



Site: orangecountyweddingcenter.com
Email: ocweddingcenter1@aol.com

Approved Guidelines
Revised December 2011

Orange County Wedding & Event Center Membership Guidelines

Mixer Attendance

Any vendor that misses a mixer will have their vendor listing removed. Once they have attended the next mixer, their vendor listing will be moved back into the vendor category. In the event you can not attend a mixer, you may send someone to represent of your company. Each vendor or representative must stay through the business portion of our mixer to receive credit for attending the mixer. Our bi-monthly mixers are held on the 1st Tuesday of every other month @ 7:30 PM. A "Vendor of the Month" trophy is awarded at every mixer.

Reciprocal Web Site Link

In order to be listed as a vendor on our Web site, you must have our OCWEC banner on your web site, creating a reciprocal link benefiting both site rankings. The Banner Code can be emailed per your request.

Monthly Dues

All OCWEC memberships are on a monthly basis, at \$ 10 a month, and membership dues of \$ 20 are to be paid on the 1st Tuesday (in cash only) upon entry of our bi-monthly networking mixer. This membership cost covers the expenses of running our center, such as web site, advertising, monthly mixers, and other miscellaneous expenses. If you miss a mixer, you will pay 4 months of dues (\$ 40) at the next mixer, to make up for the months that were missed.

Business Leads

Any vendor that receives a business lead from the center (either web site or fellow vendor) and is booked for that date, must refer that lead to a fellow vendor in our center. Also any referrals for additional services from that center lead, must go to one of our vendors first and not outside vendors.

Mixer Business Attire

Our bi-monthly mixers serve several purposes, to network with each other, to introduce ourselves and our perspective services to management of the hosting facility, if a mixer is held there, and to represent our center in a professional manner. As business owners, we should all dress professionally, while attending our networking mixers. A "Best Dressed Vendor" trophy is awarded at every mixer.

Customer Service & Ethical Behavior

At OCWEC, we should always put the needs of our customers 1st to preserve the quality of services and reputation of all of our quality members. We demand that all our vendors and locations to abide by the highest principles of ethics and professionalism. If any vendor or location is found in violation of those standards, they will be removed from our referral service. The values that guide us are:

A caring attitude that puts our clients needs first,
Quality and Excellence in everything we do,
Honesty in all our dealings with clients and members.

*Lorraine & Ed McCullough,
Owners of the Orange County Wedding & Event Center*
