

THE 33rd ANNUAL CONNECTICUT BRIDAL EXPO

JANUARY 27-28 2018

CONNECTICUT CONVENTION CENTER, HARTFORD, CT

LOCATION: CONNECTICUT CONVENTION CENTER, 100 COLUMBUS BLVD., HARTFORD, CT, 06106- LOCATED OFF I-91 EXIT 29A (CAPITOL AREA EXIT) MERGE ONTO WHITEHEAD HWY, TAKE COLUMBUS BLVD EXIT THEN RIGHT ON COLUMBUS BLVD. CTCC PARKING GARAGE ON RIGHT. KAREN KELLY IS THE CTCC CONTACT AND CAN BE REACHED AT: 860-728-2635 FAX 860-249-6161. CONTACTS FOR JENKS PRODUCTIONS INC. ELIZABETH LESSOR 860-365-5678 X 308 OR SHOW 860-424-1730.

HOURS - SET-UP: FRIDAY, JAN 26, 9AM – 11AM: **LIMOS ONLY**
FRIDAY, JAN 26, 11AM - 6PM: **GENERAL MOVE IN**
SATURDAY, JAN 27, 8AM – 10AM: **GENERAL MOVE IN**

CHILDREN 12 + UNDER NOT ALLOWED ON SHOW FLOOR DURING MOVE-IN/OUT

SHOW HOURS: SATURDAY, JAN 27, 11AM - 5PM
SUNDAY, JAN 28, 11AM - 5PM

MOVE-OUT: SUNDAY, JAN 28, 5PM - 9PM

NOTICE! PER THE FIRE MARSHALL: THE SHOW CLOSSES AT 5PM SUNDAY. THIS MEANS NO ONE WILL BE ALLOWED TO DISMANTLE OR REMOVE ANY PORTION OF THE BOOTH UNTIL THAT TIME. AS LONG AS THERE IS PUBLIC IN THE BUILDING, IT IS YOUR OBLIGATION BY CONTRACT TO PRESENT A FULL AND COMPLETE DISPLAY UNTIL THE SHOW IS OFFICIALLY CLOSED. YOUR COOPERATION IS MUCH APPRECIATED! FIRE MARSHALL RULES AVAILABLE ON [WWW.CTCONVENTIONS.COM](http://www.ctconventions.com)

ALL MATERIALS MUST BE OUT BY 10 PM SUNDAY. SECURE YOUR DISPLAY IF YOU LEAVE ANYTHING! NEITHER JENKS PRODUCTIONS NOR THE CONVENTION CENTER ARE RESPONSIBLE FOR ANY ITEMS LEFT. DISTRIBUTION OF BROCHURES OR OTHER MATERIALS IS NOT PERMITTED OUTSIDE A PAID BOOTH OR IN ANY SHOW COMMON AREAS/RESTROOMS

MOVE IN INSTRUCTIONS:

ALL EXHIBITORS LIMITED TO (3) MOVE-IN HELPERS - CHECK IN AT REGISTRATION TABLE BY LOAD IN DOOR.

1. **ALL BOOTHS MUST BE PAID IN FULL BEFORE YOU ARE ALLOWED TO MOVE IN.**
 2. AFTER CHECK IN AT SHOW OFFICE, GO TO THE LOADING DOOR NEAREST YOUR BOOTH.
 3. **BE SURE TO BRING YOUR OWN DOLLIES OR HAND TRUCKS FOR MOVE-IN.**
 4. NO MECHANICAL MATERIAL HANDLING EQUIPMENT IS ALLOWED IN THE HALL.
 5. NO MOVE-IN IS ALLOWED THROUGH THE MAIN ENTRANCE.
 7. ANY COMMERCIAL DELIVERIES OR VEHICLES OVER 14' WILL BE SUBJECT TO MATERIAL HANDLING CHARGES. VEHICLES UNDER 14' WITH **3 OR LESS PERSONNEL MAY UNLOAD** WITH NO CHARGES.
 8. DETAILED INFORMATION IS AVILABLE AT THE CT CONVENTION CENTER WEBSITE http://www.ctconventions.com/exhibitors/order_services/index.php CLICK ON EXHIBITORS
 9. DIRECTIONS TO CONVENTION CENTER AND LOADING DOCK –MAP INCLUDED
- IF YOU HAVE PALLETS OR MATERIALS REQUIRING FORKLIFT USAGE, PLEASE CALL CHRISTINE* DEMERS EXPO SERVICES-860-882-0003 TO PRE-ARRANGE FOR THIS SERVICE.**
***FAILURE TO DO SO MAY RESULT IN HIGHER SHOW FLOOR SERVICE CHARGES.**
NO MECHANICAL MATERIAL HANDLING EQUIPMENT IS ALLOWED IN THE HALL.

