

BRIDAL & WEDDING EXPO



EXHIBITOR KIT

June 5, 2022



XL CENTER

Venue Location:

XL Center: 1 Civic Center Plaza, Hartford, CT 06103 - Assembly Hall and East Hall

General:

- Our top priority is to produce a quality event and to create an atmosphere where all exhibitors can do business. The following rules allow every exhibitor to work in the best possible environment for conducting business.
- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.
- Working in the aisles or distributing brochures, literature, etc. from any area other than your booth is prohibited. All promotional activity must take place inside your contracted space.
- As per venue directive, exhibitors are not permitted to hand carry merchandise through the front doors during move-in or move-out. Exhibitor move-in and out access is permitted via the rear loading area only.
- Please ensure that your display is completely set up one hour prior to the show opening for inspection.
- Exhibitors will be allowed in the exhibition hall one hour prior to the show opening each morning for preparation.
- For security purposes, at least one member of your company should be present at these times. American Consumer Shows personnel will be available during all set-up and show hours at the Information Booth.
- Performers will be contacted individually regarding access for set-up and/or breakdown.
- Each standard booth comes with a white 8’ high back curtain and two 3’ high side curtains (curtains will be omitted from open corners). Placement of curtains will vary for larger booths.
- Should you need carpeting and/or electric, please complete the respective order form and return it to the service provider. **Note: tables, chairs and electric are not included in your exhibitor space.** The decorator has discounted booth packages available (deadlines apply).
- Exhibitors may ship their contents to the decorator’s warehouse prior to the show. Please contact the decorator directly for instructions and costs associated with this service.

Event Time Table:

Move-In

Sunday, June 5, 2022

8:00 AM – 12:30 PM

Show Hours

Sunday, June 5, 2022

1:00 PM – 5:00 PM

Move-Out

Sunday, June 5, 2022

5:00 PM – 8:00 PM

Move-Out will not begin until the official show closing time. Dismantling or removal of exhibits before the show has closed creates a safety hazard, is unfair to the brides who attend the show later in the day, is disrespectful to neighboring exhibitors and makes for a show environment which is not conducive to selling. Loading doors will remain closed until 5 PM. All exhibitor material must be claimed by 6 PM and completely removed by 8 PM on Sunday night, NO EXCEPTIONS.

Facility Details:

- Load-in door dimensions are 16'8" Wide x 14'6" High.
- The ceiling height is 18'.
- This facility is not equipped with loading docks.
- The facility flooring is concrete.
- Exhibitors that are carpeting their own booth or covering the floor must use tape provided by Show Management (visit the information booth during set-up to borrow tape) – *DO NOT USE DUCT TAPE ON THE FLOOR.*
- Trash removal of large items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster.
- All covered booths must be fire-rated. A 5lb fire extinguisher and a smoke detector are required in all covered booths.

Vehicle/Limousine Display Requirements:

Exhibitors who have arranged for vehicle display space must adhere to the following safety rules:

- The battery must be disconnected.
- The fuel in the fuel tanks may not exceed one-quarter of a tank.
- Fuel tanks and fill openings must be closed and sealed to prevent tampering.
- Vehicles may not be started up or moved during show hours. Keys must remain with Show Management for the duration of the show.
- A drip pan and tarp must be placed under the vehicle(s) in order to protect the floor in the event of a fluid leak.
- All vehicles must be cleaned of excessive dirt, snow or water prior to being placed on the show floor.
- **Tire cleaning/polishing products are not permitted inside the venue. Please clean/polish all tires prior to entering the exhibit hall.**

Oversized Displays:

If your exhibit is an actual trailer, vehicle or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or email ops@acsshows.com to make move-in arrangements. Please double check measurements to ensure that your display will fit through the door and within your booth space. Based on booth location, oversized exhibits are often the first ones inside the venue. Please consult the move-out coordinator on-site regarding move-out procedures.

Edible Sampling Requirements:

Exhibitors who have been approved to sample cake, food or beverages at the show must adhere to the following rules:

- Food and beverage sample sizes are limited to 2oz. for food, and 2oz. for beverages. Please note that alcohol must be approved by the facility.
- Samples must be provided at no charge.
- Exhibitor must provide proof of liability insurance and obtain a Health Permit from the City of Hartford.
- There is a \$250.00 fee to sample at the XL Center. Email ops@acsshows.com for more information.
- Exhibitor must contact ops@acsshows.com for information on required sampling forms and health permits.

Show Management reserves the right to remove any items which do not meet these requirements.

Service Providers:

- Decorator Form(s)

Oceans Rentals: 420 Veterans Blvd, Carlstadt, NJ 07072

P: 201.372.0010

EMAIL: Melissa@oceanrentalservices.com

Note: Tables, chairs, and carpeting are not included in your booth. These items can be ordered from the decorator.

- Electrical & Plumbing Form

XL Center: One Civic Center Plaza, Hartford, CT 06103

P: 860.241.4229

F: 860.241.4226

All services should be ordered prior to the deadline dates listed to avoid a surcharge by the service contractors. Show Management suggests that you photocopy all order forms prior to mailing and retain copies of each for your records.

[Click Here](#) to view and print additional copies of this Exhibitor Kit and Service Provider Forms

Utilities:

Electrical Services

The facility is the exclusive provider of all electrical services. Please complete the individual order forms (located in the Service Provider Forms) and return them directly to XL Center. Payment must accompany your order.

Telephone and Internet Services

Wireless internet service is available upon ordering. Please complete the individual order forms (located in the Service Provider Forms) and return them directly to XL Center. Payment must accompany your order. Cellular reception is excellent.

Tax Information:

You must obtain a Sales and Use Tax Permit from the Connecticut Department of Revenue Service if you will be selling merchandise at any type of event, trade show, fair, etc. in Connecticut (even if you will only be making sales for the weekend). This permit must be obtained and prominently displayed within your booth prior to making any sales. This requirement applies to individuals, corporations, partnerships, and all other business entities that will make sales in the state of Connecticut, regardless of the number of sales that will be made or the amount of tax that will be collected. As a seller, it is your responsibility to collect sales and use taxes and you are liable for their payment, regardless of whether or not you collect them, as required, from your customers. You must file returns and pay the full amount of tax due to the Department of Revenue Service. To register a business, complete Form REG-1, Business Taxes Registration Application. You may obtain this form at the Connecticut Department of Revenue's website: www.ct.gov/drs. If you have any questions, please call the CT Department of Revenue Service directly at 800.382.9463 (in-state) or 860.297.5962; you may also visit their local office (check website for locations).

Local Agencies and/or Departments:

Exhibitors are required to conform to all local, state and federal laws concerning the legality of exhibiting their equipment, product or services; inclusive of obtaining proper licensing or permits for all companies and/or products. Exhibitor acknowledges that compliance with the foregoing requirements is an integral part of its contract. Failure to obtain or file the certificates or licenses or permits referred to above will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

Hotels:

Hilton Hartford: 315 Trumbull St, Hartford, CT 06103

P: 860.728.5151

F: 860.240.7247

Recommended Hotel

Exhibitor Badges:

Exhibitor badges are optional. If you would like to print badges, please [click here](#) or visit acsshows.com > I Am An Exhibitor > Exhibitor Badges to download the badge template. Please fill out the form, print, and bring it with you to show site. ACS will have badge holders available at the info booth.

Pay Your Bill:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit acsshows.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

Bridal Registration List:

Exhibitors will receive an email outlining instructions on how to obtain the Bridal Registration List shortly after the show's end. Bridal registration lists are individually seeded to monitor use. Exhibitors who provide their list to a non-exhibitor will be subject to substantial penalties.

Music:

- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.

**XL Center
1 Civic Center Plaza
Hartford, CT 06103**

Move-In Instructions

- Proceed to the corner of Ann Street and Asylum Street for **Vehicle Check-In**.
- At **Vehicle Check-In**, you will be issued a move-in pass, and a member of our staff will direct you where to go to unload.
- Note: Passes issued at move-in must be displayed in your vehicle's front window.
Parking in the loading area is **PROHIBITED**. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- Once your vehicle is fully unloaded, please remove it from the loading area and park it in one of the nearby parking lots before setting up your booth (see following page for details).
- Parking in any unauthorized location will result in fines and possible towing by local authorities.
- Once inside the venue, the main entrance/exit will be used during the hours of the show. Emergency exits will not be accessible. Alarms will sound if the doors are opened.
- It is strongly suggested that you bring your own hand truck, push cart or dolly to facilitate move-in/out. This will speed up the process.

