



2023 SOUTHERN IOWA BRIDAL SHOWCASE EXHIBITOR AGREEMENT

SHOW: Southern Iowa Bridal Showcase
DATE: Sunday, March 26th, 2023 1pm – 4pm
LOCATION: Bridge View Center • 102 Church Street • Ottumwa, IA 52501
 Phone: 641-684-7000 • Fax: 641-684-6305 • Web site: www.bridgeviewcenter.com
SET-UP: Sunday, March 26th • 8:00am-12:30pm
LOAD-OUT: Sunday, March 26th • 4:00pm-6:00pm
DEPOSIT: Full booth rental due with signed contract

BOOTH CHOICES AND PRICING:

Early Bird Pricing (50% Non-Refundable Deposit Required) (On or Before 12/31/22)		Advance Price (On or Before 3/20/23)	Show Price (After 3/20/23)
10' X 10'	\$150	\$175	\$200
10' X 20'	\$250	\$300	\$350
Bridal Shops *	\$290	\$350	\$400
Bulk Space	Please call for quote.		

* Bridal Shops receive a 10' X 20' double booth along with an 8' X 8' stage for presentations.

Payment Method

☐ Business Check (due by Monday, March 20, 2023)

☐ Money Order | Cashier's Check

* Make checks payable to Bridge View Center

☐ VISA | MasterCard | Discover Card*

* Credit Card Authorization form included – please mail or fax back with contract.

Booth setup includes pipe & drape (8' blue drape covering back of booth with 3' blue side drape), 1 – 8' skirted/clothed table, 2 chairs, and free wireless Internet.

SHOW HOURS: Sunday, March 26th, 2023, 1:00pm – 4:00pm

SETUP REQUIREMENTS: Exhibitors will have access to the venue starting at 8:00am on Sunday, March 26. All exhibitors are required to be setup prior to the opening of the show and must be ready to present to the public by 12:30pm on Sunday.

PACKING / TEAR-DOWN: No exhibit and/or booth will be disturbed or packed in any way prior to closing hours of the show, 4:00pm Sunday afternoon. Exhibitor load-out is 4:00pm-6:00pm.

ALCOHOLIC BEVERAGES: No outside alcoholic beverages allowed in the Bridge View Center.

MERCHANDISE: Items for sale must be the exhibitor's items only—items exhibitor either manufactures, distributes, and/or sells. **No outside food and beverages are allowed in the Bridge View Center.**

FOOD BOOTH REQUIREMENTS: Food vendors must abide by any, and all Wapello County and/or State of Iowa Health Department regulations. Those rules are available by calling (515) 281-7689. The Wapello County and/or State of Iowa Health Department reserve the right to inspect all food booths. **All food vendors are required to clean up space prior to leaving facility. All food leftovers or food items must be thrown in trash bags and placed into dumpsters located in the loading dock area on SE part of the venue.**

LIGHTS: The exhibit hall will be fully lighted. Exhibitors may bring in additional spotlights or special effect lighting. Minimum grade cord – 12-gauge wire.

TABLE DRAPING: For the appearance of the show, we request all tables used in the booth be draped to the floor or skirted with table skirting. Table skirting is available for rent through the Bridge View Center, if needed.

AVAILABLE SERVICES: The Bridge View Center only provides the rented space, pipe & drape for backdrop and side curtains, 1 – 8' skirted/clothed table, 2 chairs, and free wireless Internet. EXHIBITORS MUST SUPPLY ALL OTHER MATERIALS NEEDED, INCLUDING EXTENSION CORDS. Exhibitor utility services are available thru the Bridge View Center, including 120v electrical service, 208v electrical service, water service, cable TV service, hard-wired Internet service, and forklift services.

ETHICS: Soliciting in the aisles or corridors and in other displays or booths, or escorting buyers from one exhibit to another, to the unfair advantage of others, will not be tolerated. No sale signs will be permitted in booths that will distract or draw customers out of other vendor's booths. Show Management reserves the right to decline, prohibit, or remove any exhibit which is deemed out of keeping with the character of Southern Iowa Bridal Showcase, this reservation being all inclusive as to persons, things, products, printed material, conduct, smoke, noise, etc.

