

COVID REQUIREMENTS FOR YOUR SAFETY

**Bridal & Wedding Expo
Greater Columbus Convention Center (Battelle Grand)
May 2, 2021**



- It's **MANDATORY** that **EVERYONE** wear a mask in ALL PUBLIC AREAS including your booth.
- The show floor will be “one way traffic” to adhere to local COVID guidelines.
- Booth staff is limited to 2 people per single booth.
- We will **NOT** have any temporary labor for this show during move-in or move-out.
- To ensure social distancing Sweepstakes & Seminars are not allowed on show site – you may direct people to your website or Facebook page in order to enter for prizes or to participate in a Zoom virtual seminar. Making a flyer to pass out with the sweepstakes giveaway information and how to enter is suggested.
- Sampling is allowed but requires building approval. See kit for details and the necessary forms that are attached if you plan on sampling at the show.
- Anyone applying makeup, hair or skincare products, etc. **MUST** wear disposable gloves and change them after each consumer. Consumers may lower masks for the product to be applied but masks **MUST** be back on **PRIOR** to them leaving your booth.
- Frequent cleaning of all surfaces in your booth is recommended.

BRIDAL & WEDDING EXPO



EXHIBITOR KIT

May 2, 2021



Greater Columbus Convention Center
(Battelle Grand)

Venue Location:

Greater Columbus Convention Center (Battelle Grand): 500 N. 3rd St., Columbus, OH 43215

General:

Our top priority is to produce a quality event and to create an atmosphere where all exhibitors can do business. The following rules allow every exhibitor to work in the best possible environment for conducting business.

- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.
- Working in the aisles or distributing brochures, literature, etc. from any area other than your booth is prohibited. All promotional activity must take place inside your contracted space.
- As per venue directive, exhibitors are not permitted to hand carry merchandise through the front doors during move-in or move-out. Exhibitor move-in and out access is permitted via the rear loading area only.
- Please ensure that your display is completely set up one hour prior to the show opening for inspection.
- Exhibitors will be allowed in the exhibition hall one hour prior to the show opening each morning for preparation.
- For security purposes, at least one member of your company should be present at these times. American Consumer Shows personnel will be available during all set-up and show hours at the Information Booth.
- Performers will be contacted individually regarding access for set-up and/or breakdown.
- Each standard booth comes with a white 8' high back curtain and two 3' high side curtains (curtains will be omitted from open corners). Placement of curtains will vary for larger booths.
- Should you need carpeting and/or electric, please complete the respective order form and return it to the service provider. **Note: tables, chairs and electric are not included in your exhibitor space.** The decorator has discounted booth packages available (deadlines apply).
- Exhibitors may ship their contents to the decorator's warehouse prior to the show. Please contact the decorator directly for instructions and costs associated with this service.

Event Time Table:

Move-In

Sunday, May 02, 2021

8:30 AM - 11:00 AM

Show Hours

Sunday, May 02, 2021

12:00 PM – 5:00 PM

Move-Out

Sunday, May 02, 2021

5:00 PM – 8:00 PM

Move-Out will not begin until the official show closing time. Dismantling or removal of exhibits before the show has closed creates a safety hazard, is unfair to the brides who attend the show later in the day, is disrespectful to neighboring exhibitors and makes for a show environment which is not conducive to selling. Loading doors will remain closed until 5 PM. All exhibitor material must be claimed by 6 PM and completely removed by 8 PM on Sunday night, NO EXCEPTIONS.

Facility Details:

- Battelle Grand
- Load-in door dimensions are 9' High x 18' Wide.
- The ceiling height is 33'.
- This facility is equipped with loading docks.
- The facility flooring is carpet.

- A tarp or plastic covering must be used to protect the floor in all booths where exhibits are sampling food.
- Exhibitors that are carpeting their own booth or covering the floor must use tape provided by Show Management (visit the information booth during set-up to borrow tape) – *DO NOT USE DUCT TAPE ON THE FLOOR.*
- Trash removal of large items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster.
- All covered booths must be fire-rated. A 5lb fire extinguisher and a smoke detector are required in all covered booths.

