



The Arlington Resort Hotel & Spa presents the

2020 Hot Springs Bridal Expo

Sunday, March 1, 1-4pm

CALL FOR VENDORS

For more info, call **501-609-2564** or email taulgure@arlingtonhotel.com

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2020 Hot Springs Bridal Expo

presented by The Arlington Resort Hotel & Spa

A LETTER FROM THE DIRECTOR

January 2020

Dear Wedding Vendor,

We would like to cordially invite you to participate in the 2020 Hot Springs Bridal Expo presented by The Arlington Resort Hotel & Spa. The event will take place on Sunday, March 1, 2020 from 1-4pm at The Arlington in Downtown Hot Springs, Arkansas.

The venue offers a stunning space with many options to accommodate vendors. Arkansas Bride magazine will be a media sponsor for the event, and we anticipate a record-breaking crowd at the expo! There is ample parking and vendor space for virtually every type of request.

Hot Springs has become a destination wedding location, drawing wedding families from all across the country. The Hot Springs Bridal Expo will be the premiere Bridal Expo in the Central Arkansas region. Once again, the 2020 Hot Springs Bridal Expo will be aggressively marketed through digital advertising and a social media campaign, as well as an online and print campaign by media sponsor, Arkansas Bride.

Please contact us if you have any questions about planning your booth exhibit on this special day. We look forward to working with you!

Sincerely,

Toni Aulgur
Director of Catering
The Arlington Resort Hotel & Spa

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IMPORTANT BRIDAL EXPO INFORMATION

The **2020 Hot Springs Bridal Expo** will be held at The Arlington Resort Hotel & Spa on **Sunday, March 1, 2020 from 1-4pm.**

Exhibit booths will be at The Arlington Resort Hotel & Spa, located at 239 Central Avenue in Hot Springs National Park, Arkansas.

Each booth area will be provided with one (1) table with a white tablecloth and two (2) chairs.

Small trash cans will be provided at each booth. If you require a larger receptacle to dispose of items and/or product, please make arrangements in advance with expo management.

All orders must be received five (5) days prior to move-in day.

Move in: **Saturday, February 29, 2020 from 1-7pm &
Sunday, March 1, 2020 from 8am-12pm**

Exhibit hours: **Sunday, March 1, 2020 from 1-4pm**

Move out: **Sunday, March 1, 2020 from 4-10pm**

All move-in, exhibit hours, and move-out hours will be strictly adhered to unless weather or technical difficulties require changes to be made.

Please read the entire **Vendor Space Agreement Packet**, including Terms & Conditions and Vendor Space Agreement Form, carefully for rules, policies, and regulations prior to filling out said form and your arrival at The Arlington Resort Hotel & Spa for exhibit set-up.

Questions?

Call 501-609-2564 or email Toni Aulgur at taulgur@arlingtonhotel.com

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TERMS AND CONDITIONS

1. Preferred booth selection will be held only after 50% deposit payment is received and the agreement has been signed. The remaining balance **must** be received on or before **February 14, 2020**. Late registrants (after February 14) must pay full rental fee to reserve space. All booth locations available on a first-come, first-served basis and paid status.
2. Rates: **Premiere booths \$600; Regular booths \$299; Petite booths \$150**. SEE ENCLOSED BOOTH LAYOUT on page 6. **Note: each booth will include one (1) table with white floor-length tablecloth and two (2) chairs.**
3. Terms of Payment: Signed agreement and payment should be received no later than February 14, 2020. NOTE: If full payment has not been received by the event date, vendor will not be allowed to set up a booth and forfeits the previously paid deposit.
4. Since the **Hot Springs Bridal Expo** is a one-of-a-kind event, there will be no traditional pipe and drape installed between the booths creating strict boundaries. Event managers will closely monitor set-up to ensure no vendor is encroaching on their neighbor or infringing on public pathways.
5. Vendors are not allowed to share booth space with another business unless the business is owned by the same company. Only literature promoting the assigned vendor is allowed in the booth.
6. **Set Up and Breakdown:** Set-up will be Saturday, February 29 from 1pm to 7pm and continue Sunday, March 1 at 8am. All booth set-ups **MUST** be completed by 12 NOON Sunday with booth personnel in their booths ready to greet the public at 1pm. Booth breakdown is scheduled from 4pm to 7pm Sunday evening. **Dismantling a booth before 4pm Sunday is strictly prohibited.** If complete booth dismantle and equipment of product removal cannot be accomplished by 10pm Sunday evening, Please make arrangements with the event manager in advance to complete move-out on Monday, March 2 between 9am and 10pm.
7. **Security:** Do not leave valuables in booths overnight to the public during the bridal expo. The Arlington Hotel and agents thereof are not responsible for loss or damage of vendor's property due to theft, fire, accidents, or other causes, nor any injury to vendor, vendor's employees, or agents.
8. Exhibit space is for the sole purpose of promoting vendor's wedding-related business, product, or services.
9. The Arlington Resort Hotel & Spa reserves the right of final decision regarding booth layout and vendor placement, as well as the right to remove or prohibit any vendor or booth display that detracts from the purpose of the bridal fair, including persons, conduct, and materials. Should removal, restriction, prohibition, and/or eviction be necessary, The Arlington Hotel is not liable for refunds, exhibit expenses, or any other sums of money due to damages or otherwise.
10. Decisions pertaining to use and occupancy of exhibit areas is within the sole discretion of The Arlington Hotel. Trading booth locations with other vendors on move-in/set-up day is prohibited.
11. The Arlington Hotel reserves the right to refuse any vendor's signed agreement.
12. Exhibit Personnel: Each booth is required to have at least one representative occupying it at all times. At no time during the four-hour show are booths to be left unattended. Name badges are required to be worn by vendors and their representatives during set-up and at all times during the bridal expo. Vendors are allowed up to six (6) representatives assisting them and all must be identified as such.