DISPLAY MATERIALS SHIPPED TO THE CT CONVENTION CENTER PRIOR TO THE SHOW WILL BE SUBJECT TO SHIPPING AND HANDLING CHARGES. PLEASE CALL JENKS PRODUCTIONS, INC. FOR INSTRUCTIONS PRIOR TO SHIPPING DISPLAY MATERIALS. BE ADVISED, NO MECHANIZED MATERIAL HANDLING EQUIPMENT IS PERMITTED. DOLLIES AND HAND TRUCKS ARE PERMISSABLE. DREYAGE AND FREIGHT CHARGES ARE DETERMIND BY THE DECORATOR AND THE BUILDING ONLY. ANY ITEMS SHIPPED TO THE SHOW IS SUBJECT TO THESE CHARGES. JENKS PRODUCTIONS, INC. IS NOT RESPONSIBLE.

DISPLAY & DECORATING: DEMERS EXPO SERVICES, CHRISTINE, 151 A PARK AVENUE, EAST HARTFORD, CT 06108, 860-882-0003 FAX 860-761-0070, EMAIL CHRISTINE@DEMERS.EXPO.COM. DEMERS HAS SENT YOU A KIT TO ORDER DISPLAY MATERIALS. DEMERS WILL PRINT BOOTH SIGNS, SO PLEASE CONFIRM THE CORRECT SPELLING OF YOUR COMPANY NAME.

****ONE TABLE,& (2)CHAIRS WILL BE PROVIDED IF PREORDERED AND MUST BE ORDERED****

**** ELECTRICITY IS NOT INCLUDED WITH THE BOOTH! ****

IF YOU SHIP MATERIALS IN ADVANCE OF THE SHOW DIRECTLY TO THE CT CONVENTION CENTER YOU WILL BE CHARGED SHIPPING AND HANDLING FEES. PLEASE CALL JENKS PRODUCTIONS FOR INSTRUCTIONS PRIOR TO SHIPPING SHOW MATERIALS.

ALL EXHIBITOR SERVICES

INCLUDING: ELECTIC, TELECOMMUNICATIONS, INTERNET, WATER, COMPRESSED AIR, BOOTH CLEANING, ETC ARE AVAILABLE AT http://www.ctconventions.com/exhibitors/order_services/index.php CLICK EXHIBITOR TAB, ORDER SERVICES AND APPROPRIATE SERVICE NEEDED. ***** (DEADLINE IS DECEMBER 25, 2017)*****

PLEASE RETURN COMPLETED FORMS TO: THE CT CONVENTION CENTER, 100 COLUMBUS BLVD., HARTFORD, CT 06106.-OR FAX TO 860-728-2641.

****CONTACT-MARY WICHOWSKI, EXHIBITOR SERVICES MANAGER; PHONE: 860-728-2603****

NO SMOKING OR EATING IN YOUR BOOTHS!
ONSITE CONCESSIONS AVAILABLE
NO OUTSIDE FOOD DELIVERIES ALLOWED

SECURITY: MANAGEMENT WILL PROVIDE SECURITY DURING THE EXPO. NO ONE HAS ACCESS TO THE SHOW AFTER HOURS. NEITHER MANAGEMENT NOR THE EXPO CENTER GUARANTEES EXHIBITORS AGAINST LOSS OF ANY KIND. **PLEASE SEE YOUR INSURANCE AGENT ABOUT OFF PREMISE COVERAGE (SEE BELOW).** SMALL OR VALUABLE EXHIBIT MATERIALS SHOULD BE PUT AWAY OR COVERED AT NIGHT.

