

# *Edward-Dean Museum & Gardens*



A Division of the Riverside County Economic Development Agency

Edward-Dean Museum & Gardens Bridal Show  
9401 Oak Glen Road  
Cherry Valley, CA 92223

Sunday, March 14<sup>th</sup>, 2010  
12pm-4pm

Information • Rules • Application Packet

Mailing Address: Edward-Dean Museum & Gardens  
Riverside County Economic Development Agency  
Attention: Laura Reisner  
1325 Spruce Street, Suite 400  
Riverside, CA 92507

Information: Call 951.955.3091

Fax: 951.955.2159

Website: [www.edward-deanmuseum.org](http://www.edward-deanmuseum.org)

THE EDWARD-DEAN MUSEUM & GARDENS STAFF RESERVES THE RIGHT TO LIMIT PARTICIPATION IN ANY CLASSIFICATION, TYPE OF MERCHANDISE, OR SERVICE TO PROVIDE THE PRODUCT/SERVICE MIX DESIRED FOR THE ENTIRE BRIDAL SHOW.

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## **Introduction**

Thank you for your interest in the Edward-Dean Museum & Gardens Bridal Show. Our goal is to increase awareness of Edward-Dean Museum & Gardens as a venue and to promote excellence and quality in our facility. This will be an outstanding opportunity to promote your company while participating in our Bridal Show. We appreciate and value your time and hope we can work together to make for a wonderful event!

## **Application for Space at Edward-Dean Museum & Garden Bridal Show**

### **Application Process**

- To participate in the Bridal Show, an application must be received by the application deadline (March 1<sup>st</sup>, 2010) to allow time for the Bridal Show Management to review the application. Applications are not based on a first come first serve basis. They are based on category, 3 per category will be selected. Applications received are based on uniqueness of product, duplication of product, booth display and set up.
- Vendors must list all product(s) sold, promoted, displayed or even given away. The Bridal Show Management reserves the right to select the items a company is allowed to sell based on the product, duplication of product and/or objectionable items. If you are not selling, but generating leads for future business, please indicate product or service.
- Applicants will be notified of their application status. Payment is due upon verification of acceptance. Once accepted, payment will be due by March 14, 2010.
- Vendors may pay cash, money order, or checks payable to the Edward-Dean Museum & Gardens. Please do not send payment with the application.
- The Bridal Show staff reserves the right to deny an application or limit products sold which are in conflict with other agreements, contracts or deemed inappropriate for the event.
- Edward-Dean Museum & Gardens will provide a leads list to all vendors that participate in the Bridal Show.

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## **Refund Policy**

The Bridal Show staff recognizes the fact that situations may arise which prevent participation. Vendors must inform Bridal Show staff no later than 5:00pm, Friday, March 7, 2010 if unable to attend to be eligible for a 50% refund.

## **Vendors**

Food vendors are limited to Catering demonstrations. Food vendors must remove and take all food remnants and trash from their booth and the Kay Cenicerros Cultural Arts Building and/or the Pavilion upon dismantling. All vendors must bring a trash can, bag, and serving plates. Leaving trash next to the receptacles is not permitted. Please do not use any red sauce, red punch, or anything red that may stain the carpet.

## **Booth Presentation**

The Bridal Show will represent the best vendors, both in the quality of the product and in the attractiveness of presentation. Vendors will be required to adhere to strict standards of booth presentation.

- All vendors must provide their own table covers, trash can, bag, signage, and serving plates if necessary. All vendors must present an attractive display including the use of table drapes.
- No Handwritten signs are permitted. All signage must be of a professional quality.
- All vendors must set up display and operate within their designated booth space.
- No part of the display may interfere in any way with other vendors/exhibitors or reach beyond the limits of the rented booth space.
- The booth shall be manned at all times during the Bridal Show hours of 12:00pm to 4:00pm.
- The Bridal Show staff reserves the right to disallow future participation of vendors who fail to meet expected standards of presentation.

## **Space Allocation**

The Bridal Show will review vendor applications and assign spaces. Applications are not based on a first come first serve basis. Applications received are based on uniqueness of product, duplication of product, booth display and booth set up. The staff reserves the right to relocate vendors and/or reassign spaces at their discretion. The standard booth space size is 8 x 4, using an 8' banquet table and 2 chairs. It is mandatory that all vendors set up and operate with-in their designated booth space.

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**NOTE\* All Vendor booths must be set up and ready to check in on Sunday, March 14, 2010 @11:00am.**

## **Bridal Show Set Up**

- All Vendors must check in at the “Bridal Registration Booth” before setup.
- Set up can begin on Sunday, March 14, 2010 from 8:30am to 11:00am.
- Vendors may use the parking lot in front of the Kay Cenicerros Cultural Arts building during set up and must remove vehicle(s) before 11:30am to the back or side parking lot.
- Vendors must have their booth set up and ready no later than 11:00am Sunday, March 14, 2010.

