



**2019 Wedding Expo Exhibitor Agreement**  
**Sunday, August 11, 2019 | 12pm-3pm**

Today's Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Category (Please Check):

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Bakery           | <input type="checkbox"/> Hair/Make-Up/Beauty | <input type="checkbox"/> Photographer |
| <input type="checkbox"/> Coordinator      | <input type="checkbox"/> Transportation      | <input type="checkbox"/> Videographer |
| <input type="checkbox"/> DJ/Entertainment | <input type="checkbox"/> Hotel               | <input type="checkbox"/> Ministry     |
| <input type="checkbox"/> Florist          | <input type="checkbox"/> Other               |                                       |

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Exhibiting Space RESERVATION.**

**SPACE FEE**                                      \$350  
 + Electricity Access    \$ 15    *Vendor Responsible for Providing Extension Cords*  
 by 5pm on **Sunday, July 14, 2019.**

**TOTAL:**                                      \$ \_\_\_\_\_ *Please make checks payable to The Palm Garden Hotel*

**SPACE REQUIREMENTS** *Reservation Includes 1 table (size of your choice) with White table linen.*

Please indicate your 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Choice of table size:

6' Table     8' Table     No Table Required

Special Request: \_\_\_\_\_

**TERMS OF PAYMENT:** \$ \_\_\_\_\_ Non-refundable payment due upon execution of Contract. **CHECKS or Credit Card Payment** (make checks payable to **The Palm Garden Hotel**)

Please complete the contract and email or mail:

[nicole@palmgardenhotel.com](mailto:nicole@palmgardenhotel.com) | 495 N Ventu Park Rd, Thousand Oaks, CA 93120

For questions, please contact: **Nicole Schram, Sales and Events Manager**, The Palm Garden Hotel

[nicole@palmgardenhotel.com](mailto:nicole@palmgardenhotel.com) | (805) 716-4335 | [www.palmgardenhotel.com](http://www.palmgardenhotel.com)

## BUILDINGS AND GROUNDS AGREEMENT

Site Rented: **The Palm Garden Hotel** (herein "Site") Event date: **Sunday, August 11, 2019**

Time of Event: **12pm -3pm** Purpose of Event: **The Palm Garden Wedding Expo**

### TERMS AND CONDITIONS

**Rental Use:** Each exhibiting professional is held liable to the terms and conditions of the use of property. Any damage and/or remaining trash may result in additional fees.

#### General:

- The facilities are rented in an 'as is' condition. Renter shall leave the buildings and grounds in as good and clean a condition as when Renter arrived on the property.
- No nails, tacks, staples, tape, glue, clamps, or other material capable of damage may be affixed to any part of the buildings, fixtures, grounds, wood work, fences, walls or other surfaces. Tables and chairs are not to be leaned or stacked against the buildings, walls, plants. (String may be used, but must be removed at the end of the event.)
- When installing and moving heavy objects, please lift, and do NOT drag heavy objects. Flower pots, planters, furniture, and fixtures belonging to The Palm Garden Hotel may only be moved by an authorized Site representative.
- All garbage and trash must be collected and removed from your space at the end of the event. DO NOT rely on event facility dumpsters to rid your garbage and trash; there is limited space.

If any garbage or trash is not properly removed within your space, this may result in a penalty fee of \$200.00

- Confetti, rice, birdseed, glitter, straw and/or hay is absolutely prohibited.
- Candles and/or flames must be enclosed in protective holders.

#### Electrical:

- If electricity is desired, this request must be made at least 7 days in advance of the event and Exhibitor must provide extension cords if required. **Electricity Access Fee is \$15.00.**

#### Delivery and Pickup:

- Access to the site for set up and break down is available after 10am on Sunday, August 11, 2019. Install times will be given and must be adhered to, no exceptions. **All spaces must be complete by 11am on Sunday, August 11, 2019.**

#### Breakdown:

- Exhibiting professionals must check off with a Palm Garden Hotel staff member upon leaving to confirm all property has been properly removed and no damage has occurred.

#### Cancellation/Termination Policy:

Cancellation by Vendor must be made in writing to *The Palm Garden Hotel* 60 days before event and a 50% deposit will be refunded IF WE ARE ABLE TO FILL YOUR SPACE WITH A VENDOR OF OUR CHOICE. No refunds if cancellation occurs less than 59 days before event showcase.

#### Indemnity, Hold Harmless and Defend:

Renter agrees to indemnify The Palm Garden Hotel, its officers, agents, and employees, and to hold them harmless from all liability, claim and loss of personal injury and property damage arising out of or connected in any way with Renter's Event, including Renter's and/or Renter's Guests' and/or Renter's Subcontractor's (or their subcontractor's) use of any portion of the buildings and/or grounds. Renter agrees to repair, replace, or pay The Palm Garden Hotel for any damage or loss the property may sustain in connection with Renter's Event.

**READ AND AGREED:**

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Signature of Exhibitor or Authorized Representative

Date

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Nicole Schram, Sales & Events Manager

Date

*The Palm Garden Hotel*

**\*\* Please complete the required information, and return via email to [nicole@palmgardenhotel.com](mailto:nicole@palmgardenhotel.com)**

**Thank you for participating! We look forward to another successful showcase!**



**PALM GARDEN**  
*Hotel*

## CREDIT CARD AUTHORIZATION FORM

Please complete and email to [nicole@palmgardenhotel.com](mailto:nicole@palmgardenhotel.com)

Please check below those items that may be charged to the credit card:

Guest Room and Tax \_\_\_\_\_ All Guest Charges \_\_\_\_\_ Incidentals only \_\_\_\_\_

Deposit \_\_\_\_\_ Banquet Food & Beverage \_\_\_\_\_ Vendor Booth Rental

Authorization For: (Please specify vendor name or Event/Group name for the bridal show)

\_\_\_\_\_

Guest Arrival Date \_\_\_\_\_

Guest Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Cardholder's Name (Please Print) \_\_\_\_\_ Telephone: \_\_\_\_\_

Type of Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

I understand that I am authorizing this card to be charged according to the specifications as provided above.

\_\_\_\_\_

\_\_\_\_\_

Signature of Cardholder

Date

**This form must be completely filled out for proper processing. Please include the following additional information: 1. Photocopy of the front and back of the credit card listed above. 2. Photo copy of the front and back of the driver's license of the cardholder. If this information is not attached, this form is not valid.**

Thank you for choosing the Palm Garden Hotel, we look forward to being of service to you!



PALM GARDEN  
*Hotel*