

THE 37th ANNUAL CONNECTICUT BRIDAL EXPO

JANUARY 7 & 8, 2023 HALL B @ CONNECTICUT CONVENTION CENTER, HARTFORD, CT

LOCATION: CONNECTICUT CONVENTION CENTER, 100 COLUMBUS BLVD., HARTFORD, CT, 06106- LOCATED OFF I-91 EXIT 29A (CAPITOL AREA EXIT) MERGE ONTO WHITEHEAD HWY, TAKE COLUMBUS BLVD EXIT THEN RIGHT ON COLUMBUS BLVD. CTCC PARKING GARAGE ON RIGHT. KAREN KELLY IS THE CTCC CONTACT AND CAN BE REACHED AT: 860-728-2635 FAX 860-249-6161. **LOAD-IN DOCK GPS ADDRESS: 20 COMMERCE STREET 06106** JENKS PRODUCTIONS LLC - (860) 365-5678. CHARMAGNE HARRIS 860-918-0891. DENNIS JENKS 860.918.1297

HOURS - SET-UP: FRIDAY, JAN 6, 9AM – 10AM: LIMOS & VEHICLE/TRUCK DISPLAYS ONLY
FRIDAY, JAN 6, 10AM - 6PM: GENERAL MOVE IN

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

ALL EXHIBITORS MUST CHECK IN/REGISTER AT THE EXHIBITOR CHECK IN DESK LOCATED AT THE REAR OF THE HALL BY LOADING DOCK ENTRANCE

SHOW HOURS: SATURDAY, JAN 7, 11AM - 5PM
SUNDAY, JAN 8, 11AM - 4PM

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

ALL MATERIALS MUST BE OUT BY 9 PM SUNDAY. SECURE YOUR DISPLAY IF YOU LEAVE ANYTHING! NEITHER JENKS PRODUCTIONS NOR THE CONVENTION CENTER ARE RESPONSIBLE FOR ANY ITEMS LEFT.

INSURANCE CERTIFICATES REQUIRED: JENKS PRODUCTIONS, LLC & CONNECTICUT CONVENTION CENTER NAMED AS ADDITIONAL INSURED
(Email to sandi@jenksproductions.com or fax to 860.365.5751)
Jenks Productions, LLC 205 East High Street East Hampton, CT 06424
Connecticut Convention Center 100 Columbus Blvd Hartford, CT 06106

NOTICE! PER THE FIRE MARSHALL: THE SHOW CLOSING 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! FIRE MARSHALL RULES AVAILABLE ON WWW.CTCONVENTIONS.COM

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

MOVE IN INSTRUCTIONS:

ALL EXHIBITORS LIMITED TO (3) MOVE-IN HELPERS – MUST CHECK IN AT REGISTRATION TABLE BY LOAD IN DOOR.

1. ALL BOOTHS MUST BE PAID IN FULL BEFORE YOU ARE ALLOWED TO MOVE IN.
2. AFTER CHECK IN AT SHOW OFFICE, GO TO THE LOADING DOOR NEAREST YOUR BOOTH.
3. BE SURE TO BRING YOUR OWN DOLLIES OR HAND TRUCKS FOR MOVE-IN.
4. NO MECHANICAL MATERIAL HANDLING EQUIPMENT IS ALLOWED IN THE HALL.
BRING YOUR OWN DOLLIES.
5. NO MOVE-IN IS ALLOWED THROUGH THE EXHIBIT HALL B FRONT ENTRANCE IN THE LOBBY.
7. ANY COMMERCIAL DELIVERIES OR VEHICLES OVER 14' WILL BE SUBJECT TO MATERIAL HANDLING CHARGE. VEHICLES UNDER 14' WITH 3 OR LESS PERSONNEL MAY UNLOAD WITH NO CHARGES.
8. DETAILED INFORMATION IS AVAILABLE AT THE CT CONVENTION CENTER WEBSITE
http://www.ctconventions.com/exhibitors/order_services/index.php CLICK ON EXHIBITORS
9. DIRECTIONS TO CONVENTION CENTER AND LOADING DOCK –MAP INCLUDED
IF YOU HAVE PALLETS OR MATERIALS REQUIRING FORKLIFT USAGE, PLEASE CALL CHRISTINA - DEMERS EXPO SERVICES-860-882-0003 TO PRE-ARRANGE FOR THIS SERVICE. WWW.DEMERSEXPO.COM

***FAILURE TO DO SO MAY RESULT IN HIGHER SHOW FLOOR SERVICE CHARGES.**

NO MECHANICAL MATERIAL HANDLING EQUIPMENT IS ALLOWED IN THE HALL.