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VENDOR SPACE AGREEMENT FORM

This form is the official application for vendor space at the 2020 Hot Springs Bridal Expo. Please print all information clearly and read all terms and conditions as well as remaining pages of Vendor Application packet before signing this form.

Registration Information

Person of Contact: _____
Relation to Business: _____
Address: _____
Phone: _____
Email Address: _____

☐ Check box if you are planning to donate a door prize.

Directory Information

The following information about your business is needed for the 2020 Bridal Expo directory. A directory will be provided to each prospective bride and will include a booth map, list of expo vendors, and their contact information.

Business Name: _____
Address: _____
Phone: _____
Email for Customers and Clients: _____
Website: _____
Facebook Page: _____
Instagram Username: _____
Other Social Media Links: _____

Personnel Information

Vendors are allowed up to six (6) representatives assisting them and must be identified as such. Please include the names of all booth personnel for official name badges.

Person 1: _____
Person 2: _____
Person 3: _____
Person 4: _____
Person 5: _____
Person 6: _____

I hereby acknowledge that I have read the rules and understand the terms and conditions of this agreement and will abide by the rules, rates, and regulations as outlined.

Vendor's Signature

Date Signed

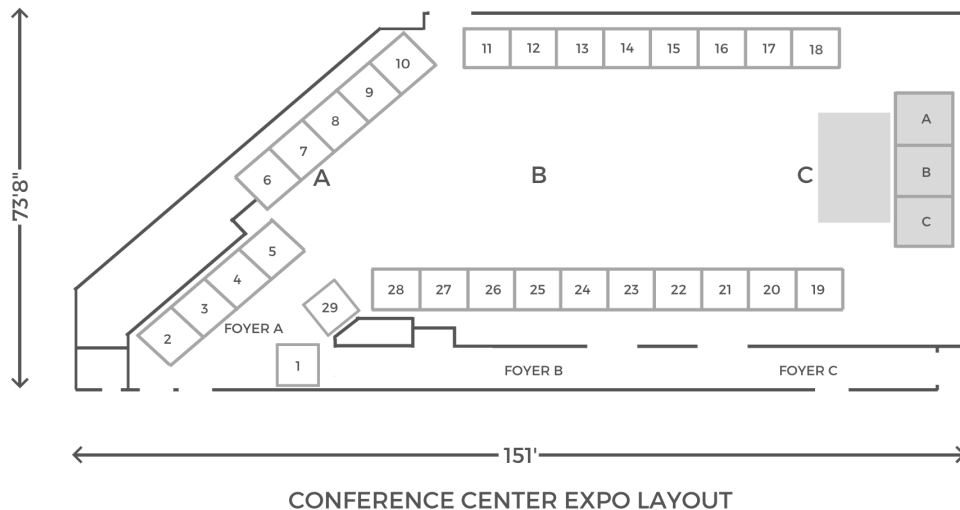
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BOOTH SELECTION AND PAYMENT



BOOTH REQUEST 1

The Arlington Resort Hotel & Spa will make every effort to fulfill vendors' requests; however, all booth rentals are on a first-come, first-served basis and paid status.

Booth Size

- ☐ Premiere Booth | **\$600**
☐ Regular Booth | **\$299**
☐ Petite Booth | **\$150**

Booth Location

Choose preferred booth locations (Booths 1-29) on the Conference Center Expo Layout to the left.

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

VENDOR RENTAL ITEMS 2

Item	Quantity	Price/Unit	Total
6-ft Table:	_____ x	\$5.00	= _____
Chair:	_____ x	\$2.00	= _____
Tablecloth:	_____ x	\$10.00	= _____

Booth Price + Rental Items = Total: _____

HAVE YOUR LOGO ON BRIDAL EXPO T-SHIRT 3

50 Bridal Expo T-shirts will be created and given away on a first-come, first-served basis to brides at the expo. Do you want your business's logo on the T-shirt? **Cost: \$75**

☐ Yes ☐ No

If yes, please add \$75 to "Total" amount from Block 2 when finalizing your payment.

FORM OF PAYMENT 4

☐ Check Make check payable to The Arlington Resort Hotel & Spa

Credit Card: ☐ Visa ☐ MC ☐ Disc
Card #: _____

Exp. Date: _____ CSV: _____

Name on Card: _____

2020 Hot Springs Bridal Expo
c/o Arlington Resort Hotel & Spa
239 Central Ave.
Hot Springs, AR 71901

Please return pages 5 & 6 of this Vendor Packet to
Toni Aulgur at taulgur@arlingtonhotel.com or mail to: