



Bridal Show 2022

Vendor Application

1600 Grand Avenue, Diamond Bar, CA 91765 | 909.839.7065 | bridalshow@diamondbarca.gov | www.DiamondBarCenter.com
Mailing: 21810 Copley Drive, Diamond Bar, CA 91765 | Facility owned & operated by City of Diamond Bar

Sunday, May 22, 2022

Please print and complete ALL fields including the waiver. Incomplete forms will not be accepted.

Application deadline is Wednesday, May 11, 2022.

Business Name: _____	Service(s): _____
Contact Name: _____	Business Phone: _____
Email: _____	Website: _____
Address: _____	City/State/Zip: _____
Day of Contact Name: _____	Cell Phone: _____

Describe items to be exhibited: (Only items specific to vendor's products/services may be displayed within their designated space).

Indicate quantity desired for the below items.			
Exhibit Space Options	Cost	Qty	Amount Due
Standard Ballroom Booth 8' x 8' draped space, one 6' table with linen and two chairs	\$400		
Oak Room Bridal Boutique Used to display gowns with separate changing room available. *Ask for more info*	\$400		
Motor Court (Limited to food vendors) Ask about food truck or specialty vehicle display	\$350		
Patio Booth Outdoor patio adjacent to Ballroom, one 6' table with linen and two chairs	\$300		
Wedding Oval (w/ purchase of Booth) Outdoor Ceremony space for mock ceremony display (Limit One*250 chair display)	\$100		
Pine Room Display Table (w/ purchase of Booth) One 60'' Round Table in Pine Room	\$100		
Patio Lounge (w/ purchase of Booth) Outdoor patio adjacent to Ballroom for mock cocktail/equipment display (Limit One)	\$100		
Additional 6' Table with Linen	\$25		
Electricity	\$50		
Diamond Bar Business (DB Business License required for discount)	-\$50		
Please Check if Applicable: <input type="checkbox"/> No Linens <input type="checkbox"/> No Table		Total Amount Due:	

With purchase of space all vendors will receive bride/groom lead list and will be placed on the 2022 vendor list provided to Diamond Bar Center renters and online at www.DiamondBarCenter.com.

-----PAYMENT-----

Check # _____ (Please make payable to THE CITY OF DIAMOND BAR) Cash \$ _____
 Credit Card (online or in person payments only, 2.5% transaction fee on all credit card transactions)

OFFICE USE –

Date Received: _____ Space #: _____ Tables: _____ Linens: _____ Permits: Y/N Electricity: Y / N
Payment: _____ Confirmation Mailed: _____ Approved Initials: _____ RT# _____



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GENERAL DIAMOND BAR BRIDAL SHOW POLICY

Please Read Carefully and Sign

Sunday, May 22, 2022 at the Diamond Bar Center, 1600 Grand Avenue, Diamond Bar CA 91765

1. **Bridal Show application deadline is Wednesday, May 11, 2022.** In order to ensure a standard of quality and balance, only exhibitors approved by Diamond Bar Bridal Show representatives will be accepted. Approval (and potential removal) from the Bridal Show is based on a series of criteria: vendors per category, quality of products/services, consumer demand and reputation of vendor and/or references. Upon approval, exhibitors will be assigned a space and a confirmation letter will be emailed within two weeks. The Diamond Bar Bridal Show representatives reserve the right to close any space that is not being properly managed or conducted in accordance with the rules. Event may be modified or cancelled per current LA County Health Department guidelines found at [HTTPS://PUBLICHEALTH.LACOUNTY.GOV/MEDIA/CORONAVIRUS/](https://publichealth.lacounty.gov/media/coronavirus/) **Please initial** _____
2. **Door Prize Donation – All vendors must present a bridal door prize when they check-in the day of the bridal show.** Please specify on your registration form what you will be donating. **Minimum \$25 value gift card or basket. May include company service(s) in addition to prize. Service(s) as a prize alone are not acceptable.** **Please initial** _____
Description of Door Prize: _____
3. All participating exhibitors' names and contact information will be listed in the Bridal Show program that is distributed to all brides the day of the show. This list will also be available to be distributed to Diamond Bar Center renters and will be displayed online throughout the 2023 calendar year. The Diamond Bar Bridal Show representatives reserve the right to remove any vendor contact information from this list at any time. **Please initial** _____
4. All exhibitors participating in the Bridal Show must be approved and registered prior to the day of the event by Diamond Bar Bridal Show representatives. **Please initial** _____
5. Refunds will only be given if the Bridal Show sells out and staff is able to resell your space. There will be a \$50 service charge for all refunds. The indoor portion of the event is not subject to cancellation due to inclement weather. For the outdoor portion, full refunds will be given if the City is not able to provide a sufficient alternative location or if the City decides to cancel due to inclement weather or other unforeseen circumstances. **Please initial** _____
6. Official starting time for the Bridal Show is 10:30am. Set up begins Sunday at 8am and must be completed by 10:15am. **Your space must be operating by 10:30am and remain open for the entire duration of the show.** Exhibitors that pack up and/or leave before 3pm will not be invited to participate in any future shows. **Please initial** _____
7. Exhibitors will be able to use the front entrance for loading and unloading. (The motor court will not be available as we will have vendors setting up in that area.) After unloading, all vendors must park their vehicle in the overflow lot. A site diagram will be mailed two weeks before the show. **Please initial** _____
8. Please be respectful of the facility and other exhibitors: All exhibit contents and signage should be freestanding. No items may be stapled, nailed, taped, or fastened to the tables or onto facility walls or floors. Any exhibitor who uses audio or video equipment is asked to limit the sound level of their equipment. The burning of candles is not permitted. **Please initial** _____
9. Exhibit spaces vary based on show placement (spaces are approximately 8' x 8'). Due to the style and nature of the Diamond Bar Center, the backdrop for each space may vary. Pipe and drape is only provided in specific ballroom spaces. For safety purposes, all participants must set up within their allotted space. Each space includes one white linen draped 6' x 30'' table and two chairs. Electricity is available for a fee (vendors must bring their own extension cords). More than one exhibit space may be purchased if space permits. The sharing of exhibit space is not permitted among multiple exhibitors—each vendor must pay the full registration fee to participate in the show. **Please initial** _____



