**Vendor Application Form for The Grooms Expo**

**Hello Expo Vendors!**

The date set for Our Grooms Expo is on Sunday, July 13th, 2025 from 12Noon - 7pm at the Memphis Vitality Hotel. The address is 2625 Thousand Oaks Blvd. Memphis, TN. 38118. Vendors who wish to participate in this Expo will have two options for reserving their booth:

1) Reserve your spot in the Expo before May 1st and pay $100. Forms and payment must be turned in before the grace period of May 15th to get this discounted price.

2) After May 15th the price for a booth will be $150. Forms and payment must be turned in by June 15th to be included in the Grooms Expo. If you miss this date, you miss the Expo. Space is limited, so sign up ASAP to make sure you get your spot!

Please fill out the Information below:

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names & Number of Badge\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facebook name/tag: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Door Prize (if giving one): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vendor Categories: (Please check one.)**

 Bachelor(ette) Parties Cakes, Candy & Desserts Caterers Ceremony Musicians DJs & Entertainment Decorations & Rentals Florists Hair & Makeup Invitations & Stationery Jewelry & Gifts Officiants Photobooths Photographers Registries Spa, Weight loss, etc. Transportation Travel/Honeymoon Tuxedos & Suits Videographers Wedding Gowns Wedding Planners Misc. Wedding Vendors Event Space

**Please check the following boxes for your booth selection:**

 60” round table with white linen and 1-2 chairs 10’ x 8’ open space to decorate as you like

 6’ banquet table and 2 chairs

 Special request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CHECK THIS BOX IF YOU NEED AN ELECTRICAL OUTLET \*Plan on bringing extension cords.

**\*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**There will be several prizes for vendors in the following categories:**

**Favorite Vendor Overall**, as voted by Guests – Award is a ½ priced booth for the next show/$50 gift card **Best Decorated Booth**, as voted by brides – Award is a $50 Visa gift card. **Vendor who brought in the most Guests** – Award is a $50 Visa gift card.

**Rules, Terms and Conditions: MUST READ AND INITIAL**

1) BE ON TIME. Setup will be on the morning of the show at 8am. Everyone must be setup and ready to go by noon. If you arrive 15 minutes before the show starts, you will not be allowed to be part of the show and lose your deposit. (Initial here) \_\_\_\_\_\_\_\_\_\_

2) LEAVE ON TIME. The show officially ends at 5pm, but due to the nature of the show and Guests meeting with vendors, You MUST stay at the show until 5:30pm or until dismissed via speaker announcement after the vendor awards. Bathroom breaks, grabbing a drink at the bar and mingling with other vendors around you is allowed. If you pack up, begin unpacking early or physically leave the Expo before 5:30pm you will lose the ability to book any future shows. It looks VERY TACKY AND RUDE if a vendor leaves early and there are guests wanting to book and you’re not there. (Initial here) \_\_\_\_\_\_\_\_\_

3) BE KIND. Please be polite and courteous to Grooms, Brides and their guests. If you are rude, pushy or unfriendly you will be banned from all future shows. If a bride isn’t interested, say thanks for stopping by and let them move along. We are in the customer service and hospitality industry, be nice to others and we’ll all have a good time. (Initial here) \_\_\_\_\_\_\_\_\_\_

4) BE INTERACTIVE. During the Expo please be willing to introduce yourself and explain who you are, what you do and ask for their business. If you sit behind your booth/table and don’t make an effort to earn a business then you won’t earn business. (Initial here) \_\_\_\_\_\_\_\_\_\_

5) NO OUTSIDE SOLICITATION. If there are vendors who are visiting the Expo to see what we’re about, they are not allowed to solicit any for their business. Swapping business cards with vendors is allowed. If an outside and or visiting vendor is handing out their information or leaving their business cards in “convenient locations” to be picked up, then they will be immediately and politely asked to leave. If you witness this during the show at any time, please notify a Staff Member ASAP. (Initial here) \_\_\_\_\_\_\_\_\_\_

6) MUST HAVE INSURANCE And/Or Food & Beverage Handler’s License. ALL vendors attending the Expo must have business insurance; Caterers and food handlers must have their Tennessee Food and Beverage Handling License. Please scan and email forms of Insurance and Food Handler’s License along with your application forms. The only vendors who are exempt from this rule are vendors who sell items like: Scentsy, Mary Kay, Jewelry, Accessories and things of that nature. If you are unsure of your category please call with your questions. (Initial here) \_\_\_\_\_\_\_\_\_\_

7) ID Badges must be worn at all times to Identify Vendors and Staff. None badge holders will require a ticket to enter. (Initial here) \_\_\_\_\_\_\_\_\_\_\_

**Final disclosure, information and signature:**

I understand that there will be no refunds or exchanges of any kind. By signing this agreement, I have acknowledged that I have read all of the terms, conditions and rules in the above forms and do so agree to them.

**\*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments, Additional Info or Question here:**

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