

THE 13th ANNUAL
THE WORCESTER BRIDAL EXPO

JANUARY 18-19, 2020 – DCU CENTER – WORCESTER, MA

LOCATION: DCU CENTER. 50 FOSTER STREET, WORCESTER, MA 01608-1398 PETER DOYLE OUR ONSITE CONTACT CAN BE REACHED AT 508-929-0121 or PDOYLE@DCUCENTER.COM
PHONE 508-755-6800 FAX 508-929-0111 **FOR PRE-SHOW QUESTIONS AND DURING SET-UP CALL CHARMAGNE HARRIS - (860) 918-0891.**

SHOW DATE: JANUARY 18-19, 2020

HOURS: SET UP: FRIDAY, JAN. 17, **LIMOS ONLY** - 8 AM – 10AM (For Convenience move in thru door 25, 26 or 21)
LIMOS – FUEL TANK ¼ FULL; BATTERY DISCONNECTED, GAS CAP LOCKED OR TAPED SHUT
FRIDAY, JAN. 17, 10AM - 6PM: **GENERAL MOVE IN**

CHILDREN 12 + UNDER MUST BE ACCOMPANIED BY AN ADULT AT ALL TIMES DURING MOVE-IN/OUT

SHOW HOURS: SATURDAY-JAN 18, 11AM-5PM
SUNDAY, JAN. 19, 11AM - 4PM

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

MOVE OUT: SUNDAY, JAN. 19, 5PM - 10PM - NO MONDAY HOLDOVERS! NO EXCEPTIONS!

ELECTRICITY How to Sign Up

Simply go to **dcucenter.boomerecommerce.com**.

- This will bring you to the DCU Center Storefront where it will prompt you to “Register Now”.
- This will prompt you to select “Create Your Company”.
- Enter all valid and accurate company information and click “Next”.
- This brings you to the “Create a new Contact” page.
- Fill out the correct information for who will be placing the order (**it is extremely important to put the correct E-Mail in order to complete the ordering process**).
- Upon completion an activation E-Mail will be sent to the E-Mail address provided with a temporary password.
- By following the activation link with the Username and Password provided you may now log-in and are ready to order!

You can also go directly to **<https://www.dcucenter.com/event-planning/exhibitor-services1/>**, and follow the same steps above.

DISPLAY & DECORATING: SER EXPO SERVICES, 35B HIGH ST., WORCESTER, MA 01605, CONTACT NUMBERS: 508-757-3397, FAX 508-757-9136. THEY WILL SEND YOU A KIT TO ORDER DISPLAY MATERIALS. CONTACT THEM WITH ANY DECORATING QUESTIONS. **SHOW COLORS BLACK & WHITE**

ADDITIONAL TABLES, CHAIRS & ELECTRICITY ARE NOT INCLUDED IN THE BOOTH COST! SER WILL SEND YOU A KIT FOR ORDERING THESE AND OTHER BOOTH EQUIPMENT. IF YOU DO NOT RECEIVE A KIT, PLEASE CALL 508-757-3397. **ALL ORDERS MUST BE RECEIVED JANUARY 3, 2020**

ONLINE SERVICE VIA SECURE SERVER: Call 508-757-3397 and Reference Worcester Bridal Show Exhibitor Kits

To order online go to **www.serexpo.com** and go to **Exhibitor Services**. If you agree with the terms and conditions proceed by entering your Show ID Number. Then enter your Password (password is case sensitive). **You will Receive your Password & Show ID Number for Special Events Rentals.**

IF YOU DO NOT HAVE INTERNET CAPABILITIES PLEASE CONTACT SER AT (508) 757-3397 TO HAVE AN EXHIBITOR SERVICES MANUAL FAXED OR MAILED TO YOU.

*****1 SIX FOOT DRAPED TABLE & TWO CHAIRS ARE PROVIDED AT NO CHARGE – MUST BE PRE-ORDERED.***

PLEASE COMPLETE THE ATTACHED ORDER FORM IF YOU NEED THE TABLE AND CHAIRS, FAX OR SEND THE FORM BACK TO JENKS PRODUCTIONS, INC..- 860-365-5678

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

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. VEHICLES ¼ TANK OR LESS, BATTERIES DISCONNECTED + TAPED. KEYS TO SHOW MANAGEMENT-SECURITY.

