

SHOW FACTS

Worcester Wedding & Bridal Expo DCU Center, Worcester, MA January 21-22, 2023



Worcester Bridal Expo, DCU Center, January 21-22, 2023

BOOTH EQUIPMENT

Each 10' x 10' booth space includes one 8' high back drape, two 3' high side drapes, and one 7"x44" booth ID sign. Show colors are black and white.

A 6' skirted table with 2 folding chairs is available **IF PRE-ORDERED** with Jenks Show Management.

EXHIBIT HALL CARPET

The Grand Ballroom is Carpeted.

DISCOUNT PRICES

In order to receive the discounted rates listed in this manual, we must receive your order by:
Friday, January 6, 2023. Order online (see page 2) and save the 8% Administrative Fee.

SHOW SCHEDULE:

Exhibitor Move-In:

Friday, January 20, 2023 from 10:00am - 6:00pm*

Saturday, January 21, 2023 from 8:00am - 10:00am*

*If your vehicle is over 24' or you need the use of the loading dock, please contact Charmagne Harris with Jenks for details.

Show Hours:

Saturday, January 21, 2023 from 11:00am - 5:00pm

Sunday, January 22, 2023 from 11:00am - 4:00pm

Exhibitor Move-Out:

Sunday, January 22, 2023 from 4:00pm - 9:00pm**

**All exhibitors must move out by 9pm on Sunday.

Union rules are in effect at the DCU Center
These rules may impact you as a Vendor. See page 11 for more information.

To Order Electric/Internet Service please see the DCU Center's Website:

<https://dcucenter.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2f>



ONLINE ORDERING

Worcester Bridal Expo, DCU Center, January 21-22, 2023

**Looking for an easier way to place you order?
Tired of faxing or emailing forms?**

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, January 6, 2023.
Floor prices apply after that date.
The Storefront will close on Friday, January 13, 2023.
No Online Orders after that date.**



CREDIT CARD AUTHORIZATION

To have orders charged to a credit card account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval. Event site balances or charges for outstanding labor or miscellaneous items not previously paid will be charged to your credit card account.

CREDIT CARD: VISA MasterCard AMEX
ACCOUNT NUMBER: _____
EXPIRATION DATE: _____
SECURITY CODE (Visa/ Master Card 3 digit # on back, Amex 4 digit # on front): _____
CARDHOLDER'S NAME: _____
CARDHOLDER'S SIGNATURE: _____ DATE : _____

ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: _____ Booth #: _____
Card Billing Address: _____ Authorized by: _____
City/State/Zip: _____ Signature: _____
Phone: _____ Fax: _____ Date: _____
Email Address: _____

CREDIT AND PAYMENT POLICY

The Credit Card Authorization section above must be completed and accompany all credit card orders.
Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before services are rendered.
- There will be no invoicing. Purchase Orders are not a form of payment.
- Payment for orders mailed to Demers in advance can be made by company check, money order or credit card.
- Event site orders can be paid by cash or charged to a credit card.
- International exhibitors must prepay all services in U.S. Currency.
- Items ordered, delivered to booth, then cancelled, will not be refunded.
- Other refund requests will not be considered unless exhibitor makes request of Demers prior to the close of the event.
- Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by **Friday, January 6, 2023** for discount pricing to apply.
- Orders received without payment will be assessed a late fee.

By submitting this credit card authorization, you knowingly authorize Demers to charge your credit card for any service rendered under the terms and conditions stated in this Exhibitor Kit. You also knowingly authorize your show-site representative to sign for charges on your behalf.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS



STANDARD FURNISHINGS

Worcester Bridal Expo, DCU Center, January 21-22, 2023

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	152.00	188.00	
	9' x 20' Carpet	265.00	360.00	
	9' x 30' Carpet	400.00	510.00	
	9' x 40' Carpet	486.00	626.00	

Carpet Color: Gray Blue Red Burgundy Emerald Green (Circle Choice)

SPECIAL CUT CARPETING				
Booth Size:	ft. x	ft.=	sq. ft. x	3.35=

CARPET PADDING				
Booth Size:	ft. x	ft.=	sq. ft. x	2.60=

SKIRTED TABLES				
Skirt Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY	Table Size	Advance	Floor	Subtotal

	2' x 4' x 30" high	90.00	110.00	
	2' x 6' x 30" high	110.00	122.00	
	2' x 8' x 30" high	122.00	132.00	
	2' x 4' x 40" high	109.00	120.00	
	2' x 6' x 40" high	126.00	148.00	
	2' x 8' x 40" high	142.00	170.00	

UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal

	2' x 4' x 30" high	53.00	56.00	
	2' x 6' x 30" high	56.00	60.00	
	2' x 8' x 30" high	69.00	74.00	
	2' x 4' x 40" high	64.00	76.00	
	2' x 6' x 40" high	70.00	84.00	
	2' x 8' x 40" high	78.00	88.00	

WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal

	4' x 10" Undraped	54.00	64.00	
	6' x 10" Undraped	66.00	76.00	
	4' x 10" Draped	76.00	86.00	
	6' x 10" Draped	88.00	98.00	

Wood Table Riser Color is White

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	43.00	58.00	
	Black Bar Stool w/ foot rest	58.00	76.00	
	Tubular folding chair	21.00	27.00	
	Upholstered bar stool	147.00	190.00	
	Padded side chair	36.00	46.00	

SPECIAL DRAPERY/SKIRTING				
Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal

	Aluminum Rail <small>Per Linear Foot</small>	6.50	7.50	
	8' high drapery <small>Per Linear Foot</small>	8.75	10.75	
	3' high drapery <small>Per Linear Foot</small>	8.00	9.00	
	13'-long table skirting	72.00	89.00	

ACCESSORIES				
QTY		Advance	Floor	Subtotal

	Clothes Tree	72.00	98.00	
	Easel (Tripod Display)	54.00	58.00	
	Garment Rack	88.00	128.00	
	Panelboard	185.00	259.00	
	Pegboard	208.00	290.00	
	Stage (4' x 4' all heights up to 36")	125.00	155.00	
	Stage (4' x 4' w/ carpet & skirt)	150.00	195.00	
	Stanchion Post	60.00	78.00	
	Stanchion Belt	5.50	8.00	
	Waste Basket	16.00	22.00	

- ORDER SUMMARY -

Subtotal:	\$	
6.35% Sales Tax:	\$	
8.00% Admin Fee:	\$	
Grand Total:	\$	

Advance price deadline: Friday, January 6, 2023. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rental are based on availability. Order early to guarantee what you want is available.

Order online and save the 8% administrative fee.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
 860.882.0003 – Fax 860.579.3976– Email info@demersexpo.com
 www.demersexpo.com



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DIGITAL GRAPHICS AND SIGNS

Worcester Bridal Expo, DCU Center, January 21-22, 2023

Your presentation is everything!!!

Impress your potential new customer and stand out from your competitors with high impact digital graphics in your booth. Let our team of graphic designers and sign professionals bring your booth to the next level with high impact digital graphics.

The next pages are graphics order forms. Use these forms as a guideline or consult with our graphics team to determine what will be best for your booth.

Contact us at 860.882.0003.



SIGN & GRAPHICS ORDER FORM

Worcester Bridal Expo, DCU Center, January 21-22, 2023

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on the following page. Note: All graphics are subject to a 100% cancellation charge.

DIGITAL GRAPHICS

Demers Expo can provide the finest state-of-the-art digital graphic reproduction available on the market today. Capabilities include full-color spectrum, photo-quality, high-resolution digital printing in any size for banners, easel signage, and more.

PRICING GUIDE

<input style="width: 100%; height: 20px;" type="text"/>	L	X	<input style="width: 100%; height: 20px;" type="text"/>	W =	<input style="width: 100%; height: 20px;" type="text"/>	Square Feet
Round length and width up to nearest foot						
<input style="width: 100%; height: 20px;" type="text"/>	Square Feet	X	\$10.00 per Sq. Ft. Discount Price or \$15.00 per Sq. Ft. Standard Price	=	<input style="width: 100%; height: 20px;" type="text"/>	Total

In order to receive discounted price, order must be received by **Friday, January 6, 2023**.
Minimum order per graphic 6 sq. ft.; Double sq. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges (Demers will advise of charges before work is performed).
Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

BACKING MATERIAL

Standard: <input type="checkbox"/> Foam Core <input type="checkbox"/> PVC Fluted <input type="checkbox"/> Vinyl Banner	Upgraded: (additional 15% charge) <input type="checkbox"/> Sintra <input type="checkbox"/> Gator Board <input type="checkbox"/> Plexi
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If backing material is not selected, PVC Fluted will be used.

SIGN LAYOUT

The quick brown fox ran over the steep hill. <input type="checkbox"/> Vertical	The quick brown fox ran over the steep hill. <input type="checkbox"/> Horizontal	The quick brown fox ran over the steep hill. <input type="checkbox"/> Designer to decide
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SPECIAL INSTRUCTIONS

Please indicated the file name that will be e-mailed or uploaded to our FTP (see next page)

<input style="width: 100%; height: 20px;" type="text"/>	Total X	<input style="width: 100%; height: 20px;" type="text"/>	6.35% Sales Tax	+	<input style="width: 100%; height: 20px;" type="text"/>	8.00% Admin Fee	=	<input style="width: 100%; height: 20px;" type="text"/>	Grand Total
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If you will be ordering more than one sign, please use one order form per graphic/sign.