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- 10. Catering and Bakery businesses: All food service businesses must provide a valid Public Health permit. There is **NO COOKING** allowed on site. Approved food trucks vendors may be allowed to cook with proper health permits. Diamond Bar Bridal Show representatives strongly recommend that samples be provided to increase the success of the show and attraction to your exhibit space. Please submit health department permits with your bridal show application. Refrigeration and food storage space is limited and not guaranteed. Food service may be modified or cancelled per current LA County Health Department guidelines found at [HTTPS://PUBLICHEALTH.LACOUNTY.GOV/MEDIA/CORONAVIRUS/](https://publichealth.lacounty.gov/media/coronavirus/)
Please initial _____
- 11. Vendors wishing to serve alcohol must get prior approval from Diamond Bar Bridal Show representatives and would be subject to the terms in the Diamond Bar Center Facility Use Policy (www.diamondbarca.gov/DBCpolicy). **Please initial** _____
- 12. The distribution of promotional literature is limited to your assigned exhibit area. Distribution in facility parking areas, lobby, restrooms or anywhere on facility grounds other than your assigned area is strictly prohibited. Exhibitors are only permitted to distribute literature advertising the company that is registered in the Bridal Show (Bridal Resource Centers are exempt). Exhibitors who do not adhere to this policy are subject to potential removal from the Bridal Show, will not be invited to participate in future shows, and will be immediately removed from the vendor list. **Please initial** _____
- 13. The City of Diamond Bar will not assume responsibility for any damage, theft, or loss of personal property, including damage or theft to your space. **Please initial** _____
- 14. All exhibitors are responsible for cleaning up their space and surrounding area. Please remove all trash and other items used by your business. **Please initial** _____
- 15. Bride lead lists will be distributed to all paid exhibitors via email approximately two weeks after the show. Sharing of this list is prohibited. Any exhibitors found in violation of this policy will not be invited to participate in any future shows and will be immediately removed from the 2019 vendor list.
Please initial _____
- 16. I grant to the City of Diamond Bar/Diamond Bar Center, the right to take photographs/video of all participants in connection with the Bridal Show. I authorize The City of Diamond Bar/Diamond Bar Center, its assigns and transferees to copyright, use and publish the same in print and/or electronically. I agree that the City of Diamond Bar/Diamond Bar Center may use such photographs/video of me and any items related with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising and web content. **Please initial** _____

For more information: Applications & Payment must be returned by May 11, 2022 to:

www.DiamondBarCenter.com
bridalshow@diamondbarca.gov
Monique Weeks: 909.839.7078

Mailing Address:
Diamond Bar Center Bridal Show
21810 Copley Drive, Diamond Bar, CA 91765

I have read and understand I must comply with the Diamond Bar Center Bridal Show Policies.

Business: _____ Print Representative Name: _____

Signature: _____ Date: _____



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City of Diamond Bar RELEASE, DISCHARGE OF LIABILITY AND ASSUMPTION OF RISK

PARTICIPANT INFORMATION		
First Name:	Last Name:	Birthdate:
Address:	City:	Zip:
Phone:	Email:	
Emergency Contact:	Relation:	EM Phone:

Program Sponsors: City of Diamond Bar and its respective officers, agents, employees and volunteers.

