

Lake Martin Wedding & Event Expo  
Sunday, February 23, 2025~ 1-3 pm at The Mitchell House

EVENT VENDOR CONTRACT

VENDOR BOOTH @ \$75

PROGRAM ONLY\* @ \$25

SPONSOR @ \$500

Vendors attending the Expo must provide their own equipment i.e.: displays, flyers, business cards, table linens, etc. \*Program Only Vendors will have their company name and contact number printed in the Program.

All fees are non-refundable as they are a donation to United Way and tax-deductible as allowed by law. Letters will be sent out post-event.

**Vendor Info:** Vendors can begin set up the day of the show at 10:30 am. A designated area will be provided for your booth. Parking passes for vendors will be emailed prior to the event. Set-up must be completed no later than 12 noon on the event day. One (1) 5-ft table & 2 chairs will be provided for each vendor.

Vendors are responsible for leaving the area in the same condition as they found it.

**REGISTRATION: Vendor forms and donations must be submitted in order to reserve your space.**

COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SOCIAL MEDIA links (to share in our event promos): \_\_\_\_\_

Description of items/services you offer:

Special notes or needs for your booth (power, etc.):

Signature of Vendor \_\_\_\_\_

Date: \_\_\_\_\_

Please make checks payable to: Lake Martin Area United Way and note Wedding & Event Expo in the memo. If paying by Credit Card – please complete the online registration.

Contact: Courtney Layfield Email: [courtney.layfield@unitedwaylakemartin.org](mailto:courtney.layfield@unitedwaylakemartin.org) Phone: 256-329-3600

Please return the form and payment to: Lake Martin Area United Way  
P.O. Box 876, Alexander City, AL 35011



**FORMS MUST BE RETURNED BY FEBRUARY 19, 2025 to be guaranteed to be in the printed program**

*All proceeds are donations benefitting the Lake Martin Area United Way. Tax letters will be sent out post-event.*