

**First Annual Commerce Bridal Expo**  
**Commerce Civic Center**  
 110 State St. Commerce, Ga. 30529  
 August 9, 2020 12:00 pm – 5:00 pm  
**Exhibitor Application**

Company Name: \_\_\_\_\_ Category: \_\_\_\_\_ (See pg. 2)

Contact Person: \_\_\_\_\_

Name the two people representing your booth (Badges will be provided):

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

“Be Inspired” Table: \_\_\_\_\_ NO \_\_\_\_\_ YES

Rates: Check all that apply

\_\_\_\_\_ Exhibitor Booth 8 x 8 sq. ft. 8’ tall back wall, 4’ tall side walls \$100

(includes 8’ table, 2 chairs, tablecloth)

\_\_\_\_\_ Additional Exhibitor Booth \$50

\_\_\_\_\_ Exhibitor Booth(s) AFTER June 30<sup>th</sup> \$150

\_\_\_\_\_ Additional Tables \$20

\_\_\_\_\_ Electricity included

\_\_\_\_\_ Wireless Internet included

NOTICE: Only TWO representatives per booth. If additional reps attend, you will rotate in and out of the booth.

50% non-refundable deposit due on booths upon application. Remaining 50% due 10 days prior to the Expo or you will not be allowed to participate. No last-minute payments.

Totals:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Deposit Due Now \$ \_\_\_\_\_

# Categories

<b>Venues</b>	<b>Massage</b>
<b>Event Planning</b>	<b>Bakery</b>
<b>Formal Wear</b>	<b>Gifts</b>
<b>Décor</b>	<b>Monogramming</b>
<b>Floral</b>	<b>Dentistry</b>
<b>Catering</b>	<b>Transportation</b>
<b>Bartending</b>	<b>Photography</b>
<b>Cosmetics</b>	<b>Videography</b>
<b>Salons</b>	<b>Music</b>
<b>Invites and Printing</b>	<b>Honeymoon</b>
<b>Body Image</b>	<b>Home Décor</b>
	<b>Realtor</b>

**Only THREE applicants per category will be selected to participate in the Bridal Expo. Applicants will be selected on a first come first served basis. All applications received will be dated and time stamped upon receipt.**

## COMMERCE BRIDAL EXPO RULES AND GUIDELINES

The following rules and guidelines are in place to maintain a safe, organized, and profitable atmosphere for all exhibitors. You may contact the Commerce Civic Center at 706.335.6417 if you have any questions concerning these rules and guidelines.

