



THE WEDDING EXPERIENCE

Fillable Exhibitor Space Agreement + Invoice

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1. EXHIBITOR INFORMATION

LEGAL COMPANY NAME

NAME FOR BOOTH SIGN + DIRECTORY

PRIMARY CONTACT

EMAIL

PHONE

BILLING ADDRESS

CITY

STATE

ZIP

WEBSITE

CATEGORY / TYPE OF BUSINESS

2. SELECT EVENTS AND EXHIBIT SPACE

Select each event, then choose one booth size for that event.

☐ NORTHERN VIRGINIA

Sunday, January 3, 2027

Dulles Town Center - Sterling, VA

Booth:

Select booth size

☐

Corner upgrade - \$50

☐

I need electric

☐ BALTIMORE

Sunday, March 7, 2027

Live! Casino & Hotel Maryland - Hanover, MD

Booth:

Select booth size

☐

Corner upgrade - \$50

☐

I need electric

☐ RICHMOND

Sunday, April 11, 2027

Greater Richmond Convention Center - Richmond, VA

Booth:

Select booth size

☐

Corner upgrade - \$50

☐

I need electric

3. ADDITIONAL SUPPORT

☐ Please contact me about marketing and sponsorship opportunities.

Electricity is requested separately for each selected event above. Service pricing and ordering instructions will be provided for the applicable venue.

Continue to Page 2 to calculate your total, choose a payment option and sign.



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Payment Summary + Agreement

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4. PAYMENT SUMMARY

INVOICE NUMBER

INVOICE DATE

BOOTH FEES SUBTOTAL

CORNER UPGRADES SUBTOTAL

TOTAL CONTRACT VALUE

☐ PAY IN FULL - Total contract value

☐ PAY DEPOSIT - \$500 per selected event

AMOUNT DUE NOW

REMAINING BALANCE AFTER THIS PAYMENT

PAYMENT METHOD

☐

Check

☐

Online payment requested

CHECK PAYABLE TO

TrendScout Events dba The Wedding Experience

REMIT PAYMENT TO

The Wedding Experience
Attn: Stephanie Robert
13619 Bridgeland Lane
Clifton, VA 20124

5. HOW TO CALCULATE YOUR PAYMENT

- 1 Add the booth prices for every selected event.**
Enter that amount as Booth Fees Subtotal.
- 2 Add \$50 for each selected corner upgrade.**
Add both subtotals to determine Total Contract Value.
- 3 Pay in full: Amount Due Now equals Total Contract Value.**
Pay deposit: Amount Due Now is \$500 x selected events; subtract it to show Remaining Balance.

Continue to Page 3 to review the agreement terms and sign.



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Agreement Terms + Signature

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6. CORE AGREEMENT TERMS

Payment:	A \$500 deposit per selected event reserves exhibit space. The deposit is applied to that event's booth fee. The remaining booth balance is due 30 days before the event. Registrations within 30 days require payment in full.
Enhancements:	Corner upgrades are \$50 per selected event. Optional services and marketing opportunities are additional and are due in full when purchased.
Cancellations:	Registrations, deposits, booth fees, upgrades, optional services and marketing purchases are non-refundable. Any credit is available only when expressly provided in the applicable published Terms & Conditions.
Assignments:	Show Management assigns booth locations and will consider location requests based on availability. Exact booth placement is not guaranteed until confirmed in writing.
Exhibitor duties:	The exhibitor will comply with the 2027 Exhibitor Manual, venue rules, event-specific instructions, safety requirements and all applicable laws, permits and licensing requirements.
Insurance:	The exhibitor must maintain commercial general liability insurance of at least \$1,000,000 per occurrence and \$2,000,000 aggregate and provide evidence when requested.
Operations:	Displays, staff and activities must remain within the assigned space. Early dismantling is prohibited and may result in a \$250 fee. Food, beverage, vehicles, animals, structures and unusual or interactive activities require advance disclosure and approval.
Data:	Any attendee information provided may be used only for the exhibitor's permitted follow-up and may not be sold, shared, transferred or provided to another person or business.

ACKNOWLEDGMENT

By signing, I confirm that I am authorized to bind the exhibitor and agree to the selections, payment obligations and terms stated in this agreement and the applicable 2027 Exhibitor Manual.

AUTHORIZED NAME

TITLE

ELECTRONIC SIGNATURE

DATE

☐ I am authorized to sign for the exhibitor and accept this agreement.