

THE 38<sup>th</sup> ANNUAL CONNECTICUT BRIDAL EXPO – FEBRUARY 3-4, 2024 – CT CONVENTION CENTER,  
100 COLUMBUS BLVD, HARTFORD, CT 06106

**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. MEREDITH MURPHY EXHIBITOR SERVICES CONTACT AT CT CC, CONTACT INFO: 860.728.2642 /FAX 860-249-6161; EMAIL - [mmurphy@ctconventions.com](mailto:mmurphy@ctconventions.com) JENKS PRODUCTIONS LLC., CONTACTS: DENNIS JENKS at 860-365-5678 / CHARMAGNE HARRIS 860.918.0891

EXHIBIT INFO WILL BE AVAILABLE AT [WWW.JENKSPRODUCTIONS.COM](http://WWW.JENKSPRODUCTIONS.COM) SCROLL TO EXHIBITOR INFO.

**HOURS: SET UP:** FRIDAY, FEBRUARY 2 - 9AM-10AM: **VEHICLES ONLY** GENERAL MOVE IN 10AM - 6PM: GENERAL MOVE IN  
**LIMOS/ VEHICLES FUEL TANK ¼ FULL, BATTERY DISCONNECTED AND TAPED SHUT**  
**CHILDREN 12 + UNDER NOT ALLOWED ON SHOW FLOOR DURING MOVE-IN/OUT**

**SHOW HOURS:** SATURDAY, FEBRUARY 3, 11AM - 4PM  
SUNDAY, FEBRUARY 4, 11AM - 4PM

**MOVE OUT:** SUNDAY, FEBRUARY 4, 2024, 4PM - 8PM - **NO MONDAY HOLDOVERS! NO EXCEPTIONS!**

**INSURANCE CERTIFICATES REQUIRED:**

JENKS PRODUCTIONS, LLC & CT CONVENTION CENTER - NAMED AS ADDITIONAL INSURED

(Email to [sandi@jenksproductions.com](mailto: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

**ELECTRICITY:** **ELECTRICITY IS NOT INCLUDED IN YOUR BOOTH COST. ALL EXHIBITOR SERVICES - January 28, 2024 Deadline**

INCLUDING: ELECTRICAL, TELECOMMUNICATIONS, INTERNET, WATER, COMPRESSED AIR, BOOTH CLEANING, ETC, ARE AVAILABLE AT <http://www.ctconventions.com/exhibitors/order-services/> CLICK EXHIBITOR TAB, ORDER SERVICES, AND APPROPRIATE SERVICE NEEDED.

PLEASE RETURN COMPLETED FORMS TO: THE CT CONVENTION CENTER, ATTENTION:

MEREDITH MURPHY EXHIBITOR SERVICES MANAGER | [CONNECTICUT CONVENTION CENTER](http://CONNECTICUT CONVENTION CENTER)

[MMURPHY@CTCONVENTIONS.COM](mailto:MMURPHY@CTCONVENTIONS.COM) DIRECT: 860.728.2642 • CELL: 860.692.2584 • FAX: 860.728.2641

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

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

**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 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 /TUXEDO CARPET**

**Try our fully PCI-Compliant Online Ordering System!** Simply request an online login by emailing [info@demersexpo.com](mailto: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 26, 2024**

**CONNECTICUT FIRE CODE:** PLEASE BE AWARE THAT THE CT FIRE MARSHALL WILL BE CHECKING EACH BOOTH FOR FIRE RETARDANT DISPLAY MATERIALS SUCH AS CARPET, TABLE COVERINGS, TENTS, ETC. SHOULD YOU HAVE QUESTIONABLE MATERIALS, THEY WILL HAVE TO BE SPRAYED WITH A FIRE-RETARDANT SPRAY. **TENTS – MUST DISPLAY FIRE RETARDANT TAG OR HAVE APPROPRIATE VERIFICATION PAPERWORK.**

**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. SEE FORM FOR MORE DETAILS. \*PLEASE REVIEW ALL FIRE REGULATIONS INCLUDED\* **\*LITHIUM BATTERIES\*-STRICTLY PROHIBITED & ENFORCED BY THE FIRE MARSHALL.**

**TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION: ATTACHED**

Please call 860-757-4760 or email [billw001@hartford.gov](mailto:billw001@hartford.gov) for assistance with any questions.

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

**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 EASTERN STATES NO BALLOONS MAY BE HANDED OUT DURING THE SHOW.**

**EXHIBITOR BADGES:** EXHIBITORS ARE ALLOWED SIX (6) BADGES PER EXHIBITOR. THESE ARE GOOD FOR BOTH DAYS OF THE EXPO.

**SHOW PPROGRAM:** RATE SHEET & SPECS ATTACHED. DEADLINE JANUARY 24.

**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.

**COMPANY POLICY!!!!!! IMPORTANT! - ALL BOOTH FEES MUST BE PAID IN ADVANCE BY JANUARY 28, 2024.**

CALL SANDI TO RECEIVE **NEW PAYMENT PORTAL LINK:** 860.365.5678 – EMAIL: [SANDI@JENKSPRODUCTIONS.COM](mailto:SANDI@JENKSPRODUCTIONS.COM)

**ANY PAYMENTS RECEIVED AFTER JANUARY 28 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!

IF YOU HAVE ANY QUESTIONS REGARDING THE SHOW, CALL CHARMAGNE AT 860-918-0891  
EMAIL [CHARLEE@JENKSPRODUCTIONS.COM](mailto:CHARLEE@JENKSPRODUCTIONS.COM) VISIT US ONLINE AT [www.jenksproductions.com](http://www.jenksproductions.com)

**38TH ANNUAL CONNECTICUT BRIDAL EXPO 2024**  
**BOOTH/ELECTRIC PAYMENT - LIST ORDER FORM - EXHIBITOR BADGE LIST**

**BOOTH/ELECTRICAL PAYMENT (DUE BY JANUARY 6)**

COMPANY NAME: \_\_\_\_\_

\_\_\_\_\_  
ELECTRICAL ORDER INTERNET FORMS ATTACHED – EMAIL DIRECTLY TO [MMURPHY@CTCONVENTIONS.COM](mailto:MMURPHY@CTCONVENTIONS.COM)

\_\_\_\_\_  
ENCLOSED CHECK FOR **BOOTH PAYMENT** AND/OR ELECTRICAL SERVICE.

\_\_\_\_\_  
PLEASE CHARGE MY CREDIT CARD # \_\_\_\_\_

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

(Last 3 digits reverse of card except AMEX – 4 digits center front right)

BILLING ZIP CODE \_\_\_\_\_ **AUTHORIZED SIGNATURE** \_\_\_\_\_

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INTERNET ACCESS AVAILABLE – CODE AVAILABLE @ SHOW DESK or call (413) 731-5500

**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](mailto:SANDI@JENKSPRODUCTIONS.COM)