

VENDOR CONTRACT

February 19, 2012 at the Chattanooga Trade & Convention Center
Chattanooga Times Free Press

To reserve your booth(s), ad in special section, listing online & listing in promotional ads, please return completed and signed contract to *Formal Affair*, Chattanooga Times Free Press, P.O. Box 1447, Chattanooga, TN 37401, or fax to: Marketing Department, 423-668-5095.

Company Name _____

Contact Name _____ Title _____

Complete Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____ Fax _____

Email _____ Website _____

(Please be sure to include your email address, so we can pass along important vendor information & leads from the event)

Company Name as it should appear in promotional materials: _____

Business License # _____ Sales Tax # _____

Will you be selling products or sampling from your exhibit space? Yes _____ No _____ Describe _____

Type of Business (Category) – Choose ONLY ONE from the following categories:

- | | | |
|---|--|--|
| <input type="checkbox"/> Accommodations | <input type="checkbox"/> Furniture/Home Furnishings/Home Improvement | <input type="checkbox"/> Real Estate/Rental Properties |
| <input type="checkbox"/> Bridal & Formal Wear Shops | <input type="checkbox"/> Health/Beauty/Fitness | <input type="checkbox"/> Relationship/Pre-Marital Education |
| <input type="checkbox"/> Bridal Registry | <input type="checkbox"/> Invitations/Stationery | <input type="checkbox"/> Specialty Vendors |
| <input type="checkbox"/> Cakes/Cupcakes | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Tents/Linens/Party Rentals |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Luxury Automobiles | <input type="checkbox"/> Travel/Transportation |
| <input type="checkbox"/> Ceremony Sites/Reception Sites | <input type="checkbox"/> Music/Entertainment/DJ's | <input type="checkbox"/> Videography |
| <input type="checkbox"/> Favors & Gifts | <input type="checkbox"/> Photography | <input type="checkbox"/> Wedding Planners/Event Coordinators |
| <input type="checkbox"/> Florist | | |
| <input type="checkbox"/> Full Service Weddings | | |

Bridal and formal wear shops may participate in the Formal Affair Fashion Show, although we can only have a limited number of participants. If you would like to be a part of the fashion show, please indicate this by checking "yes" or "no" below. Someone will contact you. The deadline is usually in late December, so sign up early to be a part of the show.

YES _____ I am interested in participating in the show. NO _____ I don't wish to participate in the show.

BOOTH PRICING: Please indicate which booth package you would like at *Formal Affair*.

PACKAGE A (One Booth)	PACKAGE B (Two Booths)	PACKAGE C (Four Booths)	PACKAGE D (6 Booths)
10' x 10' booth Full Color, 1/8 th page ad 2.5627" wide x 4.8125" deep \$700 <input type="checkbox"/> Corner Booth	10' x 20' booth Full Color, 1/8 th page ad 2.5627" wide x 4.8125" deep \$1,250 <input type="checkbox"/> Corner Booths	20' x 20' booth Full Color, 1/8 th page ad 2.5627" wide x 4.8125" deep \$2,225 <input type="checkbox"/> Corner Booths	20' x 30' booth Full Color, 1/8 th page ad 2.5627" wide x 4.8125" deep \$3,000 <input type="checkbox"/> Corner Booths
I want to also participate in the August 30 Enchanted Evening Bridal Fair \$580	I want to also participate in the August 30 Enchanted Evening Bridal Fair \$1,035	I want to also participate in the August 30 Enchanted Evening Bridal Fair \$1,840	I want to also participate in the August 30 Enchanted Evening Bridal Fair \$2,484

***Please note that corner booths are an additional \$50 each. To receive the special discount on the Enchanted Evening show, you must have this contract signed and turned in by January 20, with a \$200 deposit paid no later than May 1, 2012.**

BOOTH PREFERENCE: You may request your 1st, 2nd and 3rd choice of booth spaces. We'll make every effort to accommodate your request. Your booth space will be confirmed prior to set up. If no booth selection is marked on the contract, we will assign your booth space for you.
1st Choice _____ 2nd Choice _____ 3rd Choice _____

Vendors must contact the Chattanooga Convention Center for any electrical services, water, internet service or phone lines. These items must be purchased separately. Contact the Chattanooga Convention Center at 756-0001 or visit their website: www.chattconvention.org. All necessary forms will be included in the Vendor Information Packet, which will be posted on the Formal Affair Website, and emailed to all vendors.

