

**THE 17th ANNUAL WORCESTER BRIDAL EXPO**

**JANUARY 21, 2024 – DCU CENTER BALLROOM, 2<sup>nd</sup> FLOOR – WORCESTER, MA**

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

OUR ONSITE CONTACT CAN BE REACHED AT 508-929-0115 Lisa Pytko, Shari O'Connell

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

**HOURS: SET UP:** SAT, JAN.20, **GENERAL MOVE-IN** – 2PM TO 6PM - DOOR #4

**SUN, JAN.21 8:00AM – 10:30AM DOOR #4**

**VEHICLES – FUEL TANK ¼ FULL; BATTERY DISCONNECTED, GAS CAP LOCKED OR TAPED SHUT**

**VEHICLES PLACED IN LOBBY BY ESCALATOR**

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

**EXHIBITOR ACCESS THROUGH DOOR #4 STAGE/UNLOAD IN SOUTH HALL ACCESS TO BALLROOM THRU FREIGHT ELEVATOR**

**(vendor vehicles must be removed after unloading)**

**SHOW HOURS:** SUNDAY-JAN 21, 11AM-4PM

**MOVE OUT:** SUNDAY, JAN. 21, 4PM - 8PM - **NO MONDAY HOLDOVERS! NO EXCEPTIONS!**

**INSURANCE CERTIFICATES REQUIRED:**

**JENKS PRODUCTIONS, LLC & DCU 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

DCU Center 70 Foster Street Worcester, MA 01608

**ELECTRICITY\* How to Sign Up – Electricity must be ordered separately, not included in booth fees.**

Simply go to [dcucenter.boomerecommerce.com](http://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.

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

**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**

**Try their 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 6, 2024**

**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, 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.**

**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](mailto:bwhite@dcucenter.com).**

**SHOW PROGRAM:** PROGRAM AD RATE SHEET ATTACHED – DEADLINE FOR CAMERA READY ART (ADHERE TO SPECS) JANUARY 7, 2024

**PARKING:** MAJOR TAYLOR BLVD MUNICIPAL PARKING GARAGE – 30 MAJOR TAYLOR BLVD  
(508) 792-0314 VISIT [WWW.DCUCENTER.COM/PARKING.PHP](http://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 DCU CENTER 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! 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](mailto:CHARLEE@JENKSPRODUCTIONS.COM)

VISIT US ONLINE AT [www.jenksproductions.com](http://www.jenksproductions.com)

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**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](mailto: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 FUTURE 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)**