

2019 A FORMAL AFFAIR VENDOR REGISTRATION FORM
Saturday, January 19, 2019 9 :00am-2:00pm
Stockmen's Casino (Ballrooms and Showroom)

Deadline for registration: January 15, 2019
Deadline for Expo Vendor Directory Submissions: December 15, 2018
Deadline for Magazine Submissions: August 31, 2018

BUSINESS NAME _____

Contact Person _____

Cell Number _____ Email Address _____

Requested Location/needs *not guaranteed: UPSTAIRS DOWNSTAIRS NEAR POWER (please circle)

Electrical Needed? YES NO Will you be selling and/or serving food/beverages? YES NO

We would like to feature you on the Ruby Mountain Bride social media pages. Please e-mail a brief description of the services you offer (less than 75 words), as well as a photo and/or ad to include in the post. Please add the text RMB SOCIAL MEDIA POST to the subject line.

I have read and agree to the rules set forth in the A Formal Affair Vendor Rules and Rates.

Signature _____ Date _____

Tier Level Desired _____ Payment Amount _____

Platinum \$550	Gold \$250	Silver \$150
<ul style="list-style-type: none"> • 2 – 8' x 8' booth spaces • 2 tables, linens • Full page ad in Ruby Mountain Brides Magazine • Full page ad in Expo Vendor Directory • One year membership to Ruby Mountain Brides 	<ul style="list-style-type: none"> • 1- 8' x 8' booth space • 1 table, linen • 1/2 page ad in Expo Vendor Directory • 1/4 page ad in Ruby Mountain Brides Magazine 	<ul style="list-style-type: none"> • 1- 8' x 8' booth space • 1 table, linen • Name/phone number listing in Expo vendor directory

¼ page ad space: \$100 AD SPECS – Bleed Size: 5.75" x 4.75" Safe Zone: 6" x 5"
½ page ad space: \$175 AD SPECS – Bleed Size: 5.75" x 8.75" Safe Zone: 5.25" x 8.25"
1 page ad space: \$250 AD SPECS – Bleed Size: 11.25" x 8.75" Safe Zone: 10.75" x 8.25"
Ad design fee: \$100 AD SPECS
Resolution 300 dpi
Color CMYK File Type JPG

Checks payable to: Ruby Mountain Brides 638 Commercial Street, Elko, NV 89801 738-5101

A FORMAL AFFAIR VENDOR RULES AND RATES

Each vendor will be provided with one 6' table, two chairs, and one white linen.

Facility Access:

Facilities will be available for booth set up Friday, January 18, 2019 between the hours of 2:00pm and 8:00pm and Saturday, January 19, 2019, from 6:00am-8:00am. Expo hours run from 9:00am-2:00pm.

Door Prizes:

Vendors serving and/or selling food/beverages are responsible for obtaining all required permits.

All vendors must complete IRS Form 1099 and any forms required by the State of Nevada.

Artwork, logos and all marketing materials for inclusion in expo vendor directory magazine must be submitted no later than December 15, 2018

Send Remittance & Application to:

Ruby Mountain Brides
638 Commercial Street
Elko, NV 89801

* Ruby Mountain Brides is Not Responsible for accidents

*No Refunds for Cancellation

For more information contact Brienne @ Evergreen Flower Shop & Events Co. 775.738.5101 or text 340.2584 or call/text Kate @ Kate Brown Photography 775.397.1531.

Upon receipt of your completed application a response will be e-mailed containing a confirmation, and vendor space number.

Applications will be processed on a first come, first served basis determined by date applications are received. Assigned booth spaces will be determined on an as needed basis. We will do our best to accommodate special requests, but cannot guarantee booth locations.

"Ruby Mountain Brides" and "Evergreen Flower Shop" are dba's of Evergreen Elko, a Nevada corporation and are protected by its limited corporate liability.