



2023 CNC Wedding Expo Saturday, March 18, 2023

2023 GENERAL VENDOR INFORMATION & FEES

Chattahoochee Nature Center, 9135 Willeo Road, Roswell GA 30075
Contact: Fabiola Clermont at specialevents@chattnaturecenter.org

Applications **MUST** meet vendor criteria. We have limited spaces available so be sure to submit your applications **before the deadline of January 31, 2023.**

**** Please keep copies of everything that you submit for your records. ****

EXHIBITING/VENDOR CRITERIA

We will **only** be reviewing applicants from vendors local to the metro Atlanta area that can offer eco-friendly products and services and who can operate safely under current COVID-19 safety guidelines.

SPONSORS

Applicants have the opportunity to sponsor the wedding expo tote bags which will be provided for guests to collect marketing material during the event. Sponsors will be allowed to have their own marketing material placed inside each bag for a one-time fee of **\$10**.

++ Marketing materials should be turned into CNC by March 11, 2023, to be placed in the expo bags for the event.

It is not required to purchase booth space to purchase a sponsorship. This ensures that expo guests will receive marketing material from all sponsors (regardless of whether a vendor booth was purchased or visited by guests). This fee is **non-refundable**.

VENDOR SPACE

Please note that every effort will be made to accommodate your table request, but the requested space is not guaranteed until it is paid for

- **Event Hours:** Saturday, March 18 between 12PM and 4PM
- **Breakdown:** Saturday, March 18 between 4PM and 5PM
- **Your vendor fee includes:**
 - 8x8 foot space
 - 1-2 Rectangular tables (72"x30")
 - 1-2 Chairs
 - 1-2 Pop up tents (10x10) for outdoor spaces
- **Vendor Booth Options:**
 - **\$70 – Covered Pavilion – Outdoor Space**
 - **\$60 – Kingfisher Hall/ Plaza Conference Room – Indoor Space**

- **\$60– Meadow- Outdoor Space**
- **\$5- Electricity- if you would like access to an outlet. Vendor is responsible for bringing any needed extension cord and/or power strip(s).**
- **\$10- Expo bag sponsor- if you would like to have your marketing materials placed in the tote bags we will be giving to guests as they enter**
- **Vendor Set up:**
 - Friday, March 17 between 12PM and 5PM
 - Saturday, March 18 between 9AM and 11AM

Parking:

- *Vendor parking will be at the pool house on the day of the event. PLEASE plan on carpooling if possible since parking is limited.*
- **Wi-Fi is available** but NOT guaranteed so please make plans accordingly.
- Vendors must provide their own **tablecloth and décor**.
- Vendors are also responsible for their own meals. Snacks and drinks are available for purchase at the nature center store located in the Discovery Center.
- Booth locations WILL NOT be changed during vendor set-up or the day of the event.
- Guests will be entering and exiting throughout the day, so the space cannot be secured during the event.

APPLICATION DEADLINE

- Application deadline is **January 31, 2023**.
- **Accepted applicants must pay for their vendor booth online by February 13, 2023. Failure to submit payment may result in the loss of booth space.**
- ***PLEASE do not submit any payments with your application. Once selected vendors will be notified that they have been accepted, they can submit payment at that time.*

PRIZE INFORMATION

Grand Prize Giveaway: A “Grand Prize” will be given away during the Wedding Expo with the winner to be announced at the end of the event. All vendors will be asked to please donate one item/gift/service contributing to the lucky wedding bag as the grand prize. To increase your exposure, we require that all marrying partners visit each vendor booth to be qualified for the Grand Prize. This gives you the opportunity to speak with every single bride/groom. The grand prize contribution must be submitted to the CNC by end of day on **March 4, 2023**.

This prize cannot be a percentage off, or any other gift in which there would be an expectation for the winner to purchase/do something to receive this gift.

Door Prize Giveaway: All vendors will be asked to provide a no strings attached door prize. We will be pulling for prizes throughout the expo and will notify the guests, directing them to your booth to claim their prize.

This prize cannot be a percentage off, or any other gift in which there would be an expectation for the winner to purchase/do something to receive this gift.

Optional prizes at your booth are separate from the door prize giveaway

OTHER INFORMATION

Favorite Vendor Overall: All guests will have an opportunity to vote for their favorite overall vendor throughout the expo. Guests will be given a token to place in a cup at the expo exit to vote for their favorite vendor. The vendor with the most votes in their cup will be announced and awarded a feature in our next expo marketing materials and a spotlight in our fall bridal newsletter.

Wedding Expo Advertisement: Vendors will be sent appropriate digital marketing material with which they can promote the CNC Wedding Expo. Vendors are also encouraged to promote the Expo through advertising that may include: TV/Radio Broadcasts, Live Radio Remote, Print, Direct Mail, Billboards, Road Signs, Flyers, Internet/Social Media, and Promotional Giveaways.

Bride/Groom Lead List: A lead list of registered brides/grooms who attended the CNC Wedding Expo will be emailed to you one week after the expo. This is for your business use only

QUESTIONS

If you need additional information regarding the event or have any pressing questions, please contact **Fabiola Clermont** – specialevents@chattnaturecenter.org **OR 770-992-2055 ext. 250**