Order Online and Save the 8% Administrative Fee

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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ARTWORK & FILE GUIDELINES

DES-Demers Expo will provide you with the best possible quality graphics for your event or exhibit. You can assist us in that effort by providing digital art files using the guidelines listed below. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PREFERRED SOFTWARE AND FILE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs:

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW

The Following Files can be submitted for graphic reproduction:

- EPS and AI
- TIF
- PDF
- JPG

Vector formats are best to use. When using vector based formats include all fonts, or convert fonts to outlines or paths

File types that cannot use to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

HOW TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be shared via online file sharing with program of your choice, saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)
- Files may also be uploaded to DES-Box Files. Please contact Demers at 860-882-0003 to obtain access.
- If your artwork files are below 6 megabytes they can be e-mailed to info@demersexpo.com.



MATERIAL HANDLING ORDER FORM

Worcester Bridal Expo, DCU Center, January 21-22, 2023

Materials must be shipped in advance to the Demers Warehouse. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements. Collect shipments or shipments billed to Demers will not be accepted. All shipments must be consigned to Demers and all material handling services must be prepaid. Demers Material Handling Services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock.

ADVANCE SHIPPING ADDRESS	
<i>Please use enclosed labels on all pieces</i>	
TO:	Name of Exhibitor & Booth Number
FOR:	Worcester Bridal Expo
	c/o Demers Exposition Services, Inc.
	151A Park Ave
	East Hartford, CT 06108
Demers Warehouse will receive shipments and provide up to 30 days storage prior to the event. Loose materials will not be received at Demers Warehouse. Shipments may be received weekdays (excluding holidays) between 8:30am – 3:30pm.	
Deadline to receive advance pricing discount: Friday, January 6, 2023	
Rate: \$79.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.	
Special Handling: Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.	
Overtime: not applicable	
Late shipments: Items received at the Advance Warehouse after the Deadline Date will not be refused. A late fee of \$25.00 per cwt (\$100.00 minimum) will be charged, plus additional fees if special transportation is required.	
Non-payment: Shipments received without a completed Material Handling form and full payment will be assessed a late payment fee of \$25.00 per cwt, \$100.00 minimum.	
Insurance Liability: By shipping to above address exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 10.	

Outbound Shipments:

- Exhibitors who have freight going outbound after the event must complete a bill of lading at the Demers Service Desk.
- All shipping costs must be paid for by the exhibitor with either pre-paid shipping labels or "collect" charge terms.
- All shipment(s) from the venue, will return to the Demers warehouse for an additional \$40.00 per cwt (100 lbs) (min. charge is \$80.00 per 2 cwt/200 lbs). Shipments returned to the warehouse can be picked up by Exhibitor's carrier beginning **Wednesday, January 25, 2023.** (warehouse hours are 8:30am - 3:30pm Monday through Friday, excluding Holidays).
- Any freight left on show floor without a DES Bill of Lading will be assessed a minimum 1 hour labor charge, actual charge to be determined.
- Empties may take up to one hour to return at the close of the show.

PLEASE COMPLETE THE FOLLOWING:

	CARRIER	# PIECES	SHIPMENT WEIGHT	X RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES
SHIPMENT 1			lbs.	\$79.00	\$158.00	\$
SHIPMENT 2			lbs.	\$79.00	\$158.00	\$
SHIPMENT 3			lbs.	\$79.00	\$158.00	\$
SHIPMENT 4			lbs.	\$79.00	\$158.00	\$
LATE SHIPMENT(s) to DES Warehouse				\$25.00	\$100.00 Minium Charge	\$
						6.35% Service Fee
						\$
Order Online and Save the 8% Administrative Fee						8.00% Admin Fee
						\$
TOTAL ESTIMATED CHARGES						\$

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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SHIPPING LABELS - ADVANCE

Copy and use this label for Advanced Shipment to Warehouse.
Please have shipment(s) arrive by
Friday, January 6, 2023 avoid the late fee.

Worcester Bridal Expo, DCU Center, January 21-22, 2023

RUSH!

**DES
FREIGHT**

TO:

EXHIBITING COMPANY *Please write exhibiting company's name in this box*

Worcester Bridal Expo

BOOTH NUMBER(s) *Please write Booth # in this box if you know it at time of shipment*

c/o Demers Exposition Services, Inc.