Name of class or activity ("the activity"): DIAMOND BAR BRIDAL SHOW 2022

- I, and my staff are physically able to participate in the activity and have not been diagnosed with any illness or medical condition that would impair the ability to participate in the activity. No physician has recommended against participation.
- I, fully understand that my participation in the activity exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, or property damage. I hereby acknowledge that I am voluntarily participating in this event/class and agree to assume any such risks
- I am aware that the activity poses a risk of injury to me and/or my staff, and that occasionally accidents occur during activities of this kind. Knowing these risks, on behalf of myself and/or my child, I freely and voluntarily agree to assume all of the risks associated with participation in the activity.
- I acknowledge that the City of Diamond Bar is not responsible for any loss, alteration, corruption or other damage to my personal property, including computers, networks and other personal property used as part of my participation in the event/class. The City of Diamond Bar makes no warranty that 1) internet service will be adequate to facilitate the event/class, 2) internet service will be uninterrupted, timely, secure, error-free or virus-free, 3) any information that may be obtained through the event/class will be accurate or reliable and/or 4) that any errors in software will be corrected.
- I understand and agree that any material downloaded, viewed or otherwise obtained through the event/class is done at my own risk and I will be solely responsible for any loss or damage to my personal property, including computer systems and networks, or loss of data that results from the use, download and/or viewing of the event/class.
- I hereby warrant and agree, that the conditions of my property, both personal and real, are suitable for participation in the event/class and that by participating in the event/class, I assume the risk that such property is not suitable and agree to hold the City of Diamond Bar harmless from any loss or damage arising from injury to person or property arising from the use of such property in the event/class.
- I hereby release, discharge and agree not to sue the City of Diamond Bar for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of the City of Diamond Bar or any other participants in the event/class. The parties to this AGREEMENT understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision.
- In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of



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Diamond Bar from any and all claims, demands actions or suits arising out of or in connection with my participation in the event/class.

- In consideration of being permitted to enroll and participate in the activity, I agree to release and discharge the City of Diamond Bar, the Walnut Valley and Pomona Unified School Districts and the contract instructor of the activity and their officers, agents and employees (collectively referred to hereafter, as the "Program Sponsors") from any liability, causes of action, claims or damages for personal injury, property damage and wrongful death arising from or attributable to participation in the activity, whether or not such liability arises from the program sponsors' negligence in organizing, planning and implementing the activity.
- I understand that by signing this instrument, I (and my legal representatives, heirs, next of kin, assigns or any other successors in interest) am barred from presenting any claim or instituting any civil action or present any claim for personal injury, property damage or wrongful death against the Program Sponsors who, through negligence or omissions, might otherwise be liable to me, or other successors in interest for damages. I expressly agree that the foregoing release, discharge and assumption of risk is intended to be as broad and inclusive as is permitted by California law.
- In the event of a medical emergency, I authorize medical personnel attending to me to make decisions regarding immediate medical treatment as may be necessary until such time as my emergency contact can be consulted.
- In the event of a medical emergency, I authorize medical personnel attending to my child to make decisions regarding immediate medical treatment as may be necessary until such time as I or my child's emergency contact/guardian can be consulted.
- By registering for any recreation class or activity, I grant the City of Diamond Bar permission to use my, and/or my child's photograph, video or film likeness, for promotional use in any City-related media.
- I understand and agree that the event/class may be recorded for viewing and/or listening by others at a future date. I consent to the City of Diamond Bar's use of audio/video recordings of me during the event/class and that the City of Diamond Bar may use audio/video segments or photograph stills of me for any purpose, including but not limited to news, advertising and promotional purposes, without compensation to me. I hereby release and hold harmless the City of Diamond Bar from any claims relating to the use of my likeness and image.

By signing this form, you are acknowledging that:

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT I AM THE PARENT OR LEGAL GUARDIAN OF MINOR. I FURTHER DECLARE THAT I SHALL INDEMNIFY AND HOLD HARMLESS THE CITY OF DIAMOND BAR FROM AND AGAINST ANY AND ALL CLAIMS RESULTING FROM, INCIDENT TO, OR ARISING OUT OF MINOR'S PARTICIPATION IN THE EVENT/CLASS, ANY AND ALL RISKS ASSUMED BY MINOR AND ME ABOVE, AND/OR THE BREACH OF ANY PROMISES, COVENANTS, AND/OR REPRESENTATIONS MADE BY ME HEREIN AND/OR IN THE ABOVE RELEASE.

Participant's Signature:

Date: