



Sauder Village

Wedding Expo

Vendor Guide

March 7, 2027

12:00 - 3:30 pm

Founder's Hall



Original photo: Ambria Photography



Sauder Village

Dear Exhibitor:

Sauder Village is excited to present the Wedding Expo on Sunday, March 7, 2027 from 12:00 pm - 3:30 pm. We would love to have you join us.

This is your opportunity to showcase your products and services to help make wedding dreams come true.

Please review the enclosed vendor participation information. Sign by January 4, 2027 to receive discounted rate & optional advertising package. Final deadline for contract and payment is Monday, January 25, 2027. Booth space is limited so make sure to reserve early.

We will be promoting our vendors on our website and social media.

If you have any questions, please contact Tara Tedrow at (419) 446-2541 ext. 3068 or tara.tedrow@saudervillage.org.

We look forward to having your business be a part of the Sauder Village Wedding Expo!

Sincerely,

Tara Tedrow

Group and Banquet Sales Manager

Wedding Expo Exhibitor Information & Guidelines

Founder's Hall

Sunday March 7, 2027

12-3:30 pm

Expo Description

The Sauder Village Wedding Expo will showcase the region's best products and services to create dream weddings.

Expo Location

The Expo is held in Founder's Hall at Sauder Village, 22611 State Route 2, Archbold, Ohio.

Expo Date & Hours

Sunday, March 7, 2027 from 12:00 p.m. – 3:30 p.m.

Expo Admission

An admission of \$8 per attendee will be charged at the door. Attendees who pre-register before March 1st on the Sauder Village website are free. Two free admission passes to the Expo will be issued to each vendor to be used as the vendor chooses.

Booth Specifications

Single booth spaces are approximately 8'D x 10'W and include 1 skirted table (8'L x 30"W x 29"H) and two upholstered folding chairs. Double booth spaces are approximately 8'D x 20'W and include 2 skirted tables and up to 4 chairs. Vendors are required to keep their displays within their allotted space. Electricity is available for an additional fee on a first-come, first-served basis for limited booths.

Door Prizes

Vendors are asked to provide a door prize or certificate (\$50 value) to be given away at the Expo.

Displays

Only one business can be promoted per booth space. Displays must adhere to all local, state, and federal laws and fire regulations. Expo management reserves the right to remove any objectionable merchandise or signs.

Booth Assignments

The final layout of the Expo will be determined by Expo management.

Display Set-Up

Displays can be set up on Sunday, March 7 between 8:00 a.m. – 11:00 a.m. All displays must be completed by 11:00 a.m. Please come directly to the registration desk in the lobby of Founder's Hall to check-in and receive your booth assignment. All boxes and packing materials must be placed under the display tables or removed from the Hall prior to the opening of the Expo. All vehicles are to be unloaded and moved away from the entrance before the Expo opens to the public allowing closest parking spaces for attendees.

Display Tear-Down

Displays cannot be dismantled before 3:30 p.m. All display items must be removed from the premises by 5:30 p.m.

Electricity/WIFI

Electricity is provided for an additional fee on a first-come, first-served basis and must be requested on the contract. Free WIFI will be provided upon request.

Parking

There is ample free parking with easy access for loading and unloading. Before the opening of the Expo, all exhibitors must park away from the main entrance to Founder's Hall.

Food

Food and non-alcoholic beverages may be given away as samples in your booth. Alcoholic beverages are not permitted.

Liability Insurance

Vendors will assume all responsibility for insurance on all items brought to the Expo. Sauder Village will not be responsible for any loss, damage, or accidents to displays or vendors.

Registrant List

We will provide a list of all registrants to vendors following the Expo. To receive the list you must agree not to sell or give to anyone else the list (see vendor agreement.)



Promotion

An Expo directory will be produced listing all vendors at no charge. We will also promote the Expo on our website, social media and with digital ads.

Additional Promotional Package

For an additional \$100, we will create a 2x2 ad in our Expo directory for your business and feature you as a vendor spotlight on social media.

Sales Tax

Each vendor must have a Transient License for the State of Ohio and is responsible for collection of Ohio 7.25% sales tax. Questions can be directed to the Ohio Department of Taxation, 888-405-4089. Or find answers online <https://tax.ohio.gov/business/sales-and-use-tax>

Cancellation

Expo contracts are non-refundable and cannot be cancelled or transferred. Expo management will not be held liable for any damages incurred by vendors in the event of postponement or cancellation of the Expo due to reasons beyond Sauder Village's control.

We reserve the right to change the venue within Sauder Village, if needed. In that event, vendors will be notified no later than 2 weeks from the Wedding Expo.

Questions?

