

**THE 2022 HARTFORD BRIDAL SHOW
HARTFORD XL CENTER-SUNDAY, MARCH 8, 2020**

LOCATION: XL CENTER, ONE CIVIC CENTER PLAZA, HARTFORD, CT 06103 (CORNER OF TRUMBULL AND ASYLUM ST) DOWNTOWN HARTFORD. ANDREW VERCERE VENUE CONTACT 860.241.4215. DURING SHOW - PHONE NUMBER IF YOU HAVE ANY QUESTIONS: CHARMAGNE HARRIS 860.918.0891. ONSITE CONTACT WES JENKS @561-578-9680 CELL JENKS PRODUCTIONS OFFICE 860.365.5678

DATE: MARCH 6, 2022

HOURS:	MOVE IN: SATURDAY, MARCH 5, 8:00AM -9:30 NOON:	LIMOS & VEHICLES ONLY
	SATURDAY, MARCH 5 9:00AM-12 NOON	LIMITED MOVE IN (CONTACT JENKS)
	SUNDAY, MARCH 6 8:00AM – 10:30AM	GENERAL MOVE IN

SHOW HOURS: SUNDAY, MARCH 6, 11AM - 4PM

MOVE-OUT: SUNDAY, MARCH 8, 4PM - 9PM

ALL MATERIALS MUST BE OUT BY SUNDAY NIGHT. ITEMS LEFT AFTER SUNDAY ARE SUBJECT TO DISPOSAL AT EXHIBITORS' EXPENSE.

CHILDREN ARE NOT PERMITTED DURING MOVE-IN/OUT!

LOAD IN DOOR: WEST SIDE OF XL CENTER ON ANN STREET. (SHIPPING & RECEIVING ENTRANCE)

DISPLAY & DECORATING: A BOOTH SIGN, AN 8' HIGH BACK CURTAIN AND 3' HIGH SIDE CURTAINS ARE INCLUDED IN THE BOOTH FEE AND ARE PROVIDED BY DEMERS EXPO SERVICES. DEMERS EXPO SERVICES, **CHRISTINE BOURGOIN** 151 A PARK AVENUE, EAST HARTFORD, CT 06108, **860-882-0003 FAX 860-761-0070, EMAIL CHRISTINE@DEMERS-EXPO.COM**. DEMERS EXHIBIT KIT IS AVAILABLE THROUGH THEIR PORTAL TO ORDER ADDITIONAL DISPLAY MATERIALS. DEMERS WILL PRINT BOOTH SIGNS, SO PLEASE CONFIRM THE CORRECT SPELLING OF YOUR COMPANY NAME.

ELECTRICITY: AN ELECTRICAL ORDER FORM IS INCLUDED WITH THIS KIT. PLEASE RETURN IT DIRECTLY TO **THE HARTFORD XL CENTER** AS SOON AS POSSIBLE, WITH YOUR PAYMENT. ANDREW VERCERE IS CONTACT - 860.241.4215 ELECTRICITY IS **\$100.00** IN ADVANCE, **LATE COST IS \$125** IF ORDERED AT THE SHOW! **THE DEADLINE TO AVOID EXTRA CHARGES IS FEBRUARY 24, 2022, SO PLEASE RETURN THIS TO THE XL CENTER ASAP!**

**DISTRIBUTION OF BROCHURES OR OTHER MATERIALS IS NOT PERMITTED
OUTSIDE YOUR PAID BOOTH AREA.**

ATTENTION CATERERS & BANQUET FACILITIES: IF YOU PLAN TO HAND OUT FOOD OR BEVERAGES. YOU **MUST** APPLY FOR A TEMPORARY FOOD VENDOR PERMIT FROM THE CITY OF HARTFORD – ATTACHED FORMS MUST BE SENT/FAXED BACK TO HARTFORD HEALTH DEPT. INSPECTIONS TAKE PLACE PRIOR TO SHOW OPENING. SEE APPLICATION FOR PAYMENT INSTRUCTIONS. **DEADLINE – FEBRUARY 6, 2022. (30 days prior to Show)**
NO PERMIT – NO FOOD/BEVERAGES PER THE DEPARTMENT OF HEALTH AND HUMAN SERVICES. - PHONE (860) 543-8816.

