Bridal Expo

 2025 – Vendor Agreement

Location, Dates, Times

* Columbus Botanical Garden - 3603 Weems Road, Columbus, Georgia
* Saturday, March 29, 2025
* 12:00 PM-3:00 PM

Day of Vendor Commitment

* Vendors are required to participate from 12 PM to 3 PM on the scheduled event day.
* Vendors are responsible for the setup and cleanup of their station area.
* Vendors can arrive as early as 10:00 AM to begin their station setup but can arrive no later than 11:45 AM.\*

Attendance Levels

* We have estimated the number of attendees to be between 200-300 people.
* The event admission fee will be our regular garden admission of $12 per adult person, $8 for Children 4-17, and free for active garden members.

Vendor Requirements to Participate

* Vendors will be required to complete and submit their Vendor Agreement Form. Upon receiving your signed agreement, you will be emailed a payment invoice of $25 to secure your vendor spot.
* Please submit your form to rentalscbg@gmail.com. Completion of the Vendor Agreement Form and participation payment must be submitted by Saturday, March 17, 2025. If you have any questions, please contact Private Events coordinators, Taylor Steele and Janay Lorraine at (706) 412-5310 Ext. 1004.

 Vendor Payment Policy

* All payments are to be made no later than Saturday, March 17, 2025.
* If by check, payment should be made out to the Columbus Botanical Garden and mailed to the Columbus Botanical Garden

Attn: Wedding Expo Vendor

3603 Weems Road

Columbus, Georgia 31909

* A credit card transaction can be completed by calling Private Events at (706) 412-5310 Ext 1004.

Vendor’s Setup and Take Down

* Set-up time will be Saturday, March 29, 2025, at 10:00 AM and be completed no later than 11:45 AM.
* The event begins at 12 PM and ends at 3 PM.
* The take-down process will begin around 2:45 PM.
* All vendors must exit the premises no later than 4 PM at the end of the day.
* All vendors are responsible for the setup and takedown of their station.

Volunteer Assistance

* Private Events coordinators, Taylor Steele and Janay Lorraine as well as Wedding Expo staff and volunteers will provide directions and answer questions for vendors.

Security

• Police will be on site for parking management and security during the event.

**Print Name:**

**Signature:**

**Date:**