

**THE 28th ANNUAL SPRINGFIELD BRIDAL EXPO**  
**JANUARY 13-14, 2018 – BIG E, W. SPRINGFIELD, MA,**  
**BETTER LIVING CENTER – HOME OF THE BIG E**

**LOCATION:** BETTER LIVING CENTER, EASTERN STATES EXPOSITION, 1305 MEMORIAL DR., W. SPRINGFIELD, MA. 01089. PHONE 413-737-2443, ASK FOR JOHN GULIANO @ 413-205-5024 -jguliano@bige.com  
BIG E COORDINATOR, FAX 413-787-0127. THE SHOW OFFICE PHONE NUMBER WILL BE 860-424-1730 ELIZABETH LESSOR - VALID BEGINNING MOVE – IN DAY AND FOR THE DURATION OF THE SHOW. FOR PRE-SHOW QUESTIONS CALL: 800.955.7469 OUTSIDE CT OR 860.365-5678 x308.

**SHOW DATE:** JANUARY 13-14, 2018

**HOURS: SET UP:** FRIDAY, JAN. 12, 9AM-10AM: **LIMOS ONLY** MOVE-IN USE GATES 1/2  
FRIDAY, JAN. 12, 10AM - 6PM: GENERAL MOVE IN  
SATURDAY, JAN. 13, 8AM – 10AM: GENERAL MOVE IN  
**LIMOS \_ FUEL TANK ¼ FULL, BATTERY DISCONNECTED AND TAPED SHUT**

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

**SHOW HOURS:** SATURDAY, JAN. 13, 11AM - 5PM  
SUNDAY, JAN. 14, 11AM - 4PM

**SHOW DAYS USE GATE 9 FOR  
PARKING AT SHOW**

**MOVE OUT:** SUNDAY, JAN. 14, 4PM - 10PM - NO MONDAY HOLDOVERS! NO EXCEPTIONS!

**ELECTRICITY: (OPTIONAL) A FLAT FEE OF \$75.00** WILL BE CHARGED FOR ELECTRICAL SERVICE. PLEASE FILL OUT THE ENCLOSED FORM IF YOU NEED ELECTRICITY. **ALSO, BE SURE TO BRING EXTENSION CORDS & ADAPTOR BARS WITH YOU.** ALL CONNECTIONS MUST BE THE THREE PRONGED GROUNDED PLUGS, PER THE MASSACHUSETTS FIRE MARSHALL.

**DISPLAY & DECORATING:** A BOOTH SIGN, (1) 6' DRAPED TABLE, (2) FOLDING CHAIRS, AN 8' HIGH BACK CURTAIN AND 3' HIGH SIDE CURTAINS ARE INCLUDED IN THE BOOTH FEE AND ARE PROVIDED BY DEMERS EXPO SERVICES, 151A PARK AVE, EAST HARTFORD, CT 06108, 860-882-0003, FAX 860-761-0070. **ADDITIONAL TABLES, CHAIRS & ELECTRICITY ARE NOT INCLUDED IN THE BOOTH COST!** DEMERS WILL SEND YOU A KIT FOR ORDERING THESE AND OTHER BOOTH EQUIPMENT. IF YOU DO NOT RECEIVE A KIT, PLEASE CALL DEMERS AT 860-882-0003. **SHOW COLORS – BLACK & WHITE DRAPE**

***\*\*ONE SIX FOOT DRAPED TABLE & TWO CHAIRS ARE PROVIDED AT NO CHARGE. .***

***PLEASE COMPLETE THE ATTACHED ORDER FORM IF YOU NEED THE TABLE AND CHAIRS, FAX OR EMAIL THE FORM BACK TO JENKS PRODUCTIONS INC.860-365-5751- [Elizabeth@jenksproductions.com](mailto:Elizabeth@jenksproductions.com) !!!!***

***ONE TABLE AND TWO CHAIRS ARE ONLY INCLUDED IF PRE-ORDERED!***

***(ONE Per Vendor Booth up to 10x20) (10x20 = One Booth)***

**MASSACHUSETTS FIRE CODE:** PLEASE BE AWARE THAT THE MASS FIRE MARSHALL WILL BE CHECKING EACH BOOTH FOR FIRE RETARDANT DISPLAY MATERIALS SUCH AS CARPET, TABLE COVERINGS ETC. SHOULD YOU HAVE QUESTIONABLE MATERIALS, THEY WILL HAVE TO BE SPRAYED WITH A FIRE RETARDANT SPRAY. SUGGESTED MATERIALS WOULD BE COTTON OR COTTON BLEND FABRICS. IF YOU HAVE ANY QUESTIONS ON THE MATERIALS IN YOUR DISPLAY PLEASE CONTACT JENKS PRODUCTIONS.

