

# 18<sup>th</sup> ANNUAL WESTCHESTER COUNTY BRIDAL EXPO

**Saturday, January 6, 2018**

**LOCATION:** WESTCHESTER COUNTY CENTER, 198 CENTRAL AVENUE, WHITE PLAINS, NY 10607. PHONE # (914) 995-4051 OR FAX 914-995-4063. THE SHOW OFFICE PHONE NUMBER WILL BE 860-918-1291 – TIM HARRIS ONSITE. BUT WILL ONLY BE VALID BEGINNING MOVE-IN DAY.

**HOURS: SET-UP:** Saturday, January 6, 8am

**LIMOS: SET-UP** Saturday, January 6, -Call Tim Harris ( 860-918-1291) for Time

**(CHILDREN 12 & UNDER NOT ALLOWED DURING SET-UP AND TAKE DOWN ON SHOW FLOOR)**

**PLEASE NOTE: NO LIMOS MAY  
BE PARKED OUTSIDE THE BLDG**

**SHOW HOURS:** Saturday, January 6, 11AM - 4PM

**OR IN THE PARKING LOTS OF  
THE CENTER AT ANY TIME  
DURING THE BRIDAL SHOW.**

**MOVE-OUT:** Saturday, January 6, 4PM - 8PM

**NO EXCEPTIONS!!!!**

**\* DISPLAYS MUST BE OUT SUNDAY NIGHT! NO EXCEPTIONS! WE CLAIM NO RESPONSIBILITY FOR DISPLAYS LEFT AFTER SUNDAY NIGHT.**

**LOAD-IN DOOR:** ACCESSIBLE FROM TARRYTOWN RD. MAXIMUM LOAD IN-DOOR DIMENSIONS ARE 15' HIGH BY 10' WIDE (15' X 10'). EXHIBITORS WILL BE ALLOWED TO SET UP AND TAKE DOWN DISPLAYS USING YOUR OWN PERSONNEL. BOOTHS ARE 8' DEEP & 10' WIDE. NO BOOTH CAN EXTEND BEYOND 8' INTO AISLES.

**PARKING:** EXHIBITOR PARKING IS AVAILABLE AT NO CHARGE AROUND THE COUNTY CENTER BUILDING. THIS PARKING IS FIRST COME, FIRST SERVED. OTHER PUBLIC PARKING LOTS ARE AVAILABLE, PRICES VARY. PLEASE CALL THE PARKING OFFICE AT THE COUNTY CENTER 914-995-3390 FOR ADDITIONAL INFORMATION.

**DISPLAY, DECORATING & SHIPPING: ISAACS NATIONWIDE EXPO SERVICES, INC.,** 214 MAC ARTHUR AVENUE, UNIT B, NEW WINDSOR, NY 12553, 845-561-0832, FAX 845-561-6137. CONTACT STEVE EWALD TO ORDER DISPLAY ITEMS. **\*ONE 6' TABLE & 2 CHAIRS ARE INCLUDED IN YOUR BOOTH COST BUT YOU MUST PRE-ORDER THEM.** ISAACS NATIONWIDE EXPO SERVICES, INC. HAS SENT YOU AN EXHIBITOR KIT. PLEASE ORDER ADDITIONAL TABLES, CHAIRS AND CARPETING FROM THEM. .

**\*\*\*\*\* ELECTRICITY IS NOT INCLUDED IN THE BOOTH COST\*\***

**\*BRIDAL LIST WILL BE EMAIL TO YOU AFTER THE SHOW WITH INSTRUCTIONS. 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 CALL SHARON VIVEIROS (860)-365-5678 X313.**

**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 TO INCREASE RESULTS FOR MORE.\*****

**VIP GUEST PASSES:** EACH EXHIBITOR IS ENTITLED TO SIX (6) VIP GUEST PASSES, WHICH ARE ENCLOSED. THESE PASSES ARE GOOD FOR ONE ENTRY ONLY, AND ARE TO BE USED BY YOUR CLIENTS, FAMILY & FRIENDS. ADDITIONAL VIP GUEST PASSES MAY BE PURCHASED FOR HALF THE TICKET COST.

**EXHIBITOR BADGES:** EACH EXHIBITOR IS ALLOWED (6) EXHIBITOR BADGES PER EXHIBITOR FOR YOUR BOOTH PERSONNEL. THEY WILL BE AVAILABLE AT THE SHOW OFFICE DURING SET UP HOURS.

**PROGRAM DIRECTORY:** TO PLACE YOUR DISPLAY AD IN THE SHOW DIRECTORY WE ARE PUBLISHING, CALL SHARON VIVERIROS AT (800) 955-7469. THE DEADLINE FOR CAMERA READY ART IS TWO WEEKS PRIOR TO SHOW DATE. THESE WILL BE HANDED OUT FREE OF CHARGE TO EVERYONE ATTENDING THE BRIDAL SHOW. FORMAT .JPG or .TIF ,PDF's)

**CERTIFICATES OF INSURANCE ARE REQUIRED. PLEASE NAME BOTH THE WESTCHESTER COUNTY CENTER AND JENKS PRODUCTIONS, INC. AS ADDITIONAL INSURED FOR THIS SHOW. PLEASE INCLUDE ADDRESSES FOR BOTH AND FAX IT TO US AT (860) 365-5751. THIS ADDITION SHOULD BE A FREE SERVICE BY YOUR INSURANCE CARRIER.**

**LICENSING: ALL EXHIBITORS MUST HAVE ALL PROPER LICENSES AND REGISTRATIONS REQUIRED BY LAW TO OPERATE IN WESTCHESTER COUNTY, NY. PROOF MUST BE AVAILABLE UPON REQUEST AND IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR.**

**SECURITY:** MANAGEMENT WILL PROVIDE SECURITY DURING THE SHOW. NEITHER MANAGEMENT NOR THE COUNTY CENTER CAN GUARANTEE EXHIBITORS AGAINST LOSS OF ANY KIND. SEE YOUR INSURANCE AGENT REGARDING OFF PREMISE COVERAGE. SMALL OR VALUABLE EXHIBIT MATERIALS SHOULD BE PACKED AWAY OR COVERED AT NIGHT.

