

22nd ANNUAL WESTCHESTER COUNTY BRIDAL EXPO
Sunday January 28, 2024 – WESTCHESTER COUNTY CENTER

LOCATION: WESTCHESTER COUNTY CENTER, 198 CENTRAL AVENUE, WHITE PLAINS, NY 10607. PHONE # (914) 995-4051 OR FAX 914-995-4063. THE FOR PRE- SHOW QUESTIONS AND DURING SET-UP - CALL CHARMAGNE HARRIS - (860) 918-0891; DENNIS JENKS – (860) 918-1297 or TIM HARRIS 860.918.1291

HOURS: SET-UP: Sunday, January 28, 7:30AM – 10:30AM GENERAL MOVE-IN (Subject to change)

VEHICLES – FUEL TANK ½ OR 10 GALLONS OR LESS; BATTERY DISCONNECTED, GAS CAP LOCKED OR TAPED SHUT

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

NO LIMOS MAY BE PARKED OUTSIDE THE BLDG SHOW HOURS: Sunday January 28, 11AM - 4PM OR IN THE PARKING LOTS OF THE CENTER AT ANY TIME DURING THE BRIDAL SHOW.

LOAD-IN DOOR: ACCESSIBLE FROM TARRYTOWN RD. MAXIMUM LOAD IN-DOOR DIMENSIONS ARE 15' HIGH BY 10' WIDE (15' X 10'). EXHIBITORS WILL BE ALLOWED TO SET UP AND TAKE DOWN DISPLAYS USING YOUR OWN PERSONNEL. BOOTHS ARE 8' DEEP & 10' WIDE. NO BOOTH CAN EXTEND BEYOND 8' INTO AISLES.

TENTS – MUST BE AFFIXED WITH FIREPROOF CERTIFICATION, OR POSSESS MANUFACTURERS FIRE PROOF CERTIFICATION

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

SHOW HOURS: SUNDAY-JAN 28, 11AM-4PM **MOVE OUT:** SUNDAY, JAN. 28, 4PM - 8PM - NO MONDAY HOLDOVERS! NO EXCEPTIONS

PARKING: EXHIBITOR PARKING IS AVAILABLE AT NO CHARGE AROUND THE COUNTY CENTER BUILDING. THIS IS LIMITED PARKING FIRST COME, FIRST SERVED. OTHER PUBLIC PARKING LOTS ARE AVAILABLE, PRICES VARY. PLEASE CALL THE PARKING OFFICE AT THE COUNTY CENTER 914-995-3390 FOR ADDITIONAL INFORMATION.

INSURANCE CERTIFICATES REQUIRED:

JENKS PRODUCTIONS, LLC & WESTCHESTER COUNTY 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

Westchester County Center 198 Central Ave, White Plains, NY 10607

LICENSING: ALL EXHIBITORS MUST HAVE ALL PROPER LICENSES AND REGISTRATIONS REQUIRED BY LAW TO OPERATE IN WESTCHESTER COUNTY, NY. PROOF MUST BE AVAILABLE UPON REQUEST AND IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR.

ELECTRICITY: **ELECTRICITY IS NOT INCLUDED IN THE COST OF YOUR BOOTH.** CHECK FORM INCLUDED TO PRE-ORDER YOUR ELECTRICAL NEEDS. THE BASIC SERVICE IS 500 WATTS, ONE OUTLET - \$85.00. **INTERNET:** WIFI CONNECTIONS FREE

TEMPORARY FOOD PERMIT: FOOD & BEVERAGE VENDORS - CONTACT: HOMESTYLE CATERING FOR APPROVAL - Al and Joe Ciuffetelli 914-995-4050

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@DEMERSEXPO.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**

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 10, 2024
(JENKS PRODUCTIONS IS NOT RESPONSIBLE FOR PAYMENT OF ADDITIONAL ITEMS ORDERED.)

NOTICE! PER THE FIRE MARSHALL: THE SHOW CLOSING AT 4PM SUNDAY. 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 APPRECIATED! VEHICLES ½ (10 GALLONS) OR LESS, BATTERIES DISCONNECTED + TAPED. KEYS TO SHOW MANAGEMENT-SECURITY. ***PLEASE REVIEW ALL FIRE REGULATIONS INCLUDED*** OPEN FLAMES OF ANY KIND ARE NOT ALLOWED, INCLUDING INCENSE, CANDLES, STERNO OR ANY ITEM THAT PRODUCES A FLAME OR HEAT. ***LITHIUM BATTERIES*- STRICTLY PROHIBITED & ENFORCED BY THE FIRE MARSHALL.**

SHOW PROGRAM: PROGRAM AD RATE SHEET ATTACHED – DEADLINE FOR CAMERA READY ART (ADHERE TO SPECS) JANUARY 14, 2024

SECURITY: MANAGEMENT WILL PROVIDE SECURITY STARTING SAT NIGHT. NO ONE WILL HAVE ACCESS TO THE BUILDING AFTER CLOSING HOURS. EXHIBITORS ACCESS ONE-HOUR PRIOR TO SHOW TIME, AND DURING MOVE IN & OUT. NEITHER MANAGEMENT NOR THE WESTCHESTER COUNTY CENTER CAN GUARANTEE EXHIBITORS AGAINST LOSS OF ANY KIND. **PLEASE SEE YOUR INSURANCE AGENT ABOUT OFF PREMISE COVERAGE** SMALL OR VALUABLE EXHIBIT MATERIALS SHOULD BE PUT AWAY OR COVERED AT NIGHT. **NO HELIUM BALLOONS ALLOWED – ANY LOOSE BALLOONS WILL INCUR CHARGES**

EXHIBITOR BADGES: EACH EXHIBITOR IS ALLOWED SIX (6) BADGES PER EXHIBITOR GOOD SUN, AND ARE TO BE USED FOR BOOTH STAFF, NOT FAMILY AND FRIENDS! BADGES WILL BE AVAILABLE AT THE SHOW OFFICE DURING EXHIBITOR MOVE-IN.

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: SHERATON TARRYTOWN HOTEL 600 White Plains Road, Tarrytown, NY 10591 T (914) 332-7900 sheratontarrytown.com HYATT HOUSE WHITE PLAINS 101 CORPORATE PARK DRIVE, White Plains, NY 10604 T (914) 251-9700

COMPANY POLICY!!!! IMPORTANT! - ALL BOOTH FEES MUST BE PAID IN ADVANCE, BY January 7, 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! FOR CONVENIENCE-OUR NEW PAYMENT PORTAL LINK IS AVAILABLE.

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

EMAIL CHARLEE@JENKSPRODUCTIONS.COM

VISIT US ONLINE AT www.jenksproductions.com

THE 22ND ANNUAL WESTCHESTER 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 _____

CONTACT SANDI TO RECEIVE **NEW PAYMENT PORTAL LINK**: 860.365.5678 – EMAIL: SANDI@JENKSPRODUCTIONS.COM

BRIDES-TO-BE LIST - *WE HIGHLY ENCOURAGE GENERATING A LEAD LIST WITHIN YOUR BOOTH AS WELL TO GET TARGETED RESULTS*

OUR BRIDES-TO-BE LIST WILL BE EMAILED TO YOU WITH FUTHER INSTRUCTIONS AFTER THE SHOW. IT WILL BE IN EXCEL FORMAT. IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL 860-365-5678.

***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 TO OUR VENDORS AND IS NOT FOR SALE. YOU WILL BE SENT A LINK FOR THE BRIDAL LIST VIA EMAIL. 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, INC.**

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