



Dear Industry Partner,

It is our pleasure to invite you to join us at The Wedding Showcase at The Bushnell on Sunday, October 27, 2019!

Known for its artistic ambiance, timeless aesthetics, and unsurpassed event management, The Bushnell has served as the superb backdrop to hundreds of weddings for more than 15 years. Where else in Central Connecticut can a loving couple literally take center stage in their very own event of a lifetime? This same stage has been graced by the world's finest talent, spanning more than eight decades. *This* is the venue where unforgettable memories are created—check out some of our most memorable Bushnell weddings [here](#).

As a participant in our Wedding Showcase, you and your colleagues will have the opportunity to engage with couples in an intimate, professional and romantic environment. ***Most importantly, we are ONLY accepting three exhibitors per vendor category, giving you exclusive interactions.*** This event will feature the *best* wedding experts, in the *very best* venue, hosting the *very best* clientele...don't miss this special opportunity!

Your timely completion and submission of the enclosed Exhibitor Agreement will secure your not-to-be-missed participation in this event. We look forward to showcasing your business here at The Bushnell!

Most kind regards,

Kristin G. Davis
Senior Manager, Event Services
(860) 987-6044
kdavis@bushnell.org

Kelsey Renfro
Administrative Coordinator of Events
(860) 987-6094
krenfro@bushnell.org



THE WEDDING SHOWCASE AT THE BUSHNELL

Sunday, October 27, 2019

EXHIBITOR AGREEMENT

Company Name: _____

Contact Persons

Primary Name: _____ Telephone: _____

Email: _____

Secondary Name: _____ Telephone: _____

Email: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Website: _____

Type of Business/Service: _____

Booth Selection(s): 1st Choice # _____ 2nd Choice _____ 3rd Choice _____

(Please see attached floor diagrams: Premier Booths in Red—Standard Booths in Black)

Premier Booth	\$399.00	\$_____
<i>(Select Location, 10'x10' space, 8ft.-black linen dressed table, 2 chairs)</i>		

Standard Booth	\$299.00	\$_____
<i>(General Location, 8'x8' space, 6ft.-black linen dressed table, 2 chairs)</i>		

Pipe & Drape Backdrop (8'h x 6'w high—black)	\$100.00	\$_____
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TOTAL due on or before October 7, 2019 \$_____

The Bushnell Center for the Performing Arts
166 Capitol Avenue, Hartford CT 06106 | Main Office: 860.987.6000 | Fax 860.987.6070

The undersigned hereby represents and warrants that he/she is duly authorized to execute the terms of the contractual agreement, and has read and fully understands the adjoining Terms and Conditions set forth, and is responsible for all terms stated within.

This agreement is nonrefundable. Please mail a copy of this contract and check made payable to: The Bushnell, 166 Capitol Avenue, Hartford, CT. 06106 (Attention: Kristin Davis). For credit card payments: please email your completed contract along with a completed Credit Card Authorization form, enclosed.

Signature _____

Date _____

Terms and Conditions

Exhibitor Agreement:

The Terms and Conditions along with the adjoining Vendor Agreement comprise the entire agreement between The Bushnell and the participating Exhibitor. Both parties agree, that if a signed copy of the agreement is transmitted by e-mail, the said copy shall be deemed to be an original document, fully enforceable.

Exhibitor Fees and Responsibilities:

- Exhibitor shall pay the full/required amount to The Bushnell upon execution of the Exhibitor Agreement no later than **Monday, October 7, 2019**. Exhibitors will not be permitted to occupy booth space unless all required fees are paid in full.
- Exhibitor participants are prohibited from promoting another (non-participating) company's product(s) or service(s) at their booth. All booth displays must be set up and ready for business no later than 10:30am on the day of the Showcase. Additionally, all booths must remain in operation from 11:00am to 3:00pm—no exhibitor will be permitted to disassemble their booth prior to 3:00pm.
- Participating businesses will hold harmless The Bushnell, their contractors, agents, officers, and employees against claims, losses, suits, damages, judgments, expenses, costs, and charges of every kind, including attorney's fees resulting from occupancy of the exhibit space contracted for, by reason of personal injuries, death, or property damages sustained by any person. Furthermore, the Exhibitor is wholly responsible for protecting their personal property on The Bushnell premises.
- All Exhibitors are required to obtain a Certificate of Insurance naming The Bushnell as an additional insured for this event. This document must be submitted along with a completed Exhibitor Agreement and payment of fees.
- Exhibitor participants must operate their booths in a manner that respects the rights of other participating businesses, guests, and in keeping with The Bushnell's customer service standard of excellence. All booths must remain staffed at all times between 11:00am and 3:00pm, and Exhibitor personnel must confine their activities to their assigned exhibit space.
- The Bushnell is under contract with union labor provided by IATSE Local 84. As part of this agreement, all electrical services must be coordinated using union stage hands at