BRIDAL LIST: A LIST OF BRIDES-TO-BE WHO ATTEND THE SHOW IS PROVIDED TO EXHIBITORS ONLY. THERE IS NO ADDITIONAL CHARGE FOR THIS LIST. LIST IS SENT VIA EMAIL, PLEASE MAKE SURE WE HAVE THE BEST + UP TO DATE EMAIL FOR YOU. **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. SALE OR DISTRIBUTION OF THIS LIST IS PROHIBITED. 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.**

SECURITY: THE MANAGEMENT WILL PROVIDE SECURITY DURING THE EXPO. NEITHER MANAGEMENT NOR THE XL CENTER IS RESPONSIBLE FOR LOSS OF ANY KIND. CONTACT YOUR INSURANCE AGENT FOR OFF PREMISE COVERAGE. SMALL OR VALUABLE EXHIBIT SHOULD BE TAKEN WITH YOU AT NIGHT. PLEASE BE AWARE THAT THERE ARE MANY PEOPLE WITH ACCESS TO THE SHOW HALL DURING MOVE-IN AND MOVE-OUT. DURNING THIS THE TIME YOU SHOULD BE MINDFUL OF YOUR DISPLAY MATERIALS.

EXHIBITOR BADGES: EACH EXHIBITOR IS ALLOWED SIX (6) BADGES. BADGES WILL BE AVAILABLE AT THE SHOW OFFICE DURING SET UP HOURS. THESE ARE FOR YOUR BOOTH WORKERS ONLY!

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

FIRE MARSHALL'S REGULATIONS: VEHICLES MUST HAVE BATTERIES DISCONNECTED. FUEL TANKS MUST BE FILLED WITH NO MORE THAN TEN GALLONS OF FUEL, OR MORE THAN ¼ FULL, WHICH EVER IS LESS. VEHICLES MAY NOT BE MOVED DURING THE EVENT. ALL FUEL TANKS SHALL BE TAPED SHUT TO PREVENT ESCAPE OF VAPORS. TABLE COVERINGS SHALL ALSO BE OF NON-COMBUSTIBLE MATERIALS, SUCH AS COTTON.

*****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! ALSO, NO OPEN FLAMES IN BOOTHS INCLUDING PROPANE, BUTANE, STERNO, CANDLES, ETC.

HOTELS: THESE HOTELS OFFER THE FOLLOWING RATES:

- **HOLIDAY INN HARTFORD DOWNTOWN** – 860-528-9703 (Call for Rate's) + Tax SINGLE/

SHOW PROGRAM: THE SHOW PROGRAM WILL BE HANDED OUT FREE TO EVERY ATTENDEE AT THE EXPO. GIVE YOUR COMPANY THE EDGE OVER YOUR COMPETITION BY ADVERTISING IN THE MOST POPULAR LITERATURE AT THE EXPO. THIS PROGRAM IS A REAL KEEPER FOR ATTENDEES, SO **CONTACT US AT 860-365-5678, TO PLACE AN AD OR FURTHER QUESTIONS. THE DEADLINE FOR AD PLACEMENT IS TWO WEEKS PRIOR TO THE SHOW. CALL FOR DETAILS**

**** PER THE XL CENTER, NO HELIUM BALLOONS MAY BE GIVEN OUT AT THE SHOW. THEY MAY ONLY BE USED FOR DECORATIONS****

PARKING: THERE IS NO DESIGNATED PARKING FOR VENDORS. YOU CAN PARK ANYWHERE YOU FIND A SPACE ON THE STREET OR PAY TO PARK IN A NEARBY PARKING LOT.

DIRECTIONS TO THE XL CENTER:

FROM NORTH/SOUTH: I-91 TRUMBULL ST EXIT 32B, XL CENTER IS SIX LIGHTS ON RIGHT.

FROM EAST: I-84 WEST TAKE MAIN ST EXIT 50, AT THIRD LIGHT TAKE LEFT ONTO TRUMBULL ST. XL CENTER IS SECOND LIGHT ON RIGHT.

FROM WEST: I-84 EAST TAKE ANN/HIGH ST EXIT 49, TURN RIGHT AT FIRST LIGHT ONTO HIGH ST, LEFT AT FIRST LIGHT ONTO CHURCH ST, XL CENTER IS AT NEXT LIGHT.

FROM NYC: I-95 NORTH TO NEW HAVEN, I-91 NORTH TO HARTFORD, EXIT 32B.

FROM BOSTON: MASS PIKE TO I-84 WEST TO EXIT 50.

IMPORTANT - ALL BOOTH FEES MUST BE PAID IN FULL BY FEBRUARY 24, 2020. 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.

SEE YOU AT THE HARTFORD BRIDAL SHOW!

IF YOU HAVE ANY QUESTIONS REGARDING THE SHOW, CALL CHARLEE AT JENKS PRODUCTIONS AT 860.918.0891 DIRECT.

OR EMAIL charlee@jenksproductions.com / VISIT US ONLINE AT WWW.JENKSPRODUCTIONS.COM