

CAPE FEAR *Wedding* Show

www.capefearwedding.com
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Sunday, November 14, 2010 12:00 to 4:00 p.m.
The Schwartz Center, 610 N. Front St., Cape Fear Community College

EXHIBITOR GUIDELINES

The facility will be open at 9 a.m. Sunday, Nov. 14 for vendors to set up booths and exhibits. A check-in table will be set up near the rear entrance. **BE SURE TO PICK UP** your vendor packet at check-in.

Participating vendors, and their employees, associates, and any others representing them, are to wear appropriate business attire during the show. We suggest all black, all white, or a combination of black and white.

All exhibits, props and other materials are to be kept within each exhibitor's 10 x 10-foot space, with the exception of transportation vendors who are displaying motor vehicles. Vehicles are to be placed in on-street parking only as directed by the show staff. Vendors are not to obstruct adjoining exhibits or aisles in any way.

Exhibitors requiring an electrical outlet must request it in advance to ensure availability. Exhibitors are responsible for supplying their own extension cords and/or line splitters as needed for their exhibits.

Food vendors wishing to serve food samples must obtain a "Temporary Food Service Establishment" license from the New Hanover County Health Department. This applies even though the vendor has a restaurant or catering license. The temporary license must be applied for no later than Oct. 29, 2010 and costs \$50. Unless they have approved hand-washing, heating and/or refrigeration facilities in their booth, vendors may serve only pre-packaged food that does not require heating or refrigeration and otherwise meets all applicable county and state regulations. All food samples are subject to inspection by the New Hanover County Health Department. Food samples that do not meet with Health Department approval may not be offered to the public.

Exhibitors are free to conduct their own prize drawings or otherwise make any discount offers they wish to offer to customers or prospective customers, notwithstanding the following provision.

The show's organizers may select a limited number of the highest-value prizes offered by exhibitors to be given away in a show-wide drawing and promoted by our radio partners. These selected prizes will be mentioned in on-air promotional announcements in the days preceding the show, and will be announced by our celebrity MC during the show. These prizes will be awarded by random drawing from all admission tickets. To be considered for a show-wide drawing, a prize must not be conditional on any purchase, such as a discount on a photography or floral package, or a free item with another purchase. Items to be awarded as show-wide door prizes must be "free-standing" products or services that carry no obligation for the winner.

Booth space will be allocated as far as possible according to the exhibitor's request, with those reserving space earliest having first choice. In case of conflict or over-booking, Cape Fear Wedding advertisers have priority in booth assignments over non-advertisers.

If more requests for booths are received than the number of booths available, prospective exhibitors will be placed on a waiting list.

For vendors who have made a \$200 down payment, the full balance of \$200.00 is due before Oct. 23, 2009. In case of non-payment, the booth reservation will be revoked and the booth space offered to prospective exhibitors on the waiting list. Refunds are solely at the show organizers' discretion.