CERTIFICATES OF INSURANCE ARE NOW REQUIRED BY JENKS PRODUCTIONS, LLC. PLEASE NAME BOTH THE CT CONVENTION CENTER AND JENKS PRODUCTIONS, INC. AS ADDITIONAL INSURED FOR THIS SHOW. PLEASE INCLUDE ADDRESSES FOR BOTH. THEN FAX IT TO US AT 860-563-3472. THIS SHOULD BE A FREE SERVICE BY YOUR INSURANCE CARRIER.

FIRE MARSHALL'S REGULATIONS: **VEHICLES** MUST HAVE BATTERIES DISCONNECTED. FUEL TANKS MUST BE FILLED WITH NO MORE THAN TEN GALLONS OF FUEL. VEHICLES MAY NOT BE MOVED DURING THE EVENT. ALL FUEL TANKS SHALL BE TAPED SHUT TO PREVENT ESCAPE OF VAPORS. KEYS TO SECURITY OFFICE. TABLE COVERINGS SHALL ALSO BE OF NON-COMBUSTIBLE MATERIALS, SUCH AS COTTON

SHOW PROGRAM: THE BRIDAL PROGRAM-**DEADLINE DECEMBER 16, 2017** (WEST HARTFORD MAGAZINE) WILL BE HANDED OUT FREE OF CHARGE TO EVERY PERSON COMING TO THE SHOW. TO PLACE AN AD OR FOR FURTHER INFORMATION. SEE ATTACHED FORM. OR CALL TOM HICKEY 860.508.4032 or Tomh@westhartfordmagazine.com

BRIDES-TO-BE LIST :OUR BRIDES-TO-BE LIST WILL BE EMAILED AFTER THE SHOW WITH FURTHER INSTRUCTIONS. IT WILL BE IN EXCEL FORMAT Access Web link. THERE WILL BE TWO PARTS TO THE LIST, THOSE WHO REGISTERED ONLINE (PROVIDING VALIDATED EMAIL ADDRESSES) AND THOSE WHO REGISTERED AT THE SHOW. IF YOU HAVE ANY QUESTIONS, PLEASE CALL ELIZABETH LESSOR AT 860-365-5678, EXT. 308. **AS A PAYING EXHIBITOR IN OUR BRIDAL SHOWS, IT IS YOUR PRIVILEGE TO RECEIVE OUR REGISTERED BRIDES - TO - BE LIST. THIS VERY VALUABLE SOURCE OF POTENTIAL BUSINESS IS EXCLUSIVE TO OUR VENDORS AND IS NOT FOR SALE. SHARING THIS LIST WITH ANY VENDOR OR BUSINESS WHO DID NOT PARTICIPATE IN OUR SHOWS, AND PAY FOR THE PRIVILEGE OF RECEIVING IT, WILL JEOPARDIZE YOUR FUTURE PARTICIPATION IN ANY BRIDAL EXPOS PRODUCED BY JENKS PRODUCTIONS, LLC. *WE HIGHLY ENCOURAGE GENERATING A LEAD LIST WITHIN YOUR BOOTH AS WELL FOR INCREASED RESULTS.***

VIP GUEST PASSES: EACH EXHIBITOR IS ALLOWED FOUR (4) VIP GUEST PASSES, WHICH ARE ENCLOSED. THESE ARE TO BE USED FOR CLIENTS OR FAMILY. EACH PASS IS GOOD FOR ONE ENTRY ONLY.

