



Wedding & Event Expo 2017
APPLICATION
Friday, January 19th and Saturday, January 20th

The Hi-Q Venue invites you to apply for our 1st Annual Wedding and Event Expo. Expose your business to all future brides and event planners with a fabulous booth! Send in your 2017 application today!

SHOW DATES AND TIMES:

Friday, Jan. 19, 2018- 4:00 p.m. – 8:00 p.m.
Saturday, Jan. 20, 2018- 9:00a.m. – 4:00 p.m.

LOCATION:

The Hi-Q Venue 208 N. Virginia St. Roswell, NM 88201

BOOTH FEES AND SIZES:

8X8 Space

REQUIREMENTS: A Copy of Roswell business license and permit to operate must be submitted with application. Food items and samples at the show must be prepared in an EPA inspected kitchen.

BOOTH RESERVATIONS:

Booths are reserved by application only. **To hold a single booth is \$150.** Once application is accepted, the payment is non-refundable. **Balance is due by December 13, 2017.** Non-Acceptance – If your application is declined, your information and deposit will be returned.

BOOTH DETAILS:

Owners must furnish his/her own props, extension cords, spotlights, etc. Electricity is provided. Extension cords must be taped or covered. **Tables must be skirted to the floor.** Tables are available for rent for \$10.00 each. **No wall hangings. Booths must be free standing.** All booth owners are responsible for their own clean up.

ADVERTISING: Listed below, plus more!

Radio, Signs, Posters, Invitations, Banners, Flyers, Talk Radio & Social Media

ADMISSION: \$2.00 (Children under 12 free)

DOOR PRIZES: Each vendor will give a door prize which will be given away at the top of every hour and your business will be spotlighted when your item is given away.

REGISTRATION/SET UP:

Must be set up Friday, Jan. 19, 8:30-3:30 p.m. Doors open at 4pm for guests.

Saturday, Jan. 20th, 7am-8:30 am, Doors open at 9am for guests.

CHECK IN: Please check in no later than 12:00 p.m. on Friday, Jan. 19, 2018 or booth will be **forfeited**. We ask that everyone have his or her booth in place by 2:30 p.m. on Friday. Open to the public at 4pm.

TAXES: Each exhibitor is responsible for collecting and reporting his or her own taxes.

RESERVING BOOTHS: If you need additional information, contact:

Tawnie Honey

The Hi-Q Venue

575-625-8761

tawine@blackbettybbq.com

Keep upper section for your records.

ENTRY FORM

The Hi-Q Wedding and Event Expo 2018

*** MAIL TO: The Hi-Q Venue, P.O. Box 4543, Roswell, NM 88202 ***

Business Name: _____

Name _____

Address _____ City _____

State _____ Zip _____ Phone _____

Email _____

Description of Services:

Number of Booths

8 x 8 _____ 16 x 16 _____ Corner booth _____

Check list: \$150 deposit for each booth, Business Card & Permit to Operate

I will need: # of tables (\$10.00 each) _____ Electricity (Y or N) _____

Total amount enclosed: _____ (Make checks payable to **The Hi-Q Venue**)

Owners signature _____

Date _____