

Dear Participating Vendor,

Thank you for joining us for our 20th Annual Boulder Wedding Showcase! This year's show will be held on Sunday, January 29th from 11am-2pm. We would like to share some information with you to prepare you for your most successful showcase yet. Morgan Fox, Molly Hensley and Sara Mahle will be representing Rembrandt Yard Art Gallery & Event Center and will be available throughout the entire event to answer any questions you may have. Please feel free to call our office at (303) 301-2972, or email us at hello@boulderweddingshowcase.com if you have any questions prior to the show.

Enclosed you will find the following:

- Information on load-in/load-out procedures, final payments, parking and other important details concerning the day-of the showcase.
- 4 printable invitations that can be printed or emailed to your potential brides and grooms or already booked couples. Invite them to the show, and give them a two-for-one entry. We will use these to track the number of guests you bring to the show. Whichever vendor brings in the most brides and grooms will get a free upgrade on their booth at the 2018 Boulder Wedding Showcase. Please let us know if you need more invitations, we would be happy to send more your way!
- 1 marketing poster to be used for promoting the upcoming event on your social media accounts. We will also be keeping track of who promotes the show via Instagram, Facebook, and Twitter. Be sure to tag Rembrandt Yard, and use the hashtag #boulderweddingshowcase, because whoever posts the most will get a free booth upgrade at the 2018 Boulder Wedding Showcase!

Booth Space - We will confirm booth space assignments by email on or before Friday, January 20th. We hold off on final placement so that we can ensure similar vendors are not placed next to one another. We feel this offers all vendors the best sales potential, and makes for a better show experience for everyone attending. We try our very best to give you your first or second choice of booth space when possible. We purposely limit the number of vendors in each category to ensure all vendors have an equal opportunity to secure clients from the show. Therefore, we will not accept more than one service at each booth. Please respect this rule.

Final Booth Space Payments -

Unless you have paid for your booth space in full, the remaining balance is due two weeks prior to the showcase, Monday, January 16th.

Please mail a check to:

Rembrandt Yard Art Gallery & Event Center
1301 Spruce Street
Boulder, Colorado 80302

Or you may call us with a credit card payment, which will incur a \$30 processing fee.

Tables - All tables come with a sign with your business name on it and a basic linen. These linens are white at the Boulder Theater and ivory at Rembrandt Yard. You should have noted if you will be needing a linen at the time of registration, if you're unsure if you've requested one or not please let us know, and we're happy to look it up for you. The 3' cabaret tables and 4' banquet tables come with one chair, the rest of the tables will come with two chairs. Please let us know beforehand if you will be needing more chairs at your table as we will not have access to more the day of the show.

Arrival & Load-In - Load-in begins at **9am**. All booths must be completely set-up by 10:45am. This ensures we can do a final clean-up of the venue before opening to the public at 11am. There is a small loading zone at the front of each venue. This area is for active **LOADING** and **UNLOADING ONLY**. Please do so quickly as there will be numerous vendors trying to load-in during a relatively short period of time. Once you have finished, please move your vehicle so that other vendors may use the loading zone.

Departure & Load-Out - The doors will close to the public at 2pm, but many couples may still be in the room. Please refrain from breaking down your booth until 2:15pm or later for this reason. We want to ensure that any last potential brides and grooms have time to chat with everyone and not feel rushed. This is especially important on the 3rd floor of Rembrandt Yard. Please leave your space clean and free of trash. You can leave your linens and sign on the table and we will collect them once everyone has departed. At Boulder Theater you can load-out the back door into the alley beginning at 2:15pm, after 2:30pm we will allow vendors to begin unloading out the front doors as well. At Rembrandt Yard please refrain from loading out the front doors until 2:30pm.

Parking - Once you have finished loading in, all vehicles must be parked, and may not be left in the loading zone. All city meters are free on Sunday. Please do not park in the

alley behind Boulder Theater or the alley adjacent to Rembrandt Yard, you will be towed. If you cannot find street parking, there are multiple parking structures located nearby. Below is a map outlining these.



Breakfast - At each venue, a complimentary continental breakfast will be served for vendors. This breakfast will be available from 9am-10:30am.

Alcohol - Vendors, please note that alcohol cannot be served at your booth during the Boulder Wedding Showcase unless previously approved with Rembrandt Yard staff. Due to Boulder County and the state of Colorado liquor licensing laws, the only place alcohol service is allowed is at the bar located at the Boulder Theater.

Solicitation - Please let Morgan, Molly or Sara know if you see anyone who is not a vendor participating in the show that is handing out promotional materials to attending guests. The only solicitation allowed during the show is by vendors who have paid for a booth space.

Showcase Leads - The opportunity to win \$500 towards the goods and/or services of a participating vendor encourages brides to register. From this registration we create a list of leads which we will send to vendors participating in the showcase. The leads will be emailed to you by Monday, February 8th, one week after the show. The winner of the \$500 prize will be selected by a random drawing, contacted by the Rembrandt Yard team and announced on social media. Once the winner decides which vendor they want to use their prize towards, we will reach out to the vendor directly and they will receive a check from Rembrandt Yard Art Gallery & Event Center to be used towards purchases made by the prize winner.

Raffle - All participating vendors will have the chance to take part in a raffle. We will be giving each person who registers two raffle tickets when they arrive at the show, and they will also be able to purchase more tickets at the door. Throughout the showcase we will raffle off prizes donated by those vendors, and these will take place at both venues at various times. We are hoping this will encourage couples to stay at the showcase longer. If you are interested in donating an item for this raffle please give Morgan Fox a call at (303) 301-2972. We are hoping to offer a number of raffle items to our guests throughout the event. And remember, the bigger the ticket item, the more likely the guests will be to stick around to try and win it!

As a courtesy to participating 2017 vendors, online pre-registration for next year's show will open for you exclusively on Monday, February 13th.

We are always open for suggestions on how we can improve our showcase, please do not hesitate sending an email to hello@boulderweddingshowcase.com at any time before or after the show.

Once again, thank you for your participation.

We look forward to another successful show with you!

Best,

The Rembrandt Yard Art Gallery & Event Center Team