



Ezulwini Municipality 2024 Wedding Expo

Vendor/exhibitor's application form

Business/organization _____

Contact Person _____

Cell phone / Telephone _____

Physical Address _____

Email Address _____

Facebook _____

Instagram _____

Type of booth

Briefly describe your booth (type of product/type of services)

Preferred booth size: **3m by 3m** or **1.5m by 1.5m** _____

Signature: _____ Date: _____

By signing and returning you agree to the rules and conditions as set forth here on the following page

RULES AND CONDITIONS FOR THE WEDDING EXPO

Please note the following. If you agree to adhere to these regulations and conditions, please forward the attached application.

- All applications are on a first time first serve basis.
- The Ezulwini Municipality reserves the right to reject the application.
- Pets are not allowed at this event.
- It is expressly understood and agreed by the Exhibitor that he/she will make no claim of any kind against the Municipal Council for any loss, damage, theft or destruction of goods, nor for any injury that may occur to himself or his employees while in the show facility, nor for any damage of any nature or character whatsoever. The Exhibitor shall be solely responsible to its representatives and to all third persons, including invitees and the public on all claims, liabilities, actions, costs, damages and expenses arising out of or relating to the custody, possession, operation, maintenance or control of said leased space or exhibit, for negligence or otherwise relating thereto, and such claims as may be asserted against it.
- You must exhibit within the booth boundaries and not stand or hand out material in the aisle.
- You cannot sublease your booth. Only vendors that are on the exhibit form can occupy the space unless approval has been obtained from Ezulwini Municipality. Vendors must show only goods dealt by them in the regular course of business.
- Caterers or other vendors who are serving food or drink or any samples must obey the Public Health Department rules. The Public Health Department will come and check for the appropriate supplies and can shut you down.
- If for any reason management determines that the location of an Exhibitor's booth at the show should be changed, moved or the dates of the show changed or postponed, no refund will be made but shall assign the Exhibitor, instead of the original space, such other space as deemed appropriate, and the Exhibitor agrees to use such space under the same Rules and Regulations. Management shall not be financially liable or otherwise obligated in the event the show is cancelled, change of dates, postponed, or relocated.

Helpful Tips

1. Be prepared with brochures, cards, and water bottles (you may store these in a small cooler under the table) etc.

2. Booth Design – Keep in mind that your booth is your first impression.

- Attract Attention, don't blend in
- Attract the right attendee: is your presentation attracting "Your customer".
- Your display should represent key information:
 - Why are your services better or unique?
 - Why do couples choose you?
- Give the attendees a reason to stop at your booth
- Be assertive with attendees as they walk past your booth,
 - draw them to you, ask qualifying questions
- Everyone working your booth should know what key information or impression they must give to everyone who stops by your booth.