## **Bridal Show Dismantling**

- Vendors must not begin dismantling their booths prior to 4:00pm.
- Vehicles may be moved to parking lot in front of Kay Cenicerros Cultural Arts Building after 4:00pm.

## **Fire and Wheelchair Accessible Lanes**

Fire and Wheelchair Accessible lanes must be maintained clear during set up, operation and dismantling.

## **General Rules**

1. All applications must contain the business name, contact name, email, addresses, phone numbers and signatures of applicant. The application shall also acknowledge the organization’s liability of damages.
2. The County of Riverside and the Edward-Dean Museum & Gardens is not responsible for theft or damages to property belonging to persons participating in the Bridal Show; nor does the County assume any responsibility for items left unattended during the Bridal Show.
3. The Bridal Show management must approve all giveaways prior to the day of the show.
4. Smoking is prohibited in all booths.
5. No person participating in the Bridal Show shall state, imply or otherwise suggest that the Edward-Dean Museum & Gardens sponsors or supports the views of his/her organization.

(General Rules continued on next page)

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6. Participants in the Bridal Show shall be appropriately dressed and conduct themselves with proper decorum.
7. Participants may not sell merchandise of adult nature, alcohol or drug paraphernalia. Neither may any merchandise be sold that may imply, suggest or support this type of activity.
8. Participants may not sell any weapons of any type (i.e. toy guns, knives swords, including collectable weapons, etc.) No poppers, silly string or fire crackers of any type are allowed.
9. No person shall deface or otherwise abuse the Bridal Show, plants or other facilities.
10. All participants shall reimburse the Edward-Dean Museum & Gardens for any costs incurred for relating directly to their activity. This includes damage to landscaping, light fixtures, electrical outlets, etc.
11. All participants shall keep their area clean during the activity, and leave the space and surrounding areas clean afterward.
12. Animals other than service animals are not permitted in the Bridal Show area.
13. Excessive noise from sound systems, musical performances and other audio equipment is not permitted. Sound-producing or sound amplification devices may not be used by Vendor without the prior written approval of Management, with the exception of the DJ's at the Bridal Show.
14. Vendors shall not interfere, verbally or physically, with the activities of other market participants. All questions and/or complaints should be directed to the bridal show staff. The bridal show staff shall respond appropriately.
15. Booth display requirement within the vendor area must include: all tables be covered by table drapes; no selling of storage boxes; all storage boxes are to be covered by the table drapes; signs must be of professional quality.
16. The County of Riverside and the Edward-Dean Museum & Gardens reserves the rights to modify the Bridal Show rules without notice.
17. Vendors are to only advertise for one category and your own business and must not advertise for anyone other than your own booth and business.

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## APPLICATION FOR SPACE

(Please Print)

This application is not an offer or guarantee of space. All questions must be answered completely before consideration for space can be given. Please complete and return. Do NOT send money first. You will be accepted first and contacted by staff. Remember placement is based on uniqueness of product, duplication of product, and booth display.

1. Business/Organization Name: \_\_\_\_\_

2. Owner/Contact Name: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

4. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5. Email: \_\_\_\_\_

6. Phone Number: \_\_\_\_\_

7. Number of employees working booth: \_\_\_\_\_

8. Require electricity?      Yes       No

### 9. Vendor Category ---Check One

\$100 booth fee. Donation of \$150 value of product or service required for drawing during the event. One category per vendor and must not advertise or distribute other businesses or items at your booth.

Bakery & Cakes

Bartending

Beauty & Cosmetics

Catering

Clergy

Coordination/Design

DJ, Music & Entertainment

Floral

Party Supplies

Photography/Videography

Security

Stationery

Transportation (limo or carriage)

Wedding Apparel

Other \_\_\_\_\_

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10. List all products to be sold, promoted, displayed or given away. The Bridal Show reserved the right to select the items a company is allowed to sell based on the product, duplication of product and objectionable items. If you are not selling, but generating leads for future business, please indicate product or service (items not listed cannot be sold or given away).

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11. The undersigned acknowledges receipt of the Bridal Show rules and regulations outlined by the County of Riverside and the Edward-Dean Museum & Gardens, and agrees that he/she will comply with said rules. Non-compliance will result in removal of the activity from the event area. The undersigned further certifies that he/she is responsible for the activity, and is authorized to a.) execute on behalf of the group; and b.) accept legal process on behalf of the group. The undersigned also agrees to indemnify and hold harmless and cost of defense, which may occur during the show.

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

Return to:

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