151A Park Ave
East Hartford, CT 06108

Carrier _____

Number _____ of _____ pieces



Worcester Bridal Expo



LIABILITY AND INSURANCE BULLETIN

Worcester Bridal Expo, DCU Center, January 21-22, 2023

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for damage to uncrated materials, improperly packed materials, or concealed damage.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the event. Bills of lading covering outgoing shipments which are furnished to DEMERS EXPOSITION SERVICES, INC. by exhibitors will be checked at time of our actual pick-up from booth and corrections made where discrepancies occur.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.

DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event, DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to \$0.30 per pound.

DEMERS EXPOSITION SERVICES, INC. shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitor's materials which may make it impossible to exhibit same.

The consignment or delivery of a shipment to DEMERS EXPOSITION SERVICES, INC. by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

EXHIBITORS REQUIRING ADDITIONAL INSURANCE COVERAGE SHOULD ARRANGE TO PLACE SAME THROUGH THEIR AGENT OR BROKER.



UNION LABOR REGULATIONS

**UNION RULES ARE IN EFFECT AT THE DCU CENTER.
PLEASE READ THE FOLLOWING SUMMARY OF WHEN UNION RULES APPLY
AS THESE RULES MAY IMPACT YOU AS A VENDOR:**

(1) If Your Vehicle Exceeds 24' In Length:

You are required to use Union Labor to unload (and reload) your items.

(2) If You Require Mechanized Equipment To Move Your Items:

(pallet or rider jack, forklift, moffett lift, bobcat)

You are required to use Union Labor to operate this equipment.

(3) If You Require Assistance To Set Your Booth:

You may have up to 3 of your employees to set your booth.

If more than 3 are needed, the additional person(s) must be Union Labor staff.

The employees used **MUST** be full time employees of the Exhibiting Company.

Employment ID to verify full time employment status may be requested.

Notice to Exhibitors Regarding use of Exhibitor Appointed Contractors:

Exhibitor Appointed Contractors (EAC) may supervise the work performed, but employees of the EAC may not perform the actual work to set the booth.

**** DEMERS and THE DCU CENTER DO NOT PROVIDE CARTS FOR VENDOR USE ****

ADVANCED SHIPMENTS OF FREIGHT

Vendor items may be shipped in advance of the event to the Demers Expo Warehouse via a third party carrier (i.e. UPS, FedEx and all other contract or freight carriers). Items shipped in advance will be delivered to the Vendor by Demers Expo Services. Applicable material handling / drayage fees will apply.

FLAMEPROOFING / FIRE REGULATIONS

All booth items and decorative materials, including table coverings, must be non-flammable and flame-resistant in accordance with applicable fire code standards and regulations as set forth by the office of the MA State Fire Marshal. Specifically, all such items must meet or exceed NFPA 701 standards.

INSURANCE

You are advised to consult your insurance broker to determine the appropriate level of insurance coverage required for your display items and materials from the time they leave your premises until their return thereto. Demers Exposition Services, Inc., the Event Venue, and their respective officers, employees, agents, associates, successors and assigns, are not responsible for loss or damage sustained to exhibitor items or materials, whether sustained by fire, water, theft, accident or other cause, foreseeable or unforeseeable.



LABOR ORDER FORM

ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE!

Display Labor

These craftsmen crate, uncrate materials, set-up and dismantle exhibits

STRAIGHT TIME 8:00am to 4:30pm, Monday - Friday
 OVERTIME 8:00am to 4:30pm, Saturday & Sunday
 4:31pm to 11:59pm, Monday - Sunday
 DOUBLE TIME 12:00am - 7:59am, Monday - Sunday & all Holidays

***Two Hour Minimum per Laborer**

Start time guaranteed only when labor is requested for the start of a working day (8:00am). Labor must be cancelled 72 hours in advance of start time to avoid estimated labor charges.

Rates: per person/per hour

ADVANCE PRICE	SHOWSITE PRICE
\$88.00	\$132.00
\$132.00	\$198.00
\$176.00	\$264.00

Advance Pricing Deadline: Friday, December 23, 2022

INSTALLATION LABOR

Demers Exposition Supervised Labor - Installation of your exhibit will be completed at our discretion prior to show opening. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency Contact:	Phone:
Display Contact:	Phone:

Exhibitor Supervised Labor - Supervisor must check-in at the Demers Service Desk to pick-up labor.

Supervisor Contact:	Phone:
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Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
DEMERS Supervision 30% or \$60.00 Minimum										
8% Admin Fee										
Total										

DISMANTLE LABOR

Demers Exposition Supervised Labor - Dismantle of your exhibit will be completed at our discretion at the close of the show. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency Contact:	Phone:
Display Contact:	Phone:

Exhibitor Supervised Labor - Supervisor must check-in at the Demers Service Desk to pick-up labor.

Supervisor Contact:	Phone:
---------------------	--------

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
DEMERS Supervision 30% or \$60.00 Minimum										
8% Admin Fee										
Total										

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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