



Bridal Show 2017

Vendor Application

1600 Grand Avenue, Diamond Bar, CA 91765 | 909.839.7065 | bridalshow@diamondbarca.gov | www.DiamondBarCenter.com
 Mailing: 21810 Copley Drive, Diamond Bar, CA 91765 | Facility owned & operated by City of Diamond Bar

Sunday, February 26, 2017

Please print and complete ALL fields including the waiver. Incomplete forms will not be accepted.
Application deadline is Wednesday, February 1, 2017

Business Name: _____ Service(s): _____
 Contact Name: _____ Business Phone: _____
 Email: _____ Website: _____
 Address: _____ City/State/Zip: _____
 Day of Contact Name: _____ Cell Phone: _____

Describe items to be exhibited: (Only items specific to vendor's products/services may be displayed within their designated space).

Indicate quantity desired for the below items. All Entry fees are non-refundable, unless event is cancelled by Diamond Bar representatives			
Exhibit Space Options	Cost	Qty	Amount Due
Standard Ballroom Booth 8' x 8' draped space, one 6' table with linen and two chairs	\$450		
Ballroom Display Table (w/ purchase of Booth) One 60" Round Table near Ballroom Stage	\$100		
Wedding Oval (w/ purchase of Booth) Outdoor Ceremony space for mock ceremony/equipment display (Limit One)	\$100		
Patio Lounge (w/ purchase of Booth) Outdoor patio adjacent to Ballroom for mock cocktail/equipment display (Limit Two)	\$100		
Motor Court (Limit Three) Outdoor vehicle space adjacent to Ballroom for food truck or specialty vehicle display	\$350		
Ballroom/Pre-Function Lobby One 6' table with linen and two chairs Space will vary depending on placement	\$350		
Additional 6' Table with Linen	\$25		
Electricity	\$50		
Total Amount Due:			

Please Check if Applicable:
 No Linens Needed No Table Needed

Vendor Door Prize Donation – All vendors are required to submit item that will be raffled during the event as well as advertised in event day program. **Description for Bridal Show Program:** _____

-PAYMENT -

Check # _____ (Please make payable to THE CITY OF DIAMOND BAR) Cash \$ _____
 Credit Card (Circle One: Discover MasterCard Visa American Express)

Name on Card: _____

Card #: _____ **Exp Date:** _____

Signature: _____ **Total Amount:** _____

OFFICE USE –

Date Received: _____ Space #: _____ Tables: _____ Linens: _____ Permits: Y/N Electricity: Y / N

Payment: _____ Confirmation Mailed: _____ Approved Initials: _____



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GENERAL DIAMOND BAR BRIDAL SHOW POLICY

Please Read Carefully and Sign

Bridal Show on Sunday, February 26, 2017 at the Diamond Bar Center, 1600 Grand Avenue, Diamond Bar CA 91765

- Bridal Show application deadline is Wednesday, February 1, 2017.** In order to ensure a standard of quality and balance, only exhibitors approved by Diamond Bar Bridal Show representatives will be accepted. Approval (and potential removal) from the Bridal Show is based on a series of criteria: vendors per category, quality of products/services, consumer demand and reputation of vendor and/or references. Upon approval, exhibitors will be assigned a space and a confirmation letter will be emailed within two weeks. The Diamond Bar Bridal Show representatives reserve the right to close any space that is not being properly managed or conducted in accordance with the rules. **Please initial** _____
- Door Prize Donation – All vendors must present a bridal door prize when they check-in the day of the bridal show.** Please specify on your registration form what you will be donating. **Minimum \$25 value gift card or basket. May include company service(s) in addition to prize. Service(s) as a prize alone are not acceptable.** **Please initial** _____
- All participating exhibitors' names and contact information will be listed in the Bridal Show program that is distributed to all brides the day of the show. This list will also be available to be distributed to Diamond Bar Center renters throughout the 2017 calendar year. The Diamond Bar Bridal Show representatives reserve the right to remove any vendor contact information from this list at any time. **Please initial** _____
- All exhibitors participating in the Bridal Show must be approved and registered prior to the day of the event by Diamond Bar Bridal Show representatives. **Please initial** _____
- Refunds will only be given if the Bridal Show sells out and staff is able to resell your space. There will be a \$50 service charge for all refunds. The indoor portion of the event is not subject to cancellation due to inclement weather. For the outdoor portion, full refunds will be given if the City decides to cancel due to inclement weather or other unforeseen circumstances. **Please initial** _____
- Official starting time for the Bridal Show is 11am. Set up begins Saturday at 9am and must be completed by 10:30am. **Your space must be operating by 10:45am and remain open for the entire duration of the show.** Exhibitors that pack up and/or leave before 3pm will not be invited to participate in any future shows. **Please initial** _____
- Exhibitors will be able to use the front entrance for loading and unloading. (The motor court will not be available as we will have vendors setting up in that area.) After unloading, all vendors must park their vehicle in the overflow lot. A site diagram will be mailed two weeks before the show. **Please initial** _____
- Exhibit spaces vary based on show placement (spaces are approximately 8' x 8'). Due to the style and nature of the Diamond Bar Center, the backdrop for each space may vary. Pipe and drape is only provided in specific ballroom spaces. For safety purposes, all participants must set up within their allotted space. Each space includes one white linen draped 6' x 30" table and two chairs. Electricity is available for a fee (vendors must bring their own extension cords). More than one exhibit space may be purchased if space permits. The sharing of exhibit space is not permitted among multiple exhibitors—each vendor must pay the full registration fee to participate in the show. **Please initial** _____
- Please be respectful of the facility and other exhibitors: All exhibit contents and signage should be freestanding. No items may be stapled, nailed, taped, or fastened to the tables or onto facility walls or floors. Any exhibitor who uses audio or video equipment is asked to limit the sound level of their equipment. The burning of candles is not permitted. **Please initial** _____



