

Sage and Sky Bridal Expo Vendor Information Guide

Event Date & Time

- **April 26, 2025** | 11:00 AM – 4:00 PM
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Event Location

- **Nine Mile Community Center** | Huson, MT
 - take I-90 Exit 82 (will go about 1 mile)
 - Take a right on to W Ninemile Rd (will go about 4.5 miles)
 - Take left on to Ninemile Rd (will go about 4 miles)
 - On the right 25620 Ninemile Road, Huson, Montana
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Vendor Check-in & Setup

- **Check-in Location:** Front entrance of the Schoolhouse
 - **Booth Space:** Marked with tape (indoors) or stakes (outdoors) and labeled with a paper displaying your business name
 - **Setup Times:**
 - **April 25 (Day Before Event):** 2:00 PM – 8:00 PM
 - Outside booths only setup portions that can be unattended over night
 - **April 26 (Morning of Event):** 7:00 AM – 10:30 AM
 - **Vendor Meeting:** April 26, 10:30 AM – 10:50 AM (Mandatory)
 - **Unloading Process:**
 - Unload your vehicle **quickly** to allow space for other vendors
 - Move your vehicle to the designated parking area immediately after unloading
 - **Vendor Parking:** All vendor vehicles must be moved to the designated parking area by **10:30 AM**
 - **Internet & Connectivity:**
 - No internet access on-site
 - No ATM available, bring sufficient cash for making change
 - No cell service, plan accordingly for offline transactions or communications
 - **Weather Considerations:**
 - The event will take place rain or shine
 - Outdoor vendors should prepare their setup for any weather conditions
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Booth Expectations

- **This is a wedding expo, and booth presentations should reflect the high-quality standards expected at a bridal event.**
 - **Vendors should create an elegant, visually appealing display that showcases their products or services in a way that resonates with engaged couples planning their special day.**
 - ****A note for vendors new to an expo space: Using cohesive branding, well-organized displays, and an inviting setup that reflects the quality of your business. Thoughtful decor, creative arrangements, and a polished presentation will help engage attendees and make a lasting impression.
 - All displays, tables, and products should be neatly arranged
 - Tables must be covered with a tablecloth that reaches the floor on all visible sides to ensure table legs are not showing
 - Any banners or signage should be securely placed and not obstruct walkways or neighboring booths
 - Keep your area clean and free of trip hazards
 - Your setup must remain within your assigned space and cannot extend into walkways or neighboring areas.
 - Any items, products, or signage placed outside of your designated space will need to be adjusted or removed.
 - With no internet access, vendors should have display items that clearly showcase their services. Examples include:
 - Photo portfolios
 - Product examples
 - Samples for attendees to take
 - Additional considerations due to no internet access:
 - No ATM on-site, so vendors should bring sufficient cash for making change
 - No cell service, so plan accordingly for any offline transactions or communications
 - If your card processing system allows it, set up your card processor to take payments offline in advance
 - Outdoor vendors should set up their area to withstand any weather conditions, as the event will take place rain or shine.
 - Ensure you have backup chargers or battery packs for running computers offline.
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Teardown & Cleanup

- **Teardown begins at 4:00 PM (No Early Packing or Departure Allowed)**
 - Be courteous—pack up small items before moving your vehicle to the loading area
 - All vendors are responsible for cleaning up their booth area
 - Dispose of any trash in the designated bins
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Vendor Support During the Event

- Event staff will make rounds throughout the day to check on vendor needs

We appreciate your cooperation and look forward to a fantastic event!