with the event or the use of the space.
5. Vendors found in violation of any of the conditions may be excluded and have their exhibits removed from current and/or future festivals at the sole discretion of Main Street Square. Under no circumstances, including negligence, shall Main Street Square be liable for any direct, indirect, incidental, special or consequential damages resulting from such action.
6. If any section, sentence, clause, phrase or portion of this contract is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions.
7. This contract constitutes the entire agreement between Main Street Square and the vendor and no modification shall be valid unless in writing and signed by the parties or their representatives. Vendor acknowledges by signing they are legally bound by the conditions of the event.
8. Main Street Square reserves the right to make final interpretations of all rules and regulations.

PRIVACY POLICY

We respect the vendors' privacy and will never sell or trade names, mailing addresses or e-mail addresses. However, Main Street Square frequently receives requests for vendor contact information from the public, and will furnish phone numbers, websites and/or e-mail addresses upon such request ***unless the vendor has indicated their preference to keep their contact information private.***

