

You are invited

TO PARTICIPATE IN THE



April 28, 2013

10:00 AM - 4:00 PM

at the **BASILICA HUDSON**

110 FRONT STREET

HUDSON, NEW YORK

Brought to you by:

THE COLUMBIA COUNTY CHAMBER OF COMMERCE

along with

ANGELA'S BRIDAL, BASILICA HUDSON, COLUMBIA TESNT, DESTINATION BRIDE

EPIC FILMMAKERS, FACE STOCKHOLM, JTD PRODUCTIONS,

PHOTOGRAPHICS SOLUTIONS, PROPRINTERS *and* THE PINK ORANGE

Itinerary

7:00 a.m.

DOORS OPEN FOR SET UP

9:30 a.m.

DOORS OPEN TO PUBLIC AND SHOWCASE WILL BE OPEN ALL DAY

Engagement photos will begin near the West Wing Entrance and hair and makeup trials will take place in the Gallery annex building. Guests are encouraged to sign up for time slots.

10:00 a.m.

VIRTUAL VENUE TOUR OF COLUMBIA COUNTY VENUES

“How to Choose the Perfect Venue” - Fasten your seatbelts as we take you to see all of the unique wedding sites in Columbia County.

Guided by Wedding Planner Lisa Light

11:00 a.m.

WEDDING PLANNING 101 SEMINAR

Taught by Wedding Planner Lisa Light

12:00 p.m.

WEDDING PLANNING Q&A

Take this opportunity to ask the experts *your* planning questions.

Mediated by Wedding Planner Lisa Light

1:00 p.m. - 3:00 p.m.

DEMONSTRATIONS

1:00 p.m: *Fashion Styling by Janet Cooper of Angela's Bridal*

1:30 p.m: *Hair Styling by Raneé Pierre Beauty Styling*

1:45 p.m: *Makeup Styling by Face Stockholm*

2:00 p.m: *Stationery Design by Rebecca Ashby of The Pink Orange*

2:15 p.m: *Floral Design TBD*

3:00 p.m.

FASHION SHOW PRODUCED BY ANGELA'S BRIDAL

3:30-4:00 p.m.

BREAKDOWN AND CLEANUP

4:00 p.m.

CLOSING COCKTAIL PARTY FOR VENDORS

Venue and Vendor Showcase Options

BOOTH: \$300 with a \$50 refund for those who provide event marketing assistance. Any vendor who blasts the event invitation to their contacts and clients and who posts the event on their Facebook and website and then sends proof to akneller@columbiachamber-ny.com will receive a \$50 refund check the night of the showcase.

- 6 FT. TABLE AND LINEN TO EXHIBIT PROMOTIONAL MATERIALS
- 2 TICKETS FOR REPS AND TWO TICKETS TO GIVE TO CLIENTS TO ATTEND
- FREE LISTING ON WWW.HUDSONWEDDINGSHOWCASE.COM AND IN THE HUDSON SHOWCASE WEDDING DIRECTORY WHICH WILL ACT AS THE EVENT PROGRAM AND AS A DIRECTORY THAT WILL BE AVAILABLE AT THE CHAMBER AFTER THE EVENT.
- INCLUSION IN THE GIFT CERTIFICATE BOUQUET DOOR PRIZE
- INVITATION TO ATTEND THE CLOSING COCKTAIL PARTY FOR VENDOR NETWORKING
- LIST OF ATTENDEES FOR POST SHOWCASE FOLLOW-UP

DIRECTORY ADVERTISING

For those who cannot attend the show or those who want to add-on a graphic ad in the directory. Full page ads are \$150 and quarter page ads are \$75. Five hundred directories will be printed and handed out at the showcase and then available at the Chamber after the show.

THE FOLLOWING ARE THE SPECIFICATIONS FOR YOUR AD SUBMITTAL:

- Ads should be black and white in hi-resolution, press ready JPG or PDF as CMYK- any other format will not be accepted.
- 1/4 page ads are 2.75" wide x 4.25" tall.
- Full page ads are 5.5" w x 8.5" tall.
- All artwork should be emailed to akneller@columbiachamber-ny.com by April 1.
- Ad design is available for an additional \$150 and can only be done if the ad is ordered and the text and logo are submitted by April 1.

Virtual Venue Tour Video Inclusion: \$150 We will be creating a video presentation showcasing venues in Columbia County that we will show at the Showcase. Any venue that would like to be included needs to upload at least 3 high res images or video clips to www.dropbox.com and share it with LisaLight@destinationBride.com no later than April 1st.

DEADLINES

APRIL 1ST

Photos and video clips are due for the Virtual Venue Tour. Please upload to www.dropbox.com and share with lisalight@destinationbride.com.

APRIL 1ST

Deadline for all camera ready artwork and for those who want ad design.

