



*An Enchanting Event
Wedding Expo 2011*

Sunday, February 27th, 2011

Frazer Event Center

12-3pm Vendors

3pm Wedding Style Show by Elegance

*An Enchanting Event Wedding Expo 2010 is a production of Enchanting Events by Melissa LLC
Enchanting Events by Melissa LLC 202 South Townline Road Vergas, MN 56587
(218) 342-3900/office (218) 342-3901/fax*



Sunday, February 27th, 2011
Frazee Event Center, Frazee, MN
12-4pm

The Enchanting Event Wedding Expo is an opportunity to introduce your products and services to the engaged couples of the lakes area.

Company _____ Contact Name _____
Address _____ City _____ State _____ Zip _____
Telephone _____ Fax _____ Cell _____
Email _____ Website _____
Type of Business _____ Items/Service Displayed _____
Description of prize valued at \$100.00 or more, to be donated for Grand Prize _____
Prize Value _____

Vendor price \$50.00 includes: 8ft. table, electricity if required, & the opportunity to display your products and services to engaged couples. **Fee does not include linens.**

Mark the box if your booth will require electricity.

Cash _____ Check _____ MO _____

Make checks & MO payable to Enchanting Events.

No reservation is final until full payment is received.

I have read the enclosed Rules & Regulations and agree to abide by them.

Signature _____ Date _____

Please return form along with payment on or before January 14th, 2011.

**Enchanting Events
202 South Townline Road
Vergas, MN 56587
Phone: 218-342-3900
Fax: 218-342-3901**

Please direct all questions to 218-342-3900 or email enchantingevents@govergas.com or visit www.govergas.com/enchantingevents for more information.

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Rules & Regulations

1. **Booths:** No subletting of booth space – only one company/organization can occupy or advertise in each booth.
Rental of booth is \$50.00 for 8ft. table. This does not include linens.
2. **Setup Times: 9am at the Frazee Event Center Sunday, February 27th, 2011. You must be set-up by 11:30am.**
3. Only products relating to your specific business may be displayed/sold from your booth. On-site food is available for taste testing only. On site food sales are allowed provided the product is packaged for gift or take-home purchases, not for personal consumption while at the wedding expo. Any vendor selling products must do so in accordance with MN Department of Health and the MN State tax laws. All sales and taxes are the responsibility of the vendor.
4. **Booths sold on a first-come, first serve basis.** Get your reservation and payment in right away!
5. **Each vendor is required to donate an item valued at a minimum of \$100.00 to be given away as part of the “Grand Prize” package to one couple.** Drawing will be held at the end of the Wedding Expo.
6. Vendors are permitted to give away an additional door prize if desired. All drawings for door prizes must be drawn at the end of the Enchanting Event Wedding Expo. Delivery of door prizes is the vendor’s responsibility.
7. Vendors will be required to keep their booth displays neat and orderly throughout the show. If a vendor displays any item that would require additional clean-up, the vendor is responsible to keep their area clear of debris.
8. Nothing shall be removed from your booth before the close of the Wedding Expo at 4pm. All booths are to be taken down and removed following the Wedding Expo closing by 6pm. No Exceptions. Violators will not be permitted in future shows.
9. **Payment must accompany reservation form. No space is guaranteed until payment is received in full.**
10. **Cancellations:** All cancellations will incur a \$25 service fee. No refunds given on cancellations 2 weeks prior to the Wedding Expo date.
11. **Waiver of Liability:** The Wedding Expo shall not be responsible for any personal injuries, for loss of damage to vendor’s property or for any damage done to the building by vendors, their agents, or employees. All property destroyed or damaged by the vendors must be replaced in its original condition or at the vendor’s expense. Walls, woodwork, doors and floors of the Frazee Event Center must not be defaced or altered in any manner whatsoever. Vendors must also follow any guidelines set forth by the Frazee Event Center, where the Wedding Expo is held.
12. **Insurance:** It is the responsibility of each Vendor to maintain insurance coverage against injury to persons or damage to or loss of property or to meet its obligations under this agreement, in such amounts as the vendor deems adequate.
13. **Rights:** The Wedding Expo staff reserves the right to refuse any vendor, exhibit, or employee which, in their opinion is not in the best interest of the show. The Wedding Expo staff also reserves the right to approve all vendors and to make booth location changes to best serve the show as a whole.
14. **Violations:** Vendors shall be bound by the rules and regulations set forth herein, and by additional rules and regulations which may be established by the Wedding Expo staff. Any violations by a vendor of any terms or conditions herein shall be subject to the cancellations of the contract to occupy exhibit space, and forfeiture of any monies paid on account thereof upon due notice of such cancellation. The Wedding Expo staff shall have the right to take possession of Vendor’s space, remove all persons and properties of vendor, and hold vendor responsible for risks and expenses incurred in such an event. All matters and questions not covered by the above will be subject to final judgment and decision by the Wedding Expo Staff.

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Dear Area Business,

I am pleased to announce the 4th Annual Enchanting Event Wedding Expo 2011. Mark your calendar for Sunday, February 27th, 2011 at the Frazee Event Center. The elegant atmosphere of the Frazee Event Center will set the mood of enchantment. You are invited to join us for the opportunity to display your services and products to this target audience.

Your business will be showcased from 12-3pm. This time frame will provide you the opportunity to visit one-on-one with engaged couples, to explain your products and services that will make their dream day a reality. At 3pm the guests will be entertained and dazzled with a wedding style show hosted by Elegance of Perham.

The booth fee for this event will be \$50.00. Ticket price for the event will be \$5 per person.

Each vendor will be required to donate an item or service valued at \$100.00 or more to the "Grand Prize" package. The names of one lucky couple will be drawn at the end of the wedding expo following the wedding style show. I would encourage you to also give away an item or service of your choice at your booth. The booth drawings will be held before the "Grand Prize" winners are announced. Offering a small door prize at your booth is an excellent way to collect contact information.

The Enchanting Event Wedding Expo 2011 will be a great success and a wonderful opportunity to feature our businesses to the engaged couples of the lakes area.

If you accept my invitation to become a vendor at the Enchanting Event Wedding Expo 2011 please read the rules and regulations, fill out the form and return it along with your vendor fee of \$50.00 on or before Friday, January 14th, 2011. Spaces are limited and based on a first come first serve basis. Reservations are not final until full payment is received.

For additional information please contact Melissa C. Bunkowske at Enchanting Events at 218-342-3900, or email at enchantevents@govergas.com

Sincerely,

Melissa C. Bunkowske

Melissa C. Bunkowske, Owner

Enchanting Events by Melissa LLC

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