

**20<sup>th</sup> ANNUAL BAYSTATE BRIDAL EXPO**  
**AT THE BOSTON MARRIOTT NEWTON HOTEL**  
**SUNDAY - JANUARY 26, 2020 11:00AM – 4:00PM**

**LOCATION:** BOSTON MARRIOTT NEWTON HOTEL LOCATED AT 2345 COMMONWEALTH AVENUE, NEWTON, MASS 02466. OLIVIA MARINI IS THE CONTACT FOR THE SHERATON, AND CAN BE REACHED AT (617) 630-3506, FAX (617) 236-6061. CONTACT FOR JENKS PRODUCTIONS, LLC. IS CHARMAGNE “CHARLEE” HARRIS AT (860) 918-0891.

[CHARLEE@JENKSPRODUCTIONS.COM](mailto:CHARLEE@JENKSPRODUCTIONS.COM)

**SET-UP:** ALL EXHIBITORS: SUNDAY, JANUARY 26, 2020, 7:00AM-10:30AM

**(VENDORS ARE STRONGLY URGED TO BE EARLY AND FINISHED SETTING UP BY 10:30 AM SO THE SHOW CAN BE OPENED ON TIME AT 11:00)**

**SHOW ENDS AT 4:00 PM - NO EARLY BREAKDOWN**

**\*LITHIUM BATTERIES\*-STRICTLY PROHIBITED & ENFORCED BY THE FIRE MARSHALL.**

**DATE/SHOW HOURS:** SUNDAY, JANUARY 26, 2020 - 11AM TO 4PM

**MOVE-OUT:** SUNDAY, JANUARY 26, 4PM - 8PM - **WE DISCOURAGE EARLY BREAKDOWN**

**NO MONDAY MOVE-OUT OR HOLDOVERS!** ALL MATERIALS MUST BE OUT BY SUNDAY NIGHT. ITEMS LEFT AFTER SUNDAY WILL BE SUBJECT TO DISPOSAL AT EXHIBITOR’S EXPENSE.

**LOAD-IN-DOOR:** **VENDORS MAY MOVE IN THROUGH THE FRONT ENTRANCE TO THE BANQUET HALL (PLEASE NO MOVE IN THROUGH MAIN HOTEL ENTRY)**

**TABLES & CHAIRS:** (1) 6’ DRAPED TABLE – BLACK LINENS, (2) BANQUET CHAIRS, WILL BE PROVIDED BY BOSTON MARRIOTT NEWTON HOTEL.

**ELECTRICITY & INTERNET:**

**ELECTRICITY IS AVAILABLE IN PERIMETER BOOTHS ONLY. PLEASE BRING YOUR OWN EXTENSION CORDS AND POWER STRIPS.**

**BRING YOUR AIRCARD OR USE YOUR HOTSPOT FOR INTERNET ACCESS. (WIFI MAY BE AVAILABLE THROUGH THE HOTEL)**

**PLEASE REMEMBER, DISTRIBUTION OF BROCHURES OR ANY OTHER MATERIALS IS NOT PERMITTED OUTSIDE A PAID EXHIBITOR BOOTH AREA**

**DISPLAY & DECORATING:** A BOOTH SIGN, (1) 8’ HIGH BACK CURTAIN, AND (2) 3’ HIGH SIDE CURTAINS, (1) 6ft Table and (2) Chairs ARE INCLUDED IN THE BOOTH AND ARE PROVIDED

**NO SMOKING OR EATING AT YOUR BOOTHS!!!**

**EXHIBITOR BADGES:** EACH EXHIBITOR IS ALLOWED SIX (6) BADGES. THESE ARE GOOD ALL DAY AT THE EXPO. BADGES WILL BE AVAILABLE AT THE SHOW OFFICE DURING SET UP HOURS. THESE ARE FOR BOOTH PERSONNEL ONLY!

**VIP GUEST PASSES:** EACH EXHIBITOR IS ENTITLED TO TWELVE (12) VIP GUEST PASSES, WHICH ARE ENCLOSED. EACH TICKET WILL ADMIT ONE PERSON, ONE TIME ONLY. THEY ARE FOR CLIENTS, GUESTS, FAMILY, ETC. ADDITIONAL PASSES MAY BE PURCHASED FOR HALF PRICE AT THE SHOW OFFICE.

