



**16th Annual Wedding Showcase
2018 Vendor Application
Saturday, January 6, 2018 10 AM-3 PM**

Business Name _____
 Contact Name _____
 Mailing Address _____
 City, State, Zip _____
 Phone Number _____ E-mail _____
 Web Address _____
 Description of your services: _____

Returning Vendor New Vendor

Item to be raffled off in Drawing

Item or Service Description _____ Value _____

\$75.00 – Business Card in Showcase Bags

One promotional item and/or business card will be placed in the bags handed to each bride at check-in. Please have 400 of your items to us by December 4, 2017.

\$275.00 – Wedding Showcase Booth

Vendors receive a list of all registered participants and the opportunity to have intimate one-on-one interactions with participants. **Application and payment due by November 3, 2017.**

Building Preference: mark 1st and 2nd choices (first-come, first-served):

Preferences are processed in order of receipt. Applications are not considered complete without payment.

_____ Pre-Emption House
 _____ Century Memorial Chapel
 _____ Outside (Between the Chapel and Annex, great for Limos, Portable Toilets, Tents, etc.)

Do you need electricity? Yes No

Do you need a 6 foot table? (Includes one chair & skirt-less tablecloth) Yes No

\$200.00 – Business Name on our Website (with purchase of a Wedding Showcase Booth – a savings of \$150!)

Full year listing on Vendor Resources page of Naper Settlement’s Website

\$350.00 – Business Name on our Website (without purchase of Wedding Showcase Booth)

Full year listing on Vendor Resources page of Naper Settlement’s Website

_____ : **TOTAL** *Refund/Cancellation Policy: Refunds for cancellations will be made when the notice of cancellation is received 90 days or more prior to the showcase. No refunds will be given for cancellations with less than 90 days of notice. We reserve the right to refuse vendors due to space and/or safety limitations.*

Call 630.420.6010 to pay by credit card over the phone or make checks payable to Naper Settlement and send to:

Naper Settlement
 Attn: Wedding Showcase
 523 S. Webster St.
 Naperville, IL 60540

By signing, you acknowledge all terms on both the Vendor Application and the Rules and Regulations (on the next page).

Signature _____ Date _____

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Vendor Rules & Regulations

*please keep a copy of this form to refer to later

1. Vendor Applications are not considered complete without payment. Vendor Applications must be completed before building preference is entered. Application and payment are due by November 3, 2017.
2. Refunds for cancellations will be made when the notice of cancellation is received 90 days or more prior to the showcase. No refunds will be given for cancellations with less than 90 days of notice. We reserve the right to refuse vendors due to space and/or safety limitations.
3. Vendors may not "share" booth space with other vendors or business. One vendor per booth.
4. Vendors must adhere to space requirements given and cannot exceed space limits. Naper Settlement will ask vendors to reduce exhibit space if needed.
5. Nails or screws may not be driven into the floor. No damage of any kind may be done to any part of the building. Exhibitors will be held responsible for all damages. Any and all incurred damages will result in a minimum of a \$500 repair fee. *Carpeting is required for all heavy displays. Rubber wheels are required on all dollies and carts used for setup and takedown.*
6. All aisles must be kept clear of exhibits, interviews, demonstrations, distributions, etc. No canvassing, solicitation of business or conference in the interest of business except by exhibiting firms is allowed. All materials such as bunting, artificial trees, drapes, etc., must be fire resistant. Crepe paper is not allowed.
7. Candles and open flames are not permitted in any Naper Settlement location.
8. If you are exhibiting a service which uses audio, please be mindful of guest and other vendors and keep volume to a reasonable level. Naper Settlement has the right to ask vendors to adjust volume of their instruments/speakers or remove excessively loud vendors.
9. Exhibitor must supply all labor necessities in setting up or removing exhibits.
10. No food, candy, etc. may be left out overnight. Please either take it with you or secure in a sealed tight container.
11. Smoke or offensive odors are strictly prohibited.
12. All rules and regulations are subject to the discretion of Naper Settlement. Any and all decisions are deemed final.
13. Failure to comply with these rules will result in the exhibitor's removal and forfeiture of any and all funds previously paid to Naper Settlement by the exhibitor.