

a wedding affair

for all seasons

A Wedding Affair: Sunday January 31, 2010 from 11:00 a.m. to 4:00 p.m.

Miners Foundry, 325 Spring Street, Nevada City, CA.

Exhibitor set-up: Sunday January 31, 2010 from 8:00 a.m. to 10:45 a.m.

Exhibitor tear down: Sunday January 31, 2010 at 4:00 p.m.

Letter of Agreement

Booth Reservations:

All reservations shall be held for Nevada County Wedding and Destination Specialist until August 5, 2009. Between August 6, 2009 and October 31, 2009 booths will be available to Nevada County Wedding related businesses. After November 1, 2009 any available space will be given on a first come first serve basis. All reservations can be held with a 50.00 dollar non-refundable deposit. **All reservations must be paid in full by November 1, 2009 to guarantee inclusion in any promotional materials.** Each booth space will be rented to one business only. Anyone representing more than one business will be required to pay for each additional business they are representing. Anyone wanting to pair up with another vendor can do so if each business pays for a space. Two small booths can be combined for one larger booth. Booth participants will receive their business name in any promotional material that list **Wedding Affair** participants and be included in a "Wedding Day Program" to be given to each bride and groom when they enter the **Wedding Affair**.

Each participant will be asked to specify a "season" that they prefer as this years event will be using the theme **A Wedding Affair for all seasons**. The Miner's Foundry has four separate rooms, each will highlight a season in Nevada County.

Booth Specifications:

Booths will be rented in three sizes and in limited quantities. Each booth is 8' deep.

4 x 8 is 200.00

6 x 8 is 250.00

8 x 8 is 300.00 **will be given first choice in seasons and additional participation activities.**

Each participant will be provided one table, tablecloth, chair and a sign with your business name. Table size will coordinate with booth size reserved. We are asking for ALL products, props and signage to be within each booth. If you will require electricity there are ample electrical outlets at The Miner's Foundry, however you may require an extension cord.

To be fair to all participants we will be firm on our "no booth sharing" policy.

The displaying of other vendors promotional material will not be permitted and in doing so will eliminate you from receiving our brides list and from any future participation in **The Wedding Affair**. Sharing of the brides list in any form will also eliminate you from any future participation in **The Wedding Affair**.

In the event **The Wedding Affair** must be rescheduled for reasons beyond our control, a new date will be scheduled. If you are unable to participate in the rescheduled date for any reason, refunds will not be given however all reasonable measures will be made to sell "your space".

All vendors will be responsible for their booth space clean-up. All booths requiring any "additional" clean-up will be billed a 25.00 clean-up fee.

Additional Participation:

Vendors can further their exposure in **The Wedding Affair** in several ways.

- 1) We are looking for specific vendors to showcase their talents in each of our four seasonal rooms. Each room will ideally "showcase" the talent of one floral designer, cake designer, tabletop designer and musician. Other vendors in the same category may have a booth in these rooms, however additional space will be given to vendors who participate in the design of each room. Overall design concept of each room must be adhered to and will be provided by **The Wedding Affair** producer, Donna Hoekstra, Joy of Life Events.
- 2) We are offering a "lecture series" for our brides in the Conference Room. Any vendor who would like to participate in our lecture series should talk with Donna personally about your topic of choice and time required. No more than 10 lectures will be scheduled.
- 3) Musicians who would like to showcase their talent will be scheduled at different times in each of the four seasonal rooms.
- 4) Each vendor who participates in **The Wedding Affair** giveaway's for brides will receive additional promotion. Giveaways should include a tangible gift.

Contract Specifics:

Vendors participate in **The Wedding Affair** at their own risk and will not hold show producer, Donna Hoekstra, Joy of Life Events, The Miner's Foundry, Vendors & others involved in the show liable for damages, cost, losses, or expenses resulting from any incident connected with the show. Exhibitors shall carry their own business liability insurance

The parties expressly agree that any dispute, whether legal or equitable in nature, that might arise as to interpretation or enforcement of this Contract or participation in this show shall be resolved between the parties involved without interference of court proceedings. No legal action shall be taken by any Vendor participating in **The Wedding Affair** for any reason against producer or involved parties. Participation in this show is voluntary and shall not constitute legal action by exhibitor in any form. **I/WE HEREBY ACCEPT THE TERMS AND CONDITIONS OF THE AGREEMENT & AGREE TO ABIDE BY THE RULES AND REGULATIONS.**

This contract is between Donna Hoekstra, Joy of Life Events and booth participant. Your Signature certifies acceptance of all contract terms above

Signature of Participant _____

Date _____

Make all checks out to : The Miner's Foundry

Mail all payments to:

Donna Hoekstra ~ Joy of Life Events ~18379 Jayhawk Drive, Penn Valley, CA. 95946

530-432-4030 donna@joyoflifeevents.com

Participants Information

Company Name: _____

Contact: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Business Phone: _____

Cell: _____ Website: _____

Email: _____

Business Category (florist, photographer, etc.) _____

Booth size requested:

_____ 4 x 8 is 200.00

_____ 6 x 8 is 250.00

_____ 8 x 8 is 300.00

Booth season preferred if available:

_____ Spring _____ Fall

_____ Summer _____ Winter

Interested in these additional promotional opportunities:

_____ “Showcase” the talent of one floral designer, cake designer, tabletop designer per room
_____ Lectures series _____ Musician’s showcase _____ Caterer Showcase

Booth Reservation \$50.00

Booth Amount _____ Total Due _____ Attached _____ Due _____
Payment/s received _____

Make all checks payable to: Miner’s Foundry

What you may want to know-

Donna Hoekstra owner of Joy of Life’s Events is producing this years *A Wedding Affair*. Donna is producing the wedding fair for The Miner’s Foundry Cultural Center as a fund-raiser for their non-profit venue. Donna is receiving a producers fee for this event. Donna and The Miner’s Foundry have set a tiered scale for the percentage of monies received from the sale of “booth” space to be spent on advertising and other event related expenses. We feel that our agreed upon percentages are a win win situation for everyone. The Miners Foundry has also agreed to the free promotion for our local NCWEDS~ Nevada County Wedding and Event Destination Specialists networking group by allowing all of the promotional materials to include our .NCWEDS.com logo. Our *A Wedding Affair* materials have already been designed and advertising has already begun. We have purchased an ad in the Nevada County Gold Magazine with our “Save the Date” ad. The *Wedding Affair* has been added to both the NC Gold Calender and the Chamber’s calender of events for January. We have offered a free booth to both of our local Nevada City and Grass Valley Chamber of Commence offices. They in turn are including our *A Wedding Affair* flyer in their wedding request information packets. Grass Valley Chamber has also offered to promote *A Wedding Affair* on our local radio stations as we get closer to the event.....and this only June!. Our promotional flyer can be viewed on the NCWEDS.com website. We are attempting to spend our advertising dollars as creatively as we can. We are promoting this years *A Wedding Affair* as something much different then has been offered before. We hope you will join us in creating a new “buzz’ within our community for this years event. Sincerely,
Donna Hoekstra