**ELECTRICITY:** COMPLETE THE FORM TO ORDER ELECTRICITY. ELECTRICAL SERVICE IS \$85.00. IF YOU NEED MORE VOLTAGE THAN 110, PLEASE NOTIFY SHARON AT (860) 365-5678 ext 313 ASAP.

**HOTEL: UPDATE!**

SHERATON TARRYTOWN HOTEL  
600 White Plains Road, Tarrytown, NY 10591  
T (914) 332-7900  
[sheratontarrytown.com](http://sheratontarrytown.com)

HYATT HOUSE WHITE PLAINS  
101 CORPORATE PARK DRIVE, White Plains, NY 10604  
T (914) 251-9700 Booking Code: GWEST  
[www.whiteplains.house.hyatt.com](http://www.whiteplains.house.hyatt.com)

SPRINGHILL SUITES TARRYTOWN GREENBURG  
480 WHITE PLAINS ROAD , Tarrytown, NY 10591  
T (914) 366-4600

**Please call for pricing.**

**DIRECTIONS:** FROM I-287 EAST, EXIT 8W, BLOOMINGDALE RD. TURN LEFT ONTO BLOOMINGDALE. TURN RIGHT ON MAPLE AVE. HOTEL IS ON THE RIGHT, ON THE CORNER OF MAPLE & HALE.

FROM I-287 WEST, EXIT 8, FOLLOW SIGNS FOR RTE 119-WESTCHESTER AVE. TURN LEFT ON BLOOMINGDALE RD AND TURN RIGHT ON MAPLE.

**DIRECTIONS TO THE WESTCHESTER COUNTY CENTER:**

**FROM TAPPAN ZEE BRIDGE & POINTS WEST:** I-87 SOUTH TO I-287 EAST, EXIT 5, RTE 119 EAST, COUNTY CENTER 1/2 MILE ON LEFT.

**FROM CONN/NEW ENGLAND:** I-95 SOUTH, EXIT 21 TO I-287 WEST, EXIT 5, RTE 119 EAST, COUNTY CENTER 1/2 MILE ON LEFT.

**FROM THE MERRITT PKY:** SOUTH TO HUTCHINSON RIVER PKY, TO I-287 WEST, RTE 119 EAST, COUNTY CENTER 1/2 MILE ON LEFT.

**FROM NEW JERSEY & POINTS SOUTH:** NORTH ON PALISADES PKY OR GARDEN STATE PKY TO I-87 SOUTH AND CROSS THE TAPPAN ZEE BRIDGE. TO I-287 EAST, EXIT 5, RTE 119 EAST, COUNTY CENTER 1/2 MILE ON LEFT.

**WESTCHESTER COUNTY BRIDAL EXPO  
BOOTH PAYMENT/ELECTRIC ORDER FORM**

**COMPANY NAME:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**\*IMPORTANT: ALL PAYMENTS ARE DUE BY DECEMBER 1, 2017  
NO EXCEPTIONS! NO ONE WILL BE ALLOWED ACCESS TO THE BUILDING UNLESS YOUR SPACE IS  
PAID IN FULL.**

**ALL PAYMENTS MUST BE BY CERTIFIED CHECK, CASH OR  
MONEY ORDER. NO EXCEPTIONS! FOR YOUR CONVENIENCE,  
A STATEMENT OF YOUR ACCOUNT IS ENCLOSED.**

**BOOTH /ELECTRICAL PAYMENT**

\_\_\_\_ PLEASE ORDER ELECTRICAL SERVICE FOR MY BOOTH (\$85 CHARGE)

\_\_\_\_ INTERNET SERVICE IS AVAILABLE

\_\_\_\_ MY BOOTH/ELECTRIC PMT IS ENCLOSED (PMT DUE PER STATEMENT)

\_\_\_\_ PLEASE CHARGE MY BOOTH PAYMENT/ELECTRICAL SERVICE TO MY

CREDIT CARD # \_\_\_\_\_ EXP DATE \_\_\_\_\_

SECURITY CODE \_\_\_\_\_ (**Last 3 digits on reverse of card/AMEX – 4digits right of center front of card**)

BILLING ZIP CODE \_\_\_\_\_

AMT AUTH \$ \_\_\_\_\_ AUTH SIGNATURE \_\_\_\_\_

**ELECTRICAL SERVICE IS \$85.00**

\_\_\_\_ **YES I NEED TO PRE-ORDER ONE 6' TABLE & TWO CHAIRS \* MUST BE CHECKED TO  
RECEIVE.**

**BRIDES-TO-BE LIST – WILL BE AVAILABLE ON OUR WEBSITE**

[www.jenksproductions.com](http://www.jenksproductions.com)

PLEASE RETURN COMPLETED FORM TO: \_\_\_\_\_

**SHARON VIVEIROS**

**JENKS PRODUCTIONS, LLC.**

205 EAST HIGH STREET. EAST HAMPTON, CT 06424

(860) 365-5678 313 (800) 955-7469

**YOU MAY FAX THIS TO US AT (860) 365-5751**