Vehicle/Limousine Display Requirements:

Exhibitors who have arranged for vehicle display space must adhere to the following safety rules:

- A permit with the City of Columbus must be filed in order to have a display vehicle.
- Vehicle must be pushed once inside the main concourse.
- The battery must be disconnected.
- The fuel in the fuel tanks may not exceed one-quarter of a tank.
- Fuel tanks and fill openings must be closed and sealed to prevent tampering.
- Vehicles may not be started up or moved during show hours. Keys must remain with Show Management for the duration of the show.
- Visqueen MUST be underneath the entire vehicle from bumper to bumper in order to protect the carpet in the event of a fluid leak.
- All vehicles must be cleaned of excessive dirt, snow or water prior to being placed on the show floor.
- **Tire cleaning/polishing products are not permitted inside the venue. Please clean/polish all tires prior to entering the exhibit hall.**

Oversized Displays:

If your exhibit is an actual trailer, vehicle or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or email ops@acsshows.com to make move-in arrangements. Please double check measurements to ensure that your display will fit through the door and within your booth space. Based on booth location, oversized exhibits are often the first ones inside the venue. Please consult the move-out coordinator on-site regarding move-out procedures.

Edible Sampling Requirements:

Exhibitors who have been approved to sample cake, food or beverages at the show must adhere to the following rules:

- Food and beverage sample sizes are limited to 2oz. for food, and 4oz. for non-alcoholic beverages served in plastic cups. Please note that alcohol must be approved by the facility. Complete the Sampling Request Form in this exhibitor kit and submit it to Shelby Revalee at srevallee@levyrestaurants.com.
- Personnel distributing pre-packaged items must wear a facial covering of the nose and mouth.
- If items are NOT pre-packaged or sealed, you will be required to have a "breath barrier" protecting the non-packaged items. Vendors must supply their own "breath barrier" independently or through an approved third party company with the Greater Columbus Convention Center.
- Samples must be provided at no charge.
- Exhibitor must provide proof of liability insurance. (Sample attached to this Kit for reference)
- Exhibitors that would like to dispense samples must fill out the Sampling Form included in this Exhibitor Kit.

Show Management reserves the right to remove any items which do not meet these requirements.

Service Providers:

- Decorator Form(s)
Miller's Party Rental Center: 2488 Romig Road, Akron, OH 44320
P: 330.753.9104 F: 330.753.9298 Email: cwm@millersparty.com

Note: Tables, chairs, and carpeting are not included in your booth. These items can be ordered from the decorator.

- Water & Electrical Form(s)

Greater Columbus Convention Center: 400 N High St, Columbus, OH 43215

P: 614.827.2548

F: 614.827.2658

Email: exhibitorservices@columbusconventions.com

Electrical & Water Orders are made exclusively online at: <https://columbusconventions.com/exhibitors/>

From the main homepage, follow: Click **Order Utilities**. Find "**Ohio Bridal & Wedding Expo**" on the event list and click on "**Go to Store**". Sign Up to create an account to place an order for Water and Electrical Services.

- Telecommunications Form(s)

Smart City Networks: 5795 W. Badura Avenue, Suite 110, Las Vegas, NV 89119

P: 888.446.6911

F: 702.943.6001

Email: csr@smartcity.com

All services should be ordered prior to the deadline dates listed to avoid a surcharge by the service contractors. Show Management suggests that you photocopy all order forms prior to mailing and retain copies of each for your records.

[Click Here](#) to view and print additional copies of this Exhibitor Kit and Service Provider Forms

Utilities:

Electrical Services

The facility is the exclusive provider of all electrical services. [Click Here](#) to register and sign in to order electrical services.

Telephone and Internet Services

Wireless internet service is available upon ordering. Please complete the individual order forms (located in the Service Provider Forms) and return them directly to Smart City. Payment must accompany your order. Cellular reception is excellent.

