

# Bride's Day Out – 2018 Bridal Faire

## Business Guidelines

### **BDO Event Date: Saturday, February 24<sup>th</sup>, 2018 11:00 am – 3:00 pm**

Welcome to a successful way to advertise your business to potential brides, grooms and their entourage for any wedding needs they may have. This is the 8<sup>th</sup> annual Downtown Brentwood bridal fair. The Downtown Brentwood Coalition, a Non-Profit Organization (referred to as DBC) is the sponsor of the Bride's Day Out (BDO) event, and Julie James, Owner of J. James Bridal/DBC Board Member is assigned as the Chairperson for the event.

Admission is **\$10 if pre-purchased on Event Brite and \$15 the day of**. Guests will check in at the DBC check in station located on 1<sup>st</sup> Street to receive their Bingo Card, complimentary mimosa token, map of participating businesses, 5 raffle tickets and a bridal sash. Check in station will be in front of the following business:

J. James Bridal – 625 1<sup>st</sup> St., Downtown Brentwood

**Contact Information:** Crystal Rice or Julie James at 925.420.3141 or [info@jamesbridal.com](mailto:info@jamesbridal.com) or visit J. James Bridal at 625 1<sup>st</sup> St. Brentwood, CA

### **Event Information:**

This event will be hosted in the immediate "Downtown" area of, 1<sup>st</sup> Street, 2<sup>nd</sup> Street and Oak Street. 1<sup>st</sup> Street will be closed for the event, allowing for larger self enclosed vendors to set their displays on the street. This is a rain or shine event.

Vendors will be assigned to a brick & mortar participating business or the Brentwood Community Center by the BDO Planning Team. Vendors are to provide their own set up (table, chairs, linens, etc)

Vendor consideration is valid though Feb 10<sup>th</sup> or until space is no longer available.

### **Participation Fees:**

**DBC Members - \$0**

**Vendors - \$150 Earlybird – Submitted prior to 1/31/18**

**Vendors - \$200 Non Earlybird – Submitted after 2/01/18**

*(Make checks payable to Downtown Brentwood Coalition, Credit card payments also accepted)*

- A. **All Participants must donate a Raffle Prize**
- B. **Raffle Tickets** will be sold at the Check In station
- C. **All Participants must provide a Special Offer:** i.e. Booking/Purchase Discount as a special deal of this event
- D. **Application:** Completed and submitted along with fee to 625 1<sup>st</sup> Street (J James Bridal)

**ALL PARTICIPANTS (BRICK & MORTAR AND VENDORS) MUST BE REGISTERED WITH THE DBC PRIOR TO THE START OF THE EVENT**

**Definition of DBC Members** - a business that is a member of the Downtown Brentwood Coalition, who is current with their annual fees, participates in the meetings and events, volunteers at DBC events, and has a brick and mortar business located in the boundaries of the DBC membership.

**Grand Prize game:**

Anyone who chooses to play the BDO Grand Prize Game MUST visit each business, and have their card stamped by that business. All participating businesses/vendors will be listed on the bingo card. Completed BDO bingo cards are turned in to J. James Bridal for the Grand Prize drawing by 3:00 PM on the day of the event. ***PARTICIPANTS NEED NOT BE PRESENT TO WIN!*** The DBC board will draw the winning BDO bingo card and notify the winner.

The BDO Grand Prize (\$1000.00 gift certificate) must be redeemed with any BDO participating business before Dec 31<sup>st</sup>, 2018. When a prize is redeemed, the DBC will reimburse you for the amount spent (receipt must be submitted for reimbursement). The Grand Prize winner may use their prize at more than one business.

**Raffle Prizes:**

Every BDO participating business or vendor must offer a Raffle Prize. We recommend Gift Certificates, gift packs or discount coupons. Raffle tickets will be sold at the “check in” tent. Participants can choose where they wish to submit their tickets. ***PARTICIPANTS NEED NOT BE PRESENT TO WIN! PLEASE ENSURE PARTICIPANTS LIST THEIR CONTACT INFORMATION ON THEIR RAFFLE TICKETS!***

- Each business will draw the winning Raffle ticket at 2:30 pm and notify the winners to arrange for pickup of their prize. Please keep the winning ticket and submit it to the DBC at J. James Bridal so we may post the names of the winning participants.

**Overview of the Day:**

<u>9:30am</u>	Set-up your business, goods and services, prepare your Raffle Prize (with ticket container), prepare your BDO Special Day offer; have special pen or stamp to mark the Bingo Card.
<u>11:00am</u>	BDO begins; <b>Have Fun!</b> Call 925.420.3141 with any questions
<u>2:30 pm</u>	Draw your Raffle prize winner and call them. Tell them where they can pick up their prize (usually at your location).
<u>3:00-3:15 pm</u>	Deliver Raffle winner ticket with participants information (name) so we can post it on our Downtown Social Media pages, we encourage a photo if possible.
<u>3:15-3:45 pm</u>	Clean up your area and have a great rest of the of the weekend!

**After the Event:**

All Grand Prize winners and Raffle ticket winners will be posted on our Website and Facebook. A master list of all BDO Registered participants will be e-mailed out soon after the event concludes. Be on the look-out for the lucky Grand Prize \$1000 winner coming to your business to redeem their prize.

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# Bride's Day Out

## Contract for Non DBC Business or Vendor

**(submit with \$150.00 participation fee (payable to Downtown Brentwood Coalition)  
625 First St or 626 First Street, Brentwood, CA 94513, no later than 1/31/18  
Fee is \$200.00 if submitted after 2/1/18)**

Name of Business \_\_\_\_\_ Type of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Business Tax Cert. # \_\_\_\_\_ City of Issue \_\_\_\_\_

Special Day Offer: \_\_\_\_\_

Raffle Prize and dollar value: \_\_\_\_\_

FEE received \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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