

PILAZA Vendor Guide -

February 24, 2024 10:00am-7:00pm / The Atrium on Tenth

Planned & Hosted by





Schedule of Events Saturday

| 9:00am - | Styled Shoot Begins |
|-----------|--|
| 9:30am - | Registration Opens |
| 10:00am - | Wedding Stroll Locations Open |
| 10:30am - | Ceremony Doors Open / Prelude Begins |
| 11:00am - | Wedding LIVE! Ceremony Begins |
| 11:20am - | Plaza Opens to VIP guests |
| 11:30am - | Plaza Officially Opens |
| 11:45pm - | Doors Open for Seminar #1 |
| 12:00pm - | Seminar #1 - Beauty and theBudget (Floral Design and Decor) |
| 12:30pm - | Doors Open for Seminar #2 |
| 12:45pm - | Seminar #2 - I'm Engaged! What do I Wear to Get Married? |
| 1:15pm - | Doors Open for Seminar #3 |
| 1:30pm - | Seminar #3 - How to Get MarriedLegally (Pre-nup/Name change) |
| 2:00pm - | Doors Open for Seminar #4 |
| 2:15pm - | Seminar #4 - Marriage Finances 101 |
| 2:45pm - | Doors Open for Seminar #5 |
| 3:00pm - | Seminar #5 - When Do I Do What?!? (Wedding Timeline 101) |
| 4:00pm - | Wedding Stroll Locations Close |
| 5:00pm - | Wedding LIVE! After-party Doors Open |
| 5:15pm - | Wedding Plaza Closes |
| 5:30pm - | Fashion Show |
| 6:00pm - | Dance Party Begins |
| 7:00pm - | Event Concludes |
| 9:30pm - | Tear-down Concludes |

Booth Information

We have a passion for taking care of our vendors! All booths include the following amenities:

- 8x8 or 10x10 marked space
- (1) clothed table and (2) chairs
- (2) Vendor Lunches
 - Selection will become available closer to the event date
 - Additional meals will be available for purchase
- Full-day Access to the Vendor Lounge
 - Water, tea, coffee
 - Space to relax

Booth Pricing

8x8 - \$475

10x10 - \$550 *Electricity is an additional \$50 charge.

Booth Placement

Booth assignments will be sent via email by February 4th if not before. We will be arranging booths to avoid like businesses adjoining each other on the floor.



Venue Care

Each participant is required to carry their own insurance. Andrea Lyn Events, LLC and its affiliates are not responsible for any damages to the Atrium on Tenth or any claims that may arise from a vendor's services or products. There is to be no hanging or adhering to surfaces, walls and and floors at the venue. Please direct any questions regarding set-up to Andrea Lyn Events,

LLC.

Set-up & Tear-down

FRIDAY:

2:00pm - Wedding LIVE! Vendor Set-up 4:00pm - Set-up Complete 6:30pm - Wedding Plaza Vendor Set-up 8:00pm - Set-up Concludes

SATURDAY:

7:00am - Wedding Plaza & LIVE! Vendor Set-up 11:00am - Set-up Complete 5:15pm - Wedding Plaza Vendor Tear-down 7:00pm - Wedding LIVE! Vendor Tear-down 9:30pm - Tear-down Concludes

Tear-down will begin at 5:15pm. Early tear-down will result in a fine under the discretion of Andrea Lyn Events, LLC.

Booth Payment

Payment must be received within 2 business days of your application being submitted. Booth spaces will not be reserved until payment is received and no holds will be made.





What drives you to plan this event?

After seeing what other non mid-Missouri event companies had done to our mid-Missouri vendors for wedding shows, we knew we could do better. We want our fellow industry professionals to have a place where they feel valued, safe and confident that those in charge have their best interests in mind. For us, it's not just about putting an event together, it's all about making you shine in what you are passionate about!

What makes this different for vendors?

We are dedicated to taking care of our vendors from the time you sign up until the time you leave. We'll provide access to the All-Day Vendor Lounge and two lunch passes per booth so you and your staff don't get hangry! The laidback experience provides attendees the ability to take their time with touring The Plaza so that they're not stressed and overwhelmed. We want you to have great quality interactions and leads opportunities.





How many attendees are you anticipating?

We anticipate having 500+ attendees over the course of the day. Promotion of the event will range from social media, physical fliers, digital and print media, TV and radio all across mid-Missouri.

I'm a wedding planner, since Andrea Lyn Events is planning this I don't know if I really want to come?!

As Andrea Lyn Events, yes we will be running and managing the Experience. But...this doesn't mean we will be having a booth. In fact, we have purposefully determined not to have a presence in the Plaza because we don't want to be seen as a wedding planner today. We're proud to be hosting the Experience and want our other fellow planners to shine! So, yes, please come and we're excited to make you feel welcome!