Tax Information:

In accordance with H. B. 562, effective January 2009, the Ohio Department of Taxation began mandatory electronically filing of sales tax returns. It states that each person who has or is required to have a vendor's license shall make and file a return using electronic means. The primary system of use is the Ohio Business Gateway (OBG) and secondary is the Ohio TeleFile system.

As vendors are required to file returns electronically, we strongly recommend that you apply for the vendor account electronically through OBG. This will prepare you for filing by having the OBG registration process completed, and filing of the return will be limited to a log-in and completion of the return.

Please use this link to obtain your vendor's account immediately from OBG: <https://ohiobusinessgateway.ohio.gov/>

Local Agencies and/or Departments:

Exhibitors are required to conform to all local, state and federal laws concerning the legality of exhibiting their equipment, product or services; inclusive of obtaining proper licensing or permits for all companies and/or products. Exhibitor acknowledges that compliance with the foregoing requirements is an integral part of its contract. Failure to obtain or file the certificates or licenses or permits referred to above will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

Hotels:

Hyatt Regency Columbus: 350 N. High Street, Columbus, OH 43215

P: 614.643.1234

Pay Your Bill:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit www.acsshows.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

Bridal Registration List:

Exhibitors will receive an email outlining instructions on how to obtain the Bridal Registration List shortly after the show's end. Bridal registration lists are individually seeded to monitor use. Exhibitors who provide their list to a non-exhibitor will be subject to substantial penalties.

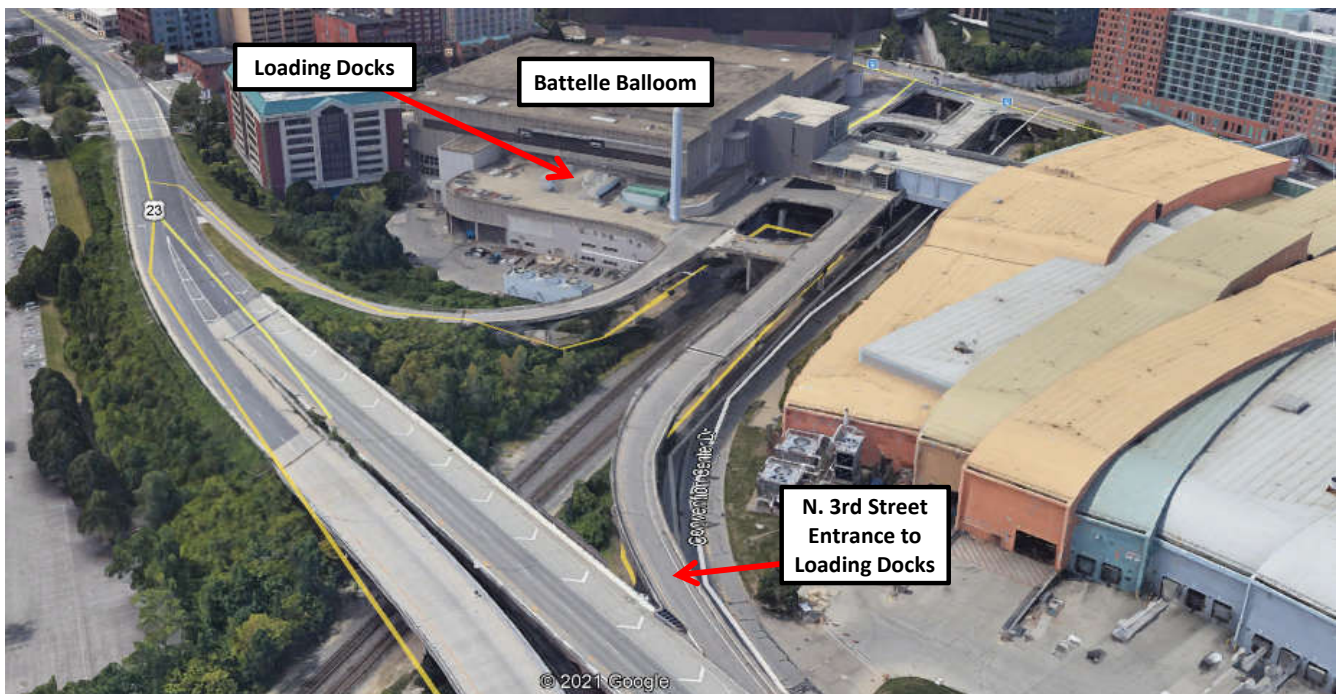
Music:

- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.