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prevailing rates (no exceptions). Stagehands will be scheduled on an individual basis in accordance with your set up/breakdown requirements. Cost estimates will be provided upon individual inquiry/request. **The Exhibitor must adhere to all Union rules as conveyed by The Bushnell with regard to booth set up, A/V displays, and the like.**

The Bushnell:

- Will produce, promote, and market an extensive advertising campaign in various media forms included, but not limited to social media, radio, e-mail distribution to a customer database of more than 200,000, digital signage, The Bushnell website, and show programs.
- Will provide updated show information on The Bushnell website, Wedding Showcase page.
- Will feature a Grand Prize Giveaway Contest for attendees of the Wedding Showcase only—the winner will receive a FREE wedding venue—**some exclusions will apply.**
- Will provide complimentary food and drink to all Wedding Showcase attendees prepared and served by Max Catering, the exclusive food and beverage service provider of The Bushnell.
- Will offer pre-show ticket sales via The Bushnell box office and website.
- Will provide **complimentary parking** to all exhibitors and guests in the state-owned lot (115 Capitol Avenue) across from The Bushnell building.
- Will provide all brides/grooms in attendance with identifying wristbands or nametags so that exhibitors can easily distinguish these guests from all others.
- Will provide a Lead List to all participating businesses. This list will be distributed in an EXCEL format, following the close of the Showcase (no later than November 8, 2019).
The Bushnell provides this information to all exhibitors as a privilege. This information is for the sole use of the exhibitor and shall not be copied, lent, sold, traded, or shared with a third party.

Force Majeure

The Bushnell will not be held responsible for any delay or failure caused by any Act of God, or event(s) beyond our reasonable control, including fire, accident, flood, or other weather-related event, explosion, war or the engagement of hostiles, strike, embargo, labor dispute, government requirement, civil disturbance, or civil or military authority. The Bushnell will endeavor to provide reasonable notice of any such delay.



THE WEDDING SHOWCASE AT THE BUSHNELL
Sunday, October 27, 2019

FAST FACTS

Show Time: Sunday, October 27, 2019, 11:00am–3:00pm

Move In: Sunday, October 27, 2019, 7:00am–10:30am

Move Out: Sunday, October 27, 2019, 3:00pm–4:00pm

- **Exhibitor Agreement Submission Deadline is Monday, October 7, 2019.** All Agreements must be accompanied by payment in full to be considered complete.
- **Location:** The Bushnell is located at 166 Capitol Avenue, Hartford, CT 06106
Please visit www.bushnell.org for directions.
- All Exhibitors are limited to no more than four (4) move in/out assistants. Some move in may be permitted via The Bushnell box office—these exceptions are made at the sole discretion of The Bushnell Wedding Showcase Management team. All other exhibitors are required to move in/out of the building via the Mortensen Hall/Trinity Street or Belding Theater/Clinton Street loading docks. The Bushnell will provide all paid/registered exhibitors with four (4) exhibitor badges upon arrival. **YOUR MOVE IN/OUT MAY REQUIRE THE ASSISTANCE OF UNION STAGEHANDS—PLEASE INQUIRE UPON SUBMISSION OF YOUR EXHIBITOR AGREEMENT.**
- All materials must be removed from The Bushnell no later than 4:00pm on Sunday, October 27, 2019. The Bushnell will not be responsible for any items left following the close of the event.
- All participating businesses will be included in a Show Program, provided to every Showcase attendee. **Please ensure that you've provided us with your company name and contact information, should it differ in any way from the information provided on your completed Exhibitor Agreement.**
- Parking is complimentary to both exhibitors and Wedding Showcase guests at the state-owned parking lot across from The Bushnell Building (115 Capitol Avenue).
- All exhibitors are strongly encouraged to issue giveaways from their booth space.
- The Bushnell will host a contest to win a FREE WEDDING VENUE—contestants must be in attendance at the Wedding Showcase to enter and some exclusions will apply.

- Max Catering, The Bushnell's exclusive food and beverage service provider, will offer complimentary butlered hors d'oeuvres and limited cocktails in addition to a limited cash bar to all Wedding Showcase guests.