



## Meet Me at the Altar Wedding Showcase

### Booth & Advertising Application

Churchill Downs- Millionaires Row 4  
January 14, 2018 12pm-4pm

**Due to space restrictions, all booths are on a first come, first served basis. 50% deposit is required to secure your space. Please make sure to read the terms and conditions on the second page of the application. Prices are subject to change without notice.**

Company \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cellular \_\_\_\_\_

E-Mail \_\_\_\_\_ Web Site: http:// \_\_\_\_\_

Category \_\_\_\_\_ What will you display in your booth? \_\_\_\_\_

Email to send registration list to (if different from above) \_\_\_\_\_

### Booth Options

- 8x8 or  11x6 Booth - \$500 \$ \_\_\_\_\_
- 10x10 Booth - \$550 \$ \_\_\_\_\_
- 8x16 Booth - \$850 \$ \_\_\_\_\_
- 10x20 Booth - \$950 \$ \_\_\_\_\_
- \*CORNER BOOTH UPGRADE\* - ADD \$50 \_\_\_\_\_

### Additional Options

- Bag Insertion Option - \$100**  
(Your information inserted in each attending brides' bag)
- Web Advertising - \$50**  
(6-Month Featured Vendor Web Ad)

**\*\*Electricity is provided at no cost. If you need electricity, please check this box .  You will be responsible for all extension cords and power strips.**

Discounts/Credits	-\$ _____
Grand Total	\$ _____
50% Minimum <u>Payment</u> Required	\$ _____
<u>Remainder</u> Due- December 2, 2017	\$ _____

\*If signed after December 2, 2017, the full payment is due upon signing

**Payment Method:**

\_\_\_\_ Check or money order # \_\_\_\_\_ enclosed    Amount: \$ \_\_\_\_\_ (make payable to: **Carried Away Productions**)

\_\_\_\_ Please charge to my \_\_\_\_ Visa    \_\_\_\_ Mastercard    \_\_\_\_ Discover

Name of Cardholder \_\_\_\_\_ Card Number \_\_\_\_\_

Exp date: \_\_\_\_ / \_\_\_\_    3 digit code: \_\_\_\_

Address that the card bill is sent to (if different from above): \_\_\_\_\_

Amount to charge: \$ \_\_\_\_\_  **Check here if you want us to charge the balance to this card when it is due.**

Signature: \_\_\_\_\_ (Card Holder- must be signed to be accepted)

I have read and, by my signature below, agree to the Terms and Conditions listed on the reverse of this form or following page.

\*\*Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\*\*Application must be signed and dated to be accepted.

**PLEASE MAKE A COPY OF THIS FOR YOUR RECORDS. SEND ORIGINAL APPLICATION TO:**

Carried Away Productions • 4229 Bardstown Rd #106, Louisville, KY 40218

Phone: (502) 744-7000 • Fax: (502) 450-6194 • E-Mail: [carrie@carriedawayproductions.com](mailto:carrie@carriedawayproductions.com) • Web: <http://www.louisvillealtar.com>



## Exhibitor Terms and Conditions

**PAYMENT:** If reservation is made on or before December 2, 2017, a 50% payment is required to secure booth space. If reservation is made after this date, the total amount due must be paid at that time to secure booth space. Any and all **returned checks** will be assessed a \$50 charge the first time they are returned and a \$65 charge if returned a second time. If the balance is paid more than one week past the due date, a \$15 late charge will be added to the total amount due, unless payment arrangements are made.

**BOOTH SPACE:** Each 10x10 booth is supplied with an 8' black drape background, 3' black drape side rails, an 8' skirted table and two chairs. Each 8x8 booth is supplied with an 8' black drape background, 3' black drape side rails, a 6' skirted table and two chairs. Extra tables and chairs may be ordered IN ADVANCE ONLY through our office (502) 744-7000.

The management team has the right to relocate your space without notice. All items not a part of the display must be kept out of sight during the show. **If Exhibitor requires electricity please check the appropriate box on the application.** Exhibitor will be responsible for all extension cords and power strips. There is no charge for electricity; however, it will be on a first come first serve basis. Electricity availability is not guaranteed by Carried Away Productions, LLC.

