



Grand Affairs
2036 Pleasure House Road
Virginia Beach, Virginia 23455

General Information

- The Let's Get Married! – Wedding Expo (LGM) will be open from 12 – 4pm.
- This event is open to the public.
- This is a family-oriented event and profane behavior, or language will not be tolerated. You will be escorted out and vendor fees will be forfeited.
- There is no kitchen access. If a vendor is providing samples, they must only be kept warm at their booth. No cooking!
- There will be 2 cash bars for beer, wine, cocktails, soft drinks and light snacks.
- Vendor set up will begin at 8am
- The event will open at 12pm
- The event ends at 4pm
- Clean-up will take place between 4pm – 8pm

Booth Information

- Booth Space (12'X12') - \$600
- Cocktail Table - \$20
- Table (6' or 8') - \$30
- Tablecloth (Black or White) - \$70
- Electricity - \$ 100
- Wi-Fi – Included

*All vendors requiring electricity or serving food **MUST** have liability insurance.

**Vendors requiring electricity are limited and will be on a first come, first booked basis.

*** There is no kitchen access.

**** All vendors providing samples for public consumption will be required to have health department certification.

Door Prizes

Vendors can receive a credit on their booth costs by supplying a door prize from a pre-approved list.

Terms and Conditions

1. Credits will be applied to the last payment.
2. Only 1 (one) unit of a door prize purchased can be used towards the credit.
3. Each door prize cost (rounded to the nearest dollar) will gain a 150% credit. Ex. If the door prize is \$159.99, the credit will be \$240=150% * \$160.
4. Door prizes **must** be purchased through this list
<https://www.amazon.com/registries/gl/guest-view/1VI0G018E746N>
5. Door prizes **must** be received by management by October 10, 2024, in order for the credit to be applied to your last payment.
6. Only the allotted amount of said door prize can be purchased for credit. Ex. If Item A says 1 out of 1 purchased prior to your purchasing, you may not use Item A for a credit if purchased.

Rules and other information

General:

Our top priority is to produce a quality event and to create an atmosphere where all exhibitors can do business. The following rules allow every exhibitor to work in the best possible environment for conducting business.

All activities within your booth, including promotional videos, must be at appropriate noise levels so as to not infringe on your neighbor's ability to conduct business. LGM Management reserves the right to determine and set the acceptable sound level in all such instances.

* Working in the aisles or distributing brochures, literature, etc. from any area other than your booth is prohibited. All promotional activity must take place inside your contracted space.

* As per venue directive, exhibitors are permitted to hand carry merchandise through the front doors during move-in or move-out.

Please ensure that your display is completely set up one hour prior to the show opening for inspection.

For security purposes, at least one member of your company should be present at these times; especially during move in and move out. LGM personnel will be available during all set-up and show hours.

Should you need a table, tablecloth and/or electric, please complete the respective order form and return it to LGM.

Note: tables, tablecloth and electric are not included in your exhibitor space.

Event Time-Table:

Move-In

Sunday, November 3, 2024 8:00 AM — 11:00 AM

Show Hours

Sunday, November 3, 2024 12:00 PM — 4:00 PM

Move-Out

Sunday, November 3, 2024 4:00 PM — 8:00 PM

Let's Get Married

*Move-Out will not begin until the official show closing time. Dismantling or removal of exhibits before the show has closed creates a safety hazard, is unfair to the brides who attend the show later in the day, is disrespectful to neighboring exhibitors and makes for a show environment which is not conducive to selling. All exhibitor material must be claimed by 6 PM and completely removed by 8 PM on Sunday night, NO EXCEPTIONS.

- **Tax Information:**

- All exhibitors are required to collect Virginia State Sales Tax where applicable. After the conclusion of the event, individual exhibitors are responsible for reporting all collected sales tax to the VA Department of Revenue. Please call 804.367.803 or visit www.tax.virginia.gov.

- **Local Agencies and/or Departments:**

- Exhibitors are required to conform to all local, state and federal laws concerning the legality of exhibiting their equipment, product or services; inclusive of obtaining proper licensing or permits for all companies and/or products. The exhibitor acknowledges that compliance with the foregoing requirements is an integral part of its contract. Failure to obtain or file the certificates or licenses or permits referred to above will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by LGM.

- **Pay Your Bill:**

- Payments can be processed through PayPal. Once you send your signed contract with your selections of amenities an invoice will be sent through PayPal.

*Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions.

- **Bridal Registration List:**

- Exhibitors will receive an email outlining instructions on how to obtain the Bridal Registration List shortly after the show's end. Bridal registration lists are individually seeded to monitor use. Exhibitors who provide their list to a non-exhibitor will be subject to substantial penalties.

* All activities within your booth, including promotional videos, must be at appropriate noise levels so as to not infringe on your neighbor's ability to conduct business. LGM Management reserves the right to determine and set the acceptable sound level in all such instances.

Payment Schedule

- Deposit - \$200 due with signed contract
- Payment 2 – 50% of balance due within 30 days of deposit
- Payment 3 (Final Payment) – Balance due October 10, 2024

*Deposit is non-refundable. Any consideration for a credit at a future expo will be decided on an individual basis.

*Payment 2 is non-refundable.

*Vendors who sign the contract after September 15th will get a customized payment plan

Let's Get Married
WEDDING EXPO

Order Form

Company Name: _____
Representative: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____

Options:

- Booth Space - \$600
- Cocktail Table - \$20
 - Number of tables: _____
- Table (6' or 8') - \$30
 - Table Size: _____
 - Number of tables: _____
- Tablecloth - \$70
 - Black
 - White
- Electricity - \$100

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Owner Signature: _____ Date: _____

***By signing this document, you agree to all terms and conditions listed in this vendor packet.**

Contact Information

- For any questions or concerns, please contact an LGM representative at info@lgmweddingexpo.com



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WEDDING EXPO