



Dear Business Owner:

On behalf of the Jurupa Community Services District I would like to invite your business to join us in participating in the annual JCSD Bridal Expo taking place on Saturday, April 1, 2017, from 11 a.m. – 3 p.m. at the Eastvale Community Center. We estimate that several hundred brides, grooms and their guests will participate at this year's expo. This event is a great opportunity to expose your business and promote your services.

Participating as a vendor at the JCSD Bridal Expo is the ideal place to showcase your services and an excellent opportunity to make direct contact with local brides and groom! We will provide direct links to your websites from our Bridal Expo web page and your company will also be featured on our social media pages!

We offer several levels of involvement which include different types of benefits and recognition for your business. Enclosed you will find a vendor application and in kind sponsorship details. As with all of our events, we only accept one application per company and will limit the number of types of vendors. Spaces will be available on a first come, first served basis. Booth spaces are confirmed once payment is received in full and the contract and all other necessary documents are received. All payments and documentation must be received by March 17, 2017.

Thank you for considering this opportunity to partner with the Jurupa Community Services District. If you have questions, please feel free to contact me at mlemke@jcsd.us or call (951) 727-3524.

Sincerely,

Meghan Lemke
Jurupa Community Services District



2017 Bridal Expo

Vendor Application

Saturday, April 1, 2017

11am-3pm



Business Name: _____

Contact Name: _____

Address: _____

City: _____ Zip: _____

Contact Number: _____

Email Address: _____

Website: _____

Twitter Handle: _____

Facebook Name: _____

What type of services or products do you provide?

Include a brief description of your booth:

Booth Options

♥ **\$175.00** for 10' x 10' pipe and drape space which includes one skirted table, two chairs, two complimentary tickets and bridal mailing list.

♥ **\$200.00** for 10' x 10' w/electricity; pipe and drape space which includes one skirted table, two chairs, two complimentary tickets and bridal mailing list.

♥ **\$350.00** for 20' x 10' w/electricity; Corner booth; pipe and drape space which includes one skirted table, two chairs, two complimentary tickets and bridal mailing list.

♥ **In Kind Donation** - Business provides service/items for expo. Items could include, cake for the cake dive, linens/pipe and drape, photography of event, etc. **Space is limited; Please contact Meghan Lemke at mlemke@jcsd.us**

Vendors are required to offer a prize/gift item (min. \$25 value) for the raffle that will take place during the event. Raffle items must be delivered to the Eastvale Community Center by **March 24, 2017**.

Description of prize/gift item: _____

All brides in attendance will also receive a courtesy bridal bag. Vendors may provide samples, coupons, etc. that will be placed into bags (min. 200) for an additional fee of \$20.00 per item (max 4 items)

☐ **Yes, I want to provide items. / # of items:** _____

Description of items: _____

Please have all checks and money orders made payable to "Jurupa Community Services District"

Completed applications along with payment may be mailed or delivered to:

Eastvale Community Center

Attn: Bridal Expo

13820 Schleisman Road, Eastvale CA 92880

There are a limited number of booths and vendor types.

Please contact Meghan Lemke at mlemke@jcsd.us or (951) 727-3524 with any questions.



VENDOR AGREEMENT (PLEASE READ AND SIGN)

This agreement made and entered between the Jurupa Community Services Coordinator and:

Vendor Name

The purpose of this agreement is to set forth the terms and conditions whereby the Vendor is authorized by the Jurupa Community Services District to operate a vendor booth for promoting and/or selling represented products or services under the following terms and conditions.

TERMS & CONDITIONS

1) Event Information:

- a. Date/Time - Bridal Expo will be held on Saturday, April 1 (11:00am-3:00pm)
- b. Location - Eastvale Community Center (13820 Schleisman Road, Eastvale, CA 92880).

2) Setup Information:

- a. JCSD staff will be checking-in all vendors and will direct them to appropriate setup location.
 - i. JCSD will determine booth locations and will have final say should changes be necessary.
- b. Vendor booth set-up may begin on Friday, March 31 from 5:00-8:00pm and Saturday, April 1 from 7:00-10:00am.
 - i. **Deadline for any booth setup activity is Saturday at 10:00 am!**
 - ii. There is a limit of 1 vehicle per vendor per load in/out activity.
- c. All vendor booths must remain open until 3:00pm. Any vendor booth that closes prior to 3:00pm, will be assessed a \$100.00 fine and will not receive the bridal mailing list.
- d. All vendor booths are their own equipment and must leave their assigned area in a clean condition. Any necessary repairs, special cleaning services, or replacement of facility equipment will be charged to the vendor.
- e. All vendor booths are not permitted to bring any equipment, decorations, materials, or items that may cause serious harm to any patron, require extensive cleaning, or possibly damage the facility (glitter, candles, etc.). JCSD staff has the final decision on what items may enter the facility.

3) Displays/Decorations:

- a. Booth decoration are highly encouraged. All vendors are responsible for banners/signage and all other furnishing necessary to operate their booths successfully. However, banners/signage and/or decorations may not obstruct the view of other vendors. All additional items not specified above must be provided by the vendor. This includes extension cords, decorations, sound/electrical equipment, supplies, etc. No items can be hung, nailed, taped, stapled or tacked to the wall or ceiling. All items must be free standing. Any damage found will result in additional charges at the expense of the vendor.

4) Storage:

- a. Booth items should remain within the vendor booth area provided. All pathways must remain clear for the duration of the event.
- b. Vendors are responsible for all of their personal belongings.

5) Food:

- a. Light food and beverages will be provided for the show attendees. Samples may be provided by vendor upon receiving a copy of the company's catering license.

6) Payment/Reservation:

- a. In order to reserve a booth or table a completed Participation Request Form, a signed Vendor Agreement and booth fee must be received.
- b. All payments must be received by **Friday, March 17, 2017**. Please make checks payable to the Jurupa Community Services District. *All charges must be paid in full prior to set up.*
- c. Cash, Checks, Visa, MasterCard, or Discover are accepted.
- d. There will be a \$50 charge for returned checks.

7) Refunds/Cancellations:

- a. Refunds will not be granted if vendors, on their own accord, cancel their space at any time.

8) **Raffle Prizes:**

- a. All vendors must provide a raffle prize for the event valued at \$25 or more. Raffles will be announced throughout the event and all groups will be recognized.

9) **Additional Amenities:**

- a. Included in your booth fee are the following: publicity of the event, 2 complimentary event tickets, and contact information for brides who attend the expo. This information will be sent to you within one week after the event.

10) **Advertising:**

- a. This event will be advertised through the following methods: posters, flyers, local media outlets, winter and spring Activity Guide, sign boards, the JCSD website, JCSD Facebook, Instagram, and Twitter pages, and several bridal websites.

11) **Parking:**

- a. Vendors must park their vehicles in an assigned parking area (located at school lot adjacent to Community Center) by 9:30 a.m. JCSD staff will provide map.

12) **Booth Restrictions:**

- a. No imports, wholesalers, flea markets or jobbers will be allowed. The JCSD Parks and Recreation Department reserves the right to limit the number of entries per media.
- b. **Vendors may only sell the items that were approved with their application.** If non-approved items are displayed for any reason, vendors will be asked to remove these items. If the item(s) are not removed, vendors will be asked to leave, and will not be accepted into any future events.
- c. Display boards must not be higher than seven (7') feet. Anything over that height must be pre-approved by the JCSD Parks and Recreation Department. The backside of your display boards must be finished.
- d. Electrical outlets may only be used if the appropriate fee is paid. If you request an electrical outlet(s), you must bring your own electrical cords and tape.
- e. All vendors are responsible for the conduct of their staff; for example but not limited to: sales associates and/or representatives.

I hereby grant the Jurupa Community Services District, Parks and Recreation Department the right to take photographs/video of all participants in connection with the Bridal Expo. I authorize the Jurupa Community Services District's Eastvale Community Center, its assigns and transferees to copyright, use and publish the same in print and/or electronically. I agree that the Jurupa Community Services District may use such photographs/video of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising and web content.

I, the undersigned, do hereby attest that I have read, understand, and agree to abide by the policies governing the Vendor Participation Request Form and Vendor Agreement. I understand that non-compliance with the policies will result in my expulsion from the event with no refund. I agree to indemnify and hold harmless the Jurupa Community Services District. I certify that I am the responsible person as stated on the completed application and I am authorized to: 1) Execute on behalf of the business, 2) Accept legal process on behalf of the business. This agreement is between the Jurupa Community Services District and Vendor only. No part of this agreement is transferrable to another party; sharing space with an entity other than the one named herein is prohibited.

Applicant Name (please print)

Date

Applicant Signature