**Greater Columbus Convention Center (Battelle Grand)
500 N. 3rd Street
Columbus, OH 43215**

Move-In Instructions

- Proceed to **Vehicle Check-In** at the entrance to the load-in area off **N. 3rd Street**.
- At vehicle check-in, you will be issued a move-in pass and a staff member will direct you where to go to unload.
- Note: Passes issued at move-in must be displayed in your vehicle's front window.
- Parking in the loading area is **PROHIBITED**. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- Once your vehicle is fully unloaded, please remove it from the loading area and park it in the designated exhibitor parking lot before setting up your booth.
- If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- Parking in any unauthorized location will result in fines and possible towing by local authorities.
- Once inside the venue, the main entrance/exit will be used during the hours of the show. Emergency exits will not be accessible. Alarms will sound if the emergency exit doors are opened.
- There is a fee for parking during Show Days. For more information, or to pay in advance for parking visit: <https://columbusconventions.com/park/parking-availability/>
- **PLEASE NOTE THAT DUE TO COVID WE WILL NOT HAVE ANY TEMPORARY LABOR TO ASSIST WITH MOVE-IN/OUT**, it is strongly suggested that you bring your own hand truck, push cart or dolly to facilitate move-in/out. This will speed up the process.



BRIDAL & WEDDING EXPO

Move-Out and Breakdown Instructions:

Important Note: Please share this document with your breakdown crew!

- Move-out starts at 5:00 PM.
- **PLEASE NOTE THAT DUE TO COVID WE WILL NOT HAVE ANY TEMPORARY LABOR ON SHOW SITE TO ASSIST WITH THE MOVE-OUT.**
- It is strongly suggested that you bring your own hand truck, push cart, or dolly to facilitate move-out. This will speed up the process.
- Trash removal of construction material and landscaping material, such as pavers, stone, dirt, plants, etc., is your responsibility. Do not leave these items on the show floor; you must take them with you.
- Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please note: first in and LAST OUT. It is imperative that you make arrangements to have your dismantle team arrive at approximately 6:00 PM on Sunday of breakdown to pick up your display, unless your display directly impacts the load out of an event; in which case you will be asked to remove it promptly at the start of breakdown. It is not possible to move-out oversized displays until smaller exhibits, displays and pipe/drape have been dismantled and removed.
- You may ship your exhibit contents to the warehouse, where they can be shipped by a carrier of your choice. Please stop by the decorator's desk after 3:00 PM on Sunday to discuss the details with the service representative. Remember to label all outgoing shipments.
- Never leave your exhibit contents unattended during move-out. This is a difficult time to provide security.
- All exhibitor material must be claimed by 6:00 PM and completely removed by 8:00 PM. Exhibit contents that have not been removed by 8:00 PM will be subject to shipping and storage charges.

Please note: Your cooperation in following the process outlined above will help in facilitating a smooth move-out.

EVENT: Ohio Bridal & Wedding Expo

EVENT DATES: May 2nd, 2021



Return form to: srevallee@Levyrestaurants.com

SAMPLING AUTHORIZATION REQUEST FORM

Policy for Food and Beverage Distribution:

Please complete the following form in order to receive authorization to distribute food or beverages not purchased through Levy Restaurants, the exclusive food and beverage provider at The Greater Columbus Convention Center

Completion of included Sampling Authorization Form:

- In order to dispense items during the aforementioned Event, vendor must manufacture, process or distribute the product/s
- If vendor is seeking to dispense alcoholic beverages, please see requirements in Article #3.