10. DISTRIBUTION OF BROCHURES OR OTHER MATERIALS IS NOT PERMITTED OUTSIDE A PAID BOOTH OR IN ANY SHOW COMMON AREAS/RESTROOMS

DISPLAY MATERIALS SHIPPED TO THE CT CONVENTION CENTER PRIOR TO THE SHOW WILL BE SUBJECT TO SHIPPING AND HANDLING CHARGES. PLEASE CALL JENKS PRODUCTIONS, LLC – CHARMAGNE HARRIS at (860) 918.0891 FOR INSTRUCTIONS PRIOR TO SHIPPING DISPLAY MATERIALS. MATERIALS SHIPPED IN ADVANCE OF THE SHOW DIRECTLY TO THE CT CONVENTION CENTER WILL BE CHARGED SHIPPING /HANDLING FEES.

BE ADVISED, NO MECHANIZED MATERIAL HANDLING EQUIPMENT IS PERMITTED. **DOLLIES AND HAND TRUCKS ARE PERMISSABLE.** DREYAGE AND FREIGHT CHARGES ARE DETERMINED BY THE DECORATOR AND THE BUILDING ONLY. ANY ITEMS SHIPPED TO THE SHOW IS SUBJECT TO THESE CHARGES. JENKS PRODUCTIONS, INC. IS NOT RESPONSIBLE.

DISPLAY & DECORATING: DEMERS EXPO SERVICES, CHRISTINA, 151 A PARK AVENUE, EAST HARTFORD, CT 06108, PHONE - 860-882-0003 OR FAX 860-761-0070, EMAIL CHRISTINA@DEMERSEXPO.COM. DEMERS HAS SENT YOU A KIT TO ORDER DISPLAY MATERIALS. DEMERS WILL PRINT BOOTH SIGNS, SO PLEASE CONFIRM THE CORRECT SPELLING OF YOUR COMPANY NAME.

****ONE TABLE & (2) CHAIRS WILL BE PROVIDED ONLY WHEN PREORDERED PLEASE NOTIFY US****

TABLES NOT PRE-ORDERED WILL HAVE TO BE PURCHASED

**** ELECTRICITY IS NOT INCLUDED WITH THE BOOTH! ****

Try our fully PCI-Compliant Online Ordering System!

Simply request an online login by emailing info@demersexpo.com (please specify show name and date). We will then create an online login and notify you of this via email. All products and services offered in this Exhibitor Services Kit are available on our online storefront. **Using our online storefront saves you an 8% administrative fee!**

Orders placed via email or fax will be assessed this fee. Last day to receive discount pricing is Friday, December 23, 2022

ALL EXHIBITOR SERVICES

INCLUDING: ELECTIC, TELECOMMUNICATIONS, INTERNET, WATER, COMPRESSED AIR, BOOTH CLEANING, ETC ARE AVAILABLE AT

http://www.ctconventions.com/exhibitors/order_services/index.php

CLICK EXHIBITOR TAB, ORDER SERVICES AND APPROPRIATE SERVICE NEEDED.

***** (DEADLINE IS THURSDAY- JANUARY 5, 2023 FOR PREPAID DISCOUNT)*****

PLEASE RETURN COMPLETED FORMS TO: THE CT CONVENTION CENTER, 100 COLUMBUS BLVD., HARTFORD, CT 06106 by fax or email:

FAX TO 860.728.2641. E-MAIL: MMURPHY@CTCONVENTIONS.COM

****CONTACT-MEREDITH MURPHY, EXHIBITOR SERVICES MANAGER; PHONE: 860.728.2642****

SECURITY: MANAGEMENT WILL PROVIDE SECURITY DURING THE EXPO. NO ONE HAS ACCESS TO THE SHOW AFTER HOURS. NEITHER MANAGEMENT NOR THE EXPO CENTER GUARANTEES 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.

