



Prescott Wedding Expo

Rules of the Event

DEFINED TERMS:

1. The terms “Agreement” and “Terms and Conditions” mean the Sponsor/Exhibitor Agreement and all amendments and modifications thereto, and all other materials, documents, and the Rules of the Event expressly incorporated herein by reference.
2. The term “Event” means the Prescott Wedding Expo currently scheduled to be held on **March 1, 2026** (the “Event Dates”) at the Sam Hill Warehouse from 10am to 4pm (the “Exhibit Facility”).
3. The term “Event Organizer” means StarStruck Event Planning and each of its officers, directors, shareholders, employees, contractors, agents, representatives, assigns and/or invitees, as applicable.
4. The term “Sponsor/Exhibitor” means, collectively, the entity or person that executes the Sponsor/Exhibitor Agreement as the “Sponsor/Exhibitor” and each of its officers, directors, shareholders, employees, contractors, agents, representatives, assigns and/or invitees, as applicable.
5. The term “Sponsor/Exhibitor Materials” means Sponsor/Exhibitor’s trademarks, trade names, logo designs, company descriptions, advertising, marketing materials, and/or promotional goods provided by the Sponsor/Exhibitor to the Event Organizer in any medium for use in conjunction with the Event and in accordance with Sponsor/Exhibitor’s trademark usage guidelines.
6. The term “Registration Website” means expofp.com, its subaddresses and any internet-based forum provided by the Event Organizer for registration for the Event. The level of participation of the Sponsor/Exhibitor is determined by the package that is chosen on the Registration Website and in conjunction with the specific sponsorship package details laid out in the Brand Deck (if applicable). By completing registration through the Registration Website, or authorizing Event Organizer to register for you, you hereby agree to all terms and conditions of this Agreement.

RULES OF THE EVENT:

BOOTH: Pricing and booth size can be found on the Registration Website.

SPACE: **Your space comes with:**
Two chairs.

One (6') rectangular table and one ivory linen (a 24" cocktail table and one bar stool for cabaret spaces) only IF you **let us know that you need it. Tables and linen will not automatically be at your booth space the day of the Expo If you do not let us know by the deadline.**

Your booth space will be taped out according to the approximate dimensions provided on the layouts and Registration Website. Your display is to fit within these parameters. You are NOT to remove the tape on your own. A representative from the Event will come by your space and pull up the tape for you after approving that you are within the space's parameters. **This will be strictly enforced.**

You may have most any type of backdrop as long as it does not attach to the wall. The maximum height of any backdrop is to be 10 feet If you are unsure about your backdrop, please call us to discuss further.

NO signage on the walls of the Exhibit Facility is permitted. NO flame is allowed in the Event Center.

The Event Organizer reserves all rights to re-assign Sponsor/Exhibitor's space up-to and through the day of the Event.

Electricity is available at all booth spaces for a fee of \$30.

Table and linen and electricity requests from the Event Organizer must be submitted no later than **February 11** and approved by the Event Organizer. **There will not be any extra tables or linens available, those must be reserved prior to the deadline. There will be a \$40 fee for electricity requested after the due date.**

For those Exhibitors that would like more than one booth space, you may reserve up to two booth spaces maximum, unless otherwise approved by Event Organizer.

Booth spaces may NOT be shared with another business, unless you also own that business. Shared booth spaces between same-owner businesses will incur an additional \$200 fee.

There will be NO marketing of any kind allowed for another vendor who is NOT participating/exhibiting in the Event. NO outside vendor products/services including flowers and food may be displayed or distributed unless that vendor is also participating in the Event.

SUPPLIES AND EQUIPMENT:

Sponsors/Exhibitors must bring all supplies and equipment necessary for set-up the day of the Event, including a step stool, if needed. **You may NOT stand on chairs for setup.**

The Event Organizer is not responsible for providing any items necessary to complete your set-up, including tools, items for attaching signage, and/or assistance moving your items and/or carts.

REGISTRATION & PAYMENTS:

Registration and payment takes place through the Registration Website. Registration is not & complete until payment is received.

Payments may be broken up into two equal payments, if the first payment is paid before December 1. 50% will be due upon registration and the remaining 50% will be due by **December 14.**

You may not break the payments up if you are registering after December 1.

All payments are non-refundable. Any spaces not paid in full after December 14 are not guaranteed and your space may be released and open for repurchase thereafter.

**EXHIBITOR
APPROVAL:**

The Event Organizer reserves the right to deny any Sponsor/Exhibitor space, registration or to participate in the Event in any form.

Non-wedding day related industry businesses will NOT be permitted to participate in the Event This includes but is not limited to chiropractors, dentists, weight loss programs, etc. Exceptions may be made upon approval from the Event Organizer. If you are unsure, please contact us to discuss further. We want to maintain the integrity and reputation of this event and ensure that we are providing the type of vendors that our attendees are expecting to find at a wedding expo.

Any special requests, including but not limited to request for access to the Event Facility prior to load in and load out times, must go through and be approved by the Event Organizer, not the Event Facility.

