
A Taste of Your Wedding Day

BRIDAL Show

September 18, 2022

Free
entry

12-4pm

- LOCAL WEDDING VENDORS
- BRIDAL SHOW SPECIALS
- RAFFLE PRIZES & GIVEAWAYS
- FREE GIFT FOR FIRST 100 BRIDES

DORIS WILLIAMS CIVIC CENTER
333 HWY 332 E, LAKE JACKSON, TX 77566

LAKEJACKSONTX.GOV/BRIDALSHOW



A Taste of Your Wedding Day
Bridal Show 2022

Sunday, September 18, 2022, 12:00pm – 4:00pm
Doris Williams Civic Center
333 HWY 332 East, Lake Jackson, TX 77566

CONTACT: Mallory Doyle | (979)415-2600 | mdoyle@lakejacksontx.gov

Payments may be made by check, card, or cash at the Doris Williams Civic Center
Call (979)415-2600 to make payment over the phone
Pay online at LakeJacksonTX.gov/BridalShow
Make checks payable to The City of Lake Jackson and mail to:
333 HWY 332 East, Lake Jackson, TX 77566

Vendor Agreement

Booth Fee: \$175 per Booth | Booth Size: 10x10

Please complete this page and return it with payment.

Company Name: _____

Contact Name: _____ **Contact Role:** _____

Phone: _____ **Email:** _____

Address: _____ **City, State, Zip:** _____

Type of Vendor & Product Description: _____

I need electricity *You must provide your own extension cords* I do not need electricity

Number of Booths Needed: _____ **Total Fees Due:** _____

I understand that once event registration has been completed, it is considered final. No refunds will be given for this event. I will not hold the Doris Williams Civic Center responsible for any injury to myself or any of my employees/volunteers. The Doris Williams Civic Center will not be liable for damages or losses while participating in this event. I have read and agree to abide by all the rules and regulations in this agreement.

Signature: _____ **Date:** _____

Vendors agree to the following terms at the Bridal Show

SOMETHING TO REMEMBER UPON ARRIVAL –

- 1) Check-in at the front office upon arrival and there you will receive your booth assignment.
- 2) Check-In and setup will begin Sat, Sept. 17, 10am-4pm & Sun, Sept. 18, 8am-11:30am. Each vendor will be given a 10x10 booth space, 1 6ft table, and 2 chairs. You are welcome to bring additional tables and or chairs. Additional tables and chairs may be requested on a first come, first served basis by emailing Mallory at mdoyle@lakejacksontx.gov.
- 3) Unloading time will be limited to 20-25 minutes. After unloading, please move your vehicle(s) close to the police department building. See attached map.
- 4) Bridal Show doors open at 12:00pm SHARP and will close at 4:00pm. All vendors MUST be ready by 12:00pm and we ask that you do not start tearing down until 4:00pm.
- 5) If you need electricity, you must provide your own extension cord(s).
- 6) We ask that you please provide a door prize (\$25 value / no certificates or coupons, please) and to bring it with you upon check-in. These door prizes will represent your business so try to use your own judgement. The brides do not have to be present to win.
- 7) Complimentary water, juice, and pastries will be available for vendors from 8:00am - 12:00pm. These complimentary items will be located at the registration table.

SOMETHING TO FOLLOW WHEN SETTING UP –

- 1) All tables should be covered to the floor. Please use linens and tablecloths (no plastic please). You will need to provide your own linens and tablecloths. All aspects of your display will need to be appropriately located within your own space.
- 2) Do not attach or hang anything to the walls, windows, or ceilings.
- 3) No displays or setups are to be disassembled or removed before 4:00pm.
- 4) Clean up time starts at 4:00pm and your booth should be totally clean by 6:30pm. The vendor will assume all responsibility for cleanup and litter removal from their own location.

SOMETHING TO KNOW –

- 1) Vendor fees will not be refunded. If the vendor cancels for any reason, vendor will forfeit all booth fees.
- 2) Each vendor will be provided with all of the brides' information. It will be emailed or mailed to you after the show.
- 3) Music may only be played at a very low level from your booth during the bridal show. Appropriate bridal music will be playing over the PA system during the show. Remember the "good neighbor" policy.
- 4) The Civic Center Wifi is LJGuest and no password is required.
- 5) We will advertise in several different ways including, but not limited to, Bay City Tribune, The Facts, The Source Weekly and The Bulletin. On the City's Facebook Pages, including an "A Taste of Your Wedding Day Bridal Show" event page, Facebook ads, flyers, emails, and posters in local businesses, etc.
- 6) We are asking for your help. Could you please post our Bridal Flyer on your social media sites? The more we advertise, the better for everyone.
- 7) All brides will be registering at the registration table as they enter the building. After each bride registers, they will receive a white bridal tote so be on the lookout for your brides!
- 8) To encourage brides to visit each booth, they will receive a "bingo sheet" with all the vendors listed. A stamp will be given to each vendor to stamp the brides' sheets. Upon completion, brides can return the sheet at the registration table for a prize!
- 9) Brides will also be given labels that they can use to fill out their information for easy distribution to vendors. The information will include their name, phone, email, address, and wedding date.

Vendors are encouraged to use these great marking tools at the Bridal Show

SOMETHING SPECIAL - BRIDAL SHOW SPECIAL

Brides are encouraged to take advantage of the BRIDAL SHOW SPECIALS and to book their dates and appointments at the time of the show. Promote your business by having some type of Show Special.

SOMETHING TO DRAW FOR – BOOTH DRAWING

We also suggest that you have some sort of booth drawing. This will encourage brides to visit your booth. This will also allow you to get to know them and get their information. We will provide labels for brides to use at each booth if they choose. These labels will include name, address, email, and wedding date.

SOMETHING TO STUFF – BAG STUFFERS

Try to give each bride some type of treat as they visit your booth. (Example: a small bag of candy in a cute bag with a business card or flyer attached). You might want to check out Pinterest for ideas. Brides will be carrying a bridal bag that they can place all their goodies in. We will also brides with a Bingo sheet to brides to get punched at each booth to return for a prize! Prepare for at least 150 stuffers.

Thank you for your participation!