Requirement for Dispensing Approved Food or Beverage*:

- Items must adhere to portion requirements, listed in Article #2
- Items must be pre-packaged or sealed
- Personnel distributing pre-packaged items at the Event must wear a facial covering of the nose and mouth
- If items are NOT pre-packaged or sealed, vendor must have a breath barrier protecting the non-packaged items. The breath barrier shall be obtained by the vendor; in which they can do so independently or through an approved third-party company with the Greater Columbus Convention Center
- Personnel distributing non-packaged items must still adhere to portion sizing, and wear a facial covering of the nose and mouth, and gloves.

~If any of the above are not complied, Levy reserves the right to revoke approval on-site~

Certificate of Insurance must be provided, please see included example with highlighted areas:

- Insured = Vendor or Company
- Policy Effective Date = Must include entire scope of Event Dates
- General Aggregate = Must be at least \$5,000,000 in coverage
- Workers Compensation & Employers' Liability = Must respectively include \$500,000 per article
- Description of Operations = Please utilize language provided in example
- Certificate Holder = Must include Levy Restaurants; please utilize language provided in example

Requirements for food and beverage dispensing are subject to change based upon state requirements

*The Selling of Food and/or Beverage products by any other entity is strictly prohibited. All food and beverage that is not a part of sampling must be contracted through Levy Restaurants. Sponsoring Organizations of expositions and trade shows and their exhibitors, may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below.*

General Information for Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies. If they are not **Manufactured, Processed or Distributed** by the company then you are not able to provide samples of food and beverage unless they are purchased through Levy Restaurants. If you are looking to have food or beverage items used as a traffic promoter to your booth (i.e.: coffee, soft drinks, bottled water, popcorn, etc.) please contact Levy Restaurants and we will be happy to help you arrange these catering services.

2. If you do **Manufacture, Process, or Distribute** the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Local and State Health Codes:

- Non-Alcoholic Beverages can be a maximum of **4oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted. For Food Shows the maximum of an 8oz Sample Size is permitted.
- Food items are limited to “bite size”, not to **exceed 2oz.** portions. For Food Shows the sample size should not exceed 6oz.
- Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming Levy Restaurants, and *The Greater Columbus Convention Center* as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.

3. If your company **Manufactures, Processes or Distributes Alcoholic Beverages** and this product is related **to the purpose of the show** then you are able to serve SAMPLE SIZES and it must be dispensed and distributed in accordance to Local and State Health Codes:

- A charge of \$200.00 per day, per distribution location will be paid to Levy Restaurants in full prior to show/event. This fee is non-negotiable and non-refundable
- Products must be legally procured, properly registered and tax paid.
- There is no purchase requirement with the tasting of samples.
- There is no cooperative advertising associated with the event.
- Wine and spirits manufacturers or their agents must be registered pursuant to the state of Ohio regulations.
- Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming Levy Restaurants, and *The Greater Columbus Convention Center* as an additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
- Sample portions must be under the following limits for both a non-food show and a food show.
 - Beer **4 oz.**
 - Wine / wine coolers / spirit coolers **2 oz.**
 - Liquor / liqueurs **0.5 oz.**
 - Note: Alcohol cannot be served prior to 11:00 am on Sundays, per city ordinance.
 - All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- Distribution of alcoholic products must be monitored & overseen by a staff bartender from Levy Restaurants in compliance with Ohio Liquor Laws. Guests must be 21 years of age to participate in the sampling with a picture I.D.

4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other services.

5. Storage, Delivery, or Kitchen Use

If you as the **Manufacturer, Processor or Distributor** require any product storage, delivery, or kitchen use the following charges may be assessed:

- \$150.00 per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- \$250.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
- Additional charge for Rental of Equipment, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of Levy Restaurants.

Company Requesting Sampling Permission Information

Show Name

Date:

The company requesting sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and *The Greater Columbus Convention Center* from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

IMPORTANT:

- All final documents must be submitted no later than (7) business days from the start of the show

BRIDAL & WEDDING EXPO



EXHIBITOR MANUAL



A member of the American Consumer Shows group of companies
6901 Jericho Turnpike, Suite 250, Syosset, NY 11791-4626
Telephone: (888) 433-EXPO (3976) | (516) 422-8100 | Fax: (888) 850-3977



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Adhesive Stickers & Bumper Stickers:

No stickers of any kind are to be given out at any time, at any location, by exhibitors. Exhibitors distributing stickers of any kind will receive a bill from the facility for custodial personnel.

Balloons & Helium Tanks:

The facility does not allow helium balloons in the building for any purpose. For decorating purposes, you may have balloons without helium.

Booth Information:

- A. Booths: Maximum booth height is 8' all around, full cubic content. Island booths have no height restriction. Be sure to refer to Facility Details for the ceiling height measurements.
- B. Pipe & Drape: An 8' back curtain and two 3' side curtains are provided with each booth. Placement of curtains will vary for larger booths. Display material may go up to 8' high on either side of the inline booths.

Decorator Services:

Draped tables, chairs, carpeting, wastepaper baskets, and other items can be rented for the duration of the show. Return order form(s) and payment to the service provider. ****Please note that tables and chairs are NOT INCLUDED WITH YOUR BOOTH.****

Directions & Parking:

Directions and Parking are venue specific. Please see below:

1. To get directions to the venue please visit acsshows.com > All Shows > Choose desired show. You will be redirected to the specific show site. Please click Directions > GET DIRECTIONS, and use Google Maps as you normally would.
2. Please refer to the "Move-In instructions" page or "Parking" page in this exhibitor kit for maps and addresses where applicable.

Distribution of Literature:

Exhibitors are permitted to hand out flyers, catalogs, circulars, and folders within their booth only. Distribution of such material from booth to booth, in the aisles, or in the lobby is strictly prohibited. Canvassing of any kind or distributing literature in the exhibit facility or parking lot by or for non-exhibitors is forbidden. Exhibitors may display, demonstrate, give away samples, and sell within their booth only. Exhibitors should refrain from confronting those that are not complying with the above. Bring your concerns to show management at the Information Booth.

Electrical Services:

Electrical service is available in most venues. Return order form(s) and payment to the service provider.

Food & Beverage:

Exhibitors are not permitted to sell food or drinks for consumption at the show without the prior written consent of American Consumer Shows. Sampling is permitted in most venues; please contact the operations department at ops@acsshows.com for maximum sample size and additional details. It is the vendor's responsibility to obtain any and all permits, including permits required from local Health Departments or agencies. Any exhibitor providing food or drinks must protect the venue floor, no exceptions.

Fire Marshal Rules & Regulations:

- A. Flammable liquids are not permitted.
- B. Liquefied petroleum gases (Butane, Propane, etc.) are not permitted on or in any type of vehicle, boat, trailer, or in any exhibit.
 1. Vehicles that have removable propane tanks are not permitted to enter the building unless the propane tank(s) have been removed.

Fire Marshal Rules & Regulations (Continued) :

2. Vehicles with built-in propane tanks that cannot be removed are not permitted to enter the building unless a notarized affidavit accompanying the vehicle indicates:
 - a. Propane tanks are new and have never contained propane or,
 - b. Propane tanks have been emptied and purged.
- C. If a vehicle is part of a display, where permitted, the exhibitor must ensure that there is ¼ tank of gas or less, the gas cap has been locked, and the battery has been disconnected.
- D. All drapes, curtains, tenting, decorations, tablecloths, etc., must be inherently fire resistant or flame proofed, unless made of non-combustible material. An original notarized certificate attesting to a material's fire resistance or flame proofing must be provided at the exhibit and available for inspection by the Fire Marshal.
- E. All exits, passageways, vestibules, lobbies, and fire passageways must be clear for their full width. They shall not be used for exhibits, tables, or storage.
- F. Open flame devices are not permitted.
- G. Cooking for demonstration purposes, where permitted, shall be by electrical appliances only and in locations approved by the Fire Marshal. If cooking is permitted, it must be kept clear of combustible materials. Deep fat frying is not permitted. Exhibitors are required to keep a working fire extinguisher within their booth. Please note, most Fire Marshals will request to see the extinguisher.
- H. The use of noxious, toxic, flammable substances, such as paint, stain, polyurethane or anything of the like, is not permitted during the show set-up.

