

2024 Crystal and Twigs Bridal Affair

Date: February 3, 2024

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Location: Lewis Clark Hotel

We are pleased to extend an invitation for your business to participate in an elegant Bridal Affair. The Crystal and Twigs Bridal Affair will be taking place at the historic Lewis Clark Hotel in Lewiston, Idaho on Saturday, February 3, 2024. This event will open its doors to the public at 10am and will wrap up at 3pm. Upon entering the building, the first 100 engaged couples will sign in and receive a free tote bag full of information, treats and specials from vendors and sponsors. This is a great opportunity to promote your business further by providing keepsakes, discounts, swag, and so much more to help whisk their wedding dreams into action.

Each vendor booth will be provided with one table, one table linen, and two chairs. You are responsible for providing your own partitions, should you want them. Wifi will be available.

Once your vendor application is submitted online, you'll receive an invoice within 48 hours. This invoice can be paid through several different avenues, so please contact Candyce or Shari if you have questions.

The Crystal and Twigs Bridal Affair will be very well advertised through social media, radio ads, local billboards, newspaper ads, email blasts and more. Our goal is to support our local vendors in the wedding industry and assist engaged couples with finding the missing pieces to their special day. To gain an additional avenue of getting the word out to our community, we would appreciate vendors sharing the event on their social media pages.

If you'd like to mail or drop off a check, or cashier's check, please use the information below:

Crystal and Twigs
111 Main St.
Lewiston, ID 83501

CONTACT: Shari Lyons

Cell: 509.552.6252 | E-mail: crystalandtwigs@gmail.com

If you'd like to make payments virtually, please contact Candyce through the information below:

CONTACT: Candyce McNab

Cell: 208.790.1960 | E-mail: ctbridalaffair@gmail.com

- *All virtual payments will have a \$10 service fee added to cover transaction fees.*

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RULES and REGULATIONS for Vendors of the 2024 Crystal and Twigs Bridal Affair

All applications for vendor participation in the 2024 Crystal and Twigs Bridal Affair are subject to approval. Please sign below, after you have read through all of the rules, regulations, and waiver of liability.

RULES OF EVENT

- This event application form and fees are due no later than **JANUARY 6, 2024**.
- A **\$50 LATE FEE** will be applied after January 6, 2024.
- Vendor set up times are Friday, February 2, 2024, 9am-9pm, and Saturday, February 3, 2024, 7am-9am.
- Only one business per booth space.
- Do not trade booth spaces.
- You will provide your own additional surge protectors, extension cords, and gray or brown tape to cover your cords.
- Every vendor is encouraged to provide a minimum of a business card for 100 engaged couples entry giveaway tote bags.
- Every vendor is required to provide a physical prize that will be put into a prize campaign for pre-registered engaged couples. We know that many vendors will contribute gift certificates, which is a great choice, but we have noticed that many gift certificates are not relevant to the winners. Therefore, we encourage baskets with physical items like candles, chocolate, cookies, coffee, swag, wine, etc. or a basket with a theme, to accompany any gift certificates.
- Vendors can opt to pay a \$75 fee for the C&TBA Team to complete a prize basket on the vendor's behalf.
- Vendor booths need to stay complete until 3pm. You may begin to break down after 3pm.
- You are responsible for cleaning up your entire booth space after the event. Please leave your booth space the same as you found it.
- Vendors are responsible for any and all damage that they cause to the Lewis Clark Hotel.
- Customers must come to your booth. Do not approach customers with your handouts.
- Your business name and contact information will be passed along, publicly and privately.
- Businesses that are not vendors at this event will not be promoted.
- You are committing to having a vendor booth on February 3, 2024. If you are not able to attend, a 14-days' notice is appreciated.
- There are no refunds on any event fees. No exceptions.

Signature _____ Date _____

WAIVER OF LIABILITY

Enter this event at your own risk. The sponsors and event organizers of the 2024 Crystal and Twigs Bridal Affair will accept no liabilities, or be responsible for anything, or anyone, involving your business, or your display, on or off of the premises of this event. The 2024 Crystal and Twigs Bridal Affair sponsors and organizers will not need any prior consent, or give any compensation, for the use of your photos, business name, or business contact information, for promotional or advertising use. Any damage caused by a vendor, their business, or their display choices, that is done to the Lewis Clark Hotel, or its premises, will be the sole responsibility of the vendor to compensate.

Signature _____ Date _____

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Name of Business _____
Name of Contact Person _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email _____ Website _____
Tax ID Number (for resale vendor booths) _____
Circle Booth Selection: Single Booth : \$235 Suite : \$350
**Circle Service Fee If Needed: **Virtual Payment: \$10 ** C&TBA TEAM To Complete Vendor's Prize Basket: \$75
Sponsorship Opportunities: \$ _____
Number of extra tables: _____ (\$10 per additional table) Number of extra chairs: _____ (Free)
Number of extra table linens: _____ (\$5 per additional table linen)
Type of vendor _____

Sponsorship Opportunities

Major Event Sponsor: \$3,000 or In-Kind Equivalent (1 business)

- Extra-large vendor booth is included: \$940+ Value
- Sponsor listed on all promotional radio, billboard, newspaper and email blast advertising. \$2,000+ Value
- Sponsor receives premier logo placement on all advertising, our website, our social media and all printed material
- Sponsor logo on sign-in table at the event

Advertising Sponsor: \$2,000 or In-Kind Equivalent (3 businesses)

- Single vendor booth included: \$235 Value
- Sponsor listed on all promotional radio, billboard, newspaper and email blast advertising. \$2,000+ Value
- Sponsor receives premier logo placement on all advertising, our website, our social media and all printed material
- Sponsor logo on sign-in table at the event

Event Sponsor: \$1,000 or In-Kind Equivalent (3 businesses)

- Single vendor booth is included: \$235 Value
- Sponsors listed in 25 promotional radio ads, billboards, newspaper and email blast advertising: \$1,000+ Value
- Sponsor logo on event advertising, our website, our social media and all printed material
- Sponsor logo on sign-in table at the event

Bar Sponsor: \$500 (2 businesses) must provide their own bar license for Nez Perce County

- Single vendor booth is included: \$235 Value
- All profit bar sales sold at the event go to the individual bar sponsor
- Sponsor logo on event advertising, our website, our social media and all printed material
- Sponsor logo on sign-in table at the event

Coffee Sponsor: \$500 (1 business)

- Single vendor booth is included: \$235 Value
- All profit bar sales sold at the event go to the coffee sponsor
- Sponsor logo on event advertising, our website, our social media and all printed material
- Sponsor logo on sign-in table at the event