USE OF SPACE: Exhibitors may not sublet, assign, or apportion any part of the space allotted. No exhibitor will be permitted to display outside the confines of the space assigned.

CARE OF PREMISES: No part of the exhibit and no signs or other materials may be pasted, nailed, or otherwise affixed to walls, doors or other surfaces in a manner that might mar or deface the premises or furnishings in the Bridge View Center. Damage for failure to observe this notice is payable by the exhibitor. Exhibits must be set up so as not to interfere with public circulation in the aisles and to provide a clear view of neighboring exhibitors. This limitation refers to height, width, and safety of any exhibit booth or materials within the space rented.

CONDUCT: The exhibit shall be conducted in a decorous manner in order not to be objectionable to other exhibitors, the public, or to Bridge View Center. Show Management reserves the right to close, remove or require changes in any exhibit or to remove any of the exhibitor's personnel, agents, representatives, independent contractors, invitees, or guests who are deemed detrimental to the overall show, other exhibitors,

the Bridge View Center, or to the public. During the hours open to the public, the exhibitor and/or representative must occupy the assigned space.

IOWA SALES TAX COLLECTION: Bridge View Center assumes no responsibility for the collection of the Iowa Sales Tax as required by the State of Iowa. Such collection is the responsibility and duty of each exhibitor at the time of sale.

FIRE AND OTHER REGULATIONS: The exhibitor shall comply with all fire codes, electrical codes and all other rules, regulations, codes, or statutes with respect to the installation, conduct and disassembly of one's exhibit. NO SMOKING is allowed in the venue. The Bridge View Center allows no open flame in any part of the venue. Special arrangements must be approved in writing by the venue and shall include that all candles must be enclosed in hurricane lamps, votive holders, or such. Helium balloons are not allowed in any part of the Bridge View Center without prior authorization from Show Management. Exhibitors will be responsible for damages that may occur and charges that are incurred for retrieving, removing, and cleaning the area affected by balloon activity. **Helium tanks are not allowed at any time in the Bridge View Center.**

LIABILITIES: Neither show management nor the Bridge View Center shall be responsible for fire, theft, or other damage, whether caused negligently, willfully, or otherwise. They are expressly released from any and all claims of loss, injury, or damage to persons or property.

CANCELLATION: Deposits and payment will NOT be returned if exhibitor cancels participation in the show.

NO-SHOW: Any exhibitor who fails to show up will forfeit all booth rental and exhibitor service fees.

LATE FEE: Exhibitor Forms returned by, or post marked after March 20, 2023, will be charged previously mentioned fee.

SHOW CANCELLATION BY VENUE AND/OR SHOW MANAGEMENT: Should this show be cancelled by the Bridge View Center for any reason this contract is null and void, and exhibitor waives any, and all claims except deposit refund. Deposit will be returned to exhibitor.

EXHIBITOR: SIGN AND RETURN

Description of Exhibit: _____

Exhibitor Name _____ Phone _____

Email Address _____

Address _____

City _____ State _____ Zip _____

SIGNATURE _____ DATE _____



Bridge View Center

Delivering *Outstanding* Experiences

Office Use Only

Date _____

Ck # _____

Amt. _____

Rec'd by _____



Bridge View Center

Delivering *Outstanding* Experiences

**Bridge View Center
Credit Card Authorization Form
VISA | MasterCard | Discover**

I authorize the Bridge View Center to incur charges against the credit card listed below for the following services:

BOOTH CHOICES AND PRICING: *Please specify booth size by circling appropriate rate

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Type: _____ Visa _____ MasterCard _____ Discover

Credit Card Number: _____

Expiration Date: _____ 3 Digit V-code: _____

Billing Address: _____

City, State and Zip: _____

Name (as it appears on the card): _____
(Please print name and company, if applicable)

Authorized Signature: _____ Date: _____

Email Address _____

Phone Number: _____

Please e-mail completed form to Mary at mary@bridgeviewcenter.com
or fax completed form to 641-684-6305.