



2502 Country Club Drive
Cameron Park, CA 95682
530-677-2231/fax 530-677-2201

Charter Vendor Application/ Contract

It's A Wedding Affair – February 24, 2019 (Sunday) 10am-2pm in the Gymnasium and Auditorium
Cameron Park Community Services District (CPCSD) 2502 Country Club Drive, Cameron Park, Ca. 95682

This application is a request to participate in 8th Annual ***“It’s a Wedding Affair”***. This event is for professionals with wedding experience and the application is subject to review and final acceptance determined by Rebecca Johnson/ CPCSD.

Setup Time: 7:30am to 9:30 am (**no set up after 9:30 am**) Vendor understands that if not completely set up by this time, all monies are forfeited/contract voided. Our mutual goal is to create a professional event and therefore need every vendor to be ready when the doors open to the public.

_____ **Required Initials**

Event Start Time: 10AM. End Time 2 PM. Anyone breaking down booth prior to 2pm will disqualify them from receiving the Bride's List after the show.

_____ **Required Initials**

Parking: There is limited parking for brides and guests. Vendor’s vehicle must be parked in library parking area.

_____ **Required Initials**

Show Producers Rebecca Johnson /CPCSD to provide to the following:

- Email free admissions to brides through lead lists, magazine lead lists and mailing postcards to brides.
- Advertisement, date and times listed in 3 bridal magazines (Press-Release) and wedding related websites.
- Signs and Print Advertising. Ads include **Sac Bride & Groom, Real Weddings, Style Foothills, Perfect Wedding Guide, Mountain Democrat** and others.
- Event featured on Highway 50 billboard – near Cambridge Road
- Posters at storefront businesses. Flyers in local bridal shops.
- Website promotion through **Cameronpark.org** including a promotional page.
- Event included in Winter/Spring Cameron Park Activity Guide
- Facebook, Twitter and Pinterest, local calendar promotion.
- Online Registration will be processed by Cameron Park CSD.

Vendors are encouraged to promote the show to their brides/families/customers; to invite and share on social media challenges and will be REQUIRED to link their vendor website to the CPCSD Website: www.cameronpark.org

_____ **Required Initials**

All Vendors agree to the following:

Bridal Registry Information: All registered Brides who will give authorization for their contact information, including wedding dates, to be provided to vendors within one week of show.

Bride's information is for the *Contracted vendors ONLY* and not to be used or shared with any others. If you, as a vendor give this info to another vendor for their use, then you disqualify yourself from our yearly show. This includes co-ops, magazine advertisers or other businesses. _____ **Required Initials**

Set Up/Tear Down: Complete set up by 9:30 am, and breakdown booth at 2:05 pm (not before). Saturday Set Up times to be released by 2/1/2019

- A) Limit booth representatives not to exceed 2 persons.
- B) No children at booth.
- C) Roaming the show to direct brides to your booth is not permitted.

_____ **Required Initials**

Vendor Information (must be completed):

Business Name: _____

Business Phone: _____

Website: _____

Email Address: _____

Address:

Street

City

State

Zip

Owner/Manager's Name: _____

Phone Number: _____

Please describe items/services to be offered at Show:

Display set up (be specific, i.e. backdrop, large furniture items, etc): _____

Waiver: The enrolled named individual(s), or his or her legal guardian, has read the class /event description and understands the nature and content of the class, and in consideration of being permitted to participate in the class, agrees as follows: In consideration of his/her permitted to participate in a class/activity sponsored by the Cameron Park Community Services District (CSD), for myself, my

spouse, and my child, do release and forever discharge the CSD, its directors, employees and instructors from any and every claim, demand, action or right of action arising from or by reason of any bodily injury or personal injuries, death or property damage which may occur as a result of his/her participation in the current enrolled class or any activities in connection with the current enrolled class, whether or not caused by any act or omission of the CSD, its directors, employees, or instructors. Cameron Park Community Services District does not have or provide medical or accident insurance for persons involved in programs sponsored by the Cameron Park Community Services District.

_____ **Required Initials**

Category: The above business is applying for acceptance and will only promote this category (examples: Photography, Officiant, Videographer, Florist, Wedding Location, Reception Location, etc):

Selected Category: _____

Shared Booth Space is *not allowed* unless with special permission from Rebecca Johnson/CPCSD. This includes Associations, Co-Ops, Networking Groups, and Referral Teams/Partners. If you are listed in a certain Category, you'll be expected to display **ONLY** information promoting that Categories' business as described above. Failure to list another business/category will prevent you from displaying info/items from that Category/business and Vendor will forfeit right to be at future shows.

_____ **Required Initials**

Food & Beverage - Vendors selling or providing food will need to meet the El Dorado County temporary food facility food handling and food booth requirements for special events. Please go the El Dorado Environmental Health website and download the necessary forms – these and the appropriate fees (check payable to the county) must be included with the vendor’s application for the event. El Dorado Environmental Health Department number is (530) 621-5300. Non-prepackaged food/candy is **NOT** allowed without obtained permit. *Deadline for the food/beverage is February 1, 2019.*

_____ **Required Initials**

Prize Give Away Information: Prizes will be given away during the show, with mentions from donating business

Description: _____ **valued at \$** _____

Photography Release: By signing this waiver, I understand that the CSD staff or agents may photograph me and/or my booth and that the CSD may use such photographs to promote facilities and programs now and in the future. I expressly allow, and hereby waive any objection to the CSD or its agents photographing me and/or my booth when I am participating in CSD programs and activities. I understand that the photos shall remain the property of the Cameron Park Community Services District and Rebecca Johnson.

_____ **Required Initials**

Booth-Space Pricing:

Fees: Check all that apply

_____ **Regular Booth** - **\$250** includes one table, one chair **NO LINEN**

Add On Options:

- _____ **Linen** (no color choice) **\$10**
- _____ **Electricity** **\$20**
- _____ **Bag Sponsor** – information in all bags **\$100**
- _____ **Show Sponsorship:** Includes Extended Booth with priority placement, Logo on all printed material, 2 mentions at the show, added signage at the show, inserts into goodie bags, linen and electricity **\$500**

BOOTH FEE TOTAL: \$ _____

Booth space layout will be determined by show producer. You may request a space, but we are not able to guarantee location. The show producer reserves the right to extend the show to additional buildings to accommodate needs. Space is first come, first served.

_____ **Required Initials**

Make Checks Payable to: Cameron Park CSD

We accept Visa, Mastercard, and AMEX for Payments,
Please call our offices to make this payment over the phone.

Address to mail payment and application: 2502 Country Club Drive
Cameron Park, CA 95682

cpcsd@cameronpark.org or sacevents@gmail.com

Application Questions: (530) 677-2231/ fax (530) 677-2201 **Show Questions:** 916-821-8378

We will be contacting you to confirm your acceptance in “It’s a Wedding Affair”.

Refund Policy: In the event the vendor must cancel his/her appearance for any reason less than 30 days prior to the scheduled days of the event all monies pursuant to the contract may be retained by the CPCSD. If the vendor cancels more than 30 days before the event there will be a \$5 administration fee retained from the monies received.

I agree to all obligations on this contract with Rebecca Johnson/Cameron Park CSD

Vendor signature

Date

Rebecca Johnson
916-821-8378

Thank You !

For office use only:

Received by (Name): _____ **Date:** _____