Flyers:

Placement of flyers on cars in the parking lot is strictly prohibited. Exhibitors found placing flyers on cars in the parking lot will receive a bill from the facility for clean up and custodial personnel.

Information and Service Desk:

Visit the American Consumer Shows information booth for badge holders and to obtain show related information, located in the lobby or on the show floor. The electrician will be on-site to help with your electrical requirements. For inquiries related to advance shipping, carpeting, and furnishing, please see the decorator representatives at their service desk, located in the lobby or on the show floor. All representatives will be available on-site during set-up and breakdown to facilitate exhibitor needs.

Janitorial Services:

The general public areas will be cleaned frequently during and after the show each day. Please place all garbage (boxes, papers, etc.) in the facility receptacles. Please note, it is the responsibility of the exhibitor to remove all trash. Do not leave large trash items on the show floor; you must take them with you.

Move-In and Set-Up Instructions:

- A. If your exhibit contents were shipped in advance to the warehouse, they will be delivered directly to your booth.
- B. If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle. It is recommended that you bring your own hand truck, push cart or dolly for move-in and move-out.
- C. As soon as your vehicle arrives at the facility, check in at the BRIDAL EXPO VEHICLE CHECK-IN (please follow the signs). Once checked in and on line, ACS or security personnel will instruct you further.
- D. Move-in can be very long and tedious; please be patient. We will move the line as quickly as possible. Some vehicles may be taken out of line based upon clear access to a particular booth
- E. In many venues, vehicles are not permitted to drive into the exhibition hall to unload.
- F. Once your vehicle has been unloaded, immediately park it in the designated exhibitor parking area. Never leave your vehicle locked or unattended in the loading area. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.

Move-In and Set-Up Instructions(Continued) :

- G. If your exhibit is arriving by an outside carrier (i.e. UPS, Fed-Ex, or non company/privately owned vehicle), a representative from your company must be available to sign for your exhibit contents. Show Management strongly discourages exhibitors from sending packages via UPS/Fed-Ex (or the like) to the facility. Small items tend to get “misplaced.” Instead, we suggest sending smaller items to your hotel. Be sure to bring your tracking number.
- H. Independent companies hired to work for an exhibitor must provide a Certificate of Insurance to American Consumer Shows thirty (30) days prior to the show.
- I. All exhibits must be completely assembled one hour prior to the show opening.
- J. Any exhibits extending to the front of the exhibit space above the 3’ side curtain must be finished or draped, at the exhibitor’s expense Signage may not intrude upon neighboring exhibits.
- K. Move-in is the most difficult time to provide security because there are so many vehicles and boxes coming in and out. If you have small or valuable items in your exhibit, be certain to have one person remain with your exhibit at all times.
- L. You may store your empties in your own vehicle; ensure that they are available for move-out.
Trash removal of large items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster.

Move-Out and Breakdown Instructions:

- A. Detailed move-out instructions will be distributed on show-site.
- B. If you are dismantling your exhibit yourself, please ensure that your entire exhibit is dismantled and packed prior to bringing your vehicle to the loading area. **DO NOT GET YOUR VEHICLE UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO.** Please do not leave it unattended in the loading area at any time.
- C. If you have any issues regarding the move-out, please notify the Move-Out Coordinator immediately following the conclusion of the show. Be patient, as everyone would like to be the first out. You may not bring your vehicle to the loading area until your exhibit has been completely packed. At that time the Move-Out Coordinator will instruct you when to get your vehicle.
- D. Never leave your exhibit contents unattended during move-out. This is a very difficult time to provide security.
- E. At some venues you have the option to ship your exhibit contents back to the decorator’s warehouse for later pick-up via common carrier. Make sure you provide the contractor with the proper paperwork. There is a charge for this service. Please speak with the decorator representative to make arrangements.
- F. All exhibits must be removed by 9:00 PM on the last day of the show. Any exhibit contents that have not been removed by 9:00 PM will be subject to packing, shipping and storage charges.