Call Tara Tedrow, 419-446-2541 ext. 3068 or email tara.tedrow@saudervillage.org



Sauder Village Wedding Expo Contract

Sauder Village March 7, 2027 12:00 -3:30 pm

Please complete form or use online form to register & pay at saudervillage.org/wedding-expo-vendor-application-2027/.
Return completed form with payment to: Sauder Village, attn: Tara Tedrow, P.O. Box 235, Archbold, OH 43502 by January 25, 2027



Scan QR Code
to Register.

Business Name _____

Contact Name _____ Website _____

Email Address _____

Phone Number _____

Address _____

City _____ State _____ Zip _____

Service/Product Exhibited _____

Door Prize Offered (must be at least \$50 value) _____

Booth Options

_____ Single 8' x 10' Booth Space \$300.00 (includes one 8 ft. skirted table and two chairs)

_____ Double 8' x 20' Booth Space \$500.00 (includes two 8 ft. skirted tables and four chairs)

_____ Electric required \$25.00 (limited spaces - given on a first-come, first-served basis.)

_____ WIFI (free)

Please note: Rates increase to \$400.00 for Single Booth Space & \$600.00 for Double Booth Space when contract & payment is received after January 4, 2027.

* Advertising Package (Optional) - \$100

_____ Single 2x2 ad in expo directory, plus 1x vendor spotlight on social media.

* Only available when contract & payment is received by January 4, 2027.

Total Enclosed \$ _____

Make checks payable to Sauder Village

For Credit Card payments: ☐ Mastercard ☐ Visa ☐ American Express ☐ Discover

Credit Card # _____ Expiration Date: _____ V-Code: _____ (last 3 digits on back of card on signature line)

Name on credit card: _____

List those representing your business at your Wedding Expo booth including yourself:

1) _____ 2) _____

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Wedding Expo Vendor Agreement

Sauder Village agrees to the following:

- Provide a booth space (8 ft skirted tables and chairs) to all vendors.
Single: 8' deep x 10' wide - \$300.00/\$400.00 Double: 8' deep x 20' wide - \$500.00/\$600.00
- Promote vendors to guests during the Expo.
- Advertise the Expo in digital and print outlet when agreement returned before January 4, 2027.
- Give away vendor donation door prize during the Expo.

Vendors agree to the following:

- Promote only one business per booth, distributing information and selling items from that single business.
- Completely set up booths by 11:00 a.m. and remain in booth until 3:30 p.m. day of the Expo. All displays must be removed by 5:30 p.m. that same day.
- Provide a door prize or gift certificate (\$50.00 value) to be given away at the Expo.
- Provide signage for their Expo booth.
- This agreement is non-refundable, cannot be cancelled or transferred.
- Sauder Village will have final say on all matters pertaining to the vendors, vendor display layout and the Expo.
- Agrees not to sell or give registrant list to a third party vendor or individual.

Please send contract signed by an authorized person of your company by January 25, 2027. This contract is non-refundable and cannot be cancelled or transferred. Booth space is limited and booth assignments will be decided by Sauder Village. For questions, contact Tara Tedrow at Sauder Village at 419-446-2541 ext.3068 or email tara.tedrow@saudervillage.org. Booth rental fee must be paid with signed contract or contract will be void. No subleasing of booth space is permitted. No advertising signs outside of your booth space are permitted. All displays must be set up between 8:00 a.m. - 11:00 a.m. on Sunday, March 7, 2027 and must be removed between 3:30 - 5:30 p.m. on Sunday, March 7, 2027. Sauder Village will not be responsible for any loss, damage or accidents to displays or vendors. Conditions of this contract are agreed to by the vendor/merchant.

Release and Indemnity: By signing this form, you acknowledge that neither Sauder Village nor its officers, agents and employees shall be liable for loss or damages of any nature to the property of the vendor, vendor's employees, agents, invitees, or licensees when such loss, damage or injury, sickness or death shall be occasioned in whole or part by any condition and/or activity on the Sauder Village property while at the Sauder Village Wedding Expo. Vendor agrees to defend and save Sauder Village, its officers, agents, and employees harmless from any demand or action arising out of or liability resulting from loss or damage of property and/or injury, sickness or death to any person caused in whole or part by, or resulting in whole or in part from the Vendor's equipment and/or conduct of Vendor's activities while on the Sauder Village complex while attending the Sauder Village Wedding Expo.

Vendor Signature (required): _____ Date signed: _____

Please print: I _____ of _____

Agree to the terms as outlined in the Wedding Expo Vendor's Agreement and this Contract.

Authorized Signature: _____ Vendor License # _____



Sauder Village

PO Box 235, 22611 State Rt. 2, Archbold 800.590.9755 SauderVillage.org