EXHIBITOR BADGES:**UPON REGISTRATION** EACH EXHIBITOR IS ALLOWED SIX (6) BADGES PER COMPANY WHICH ARE GOOD ALL WEEKEND, AND ARE TO BE USED FOR BOOTH STAFF, **NOT FAMILY AND FRIENDS!**

PARKING: **SEE ATTACHED SHEET**

ATTENTION CATERERS & BANQUET FACILITIES: THE ATTACHED CT HEALTH DEPARTMENT VENDOR FORM MUST BE COMPLETED IF YOU ARE GIVING OUT FOOD OR BEVERAGE SAMPLES – SAMPLE SIZES ONLY. **CATERERS REGISTRATION – TEMPORARY FOOD INSPECTION FORM ATTACHED** IF YOU ARE DISTRIBUTING FOOD OR BEVERAGES, PLEASE LIMIT SIZES TO SAMPLE SIZES ONLY – **BEVERAGES NO MORE THAN 2 OZ.** TO AVOID CONFLICT WITH CONCESSIONS.

NO SMOKING OR EATING AT YOUR BOOTHS!!!
PLEASE REMEMBER, DISTRIBUTION OF BROCHURES OR ANY OTHER MATERIALS IS NOT PERMITTED OUTSIDE A PAID EXHIBITOR BOOTH.

HOTELS: THESE HOTELS OFFER RATES FOR EXHIBITORS:

- **RADDISON HOTEL HARTFORD** - 860-549-2400 (CALL FOR RATES)- SINGLE/DBL+– 50 MORGAN STREET, HARTFORD CT 06120.
- **SUPER 8 MOTEL** - 860-246-8888 (CALL FOR RATES)- 57 WEST SERVICE RD.
- **HARTFORD MARRIOTT DOWNTOWN**- 860-249-8000 located closest to The CT Convention Center(CALL FOR RATES)-
- **BEST WESTERN** – 860-525-1000 (CALL FOR RATES)
- 185 BRAINARD ROAD, HARTFORD, CT 06114. RATES INCLUDE DELUXE FULL BUFFET BREAKFAST
- **HARTFORD PLAZA HOTEL**- 860-528-9703 (CALL FOR RATES)
- **Delmar West Hartford** 1 Memorial Rd, West Hartford, CT 06107- www.delmarwesthartford.com
Contact: Gabrielle Carver

COMPANY POLICY!!!! IMPORTANT! - ALL BOOTH FEES MUST BE PAID IN ADVANCE, BY DECEMBER 5, 2016.
ANY PAYMENTS RECEIVED AFTER DECEMBER 6 MUST BE IN THE FORM OF A CERTIFIED CHECK, CASH OR MONEY ORDER, NO EXCEPTIONS! A STATEMENT IS ENCLOSED FOR YOUR CONVENIENCE. WE ACCEPT ALL MAJOR CREDIT CARDS. JUST FILL OUT THE FORM BELOW!

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BOOTH PAYMENT (DUE BY DECEMBER 28, 2017)

COMPANY NAME: _____

____ I ENCLOSE MY CHECK FOR BOOTH PAYMENT

____ PLEASE CHARGE MY CREDIT CARD # _____

AMOUNT AUTHORIZED \$ _____ EXPIRATION DATE: _____ SECURITY CODE _____

(Last 3 digits on back of card, last 4 on right

front of AMEX)

BILLING ZIP CODE _____ AUTHORIZED SIGNATURE _____

IF YOU HAVE ANY QUESTIONS REGARDING THE SHOW, CALL JENKS PRODUCTIONS AT 860-365-5678 OR OUTSIDE CT TOLLFREE AT 800-955-7469
OR EMAIL AT ELIZABETH@JENKSPRODUCTIONS.COM VISIT US ONLINE AT WWW.JENKSPRODUCTIONS.COM

PLEASE RETURN THIS FORM TO:
JENKS PRODUCTIONS LLC., 205 EAST HIGH STREET. EAST HAMPTON, CT 06424 860-365-5678 OR TOLL FREE-(OUTSIDE-CT) 800-955-7469. FAX THIS FORM TO US AT 860-365-5751