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

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

SHOW PROGRAM: THE BRIDAL PROGRAM-**DEADLINE DECEMBER 15, 2022** (JENKS PRODUCTIONS PROGRAM) WILL BE HANDED OUT FREE OF CHARGE TO EVERY PERSON COMING TO THE SHOW. TO PLACE AN AD OR FOR FURTHER INFORMATION. SEE ATTACHED FORM. OR CALL CHARMAGNE HARRIS DIRECT 860.918.0891 or charlee@jenksproductions.com

***BRIDAL EXPO ATTENDEE 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 860.365.5678.**

***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 DATABASE.**

VIP GUEST PASSES: EACH EXHIBITOR IS ALLOWED FOUR (4) VIP GUEST PASSES, WHICH ARE ENCLOSED. THESE ARE TO BE USED FOR CLIENTS OR FAMILY. EACH PASS IS GOOD FOR ONE ENTRY ONLY.

EXHIBITOR BADGES: UPON REGISTRATION AT EXHIBITOR CHECK-IN, EACH EXHIBITOR IS ALLOWED SIX (6) BADGES PER COMPANY WHICH ARE GOOD ALL WEEKEND, AND ARE TO BE USED FOR BOOTH STAFF, NOT FAMILY AND FRIENDS!

PARKING & LOAD IN DOCK DIRECTIONS: [SEE LINK ON WEBSITE – WWW.CTCONVENTIONS.COM](http://WWW.CTCONVENTIONS.COM)

LOAD-IN DOCK GPS ADDRESS: 20 COMMERCE STREET 06106

ATTENTION CATERERS & BANQUET FACILITIES: NEW HEALTH FOOD LICENSE PROCESS ONLINE – SEE ATTACHED INSTRUCTIONS.

MUST BE COMPLETED IF YOU ARE GIVING OUT FOOD OR BEVERAGE SAMPLES – SAMPLE SIZES ONLY.

CATERERS REGISTRATION – HEALTH PERMIT PROCESS – NEW FOR 2023

IF YOU ARE DISTRIBUTING FOOD OR BEVERAGES, PLEASE LIMIT SIZES TO SAMPLE SIZES ONLY **– BEVERAGES NO MORE THAN 2 OZ.** TO AVOID CONFLICT WITH CONCESSIONS.

NO SMOKING OR EATING AT YOUR BOOTHS!!!

ONSITE CONCESSIONS AVAILABLE NO OUTSIDE FOOD DELIVERIES ALLOWED

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

HOTELS: CALL FOR RATES

- **HOMEWOOD SUITES BY HILTON HARTFORD SOUTH-GLASTONBURY (860) 652-8111**
- **HARTFORD MARRIOTT DOWNTOWN- 860-249-8000 located closest to The CT Convention Center**

COMPANY POLICY!!!! IMPORTANT! - ALL BOOTH FEES MUST BE PAID IN ADVANCE, BY DECEMBER 15, 2022. ANY PAYMENTS RECEIVED AFTER DECEMBER 16 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!

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BOOTH PAYMENT (DUE BY DECEMBER 15, 2022)

COMPANY NAME: _____

PRE-ORDER (1) 6' TABLE / 2CHAIRS YES NO

VENDORS WILL BE CHARGED FOR TABLE/CHAIRS NOT PRE-ORDERED

 I ENCLOSE MY CHECK FOR BOOTH PAYMENT

 PLEASE CHARGE MY CREDIT CARD # _____

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

(Last 3 digits on back of card, last 4 on right front of AMEX)

BILLING ZIP CODE _____ AUTHORIZED SIGNATURE _____

**IF YOU HAVE ANY QUESTIONS REGARDING THE SHOW, CALL JENKS PRODUCTIONS AT 860-365-5678 OR OUTSIDE CT TOLLFREE AT 800-955-7469
OR EMAIL AT charlee@JENKSPRODUCTIONS.COM VISIT US ONLINE AT WWW.JENKSPRODUCTIONS.COM**

PLEASE RETURN THIS FORM TO:

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

HEALTH PERMIT PROCESS – NEW FOR 2023

The Environmental Health division of Health and Human Services is now using an online process to apply for Food Licenses.

In order to apply for a Food License, you must first create a short registration Account in the City of Hartford Public Portal.

Here is the URL needed to create the Account. <https://aca-prod.accela.com/hartford> .

After you create the Account, you are able to login to the Accela City of Hartford Public Portal and create an application.

Here is an outline to follow

1. Click on **Home** at the top left of the screen
2. Look for **Health and Human Services** in the middle of the screen
3. Click on **Create an Application**
4. Choose **Food Retail** on the next page
5. Choose the food application that you require

In this case, choose **Temporary Food Service Application**. You will be able to pay on line.

Please call 860-757-4760 or email billw001@hartford.gov for assistance with any questions.

Wendy Billings
City of Hartford
Health and Human Services
Environmental Health Division