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**PARKING FOR EXHIBITORS AND ATTENDEES:**

**PARKING IS FREE FOR VENDORS AND PATRONS! AS A COURTESY, VENDORS PLEASE LEAVE THE PARKING SPOTS CLOSEST TO THE BALLROOM ENTRANCE FOR YOUR CUSTOMERS.**

**PARKING IS NOT ALLOWED IN FRONT OF BALLROOM OR HOTEL ENTRANCES.**

**SECURITY:** MANAGEMENT WILL PROVIDE SECURITY DURING THE SHOW. NEITHER MANAGEMENT NOR THE HOTEL GUARANTEE EXHIBITORS AGAINST LOSS OF ANY KIND. SEE YOUR INSURANCE AGENT FOR OFF PREMISE INSURANCE.

**BRIDAL SHOW PROGRAM:** THE SHOW PROGRAM WITH A LIST OF ALL THE EXHIBITORS WILL BE HANDED OUT FREE TO EVERY ATTENDEE AT THE SHOW. ADVERTISING RATE SHEET INCLUDED - CALL CHARMAGNE 860.918-0891 or EMAIL [Charlee@jenksproductions.com](mailto:Charlee@jenksproductions.com) FOR DETAILS. **DEADLINE JANUARY 12, 2020**

**HOTEL:** THE BOSTON MARRIOTT NEWTON HOTEL OFFERS PARTICIPATING EXHIBITORS A SPECIAL ROOM RATE . RESERVATIONS SHOULD BE MADE BY CALLING THE HOTEL MENTION THAT YOU ARE A VENDOR TO RECEIVE THE DISCOUNTED PRICE. PLEASE CALL (617) 630-3553 TO RESERVE YOUR ROOM(S).

**IMPORTANT - ALL BOOTH FEES MUST BE PAID IN FULL BY DECEMBER 13, 2019.** ANY PAYMENTS RECEIVED AFTER THAT DATE MUST BE IN THE FORM OF CERTIFIED CHECK, CASH OR MONEY ORDER. NO EXCEPTIONS! FOR YOUR CONVENIENCE, A STATEMENT IS ENCLOSED. WE ACCEPT ALL MAJOR CREDIT CARDS. PLEASE COMPLETE THE ENCLOSED FORM. YOU MAY FAX IT TO US AT 860-365-5751.

**PLEASE CHECK TO CONFIRM THE SIZE OF YOUR BOOTH BEFORE ARRIVING AT THE BOSTON MARRIOTT NEWTON TO SET UP. MOST BOOTHS ARE 8X10, SOME ARE A BIT SMALLER.**

# 20<sup>th</sup> ANNUAL BAYSTATE BRIDAL EXPO BOOTH PAYMENT FORM

## **BOOTH PAYMENT (DUE BY December 20, 2020)**

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

\_\_\_\_\_ I ENCLOSE MY CHECK FOR BOOTH PAYMENT

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

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

SECURITY CODE \_\_\_\_\_ (last 3 digits on reverse side of card/AMEX – 4 digits on front right corner)

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

## **BRIDES-TO-BE LIST**

**\*BRIDAL LIST WILL BE ACCESSIBLE ONLINE APPROX 7-10 DAYS AFTER THE SHOW WITH SPECIFIC 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 Charmagne Harris (860)-365-5678 X305.**

**\*AS A PAYING EXHIBITOR IN OUR BRIDAL SHOWS, IT IS REQUIRED THAT YOU AGREE TO OUR TERMS TO RECEIVE OUR BRIDAL REGISTRY 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 SHOW, WILL JEOPARDIZE YOUR FUTURE PARTICIPATION IN ANY BRIDAL EXPOS PRODUCED BY JENKS PRODUCTIONS, LLC. \*WE HIGHLY ENCOURAGE GENERATING A LEAD LIST WITHIN YOUR BOOTH TO INCREASE YOUR BUSINESS DATEBASE.\***

PLEASE SHARE THE SHOW ON FACEBOOK –EMAIL CHARMAGNE AT [CHARLEE@JENKSPRODUCTIONS.COM](mailto:CHARLEE@JENKSPRODUCTIONS.COM) FOR THE FACEBOOK LINK!

**\*\* THE REGISTERED BRIDES LIST IS EXCLUSIVE TO OUR VENDORS. ANY SHARING OF THIS LIST WITH NON-SHOW VENDORS WILL JEAPORDIZE ALL FUTURE PARTICIPATION.**

## **RETURN TO:**

**JENKS PRODUCTIONS, LLC.,  
205 EAST HIGH STREET.EAST HAMPTON, CT 06424  
PHONE 860-365-5678 FAX 860-365-5751  
CONTACT CHARMAGNE “CHARLEE” HARRIS at 860.918.0891  
EMAIL HER AT [CHARLEE@JENKSPRODUCTIONS.COM](mailto:CHARLEE@JENKSPRODUCTIONS.COM)  
VISIT US ONLINE AT [WWW.JENKSPRODUCTIONS.COM](http://WWW.JENKSPRODUCTIONS.COM)**