

# Waiting List Policy



The Seattle Wedding Show takes pride in having a well rounded group of exhibitors providing wedding related services. The success of the show has brought more demand for exhibit space than we have available. A waiting list has been established. With this in mind, The Seattle Wedding Show has put in place a waiting list policy for potential exhibitors.

*Please understand that you do not need to be an exhibitor in the show to advertise on WeddingShow.com or in the Show Guide Magazine.*

1. After receiving your application to participate in The Seattle Wedding Show, you will be contacted about being accepted onto the waiting list. If you have ordered web advertising or show guide advertising, we will send you an invoice and a contract for those products.
2. You will be placed into the service category that you have applied for.
3. We will start to accept new vendors off the waiting list on approximately May 15 each year.
4. If booth space comes available, show management will evaluate the waiting list and the existing exhibitors. A new vendor will be chosen from the waiting list based on the best fit into the show at that time.
5. The more information about your company and the product or service that you provide will be helpful. If you are chosen, you will be contacted by phone and given the opportunity to choose your booth space from the available locations.
6. A contract and invoice will follow. The contract and payment must be received by the due date on the invoice to confirm participation.

## **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, 2012, SWS shall refund in full the deposit. In the event Exhibitor notifies SWS in writing of its cancellation after August 1, 2012, and before October 10, 2012, 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, 2012, 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.

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