**NOTICE! PER THE FIRE MARSHALL:** THE SHOW CLOSES AT 4PM 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! VEHICLES 1/8 TANK OR LESS, BATTERIES DISCONNECTED + TAPED. KEYS TO SHOW MANAGEMENT-SECURITY. SEE FORM FOR MORE DETAILS.

**ATTENTION CATERERS & BANQUET FACILITIES:** PLEASE ADVISE US IF YOU PLAN TO HAND OUT FOOD OR BEVERAGES. THE BIG E CATERERS MUST BE MADE AWARE OF ALL FOOD & BEVERAGES BEING GIVEN OUT. COMPLETE THE ENCLOSED FORM IF YOU ARE GIVING OUT FOOD OR BEVERAGE SAMPLES. YOU MAY FAX IT TO US AT 860-563-3472. **FOOD & BEVERAGE SAMPLES MAY NOT CONFLICT WITH BIG E CONCESSIONS FORM ENCLOSED.\* STRICT DEADLINES FOR PAPERWORK TO BE SUBMITTED NO LATER THAN 30 DAYS PRIOR TO THE SHOW NO EXCEPTIONS\*CONTACT @BIG E IS GILLIAN PALMER 413-263-3206**

**PARKING:** **THERE IS NOW A \$5 PARKING FEE ON SHOW DAYS ONLY.**

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**SECURITY:** MANAGEMENT WILL PROVIDE SECURITY STARTING FRIDAY NIGHT. NO ONE WILL HAVE ACCESS TO THE BUILDING AFTER CLOSING HOURS. EXHIBITORS MAY ACCESS THE BUILDING ONE-HOUR PRIOR TO SHOW TIME, AND DURING MOVE IN & OUT. NEITHER MANAGEMENT NOR THE EASTERN STATES EXPO CAN GUARANTEE 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. **PER EASTERN STATES NO BALLOONS MAY BE HANDED OUT DURING THE SHOW.**

**CERTIFICATES OF INSURANCE ARE NOW REQUIRED BY EASTERN STATE EXPOSITIONS. PLEASE NAME BOTH THE EASTERN STATES EXPOSITION AND JENKS PRODUCTIONS, LLC. AS ADDITIONAL INSURED FOR THIS SHOW. PLEASE INCLUDE ADDRESSES FOR BOTH. THEN FAX IT TO US AT 860-365-5751. THIS SHOULD BE A FREE SERVICE BY YOUR INSURANCE CARRIER.**

**SHOW PROGRAM:** THE SPRINGFIELD REPUBLICAN HANDLES PRODUCTION OF THE SHOW PROGRAM. PLEASE SEE ATTACHED FLYER FOR DEADLINES. TO PLACE AN AD OR FOR FURTHER INFORMATION. CONTACT- **Coleen Dunn 413-735-1689 or CDUNN@REPUB.COM **DEADLINE FOR AD PLACEMENT IS JANUARY 8, 2018.****

**EXHIBITOR BADGES:** EXHIBITORS ARE ALLOWED SIX (6) BADGES PER EXHIBITOR. THESE ARE GOOD FOR BOTH DAYS OF THE EXPO.

**VIP GUEST PASSES:** EACH EXHIBITOR IS ENTITLED TO FOUR (4) VIP GUEST PASSES, WHICH ARE ENCLOSED. THESE ARE FOR CLIENTS, FRIENDS & FAMILY. EACH TICKET WILL ADMIT ONE PERSON, ONE TIME ONLY.

**HOTELS:** THE FOLLOWING HOTEL OFFERS A SPECIAL RATE FOR EXHIBITORS. PLEASE IDENTIFY YOURSELVES AS EXHIBITORS OF JENKS PRODUCTIONS, INC. SPRINGFIELD BRIDAL EXPO.