1. The Commerce Bridal Expo (hereinafter referred to as "Expo") will be held at the Commerce Civic Center (hereinafter referred to as the "Facility").
2. Exhibitors may enter the expo facility no earlier than 7:30 am the morning of the expo. Set up of exhibits must be completed no later than 11:30 am. Exhibitors must use designated loading dock and remove vehicles from loading area immediately after unloading. Exhibits must be removed no later than 7:00 pm. Exhibits may not be dismantled or removed before the expo has closed. Exhibitors who violate this rule will forfeit rights to participate in future expos. The elevator will not be available for loading (other than for handicap persons) until after the expo has closed.
3. Exhibitor personnel must wear the provided exhibitor badge the day of the expo.
4. Exhibitors will be permitted to demonstrate products and services, solicit orders and distribute advertising material **only** from their designated exhibit space and **only** for the products/services provided in the exhibitor's regular course of business. **You may not display or distribute promotional material from non-exhibitors.** No exhibitor may allow any other person or company to use any part of their exhibitor space. Contracts for exhibit space may not be transferred.
5. Exhibitors are responsible for: set up and break down of displays, furnishing own equipment, supplies, and materials, and booth personnel for all hours of the expo. Exhibitors are responsible for any damage to facility property. The facility is not responsible for any items lost, stolen or damaged. All displays must be free standing. Exhibitors may not attach anything to walls, columns, windows, or booth fixtures. Displays may not exceed the boundaries of the booth space.
6. Expo management reserves the right to restrict displays which interfere with other exhibitors, or in the opinion of expo management, affect the character or appearance of the expo.
7. Distribution of samples of food, cake, or other edibles is subject to approval by expo management. Distribution of alcoholic beverages is prohibited. Description of edible items to be distributed must be provided to expo management no later than two weeks prior to show. Exhibitors who distribute edible items must provide expo management with a hold harmless agreement and proof of liability insurance with limits no less than \$300,000.00.
8. Expo management will take precautions to protect persons and property during the show. However, neither the expo management nor the expo facility shall be responsible for the personal safety of the exhibitor, nor the safety of the property of the exhibitor, including but not limited to theft, fire, vandalism, accident, or other causes. Exhibitor must carry liability insurance applicable to participation in a public show.
9. Exhibitor is expected to have knowledge of and comply with all laws, ordinances, and regulations pertaining to licensing, sales tax, health, fire prevention, public safety, copyright, and the Americans with Disabilities Act. Exhibits that do not comply with these regulations or otherwise present hazards or danger may be prohibited by Expo management with no liability for refund of exhibit fees.
10. Payments must be made by date specified. Exhibitor will not be allowed to set up exhibit with balance due. If payments are not made when due, Expo management may terminate this agreement and reassign booth space to another exhibitor. All payments are non-refundable and space reservations may not be cancelled. Failure of an exhibitor to occupy its space during the scheduled set up time will result in forfeiture of the space. However, exhibitor will remain responsible for full payment. A \$25 fee is charged for any check returned by the bank.

11. Show management denies all offers of exclusivity of any business category.
12. In the event of adverse weather, expo management will make efforts to reschedule the expo. The same terms and conditions as set forth in this agreement shall apply to the rescheduled expo. Neither expo management nor expo facility shall be liable for loss or damage by reason of such reschedule.
13. In the event that the expo is cancelled by expo management, exhibitor will be entitled to a full refund. Non-appearance or non-payment by exhibitor does not release exhibitor of terms set forth in this agreement.
14. Expo management reserves the right to relocate the exhibitor (with exhibitor's permission) to an exhibit space other than the space specified. Such relocation does not relieve exhibitor of its responsibilities hereunder.
15. A complete list of attending brides will be made available to each exhibitor. The exhibitor agrees not to sell, lend, or otherwise transfer the list to any other business or individual for any reason. The exhibitor agrees to be held liable for any unauthorized use of the list and that the damages to expo management resulting from each unauthorized use will be set at a dollar amount equal to the price of the exhibitor's space in the expo.
16. The agreement between expo management and expo facility shall supersede the agreement between expo management and the exhibitor. All promotional information provided by expo management to exhibitors is accurate as of its publication. However, details of the expo are subject to change. Expo management reserves the right to impose additional reasonable guidelines as necessary.
17. Expo management shall not be bound by any representation or understanding not expressly set forth in this agreement. No provision of this agreement shall be modified except by the written consent of the parties.
18. Exhibitor agrees to comply with rules and guidelines set forth in this agreement. Failure to comply with said rules and guidelines could result in expo management's request for exhibitor to vacate the exhibit space and/or premises. Under these circumstances, nor refund will be given. The exhibitor is considered to be in breach of the agreement if the exhibitor attempts to transfer exhibit space to another party, files for bankruptcy, or fails to comply fully with the terms and conditions of this agreement.
19. Exhibitor agrees that expo management may list exhibitor in promotional materials and use photo/video taken at the expo for publicity purposes without compensation to exhibitor.
20. If any section of this agreement is found to be invalid or unenforceable, the remainder of the agreement shall continue in full force without regard to the invalidated section.
21. Any exhibitor requiring assistance under the Americans with Disabilities Act must notify expo management no later than 10 days prior to the expo.

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Printed Name

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Signed Name

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Date

**Please make checks out to Commerce Civic Center and mail payment to  
PO Box 499 Commerce, GA 30529 or call to pay by card**