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- 10. Catering and Bakery businesses: All food service businesses must provide proof of utilizing a health department permitted facility for preparing their goods. There is NO COOKING allowed on site. Approved food trucks vendors may be allowed to cook with proper health permits. Diamond Bar Bridal Show representatives strongly recommend that samples be provided to increase the success of the show and attraction to your exhibit space. Please submit health department permits with your bridal show application. **Please initial** _____
- 11. Vendors wishing to serve alcohol must get prior approval from Diamond Bar Bridal Show representatives and would be subject to the terms in the Diamond Bar Center Facility Use Policy (www.diamondbarca.gov/DBCpolicy). **Please initial** _____
- 12. The distribution of promotional literature is limited to your assigned exhibit area. Distribution in facility parking areas, lobby, restrooms or anywhere on facility grounds other than your assigned area is strictly prohibited. Exhibitors are only permitted to distribute literature advertising the company that is registered in the Bridal Show (Bridal Resource Centers are exempt). Exhibitors who do not adhere to this policy are subject to potential removal from the Bridal Show and will not be invited to participate in future shows. **Please initial** _____
- 13. The City of Diamond Bar will not assume responsibility for any damage, theft, or loss of personal property, including damage or theft to your space. **Please initial** _____
- 14. All exhibitors are responsible for cleaning up their space and surrounding area. Please remove all trash and other items used by your business. **Please initial** _____
- 15. Bride lead lists will be distributed to all paid exhibitors via email approximately two weeks after the show. Sharing of this list is prohibited. Any exhibitors found in violation of this policy will not be invited to participate in any future shows. **Please initial** _____
- 16. I grant to the City of Diamond Bar/Diamond Bar Center, the right to take photographs/video of all participants in connection with the Bridal Show. I authorize The City of Diamond Bar/Diamond Bar Center, its assigns and transferees to copyright, use and publish the same in print and/or electronically. I agree that the City of Diamond Bar/Diamond Bar Center may use such photographs/video of me and any items related with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising and web content. **Please initial** _____

For more information:

www.Diamondbarca.gov/bridalshow or email at bridalshow@diamondbarca.gov

Crystal Knox: 909.839.7072 or Diamond Bar Center: 909.839.7065

Fax: 909.612.4580

Applications and Payment must be returned by February 1, 2017 to:

Mailing Address:

Diamond Bar Center Bridal Show
21810 Copley Drive, Diamond Bar, CA 19765

Physical Address:

Diamond Bar Center
1600 Grand Avenue, Diamond Bar, CA 91765

I have read and understand I must comply with the Diamond Bar Center Bridal Show Policies.

Business: _____

Print Representative Name: _____

Signature: _____

Date: _____



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City of Diamond Bar

RELEASE, DISCHARGE OF LIABILITY AND ASSUMPTION OF RISK

Name of Business: _____ Participant's Name: _____

Address: _____

Telephone: _____ Emergency telephone: _____

Program Sponsors: City of Diamond Bar and its respective officers, agents and employees.

Name of class or activity ("the activity"): **DIAMOND BAR BRIDAL SHOW 2017**

I am physically fit to participate in the activity and have not been diagnosed with any illness or medical condition that would make it unsafe to participate in the activity. No physician has recommended against my participation.

I am aware that the activity poses a risk of injury to me, and that occasionally accidents occur during activities of this kind. Knowing these risks, on behalf of myself, I freely and voluntarily agree to assume all of the risks associated with participation in the activity.

In consideration of my being permitted to enroll and participate in the activity, I agree to the fullest extent permitted by the law to release and discharge the Program Sponsors from any liability, causes of action, claims or damages for personal injury, property damage and wrongful death arising from or attributable to my participation in the activity, whether or not such liability arises from the Program Sponsors' negligence in organizing, planning and implementing the activity.

I understand that by signing this instrument, I (and my legal representatives, heirs, assigns or any other successors in interest) am barred from presenting any claim or instituting any civil action or present any claim for personal injury, property damage or wrongful death against the Program Sponsors who, through negligence or otherwise, might otherwise be liable to me, or other successors in interest for damages.

I HAVE READ THIS RELEASE CAREFULLY AND FULLY UNDERSTAND IT. I UNDERSTAND THE RISKS INVOLVED IN THE ACTIVITY. I UNDERSTAND THAT BY SIGNING THIS RELEASE, I GIVE UP THE RIGHT TO SUE THE PROGRAM SPONSORS. I SIGN THIS RELEASE FREELY AND VOLUNTARILY WITHOUT INDUCEMENT.

Please initial _____ In the event of a medical emergency, I authorize medical personnel attending to me to make decisions regarding immediate medical treatment as may be necessary until such time as my emergency contact can be consulted.

Please initial _____ By registering for any recreation class, activity, or event, I grant the City of Diamond Bar permission to use my photograph, video or film likeness, for promotional use in any City-related media.

Participant's Signature:

Date: