

# General Show Information

**Set up times** - 8 am until 5 pm Friday Feb. 17th

Break down times. Close of show at 5 pm Saturday Feb 18th. Vendors not breaking down may be charged additional fees or product disposed of at vendors expense.

**Table and chair rentals**— You have been provided a table and chairs designated for your space. Changes must be made one week prior to event .

**Booth drapery**— All booths are to be uniform in general appearance. Creative display in your space is encouraged s. Additional signs on backdrop are not permitted on the show drapery. You may have an additional sign on an easel or a table in your space.

**Security**— Please secure your valuables, We are not responsible for lost, theft, misplaced or damaged items.

**Carpet**— carpet or a rug is encouraged for your space and is optional for each vendor. The overall color scheme is black, silver and white.

**Food**—Caterers, cake artist or any other vendor in the food industry may hand out samples. You will be required to fill out a form for food request with proof if insurance. All candy items for other vendors must be wrapped.

**Door Prizes**—Vendors are required to give out at least one prize with a value of 50.00 . Larger prizes will be used as teasers and will be given later in the day. The total of these prizes will be a promotional item for the show to grow attendance. . There will also be a grand prize package for final give away, this commit to be a part of this package is separate and individual . Information concerning the grand prize give away will be e mailed to and and a promotion will be included with your name. Exhibitors are responsible for there on boxes and forms to fill out. .We are not responsible for any unauthorized use of list associated with what Dreams Are Made Of.

**Exhibitor badges**-will be provided at your load in on Friday in your space and any additional badges must be left at the desk. Additional names must be e mailed three days prior to event. To cprossdesigns@earthlink.net

**Music**—ALL EXHIBITORS who have music , video or plasma TV is encouraged.. It is the exhibitors responsibility to know copy wright laws and regulations. All sound must stay within the perimeters of your space. Vendor complaints you may be subject to not having use of your music or video.

**Electricity**—there is a charge and form will be enclosed in vendor packet..

**Parking**— Parking is available at the side of the entrance for load in. You may drive your vehicle into the building as space opens. Unload your items and move your vehicle for r the next vendor to load in. Vehicles must be out by 5 pm Friday afternoon and no vehicles are allowed inside the building Saturday Fe. 18th. Vehicles may be pulled in as space opens Saturday Feb. 18th after show closes at 5 pm.

**Sharing of Booths**— is strictly enforced . You may not sublease or share your booth with another vendor. No promotional items other than the contracted vendor may be displayed in your space. This includes any promotional materials or door prizes. You may not solicit business outside of your space , unless it has been approved by management.

**Set Up**—all vendors are required to check in for set up there will be table on the trade floor that says check in.. .

**Early Tear Down**—Due to liability no one is permitted early tear down before the grand prize is given and the closing of the show at 5 pm. .

Bridal Data base will be provided to vendors within two weeks after show is over.

**Bridal Gift Bag Inserts**— Must bring their inserts to the check in station upon arrival. Insertions brought day of event will not be allowed.

Fork lifts are not provided.

Dollies and carts and hand trucks are not provided. Pleas bring your own dollies etc. to unload your materials.