

THE 16th ANNUAL WORCESTER BRIDAL EXPO

JANUARY 21-22, 2023 – DCU CENTER BALLROOM, 2nd FLOOR – WORCESTER, MA

LOCATION: DCU CENTER BALLROOM. 50 FOSTER STREET, WORCESTER, MA 01608-1398

Shari O'Connor OUR ONSITE CONTACT CAN BE REACHED AT 508-929-0115 or soconnor@dcucenter.com

FOR PRE-SHOW QUESTIONS AND DURING SET-UP - CALL CHARMAGNE HARRIS - (860) 918-0891 or DENNIS JENKS – (860) 918-1297

HOURS: SET UP: FRIDAY, JAN.20, **GENERAL MOVE-IN** – 12 NOON TO 6PM - DOOR #4

**VEHICLES – FUEL TANK ¼ FULL; BATTERY DISCONNECTED, GAS CAP LOCKED OR TAPED SHUT
VEHICLES PLACED IN LOBBY BY ESCALATOR**

FRIDAY, JAN. 20 – 8AM TO 6PM -

**EXHIBITOR ACCESS THROUGH DOOR #4 STAGE/UNLOAD IN SOUTH HALL ACCESS TO BALLROOM THRU FREIGHT ELEVATOR
(vendor vehicles must be removed after unloading)**

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

SHOW HOURS: SATURDAY-JAN 21, 11AM-4PM

SUNDAY, JAN. 22, 11AM - 4PM

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

MOVE OUT: SUNDAY, JAN. 22, 4PM - 8PM - **NO MONDAY HOLDOVERS! NO EXCEPTIONS!**

INSURANCE CERTIFICATES REQUIRED:

JENKS PRODUCTIONS, LLC &

Additionally, insurance: City of Worcester and SMG/ASM Global 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

City of Worcester and SMG/ASM Global 50 Foster Street Worcester, MA 01608-1398

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: A BOOTH SIGN, (1) 6’ DRAPED TABLE, (2) FOLDING CHAIRS, AN 8’ HIGH BACK CURTAIN AND 3’ HIGH SIDE CURTAINS ARE INCLUDED IN THE BOOTH FEE AND ARE PROVIDED BY **DEMERS EXPO SERVICES, 151A PARK AVE, EAST HARTFORD, CT 06108, 860-882-0003, CHRISTINA@DEMERSXPO.COM** FAX 860-761-0070. **ADDITIONAL TABLES, CHAIRS & ELECTRICITY ARE NOT INCLUDED IN THE BOOTH COST!** QUESTIONS ON RENTALS, PLEASE CALL DEMERS AT 860-882-0003. **SHOW COLORS – BLACK & WHITE DRAPE /TUXEDO CARPET**

****ONE SIX FOOT DRAPED TABLE & TWO CHAIRS ARE PROVIDED AT NO CHARGE – ONLY IF PRE-ORDERED**

PLEASE COMPLETE THE ATTACHED ORDER FORM IF YOU NEED THE TABLE AND CHAIRS, FAX OR EMAIL THE FORM BACK TO JENKSPRODUCTIONS INC.860-365-5751- sandi@jenksproductions.com

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

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

DEMERS EXPO - Try their 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

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 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! 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 CONTACT BRIANA WHITE 508) 755-6800 TO SET UP TIME FOR ONSITE INSPECTION .TEMPORARY HEALTH PERMIT MUST BE OBTAINED BY EXHIBITORS. CONTACT BRIANA WHITE bwhite@dcucenter.com.

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**

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 CHECK-IN DESK 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 January 6, 2023. ANY PAYMENTS RECEIVED AFTER JAN 6 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. COMPLETE THE FORM BELOW!

IF YOU HAVE ANY QUESTIONS REGARDING THE SHOW, CALL CHARMAGNE AT 860-918-0891

EMAIL CHARMAGNE AT CHARLEE@JENKSPRODUCTIONS.COM

VISIT US ONLINE AT www.jenksproductions.com

THE WORCESTER BRIDAL EXPO
ELECTRICAL/HEALTH DEPT. INFO - LIST ORDER FORM - EXHIBITOR BADGE LIST

COMPANY NAME: _____

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

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

CALL 508-929-0115 or soconnor@dcucenter.com TO ORDER ELECTRICITY OR INTERNET

YES, - FREE RECIPROCAL HYPERLINK PROGRAM

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)-918-0891 DIRECT**

***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.

JENKS PRODUCTIONS LLC., 205 EAST HIGH STREET, EAST HAMPTON CT 06424 Call 860-365-5678 OR TOLL FREE 800-955-7469.
FAX THIS FORM TO US AT 860-365-5751 or EMAIL TO SANDI@JENKSPRODUCTIONS.COM