**SETUP &
BREAKDOWN:**

Booth setup begins on **Saturday, February 28 at 11am and must be completed 5pm.**

Booth setup on the day of the Event, **Sunday, March 1,** begins **no earlier than 7am and must be completed by no later than 9:30am.**

All Exhibitors are expected to attend a **brief mandatory meeting at 9:30am.**

Breakdown and removal of materials starts after the Event has concluded, *i.e.*, **no earlier than 4pm**, and must be completed by no later than 6pm.

Penalties may occur for violation of early breakdown. It is very disruptive to the show and to the other Exhibitors.

CONDUCT:

Sponsor/Exhibitor shall conduct his/herself at all times in accordance with normal standards of decorum and good taste. Any allegations that Sponsor/Exhibitor engages in harassing conduct toward the Event Organizer or event participants, whether verbally, through email, voicemail, text message or any other medium, may be reported to law enforcement and shall constitute a violation of the Agreement and Rules of the Event. In such event, the Event Organizer may immediately cancel the Agreement without further notice and enforce its rights afforded hereunder.

EMAILS:

We will communicate with you mainly through email. Please check your spam folders regularly, if these emails are not coming through your inbox.

MAILING LIST:

Couples attending will be registering at one of our registration tables the day of the Event and will be providing their contact info in order to receive a Swag Bag or have the opportunity to be entered into any one of our prize giveaways. **This list will be compiled in wedding date chronological order and provided FREE** to all participating Sponsors/Exhibitors the week following the Event.

You may receive emails from individuals NOT affiliated with the Event trying to SELL you “the list.” These individuals do NOT have access to any list and are simply **trying to scam you out of money**. Please ignore these emails.

TAX LIABILITY: Exhibitors are responsible for all tax liabilities for any merchandise or services sold during the Event. For further information, contact the City of Prescott, 928.777-1100.

FOOD SAMPLES: Sponsors/Exhibitors **may** sell food or beverage or can distribute food samples. There will be **no** kitchen access at the Event Facility and Sponsors/Exhibitors must provide all supplies and utensils needed. You are not permitted to cook anything at your booth space.

All Sponsors/Exhibitors providing food samples **must meet insurance and serving guidelines and must provide a signed Food Waiver**, which is available on the Event website. The signed Waiver and a COI are due no later than 2 weeks prior to the event, i.e., **February 15**.

All Sponsors/ Exhibitors providing food or beverage samples must follow the Yavapai County Health Department rules/regulations and submit the proper and current licensing for special events to the department directly. Please contact them directly with any questions or concerns you may have. Yavapai County Community Health Services- Environmental Healthy: (928) 442-5510

INSURANCE: Sponsor/Exhibitor shall, at its own expense, secure and maintain insurance for the entire duration of the Event (move-in through move-out), the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of Sponsor/Exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Sponsor/Exhibitor’s obligations under this paragraph. See/Exhibitor/Sponsor Agreement for full description of insurance requirements. Certificate of Insurance forms may be requested by the Event Organizer at any time.

If you do not have insurance, event insurance may be purchased on **theeventhelper.com** or other similar websites for a minimal fee.

ACT OF GOD: In the situation of an Act of God, such as flood, fire or other natural events outside the control of the Event Organizer or the Event Facility, preventing the Event 2025 from taking place, all monies paid are **non-refundable**.

MARKETING OPPORTUNITIES - available through the Registration Website

MARKETING OPPORTUNITY #1 **Sapphire Sponsorship** allows your company logo and hyperlink to your website to be placed on the Expo’s website for up to one year. You also get a social media spotlight post on Event Organizer’s social media platforms. Cost is \$175. The deadline is **February 1**.

MARKETING OPPORTUNITY #2 **Social Media Spotlight.** This Event is heavily advertised on social media. We will spotlight your company on our social media pages for \$50. The deadline is **February 6**.

MARKETING OPPORTUNITY #3 The Event will be advertised in the *Prescott Woman Magazine’s February/March issue*. Add your logo and/or company name for \$80 to this 2-page spread. Space is limited, so if you are interested, please reserve your space now through the Registration Website. **Deadline is December 14.**

**MARKETING
OPPORTUNITY
#4**

Bridal Resource Guide: A keepsake guide for attendees to use while attending the Event and through the wedding planning process. A ½ page is \$60 or a logo is \$30. You **MUST** provide your camera-ready ad or logo to us or ad space is **NOT** guaranteed. **The deadline for this opportunity is Friday, February 6.**

**MARKETING
OPPORTUNITY
#5**

Swag Bags will be given to all registered engaged couples or engaged persons at check-in. Place your marketing material or swag in the bags for \$30.

All Swag Bag inserts MUST be delivered to the Event Facility between Monday, February 23 and Friday, February 27. Inserts received after that date are not guaranteed to be placed in the Swag Bags.

GIVEAWAYS:

Prize Giveaways. Please consider donating a prize to be included in the Grand Prize, mini-grand prize, or as part of our 30 minute raffle prizes. Placement of your donation is not guaranteed as these packages are built out the day before.

Each year, we give away 1,000's of dollars' worth of prizes. This is a huge draw for engaged couples and is a great way to put your company in the spotlight.

If you have any questions, please contact us at Info@StarStruck-Events.com