NOTICE! PER THE FIRE MARSHALL: THE SHOW CLOSSES 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! IN ADDITION, A LIST OF FIRE REGULATIONS IS ENCLOSED.

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

ATTENTION VENDORS-SERVING BEVERAGES OR FOOD SAMPLES: FOOD & BEVERAGE SAMPLES OK – (1)FORM INCLUDED. CONTACT LISA@SAVOR (508)929-0134 TO SET UP TIME FOR ONSITE INSPECTION FAX AUTHORIZATION REQUEST FROM TO 508-929-0111.TEMPORARY HEALTH PERMIT MUST BE OBTAINED BY EXHIBITORS. CONTACT BILL HORAN AT 508-799-8539.

PARKING: MAJOR TAYLOR BLVD MUNICIPAL PARKING GARAGE – 30 MAJOR TAYLOR BLVD
(508) 792-0314

VISIT WWW.DCUCENTER.COM/PARKING.PHP

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 DCU NO BALLOONS ALLOWED – ANY LOOSE BALLOONS WILL INCUR CHARGES**

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

SHOW PROGRAM: THE WORCESTER TELEGRAM WILL PUBLISH A BRIDAL PROGRAM TO BE HANDED OUT FREE OF CHARGE TO EVERY PERSON COMING TO THE SHOW. THE PROGRAM WILL ALSO BE INCLUDED IN THE THURSDAY EDITION ON JANUARY 16, 2020 AS AN INSERT. PLEASE CALL JANE SHEPPARD AT (508) 793-9208. EMAIL: jane.sheppard@telegram.com TO PLACE AN AD OR FOR FURTHER INFORMATION. DEADLINE FOR AD PLACEMENT IS MONDAY JANUARY 2, 2020 2pm. SEE SELL SHEET INSERT.

EXHIBITOR BADGES: EXHIBITORS ARE ALLOWED SIX (6) BADGES PER EXHIBITOR. THESE ARE GOOD FOR BOTH DAYS OF THE EXPO. THEY WILL BE AVAILABLE AT THE SHOW OFFICE DURING SET UP HOURS.

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.

HOTEL: HILTON GARDEN INN-WORCESTER (508-753-5780) –CALL FOR RATES

COMPANY POLICY!!!! IMPORTANT! - ALL BOOTH FEES MUST BE PAID IN ADVANCE, BY DECEMBER 27, 2019. ANY PAYMENTS RECEIVED AFTER DEC.27th 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 CHARMAGNE AT 860-918-0891

EMAIL CHARMAGNE AT CHARLEE@JENKSPRODUCTIONS.COM OR CHARLEE@SHOWEVENT.COM

VISIT US ONLINE AT www.jenksproductions.com

THE WORCESTER BRIDAL EXPO

ELECTRICAL/HEALTH DEPT. INFO - LIST ORDER FORM - EXHIBITOR BADGE LIST

COMPANY NAME: _____

____ I ENCLOSED MY CHECK FOR **BOOTH PAYMENT**.

____ PLEASE CHARGE MY CREDIT CARD # _____

AMOUNT AUTHORIZED \$ _____ EXPIRATION DATE: _____

SECURITY CODE _____ (last 3 digits reverse of card except AMEX – 4 digits front middle right)

BILLING ZIP CODE _____ AUTHORIZED SIGNATURE _____

BOOTH/ELECTRICAL ORDER INCLUDED IN DECORATOR PACKET

ORDER THROUGH DCU-STANDARD RATES START AT \$72.00 PER 500 WATTS

ADVANCED RATE DEADLINE DECEMBER 28, 2018

AFTER DECEMBER 20, 2020 HIGHER RATES WILL APPLY

CALL (508) 929-0517 TO ORDER ELECTRICITY OR INTERNET

____ **YES, - FREE RECIPROCAL HYPERLINK PROGRAM**

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

(1) 6' TABLE & (2) CHAIRS (ONE PER COMPANY) ____ YES ____ NO

MASSACHUSETTS TAX ID # _____ (REQUIRED)

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 RETURN THIS FORM TO:

**JENKS PRODUCTIONS LLC., 205 EAST HIGH STREET , EAST HAMPTON, CT 06424
860-365-5678 305 OR TOLL FREE 800-955-7469 X 305. FAX THIS FORM TO US AT 860-365-5751**