PAYMENT INFORMATION – Please fill out payment information completely!

Package Price _____ Must enter package price here
 Corner Booth(s) _____ \$50 for each corner booth
 Total Costs _____ Total contract amount
 Less \$200 Deposit _____ **Must receive deposit with signed contract/Non-Refundable**
 BALANCE DUE _____ Final Payment due no later than January 20, 2012

METHOD OF PAYMENT FOR DEPOSIT – Deposit Must Accompany Contract

- Check attached Check mailed
 Charge Deposit to: MasterCard Visa American Express Discover

Expiration Date: ____/____/____ Number: _____

Signature required for card: _____

METHOD OF PAYMENT FOR BALANCE DUE – Final payment must be made on or before January 20, 2012

- Check will be issued for final payment on or before January 20, 2012
 Charge balance, January 20, 2012 to: MasterCard Visa American Express Discover

Expiration Date: ____/____/____ Card Number: _____

Signature required for card: _____

By signing contract, I acknowledge that I have read and understand the terms and conditions on side 2 of this contract.

Authorized Signature _____ Title _____ Date _____

The Chattanooga Times Free Press (CTFP) and the vendor agree that the lease shall be governed by the following terms and conditions:

FORMAL 2012 *Affair*

1. **TERMS OF PAYMENT:** Booth rental will be reserved only after signed contract & \$200 deposit have been received. The final balance must be paid by Friday, January 20, 2012. *The deposit is non-refundable.* If the remaining balance is not paid by the due date, the booth space will be released and the deposit forfeited by vendor. Vendor may pay this amount by check or by credit card. Please see side one of the contract under payment information. **Payments mailed in must be sent to:** Chattanooga Times Free Press, Attention Angela Doggett, P. O. Box 1447, Chattanooga, TN 37401-1447. *No vendor will be allowed to enter the facility to set up their booth if payment has not been made in full.* A refund, minus the deposit, will be given if the vendor should cancel before Friday, January 20, 2012. If vendor cancels after Friday, January 20, 2012, a refund cannot be processed.
2. **Booth Selections:** Vendor may request their 1st, 2nd & 3rd choice of booth spaces by noting them on the contract. We'll make every effort to accommodate these requests. Vendor booth space or spaces will be confirmed prior to set up. If no booth selection is made, one will be assigned.
3. **Electrical Service, Water, Internet Service or Phone Lines:** Vendor must contact the Chattanooga Trade & Convention Center for any electrical service, water, internet service, or phone lines. These items must be purchased separately from the Chattanooga Trade & Convention Center. Advance orders must be received at least two weeks prior to the event date. Vendors may contact Adrienne at 756-0001 or visit the trade center web site at: www.chattconvention.org. All necessary forms will be included in the Formal Affair Vendor Information Packet, which will be made available to all vendors after they sign up for the event.
4. No exhibit shall interfere with the orderly operation of adjacent exhibits. This includes a prohibition on music, special effects and other sound or entertainment without approval by the CTFP.
5. Vendors will be able to set up their booths on Saturday, February 18, and will be notified of the exact hours of set up closer to the event date. Vendors will be allowed to come and put finishing touches on their booths Sunday morning. **Vendors, please be in attendance by 11 a.m. on Sunday. All finishing touches on vendor booths must be completed by 12:00 noon on Sunday.** The doors open to the public at 1:00 p.m.
6. Each exhibit is entitled to a reasonable sight line from the aisle regardless of the size of the exhibit. The exposed backs or sides of all booths must be properly draped or finished with no signage, so that it will not interfere with adjoining booths. Company signage, used in your booth, can be no taller than the pipe and drape at the back of your booth, which is 8 foot high. Special restrictions apply to vendors having tents or pipe and drape higher than 8 foot high. Must be approved by the CTFP in advance.
7. No vendor will be permitted to erect an exhibit without having made full remittance of space rental to the CTFP.
8. Vendor must keep aisles clear and abide by all state and city fire prevention codes.
9. No exhibit shall be dismantled or removed from the Chattanooga Trade & Convention Center until the fashion show & grand prize giveaways have concluded. **THIS IS A FIRM RULE.**
10. No exhibit is permitted that does not have at least one person in attendance at all times. Exhibit personnel shall wear identification badges or Vendor ID's at all times during exhibit hours. All personnel working your booth are to be ready to work and need to be present before doors open to the public. If personnel working your booth are going to be late, they must be wearing a Vendor ID or identification badge in order to enter at the Vendor Entrance.
11. Booths may not display or disperse any business' information other than that of the vendor. Vendors may not hand out promotional materials outside their booth space or spaces, in the aisles or at the door. Outside vendors are prohibited from promoting their business to vendors or attendees. If you observe anyone doing this, please notify the CTFP event management. These vendors will be removed from the exhibit hall.
12. The CTFP or his agents shall not be liable for loss or damage of vendors' property due to theft, fire, accidents, or other causes, nor for any injury to vendors, its employees or agents. Security will not be present on the day following this event.
13. Vendor agrees that the purpose of exhibit space is for the positive promotion of the vendors' products or services. Vendor may sell, display, give out information or give out samples (bite-sized). Sample sizes must not be more than 2 oz for food and 4 oz for beverage. No alcohol sampling permitted without written permission and an attendant employed by the Chattanooga Trade & Convention Center at the expense of the vendor. More information will be made available upon request.
14. Vendor warrants that they carry liability insurance providing coverage for their area of the show. The vendor's booth is an extension of their company, and as such they must have liability protection. Vendor is responsible for any employees or subcontractors that may be helping in their booth, or for any visitors in the booth, in the event of an injury.
15. Vendor warrants that they carry vehicle liability insurance for any vehicle that is brought onto the facility premises.
16. The CTFP reserves the right of final decision and the right (a) to rearrange floor plans or relocate exhibits or both in order that competitive exhibitors wherever possible will be set up at specific locations that will not interfere with their individual operations, and (b) to prohibit or remove any exhibit which, in the opinion of the CTFP, detracts from the general character of the exhibition including persons, conduct, language and materials. In the event of such restriction, removal, prohibition and/or eviction, the CTFP shall not be liable for any refunds, other exhibit expenses or any other sums of money by way of damages or otherwise.
17. All decisions pertaining to use and occupancy of space are within the sole discretion of the CTFP.
18. The CTFP has the right to refuse any vendor's contract.
19. There will be no more than one business per booth rental. Separate businesses owned by the same entity may be allowed. This will be determined on a case by case basis, and at the discretion of the CTFP.
20. No exhibit space shall be offered for use or sublet by a vendor without the consent of the CTFP.
21. Vendor will be provided an e-mailed copy of the lead list of attendees from the event, and e-mailed lists of Chattanooga Times Free Press engagement announcements for a period of one (1) year following the show.
22. Ad Copy for Formal Affair Publication: Please note that someone will call on all vendors for ad copy to go in the special Formal Affair publication that prints and distributes in the Chattanooga Times Free Press the Friday prior to the event (February 17, 2012).
23. Advertising Opportunity on the Formal Affair Website: Vendors will also receive a request by e-mail to submit their business information for the Formal Affair web site. This information will be posted on the site, and will remain online for one (1) full year (until next year's event). It is the vendor's responsibility to get us this information when requested, if they want it posted on the site. Vendors please watch for the emailed request prior to the show. Contact the CTFP Marketing Department if you have questions regarding this.

Please fax your signed contract with payment information to:

Angela Doggett, Events Manager, 423-668-5095

Or you may mail your contract with payment to:

Angela Doggett, Marketing

Chattanooga Times Free Press, P. O. Box 1447, Chattanooga, TN 37401-1447