**\*\*SHERATON SPRINGFIELD Monarch Place Hotel 413-263-2117 LOCATED OFF I-91 IN SPRINGFIELD – Call for Rates DBL/SGL + Tax & Parking - ask for Kristin**

CALL HOTEL FOR DIRECTIONS OR [WWW.SHERATON-SPRINGFIELD.COM](http://WWW.SHERATON-SPRINGFIELD.COM) IDENTIFY YOURSELF AS A JENKS PRODUCTIONS, INC. BRIDAL SHOW EXHIBITOR AND RESERVE YOUR ROOM BY January 3, 2018.

**\*\*REGENCY INN & SUITES 21 Baldwin Street, West Springfield, MA 01089 ACROSS THE STREET FROM THE BIG E ; -\$77.00 PLUS TAX -PER NIGHT FOR KINGS OR \$88.00 PLUS TAX 2 DOUBLE BEDS-Contact Linda @ 413-781-2300**

**COMPANY POLICY!!!! IMPORTANT! - ALL BOOTH FEES MUST BE PAID IN ADVANCE, BY DECEMBER 27, 2017. ANY PAYMENTS RECEIVED AFTER DEC. 27<sup>th</sup> 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!

**IF YOU HAVE ANY QUESTIONS REGARDING THE SHOW, CALL JENKS PRODUCTIONS AT 860-365-5678 OR OUTSIDE CT TOLL FREE AT 800-955-7469 (OUTSIDE CT ONLY) OR EMAIL AT [Elizabeth@JENKSPRODUCTIONS.COM](mailto:Elizabeth@JENKSPRODUCTIONS.COM) VISIT US ONLINE AT [WWW.JENKSPRODUCTIONS.COM](http://WWW.JENKSPRODUCTIONS.COM) SEE YOU AT THE SPRINGFIELD BRIDAL EXPO!**

**28th ANNUAL SPRINGFIELD BRIDAL EXPO 2018**  
**BOOTH/ELECTRIC PAYMENT - LIST ORDER FORM - EXHIBITOR BADGE LIST**

**BOOTH/ELECTRICAL PAYMENT (DUE BY December 27, 2017)**

COMPANY NAME: \_\_\_\_\_

\_\_\_\_ YES, I WILL NEED ELECTRICAL SERVICE

BOOTH # \_\_\_\_\_ (\$75.00 STANDARD 110 OUTLET)

\_\_\_\_ I ENCLOSED MY CHECK FOR **BOOTH PAYMENT** AND/OR ELECTRICAL SERVICE.

\_\_\_\_ PLEASE CHARGE MY CREDIT CARD # \_\_\_\_\_

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

(Last 3 digits reverse of card except AMEX – 4 digits center front right)

BILLING ZIP CODE \_\_\_\_\_ **AUTHORIZED SIGNATURE** \_\_\_\_\_

\_\_\_\_ INTERNET ACCESS AVAILABLE - SEE FORM ATTACHED –WAVESPAN. (413) 731-5500

\_\_\_\_ YES, - FREE RECIPROCAL HYPERLINK PROGRAM (2) WEBSITES - FORM ATTACHED

**\*\*\*ONE TABLE AND TWO CHAIRS ARE ONLY INCLUDED IF PRE-ORDERED!**

**(1) 6' TABLE & (2) CHAIRS (ONE PER COMPANY)** \_\_\_\_ YES \_\_\_\_ NO

**BRIDES-TO-BE LIST**

OUR BRIDES-TO-BE LIST WILL BE EMAILED TO YOU WITH FUTHER INSTRUCTIONS AFTER THE SHOW. IT WILL BE IN EXCEL FORMAT. 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 FEEL FREE TO CALL 860-365-5678.

**\*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. YOU WILL BE SENT A LINK FOR THE BRIDAL LIST VIA EMAIL. 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, INC. \*WE HIGHLY ENCOURAGE GENERATING A LEAD LIST WITHIN YOUR BOOTH AS WELL TO GET RESULTS FOR MORE.\***

**CATERERS REGISTRATION - HEALTH PERMIT REQUIRED \$25.00 FEE- SEE ATTACHED**

CONTACT: GILLIAN PALMER-HEALTH DEPT.

PHONE: (413) 263-3206

FAX: (413) 737-1583

PERMIT FEES: \$25 PER TWO DAY EVENT

**URGENT: DEADLINE 30 DAYS PRIOR TO THE SHOW. THE HEALTH DEPT MUST HAVE FORMS!!!!!!!**

**URGENT: NEW MA REQUIREMENTS CONCERNING ALLERGY AWARENESS GUIDELINES (LOG ON TO WWW.WEST-SPRINGFIELD.MA.US)**