All camera ready ads for the directory need to be emailed to aneller@columbiachamber-ny.com

APRIL 25TH

*Gift Certificates must be received. Please email to akneller@columbiachamber-ny.com or send to Columbia County Chamber of Commerce
1 North Front Street, Hudson, NY 12534*

Vendor Agreement

BUSINESS NAME: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____ CELL: _____

EMAIL: _____ WEBSITE: _____

YES I WANT A BOOTH TO SHOWCASE MY COMPANY ____

DO YOU NEED ELECTRICITY AT YOUR BOOTH? Y__N__

HOW MANY WILL BE ATTENDING? _____ HOW WOULD YOU LIKE TO PAY FOR YOUR BOOTH? {\$300} _____

PAYMENT TYPE: CHECK/MC/VIS/AMEX {PLEASE MAKE CHECKS OUT TO COLUMBIA COUNTY CHAMBER OF COMMERCE}

CREDIT CARD NUMBER _____ EXPIRATION DATE _____ SECURITY CODE _____

BILLING ADDRESS _____

CARDHOLDER'S NAME _____

AUTHORIZED SIGNATURE _____

• VENDOR HAS THE EXCLUSIVE PRIVILEGE TO OCCUPY TABLE SPACE FOR THE AMOUNT OF \$300. THE TABLE SPACE WILL BE FURNISHED WITH A 6 FT TABLE, TABLECLOTH AND TWO CHAIRS. TABLE SPACES ARE ONLY GUARANTEED WHEN CONTRACT AND PAYMENT ARE RECEIVED. PLEASE NOTE IF YOU HAVE ANY PART OF YOUR DISPLAY THAT IS TALLER THAN 5FT, YOU WILL BE ASSIGNED TO A WALL SPACE SO THAT YOU DO NOT BLOCK NEIGHBORING BOOTHS. PLEASE NOTE THAT IN THE BOTTOM OF THIS CONTRACT. IF YOU PROVE THAT YOU HAVE MARKETED THE EVENT THROUGH EMAIL, FACEBOOK AND YOUR WEBSITE YOU WILL RECEIVE A \$50 REFUND TOWARDS THE BOOTH SPACE.

• VENDOR AGREES TO EXHIBIT ONLY THE FOLLOWING SERVICE (CATEGORY)

(Booth sharing is only allowed with prior approval otherwise will be subject to a \$600 fee)

• VENDORS PARTICIPATE IN THE SHOW AT THEIR OWN RISK AND CANNOT HOLD SHOW PRODUCERS LIABLE FOR DAMAGES, COST, LOSSES, OR EXPENSES RESULTING FROM ANY INCIDENT DIRECTLY RELATED WITH THE SHOW OR ON ACCOUNT OF WEATHER, NATURAL DISASTER, WORK STOPPAGES, ETC. VENDORS WILL CARRY THEIR OWN BUSINESS LIABILITY INSURANCE AND ARE RESPONSIBLE FOR THEIR SELVES.

A CERTIFICATE OF INSURANCE MUST BE PROVIDED AT TIME OF SUBMISSION OF VENDOR APPLICATION.

• IF THE EVENT IS POSTPONED OR MOVED FOR ANY REASON, THE MONIES PAID WILL BE REFUNDED, IF VENDOR CANNOT SHOWCASE ON THE NEW DATE.

• ANY VENDOR WHO IS DISTRIBUTING FOOD NEEDS TO FOLLOW FDA FOOD AND SAFETY GUIDELINES. ALSO, ANY VENDOR DISTRIBUTING ALCOHOL MUST HAVE THE PROPER PERMITS.

Vendor Agreement Continued...

- THE ENTIRE FULL BOOTH RENTAL FEE IS DUE WITH THIS CONTRACT TO RESERVE SPACE. VENDOR WILL BE CONTACTED PRIOR TO THE EVENT WITH FINAL DETAILS, BOOTH LOCATION, SET-UP, AND SCHEDULE OF EVENTS.
- VENDOR AGREES TO HAVE BOOTH AREA SET UP AND READY TO GO 15 MINUTES PRIOR TO THE START OF THE EVENT (9:15 AM).
(Each vendor can bring a total of 2 professionals to work the booth space.)
- VENDORS MAY CANCEL UP TO 30 DAYS PRIOR TO EVENT AND WILL BE REFUNDED ALL MONIES PAID LESS A \$100 NON-REFUNDABLE BOOTH RESERVATION FEE.
- THERE WILL BE A FEE OF \$50 CHARGED TO ANY VENDOR WHO IS A NO-SHOW TO THE EVENT.
- PLEASE BE CONSIDERATE OF OTHERS AT THIS EVENT. WE ALL DO OUR VERY BEST TO PROMOTE OURSELVES AND OUR BUSINESS!

I WILL PROVIDE A GIFT CERTIFICATE FOR _____ FOR THE BRIDAL BOUQUET TOSS.

I WILL BE ATTENDING THE CLOSING COCKTAIL PARTY FOR VENDORS: _____

I AUTHORIZE MY CARD TO BE CHARGED FOR _____

NOTE:

Payment in full is required with this letter of agreement. Please note that refunds will not be provided for any cancellation received after March 28. It is the responsibility of the vendor to ensure they have adequate public liability insurance. I, the undersigned, acting as an authorized representative for the company listed above, have read the above conditions and agree to be personally liable for all indebtedness incurred by the vendor.

SIGNATURE: _____ PRINT NAME: _____ DATE: ____/____

PLEASE RETURN THE SIGNED CONTRACT TO AMY KNELLER AT akneller@columbiachamber-ny.com

OR MAIL TO *Columbia County Chamber of Commerce • 1 North Front Street • Hudson, New York • 12534*