**BOOTH RESTRICTIONS:** NO TAPE of any kind is allowed on the walls or fixtures. THE ONLY TAPE ALLOWED is Gaffers Tape with prior approval from show management or venue for securing cords to the floor only. ATTACHING SIGNS or anything else in any way to trees, posts, walls, seating areas, columns, or my other piece of venue property is strictly prohibited. SPRAY PAINT and BUBBLE MACHINES are strictly prohibited. Nothing over 10 pounds should be placed on tiles. **If any part of this rule (no tape, attaching signs, spray paint, and bubble machines) is violated, the exhibitor will be billed \$100.00 (one hundred dollars) per square foot for any repairs needed, with a minimum cost of \$150 (one hundred fifty dollars).**

HELIUM TANKS are not allowed in the venue during show hours and must be kept on stands anytime they are used in the venue.

SUBLETTING and SHARING OF BOOTHS is not allowed.

LITERATURE, BUSINESS CARDS AND ANY OTHER MATERIALS HANDED OUT AT YOUR BOOTH must NOT include the name, phone number, address, nor any other vital information about any other company besides that represented by your booth, unless that company is exhibiting in the show. The only exceptions are exhibiting magazines and newspapers. **Any literature that represents a company not in the show will be discarded by show management. If the literature continues to be handed out, exhibitor will pay an additional fee equal to the cost of booth space. In addition, said company may be restricted from exhibiting in future Carried Away Productions, LLC events.**

NO LITERATURE may be handed out in any other part of the venue - outside the perimeters of your booth - unless it is by another participating company, at their booth, in the show.

Exhibitor must give full disclosure of every type of product or service that will be presented in the booth space, even if it is all listed under the exhibitor's company name.

**INSURANCE:** Exhibitor is solely responsible for any and all occurrences inside his or her booth; Carried Away Productions nor Churchill Downs is liable for an occurrences that take place inside the parameters of exhibitor's booth space.

**SHOW HOURS:** Each booth must be staffed during all show hours. Carried Away Productions, LLC. nor venue is liable for items lost or stolen. All exhibits must be set up before the show opens Sunday morning and must stay intact during ALL show hours. Show management reserves the right to pull tables out of any booth not set up by 11:30 a.m. the day of the show. All booths must stay assembled until 4pm. **Carried Away Productions, LLC. reserves the right to withhold the mailing list of attendees from any company that breaks their booth down early or does not show up to the event without notice. In addition, said company may be restricted from exhibiting in future Carried Away Productions, LLC. events and may be required to pay an additional \$500 for any future show they are allowed in.** Banners, signs, items on display, and anything in or on the booth must stay intact until the show is over.

**AMPLIFIED SOUND:** Amplified sound is not allowed during show hours without prior approval from Carried Away Productions, LLC. This includes, but is not limited to, the use of microphones, sound systems and tape players or CD players with speakers. Televisions and computers are allowed within reason and are to be kept at a low level, not amplified. The sound should not be heard outside the perimeters of your booth.

**SECURITY:** Although security is provided during the show, neither Carried Away Productions, LLC. nor venue is liable for items lost or stolen.

**LOADING AND UNLOADING:** Loading and/or unloading during show hours is strictly prohibited. All booths must be completely set by 11:30am, the morning of the show. **If the exhibitor, representative(s) of the exhibitor and/or anyone associated with the exhibitor loads or unloads during show hours, that exhibitor will be held solely liable for any damage or injury that occurs as a result, including court costs. Also, said exhibitor may be barred from participating in future Carried Away Productions, LLC. events.**

**CANCELLATIONS:** If the show is cancelled by Carried Away Productions, LLC. for any reason, other than an act of God or an act of war, the amount paid by exhibitor will be refunded. If Exhibitor cancels by written notice prior to November 9, 2017, Carried Away Productions, LLC. will refund full deposit. If the Exhibitor cancels in writing after November 9, 2017 and prior to December 15, 2017, deposit shall be retained and no further damages will be sought. In the event that the Exhibitor cancels after December 15, 2017, Exhibitor is responsible for full payment on booth space. In the event that Exhibitor cancels by phone, e-mail, or is in violation of the terms and conditions at any time, cancellation will be invalid and Exhibitor will be responsible for full payment on booth space. Carried Away Productions, LLC. reserves the right to refuse booth space to any Exhibitor or potential Exhibitor.

**MAILING LISTS:** Mailing lists remain the property of Carried Away Productions, LLC. Use is limited to PARTICIPATING EXHIBITORS ONLY!!!. **If participating Exhibitor gives, sells or loans the list to anyone not an exhibitor in the show, participating Exhibitor and the other company are liable for a fine of \$1,000 (one thousand dollars) per occurrence (per listed name), per use. Carried Away Productions WILL know who uses this list for marketing!**

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Company

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Signature

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Date