

# Booth Placement Policy



The Seattle Wedding Show takes pride in supporting vendors that have supported the show no matter what booth size they are able to afford. Therefore booth placement is done by seniority (the number of years with the show) and not the size of booth or preferential treatment. All exhibitors choose their own booth location, we do not assign it. Like business must keep a 10' separation not including the aisle when choosing their booth location. You are free to review the floor plan at anytime at

[http://www.weddingshow.com/Updated\\_Items/vendor\\_documents/FloorPlan.pdf](http://www.weddingshow.com/Updated_Items/vendor_documents/FloorPlan.pdf)

## Returning Vendors

1. We must receive your application and deposit by February 15, and your account must be in good standing, to retain your seniority.
2. If the floor plan does not change, you are guaranteed your same booth location and size from the last show. If the floor plan is changed (which is very rare and you will be notified) everyone will need to choose a new booth location based on seniority.
3. After March 1 we will start the booth placement process. You will be notified by email of a date that you will be contacted by show management to either confirm your same location or move it to a new available location. We contact approximately 7 vendors a day and the process will be completed before the end of May.
4. After you have been contacted, you are free to continue to watch the floor plan to see if anything more appealing comes available. If you find another available location that you are interested in, it is your responsibility to contact show management.
5. After you have confirmed your booth placement, an official participation agreement will be emailed to you confirming your booth selection and participation. The agreement must be signed and returned within 10 days.
6. You can upgrade or downgrade your booth size at anytime after you have confirmed booth placement, as long as there is availability.

## New Vendors

1. We will start to accept new vendors off our waiting list after March 1. Here is a link to our waiting list policy.  
[http://www.weddingshow.com/Updated\\_Items/vendor\\_documents/WaitingListPolicy.pdf](http://www.weddingshow.com/Updated_Items/vendor_documents/WaitingListPolicy.pdf)
2. New vendors accepted before the end of May will be assigned a booth placement date. They will be contacted by show management on that date to choose their booth space.
3. New vendors accepted after June 1, will choose their booth space upon being accepted.
4. After you have been contacted, you are free to continue to watch the floor plan to see if anything more appealing comes available. If you find another available location that you are interested in, it is your responsibility to contact show management.
5. After you have confirmed your booth placement, an official participation agreement will be emailed to you confirming your booth selection and participation. The contract must be signed and returned within 10 days.
6. You can upgrade or downgrade your booth size at anytime after you have confirmed booth placement, as long as there is availability.

**Payment Schedule:**

1. If you are accepted before June 10, a deposit will be due within 10 days of being accepted. The deposit will be determined by the size of the booth that you choose. The balance of your booth fee will be due in two equal payments on August 10<sup>th</sup> and October 10<sup>th</sup>.
2. If you are accepted between June 10<sup>th</sup> and August 10<sup>th</sup>, the deposit and half of the remaining balance will be due within 10 days of being accepted. The balance of your booth space will be due October 10<sup>th</sup>.
3. If you are accepted after August 10<sup>th</sup>, payment will be due in full within 10 days of being accepted.
4. If you are accepted after October 10<sup>th</sup>, payment is due in full at the time of being accepted.

**Cancellation Policy:**

If Exhibitor cancels by written notice prior to June 10, 2009, SWS shall refund in full the deposit. In the event Exhibitor notifies SWS in writing of its cancellation after August 10, 2009, and before October 10, 2009, SWS shall refund to the Exhibitor fifty percent of the Exhibitor's fee paid, exclusive of deposit, only if SWS is able to resell the booth(s) reserved. In the event Exhibitor cancels by phone, mail, or violation of any of the terms and conditions set forth in the contract after October 10, 2009, SWS will retain all amounts previously paid and payable hereunder as liquidated damages. SWS reserves the right to refuse exhibit space to any Exhibitor or potential Exhibitor.

The Seattle Wedding Show  
19231 36th Ave W, Suite P  
Lynnwood, WA 98036  
425-744-6509  
1-800-505-5900  
Fax 425-744-6316  
[howard@weddingshow.com](mailto:howard@weddingshow.com)  
[www.weddingshow.com](http://www.weddingshow.com)