

Circle of Sisters Presents
THE ULTIMATE WEDDING SHOWCASE
APRIL 27th, 2013
HILTON -- NEW YORK, NY

Saturday 4/27 - VENDOR SET UP: 6am – 9:45am
Saturday 4/27– DOORS OPEN: 10am – 6pm
Saturday 4/27 – VENDOR BREAKDOWN: 6pm – 11pm

Vendor Registration Form for Individually Owned and Operated Businesses ONLY
FILL OUT THIS FORM COMPLETELY AND FAX IT TO 973.233.1669

Booth Name: _____

Please list your Product or Service here (Be specific):

Contact Name: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Website: _____

All booths include:

- You are responsible for bring all things up to the 18th floor. Cars/Vans will pull to a designated loading dock to load in materials for your booth.
- Single Booth Size is 10 x 8. Double Booth Size is 10 x 16.
- Pipe and drape on 3 sides of your booth
- One 6x30' table per booth
- Two (2) chairs per booth
- One printed booth sign
- Please be sure to bring a decorative table covering – all tables provided are wooden

Each Vendor will receive 4 wristbands for the event.

These wristbands must be worn throughout the event. No vendor badges will be provided. All Vendors will receive 4 complimentary wristbands per booth. If additional vendor tickets are necessary, we will sell them directly to the booth owner in advance for \$5 each prior to show date with a limit of 4 extra tickets. All tickets after that date must be purchased at the door for \$10.

Booth Packages – please check one:

_____ Standard Booth (10 x 8) - \$650

_____ Double Booth (10 x 16) - \$1300

_____ Additional Tickets (@\$5)

TOTAL: \$ _____

Credit Card Information:

Credit Card Type: (Visa, MasterCard, Discover, AMEX): _____

Credit Card Account Number: _____

Expiration Date: _____ Security Code: _____

Name as it appears on the card: _____

Billing Address: _____

City: _____

State: _____ Zip: _____

Charges will appear on your Credit Card Statement as: **Detail Management, LLC**

Signature: _____

This signature confirms that you have read and understand the terms below:

Booth reservations are binding and non-cancelable. They may, however, be transferred with prior approval from WBLS and only for equal or lesser value. All transfer arrangements are the responsibility of the vendor. These booth packages are for individually owned and operated businesses ONLY. In keeping with the unique approach to businesses represented at the event, we will NOT duplicate companies participating. WBLS reserves the right to approve all vendors. **The registered brides list will ONLY be distributed to vendors via e-mail, mail or fax 10 days after the expo. The list is for the participating vendors ONLY and cannot be shared with anyone not associated with the event.**

For all extra vendor needs:

Any and all power/electricity – there is NO electricity provided in booth price

If you would like to use a Credit Card machine /Internet/Phone lines

Please let us know and we will send you the forms for you to send back to the Hilton NY.

For More Information, Please Contact:

Detail Management

Phone: 973.233.1663