Music:

It is the responsibility of any exhibitor playing music at the show to obtain any necessary permits from ASCAP. Failure to obtain the required permits will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

Noisemaking Equipment:

Devices that produce sound must be operated at levels that will not disturb other exhibitors. The facility and American Consumer Shows reserve the right to determine the acceptable sound level in such instances. Failure to comply may result in ejection from the venue.

Outstanding Balances:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit acsshow.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

Overnight Accommodations:

For information regarding area hotels, please refer to the Exhibitor Kit under Hotels. Some hotels may offer a discounted exhibitor rate.

Oversized Display:

If your exhibit is an actual trailer, vehicle or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or email ops@acsshows.com to make move-in arrangements. Please double check measurements to ensure that your display will fit through the door and within your booth space. Based on booth location, oversized exhibits are often the first ones inside the venue. Please consult the move-out coordinator on-site regarding move-out procedures.

Products & Services to be Exhibited:

Refunds will not be made, in whole or in part, for unused exhibit space. Should the contracted exhibit space remain unoccupied within two hours of the show start on the opening day, American Consumer Shows may assign it to another exhibitor or use it without obligation. All outstanding balances will remain due irrespective of American Consumer Shows reassigning such space.

Refunds for Exhibit Space:

Refunds will not be made, in whole or in part, for unused exhibit space. Should the contracted exhibit space remain unoccupied within two hours of the show start on the opening day, American Consumer Shows may assign it to another exhibitor or use it without obligation. All outstanding balances will remain due irrespective of American Consumer Shows reassigning such space.

Sales Tax & Permits:

All exhibitors are required to collect sales tax where applicable. The State Department of Taxation prohibits the selling of taxable merchandise or services at a show or event by all persons that have not registered for a valid Sales and Use Tax License. For your convenience, applications can be completed online; refer to the Exhibitor Kit under Tax Information for additional information. Please remember to print a copy of each page during the online registration process to keep for your records. It is the obligation of the exhibitor to obtain and clearly display a copy of the Certificate or License within their booth.

Security:

At the close of each show day, American Consumer Shows management will walk the show floor to ensure that everyone is out of the exhibition hall, at which time the facility is deemed secure and will be locked down. Doors will open to exhibitors each morning one hour before the show opens to the public. For preparation and security purposes, at least one member of your company must be present at these times. American Consumer Shows does not guarantee exhibitors against loss, nor does it imply any assumption of liability for exhibitor's property.

Shipping Information:

- A. **Advance Shipping to Warehouse:** Exhibitors may ship their exhibit contents to the decorator's warehouse prior to the home show for a fee. Such contents will be stored and delivered directly to your booth before the show. Please contact the service provider directly for detailed instructions and costs associated with this service.
- B. **Direct Shipments to the Facility:** Exhibitors may ship by common carrier of their choice directly to the facility, only on the move-in day, during the move-in hours. Freight will not be accepted prior to this date. Under this shipping method, there are no additional warehouse charges. All exhibit materials that are shipped directly to the facility must be delivered to the loading area of the exhibition hall. Employees of American Consumer Shows and the facility are not authorized to sign and accept any shipments whatsoever. If personnel from your company are not available to sign and accept your exhibit contents, your carrier will not be permitted to leave your exhibit contents at the facility.
- C. **POV:** Personal Occupancy Vehicles are the most common form of to-show shipping. If you are bringing your own exhibitor contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.

** Important: Do not ship your exhibit contents directly to the facility prior to the move-in day. The facility will not receive any advance shipments (unless otherwise specified).*

Signs & Banners:

Signs and banners may be suspended from the back wall curtain of your booth. The decorator will have sign hooks available that fit around the 10' pipe holding up the back curtain. Please ensure that your banner or sign has grommets along the top. Written approval from Show Management is required for any signage extending above 8' high. Please note, sign copy is limited to one side only and should be displayed above your booth. Signage must not encroach on neighboring displays, no exceptions.