



**Name of Show:** ACS Bridal Expo

**Date of Show:** May 2<sup>nd</sup>, 2021

Dear Bridal Expo Vendors,

Millers Party Rental Center is proud to have been named the Official Service Contractor for the ACS Bridal Expo at Columbus Convention Center on May 2<sup>nd</sup>, 2021.

Each Exhibitor is provided with the following:

1. 10' x 10' Booth (or Multiples of).

Any Exhibitor needing SPECIAL assistance with their exhibit material should call our office to make arrangements.

Please fill out the proper paperwork supplied. Forms are included in this packet for any additional furnishings and services you may require. If there are any services or equipment not listed in this packet, please call for more information.

If we can be of further assistance, please contact Charles at **330-753-9104**.

See you at the Expo!!!

Sincerely,  
Charles Miller, CERP  
Miller's Party Rental Center, Inc.  
Miller's Convention and Trade Show Services

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2488 Romig Rd  
Akron, OH 44320

(330) 753-9104 Akron  
(330) 494-8836 Canton

(330) 753-9298 Fax

E-Mail: [cwm@millersparty.com](mailto:cwm@millersparty.com)

Web: [www.millersparty.com](http://www.millersparty.com)

# Exhibitor Furniture & Accessories Order Form



**Name of Show:** ACS Bridal Show  
**Date of Show:** May 2<sup>nd</sup>, 2021

Payment in full must accompany your advance order to qualify for Advance Rates. Deadline Date is **4/23/2021**. Orders without payment, orders received after the Deadline Date, or orders placed at the exhibit site will be charged the Show Rates. All payments should include sales and/or use taxes, as indicated. All payments must be made in U.S. funds.

Qty.	Description	Adv. Rate	Total
<b>ROUND TABLES</b>			
	36" x 30" Tall, Plain	\$15.00	
	Table Cloth To Floor	\$16.00	
	36" x 40" Tall, Plain	\$15.00	
	Table Cloth To The Floor	\$18.00	
<b>OBLONG TABLES (With Cover)</b>			
	3'L x 30"W x 30"H	\$32.00	
	4'L x 30"W x 30"H	\$33.00	
	5'L x 30"W x 30"H	\$34.00	
	6'L x 30"W x 30"H	\$35.00	
	8'L x 30"W x 30"H	\$36.00	
	8'L x 18"W x 30"H	\$36.00	
	6'L x 18"W x 30"H	\$36.00	
	If Cover Not Needed, Deduct	\$16.00	
	Table Leg Extension	\$10.00	
Draping for tables include cover to the floor when available			
Linen Color Choice: <input type="checkbox"/> White <input type="checkbox"/> Ivory <input type="checkbox"/> Black <input type="checkbox"/> Hunter <input type="checkbox"/> Lemon <input type="checkbox"/> Hot Pink <input type="checkbox"/> Magenta <input type="checkbox"/> Silver			
ADVANCED ORDERS CAN CHOOSE FROM OVER 50 COLORS Please See website for color options <a href="http://www.millersparty.com">www.millersparty.com</a>			
<b>CANCELLATION/REFUND POLICY: Items cancelled after move-in will be charged 50% of original price. No refunds or credit will be given after the close of the event regardless of usage.</b>			

Qty.	Description	Adv. Rate	Total
<b>SEATING</b>			
	Padded White	\$5.00	
	Padded Black	\$5.00	
	Padded Natural Wood	\$7.50	
	Gold Chiavari w/ Pad	\$10.00	
	Fruitwood Chiavari w/ Pad	\$10.00	
	Crossback Farm Chair	\$12.50	
	Black Stool with Chrome	\$15.00	
<b>ACCESSORIES</b>			
	White Garden Arbor	\$30.00	
	Farm Table	\$125.00	
	Up Light	\$25.00	
	Display Plateau	\$20.00	
	White Pillar	\$15.00	
	20 Gal. Trash Can	\$7.50	
	Glass Centerpiece	\$10.00	
	White Lounge Chair	\$95.00	
	Easel	\$12.50	
<b>FLOOR COVERINGS</b>			
<b>Carpet Sections: GREY OR RED (CIRCLE YOUR CHOICE)</b>			
	10' x 10'	\$45.00	N/A
	10' x 20'	\$75.00	N/A
	10' x 30'	\$120.00	N/A
	Carpet Pad Per Sq. Ft.	\$.40	
<b>Total All Items Ordered</b>			<b>\$</b>
<b>6.75% Sales / Use Tax</b>			<b>\$</b>
<b>Total Amount Enclosed</b>			<b>\$</b>

Please complete Credit Card Authorization & Payment Information form and return along with this order. Thank you.

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Purchase Order # \_\_\_\_\_ Booth # \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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# Credit Card Authorization & Payment Information



<b>Name of Show:</b> ACS Bridal Expo
<b>Date of Show:</b> May 2 <sup>nd</sup> , 2021

This form must be returned to Miller's at the address or email below along with your check or credit card information.

Full payment of sale and/or rental charges must accompany your order. A purchase order is not considered payment. All orders received after the deadline date of **(4/23/201)** at the exhibition site will be charged at the show rates.

If your company, or a division of your company, has an unsatisfactory payment record with Miller's, you will be placed on C.O.D. status. In this case, you will be notified and all orders in any amount must be paid at the time of the order.

All orders must be paid in advance by Company Check, MasterCard, Visa or American Express credit cards. All payments must be made in U.S. funds drawn on a U.S. Bank.

## IF PAYING BY CHECK, PLEASE COMPLETE THE FOLLOWING:

Check Number: \_\_\_\_\_ Dated: \_\_\_\_\_ In the amount of \$ \_\_\_\_\_

## IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

Charge to:     MasterCard     Visa     American Express

Account Number: \_\_\_\_\_    Expiration Date: \_\_\_\_\_    Auth. Code: \_\_\_\_\_  
|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|    |\_|\_|\_|\_|    |\_|\_|\_|\_|

Cardholder's Name: \_\_\_\_\_

Cardholder's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**As a convenience to you, we will also use this authorization form to charge any additional services incurred during the show to your account.**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Purchase Order # \_\_\_\_\_ Booth # \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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# BRIDAL & WEDDING EXPO

Greater Columbus Convention Center  
500 N 3rd St, Columbus, OH 43215

## **IMPORTANT ELECTRIC & WATER INFORMATION**

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

From the main homepage, follow: **Exhibitors -> 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 & Electrical Services.

Please call (614) 827-2548 or email [Exhibitorservices@columbusconventions.com](mailto:Exhibitorservices@columbusconventions.com) with any questions.

Have a great show!  
ACS Show Management

**EVENT: Ohio Bridal & Wedding Expo**

**EVENT DATES: May 2<sup>nd</sup>, 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 of Show Sampling Dates

Company Name and Booth Number and Hall Name

Contact Name Telephone Email address

Address City Zip

Email

Items

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

Approved by:

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