



seattle wedding show

The Seattle Wedding Show takes pride in supporting vendors regardless of the booth size. Booth placement is done by seniority (# of years with SWS) and not by booth size or preferential treatment. All exhibitors choose their booth location, we do not assign it. When selecting a booth location, we require like businesses have a 10' separation, not including the aisle. View the floor plan at:

<https://weddingshow.com/s/floorplan.pdf>

Returning Vendors

1. Applications are due by March 1st, and your account must be in good standing to retain your seniority.
2. If the floor plan does not change, you are guaranteed the same booth location and size from the prior show. If the floor plan is changed by SCC (which is very rare, and you will be notified), all exhibitors will choose a new booth location based on seniority.
3. The booth placement process begins after March 1st. You will be notified via email of your phone call appointment date to either confirm your same location or select a new location. The booth placement process is completed by the end of May.
4. After you have selected your booth location, you are welcome to monitor the floor plan to see if a more appealing booth becomes available. If you identify another desired location, it is your responsibility to contact show management.
5. After you have completed your booth placement, an official participation agreement will be emailed confirming your booth selection and participation. This contract must be signed and returned within ten (10) days.
6. You may upgrade or downgrade your booth size after your booth placement, provided there is availability.

New Vendors

1. We accept new vendors throughout the year. Here is a link to our vendor application. <https://weddingshow.com/application>
2. New vendors accepted before the end of May will be assigned a booth placement phone call appointment date to choose a booth space.
3. New vendors accepted after the end of May will choose their space upon acceptance.
4. After you have selected your booth location, you are welcome to monitor the floor plan to see if a more appealing booth becomes available. If you identify another desired location, it is your responsibility to contact show management.
5. After you have completed your booth placement, an official participation agreement will be emailed confirming your booth selection and participation. This contract must be signed and returned within ten (10) days.
6. You may upgrade or downgrade your booth size after your booth placement, provided there is availability.

Booth Payment Options:

Standard plan

1. A deposit of 1/3 of your booth fee is due 15 days after acceptance. Deposit, less 10% admin fee, is refundable until June 10th.
2. Half of the remaining balance is due on August 10th.
3. The remaining balance is due on October 10th.

Optional Monthly Auto Pay

If requested, a monthly payment plan can be set up for autopay to your credit card.

If you are accepted after October 10th, payment is due in full at the time.

Booth Cancellation Policy:

1. If the exhibitor cancels before June 10th, funds paid toward booth space are refundable, less a 10% admin fee.
2. If the exhibitor cancels after June 10th, there is no refund, however, no additional fees are due.

SWS reserves the right to refuse any exhibitor or potential exhibitor.