



Vendors Registration Application

Company: _____ Contact : _____
 Type: _____
 Email: _____ Phone No. _____
 Address: _____

Booth Options	EXPO Price	November 10, 2024	March 23, 2025	June 8, 2025
Mini Booth (Cocktail table) <i>*Lead List NOT Included</i>	\$175			
Regular Booth (8X8) <i>Sale for limited time</i>	-\$350 \$250			
Deluxe Booth (8x16) <i>Sale for limited time</i>	-\$650 \$400			
Corner Booth (limited...first come first served)	\$50			
Sponsorship <i>Sale for limited time</i>	\$880 \$600			
<div style="border: 1px solid black; padding: 5px;"> <p>*Equipment: Power, WiFi</p> <p>*Opportunity to put your company's promotional/ marketing materials in 150 Event Bags</p> <p>*Logo included on website, email blasts, in venue lobby</p> <p>*Advertisement form on L & M Elegant Events EXPO web page with logo linking to website</p> <p>*Highlight of FAME linked logo and company name on ALL L & M Elegant Events social media (Facebook-Twitter-LinkedIn-Instagram) and marketing materials for 45 days after November expo</p> <p>*Logo displayed on venue showroom wall with exposure to up to 500 guests for 45 days to include 5 days prior to November expo</p> <p>*Video showing to vendors and guests, day of EXPO with company logo throughout the expo and on youtube</p> <p>*Logo with link displayed same day of signage</p> </div>				
			SUBTOTAL	\$

Regular Booth, Deluxe Booth and Sponsorship Vendors will receive a Leads List with couple's/ clients contact information. Mini Booths are not included in this perk. • Regular and Deluxe booths include the following equipment at no additional cost: two chairs, up to one 6' table with black covering. Mini Booths will receive one chair and one cocktail table with black covering. •All Venders to include a sign at booth and a listing on company's website • Networking opportunities with potential clients, returning clients as well as other Wedding & ALL Occasion industry professionals.

Equipment	Price (Extra)	November 10, 2024	March 23, 2024	June 8, 2024
Chairs (2 chairs per regular and deluxe booth) (1 chair per mini booth)		One or Two	One or Two	One or Two
Covered Tables (1 table per booth)		One	One	One

NOTE: Order any extra equipment in advance as we are limited and may not have availability.

ATTENTION!!! Save! Save! Save!

Two show incentive: Sign up for two and get your discount plus an additional \$50 in extra and/or additional section below, for November expo! Offer limited to the first five (5) ONLY!

EXTRA				
Chairs	\$5	One or Two	One or Two	One or Two
6ft Table	\$12	One	One	One
Cocktail Table not available for additional table				
			SUBTOTAL	\$
Additional	Price	November 10, 2024	March 23, 2025	June 8, 2025
<u>Events Bag</u> Include a product, a coupon, brochure, etc. in the Event Bags. A quantity of 150 is due to L & M Elegant Events one week prior to expo date.	\$25			
<u>WiFi</u>	\$25			
<u>Website Link</u> Link from the EXPO website page to your company's website.	\$25			
<u>Power</u> Reserve in advance only...request the day of may not be available.	\$30			
			SUBTOTAL	\$
			TOTAL AMOUNT	\$

Please read carefully. This registration is not valid unless it is signed and paid in full as there are no partial payments. Understanding that signing this form you agree to L & M Elegant Events RULES AND REGULATIONS which are indicated on the next page.

SIGNATURE _____ **DATE** ____/____/2024____

PAYMENT OPTIONS: Vendors can pay cash or credit/debit card. Mastercard--Visa--American Express--Discover are all accepted. Please note there is a 3% processing charge for all card transactions.

_____ Cash payment visit by appointment ONLY: O'Fallon Plaza, 2073 W. Highway 50, Fairview Heights, Illinois 62208

_____ Credit Card _____ Debit Card _____

PRINT NAME AS DISPLAYED ON CARD: _____ (Signature here) _____

CREDIT CARD NUMBER: _____ EXPIRATION DATE: ____/____/

CVV (Security Code) #: _____

_____ To make a payment by phone, Complete registration application, e-sign and return via email. Then call 618-206-8165.

_____ If you would prefer to be invoiced, complete registration application and e-sign. We will invoice you.

L & M Elegant Events RULES AND REGULATIONS:

1. Provide normal building services, heating, air conditioning, normal utility services.
2. In the event the show must be canceled due to severe weather conditions/ or another unforeseen cause, Vendor Booth Rental Fees will be posted towards the next scheduled show. *No refunds.*
3. Supply each couple/ customer with event bags at the EXPO.
4. Advertise the show through media and other advertisement as stated
5. Provide each qualified paid vendor with a Lead List of all registered couple's/ customer's contact information.
6. Provide the vendor with the booth according to paid selection.
7. Provide proper time for set-up and break-down of booths.
8. L & M Elegant Events reserves the right to refuse any vendor for any reason.

VENDOR AGREES TO:

1. Vendors must set up their own booth space at the designated time per expo.
2. Vendors will have their booth(s) manned during all expo hours.
3. Vendors will not dismantle or breakdown booths until the end of the expo.
4. Additional booth equipment is limited and on a first come, first serve basis.
5. Vendors that wish to use L & M Elegant Events WiFi, need to test the connection prior to the show starting to allow time for troubleshooting. The Wi-Fi has a password.
6. Each Vendor has to provide an attendance prize valued at \$50.00 or more, to be given away by L & M Elegant Events to preregistered attendees.
7. Vendors are allowed to represent one company per booth. No Exceptions.
8. Vendors will not display items from any other business nor distribute any other business' materials at the expo without permission from L & M Elegant Events expo management.
9. Decorate the designated booth space with appropriate items and materials of interest that are related to the products or service sold by the vendor.
10. If an vendor sells merchandise from their booth, it is the vendor's responsibility to collect tax at the proper rate, pay the tax collected, and report the tax for the correct location. To obtain the correct tax rate or for forms and information on how to file, please contact the Illinois Department of Revenue Special Event Coordinator at Rev.SpecialEvents@illinois.gov or call 847-294-4475.
11. Bands, DJ's, radios, televisions and/or the operation of any machinery are not to interfere with neighboring exhibitors, all volumes should be at a low volume.
12. Sample size portions of food/drink are permitted. Alcoholic beverages are not allowed.
13. Open flames are not allowed and any candles/flames has to have glass protection surrounding the flame, otherwise, they will be extinguished.
14. Vendors will not lend-out, sell, or allow any unauthorized usage of leads or permit any reproduction.
15. Vendors are entirely responsible for their space and shall be liable for any loss or damage to the premises and for any loss or damage to any equipment.
16. Vendors must protect L & M Elegant Events property, walls, floors and equipment from damage. Vendors will be held responsible and charged for any damage or for any clean-up of any/all kinds, or excess debris left in the vendor's space.
17. L & M Elegant Events will exercise reasonable care for the protection of vendor's materials and displays. Vendors are responsible to insure their goods must do so at their own expense. Vendors are responsible for the knowledge of all laws, ordinances and regulations pertaining to health, fire prevention, customs and public safety while participating in the expo.
18. Insure yourself against any claims resulting from the expo. L & M Elegant Events will not be responsible for any personal injury, damage, or loss to vendors by fire, theft, pilferage, malicious action, or accidents.
19. Upon signing completed Vendor Registration Application, the vendor assumes all risks and responsibilities for accidents, injuries or damages to person or property and agrees to indemnify and hold harmless L & M Elegant Events and their managers, board members, expo sponsors, and employees, against any and all claims, liabilities, losses, theft, damage, costs and expenses (including attorney's fees) arising from or in connection with the expo's participation in the show or from vendor's activities conducted upon L & M Elegant Events property.
20. Being mindful that this contract is firm with a non-refundable payment clause. Should vendors violate L & M Elegant Events Rules & Regulations, may be banned from participating in future expos and subject to penalty fees.
21. If Vendor fail to show up for the expo, no refunds will be given and your missing the expo does not extend to any other expo hosted by L & M Elegant Events.