



VENDOR SPACES:

Booths will be located in and around the Dillard's Wedding Registry Department.

Please let us now if you will need electricity so we can locate your booth near a power source.

1. General Vendor Booth: ____ \$100 (must bring own table, chairs and linen)
2. General Vendor Booth Plus: ____ \$200 (6 foot table, 2 chairs, white linen)
3. VIP General Vendor Booth Plus: ____ \$275 (6 ft table, 2 chairs, white linen & 2 minute stage time)

There will be multiples in each wedding area, but we will do our best not to put 2 of the same right next to each other. The Business participants of this event have been included by invite only based on that particular businesses reputation locally in the wedding industry. Please do not openly sell products at this event, however you can book your wedding services consultation if a future client is interested. Samples can be given to participants. If samples are consumable, they must be covid safe and individual. VIP vendors will be listed on the first page of the vendor program that will be passed out to all guests in the mall that day. VIP vendors will get 2 minutes to come on the main stage and talk about their businesses between runway shows.

SET-UP: Vendors will be allowed to set up their displays on Sunday October 1, 2023 beginning at 11:00am. Please be set up by 12:30pm. Any floor standing displays must stay very close or behind assigned table areas for fire code purposes. Event Booth Layout will be sent by email one week before the Wedding Event.

VENDORS: Each company must designate one person to be the contact representative for the show.

EVENT CANCELLATION/MOTHER NATURE: Once your company has contracted a booth space and if you fail to appear on Sunday October 1, 2023 for the show, your company will not be allowed to participate in any future 1 Elegant Event Wedding Events and your company name will not appear in the store vendor referral folder. If Mother Nature or other emergency prevails and the show cannot be held, then it will be rescheduled and your company will be notified of the rescheduled date. Refunds only given if the show is canceled and not rescheduled.

Marketing: This particular Dillard's & the Patrick Henry Mall will be promoting it in their email blast and social media pages. It will also be promoted on the 1 Elegant Event social media pages that have over 10,000 followers on each of its pages. Please share it on your social media pages also because cross promotions work on your behalf. We will have paid time on the Hampton Roads Morning Show and mall signage before the event. This is the most active mall in our area and hundreds of thousands of people will know about this event. The Mall is open to the public. To capture attendees, we're highly promoting our free pre-registration for couples to receive a free wedding expo bag and to be registered to win prizes. The expo registrants excel sheet list will be emailed to your business afterwards for you to market to in the future. We do not have any idea how many people will be in attendance. If you run out of promotional material, we will have a ton of programs printed up, with all of the participating vendors listed with your business contact information that everyone will get. Your business contact info will be put in all the registry bags and passed out to the crowd in the mall by our event hosts/hostesses.

***We must have your payment and contract in by September 15, 2023 to participate and be listed in the program. However since we intentionally keep our vendor space prices low, there is no guarantee that we will have any vendor spaces left by that date. Our wedding vendor fees cover rental items, set up fees and ad costs. However guests expect door prizes and gift give-aways. We ask that every vendor Please Offer a very nice door prize.

***Each vendor is asked to provide a door prize with a value of at least \$100.00

Initial so we know you have read this page. _____



**Dillard's Patrick Henry Mall Newport News, VA
Wedding Expo Vendor Registration**

What services will you be advertising:

Company Mailing Address & Phone Number: (will be kept private):

Company business owner and contact person:

Business Name (this info will be on vendor program):

Business Phone (this info will be on vendor program):

Email Address (this info will be on vendor program):

Business Website (this info will be on vendor program):

Business Facebook (this info will be on vendor program):

Business Instagram (this info will be on vendor program):

Vendor level selected (A \$100, B \$200, C \$275) ____ Do you need electricity? ____

The mall does have free wifi, but it is very hit or miss, we suggest you use your hotspot if wifi is needed.

By signing this you agree to the terms of this contract, and the Releasor and anyone claiming on Releasor's behalf releases and forever discharges Release, vendor, and its affiliates, successors, officers, employees, representatives, partners, agents and anyone claiming through them (collectively, the "Released Parties"), in their individual and/or corporate capacities from any and all claims, liabilities, obligations, promises, agreements, disputes, demands, damages, illnesses, causes of action of any nature and kind, known or unknown, which Releasor has or ever had or may in the future have against Release or any of the Released Parties arising out of or relating to this contacted event. *Payments are non refundable.

**Send completed contract to Cossie Crosswhite
1 Elegant Event Wedding & Event Planning, LLC
Expo Producer 251-406-0457
Email: MallWeddingExpo@gmail.com**

Ways to pay:

Venmo payment to @Cossie-1ElegantEvent

Cash App payment to \$Cossie1EE

Need another way to submit payment? Request Square Invoice by Email.

Event Producer, Cossie Crosswhite:

Vendor Signature: _____ Date: _____