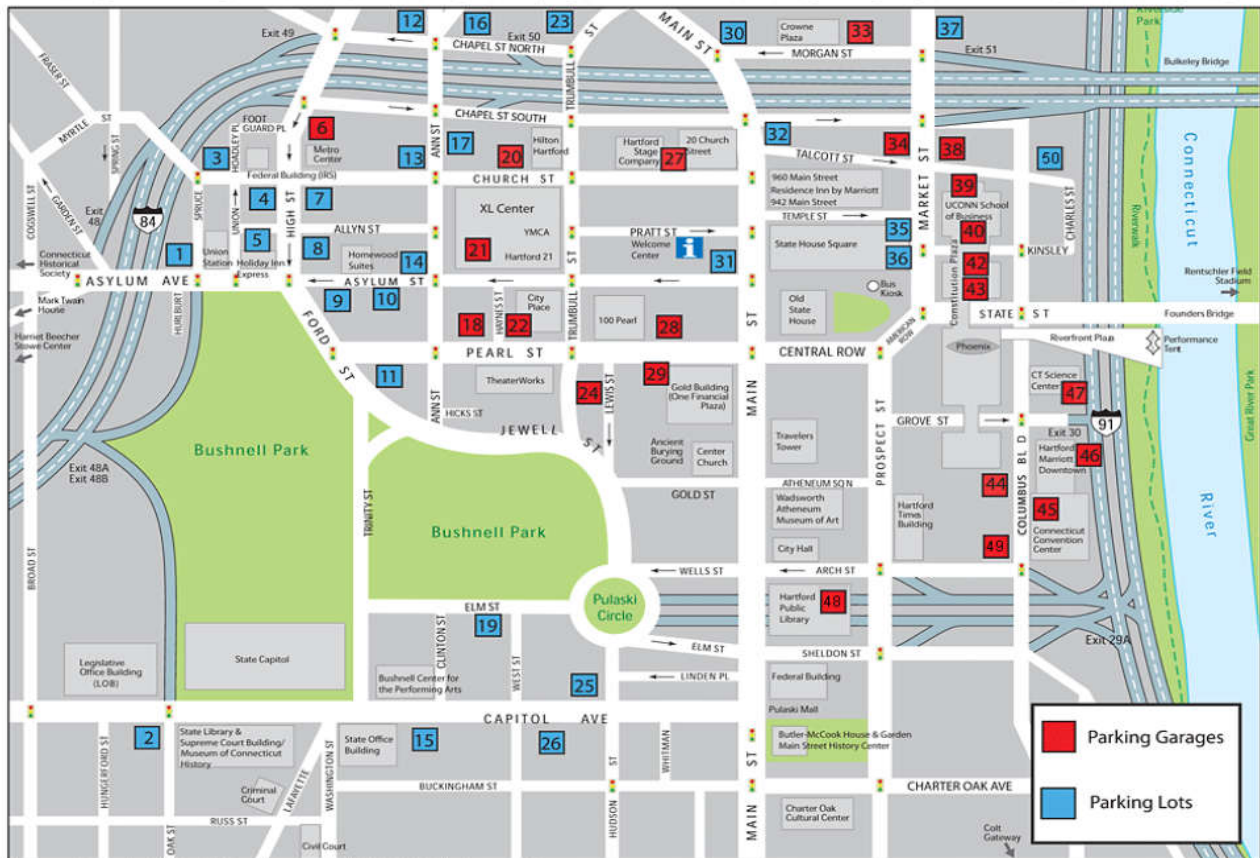


XL Center One Civic Center Plaza Hartford, CT 06103

NEARBY PARKING

- All metered street parking is free daily from 6:00pm to 8:00am and all day on Saturdays & Sundays.
- For information on parking in the City of Hartford, please visit the following link:
<https://hartfordparking.com/city-of-hartford-parking/>

DOWNTOWN HARTFORD, CT - PARKING LOTS AND GARAGES



BRIDAL & WEDDING EXPO

Move-Out and Breakdown Instructions:

Important Note: Please share this document with your breakdown crew!

- Move-out starts at 5:00 PM.
- It is strongly suggested that you bring your own hand truck, push cart, or dolly to facilitate move-out. This will speed up the process.
- Trash removal of construction material and landscaping material, such as pavers, stone, dirt, plants, etc., is your responsibility. Do not leave these items on the show floor; you must take them with you.
- Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please note: first in and LAST OUT. It is imperative that you make arrangements to have your dismantle team arrive at approximately 5:00 PM on Sunday of breakdown to pick up your display, unless your display directly impacts the load out of an event; in which case you will be asked to remove it promptly at the start of breakdown. It is not possible to move-out oversized displays until smaller exhibits, displays and pipe/drape have been dismantled and removed.
- You may ship your exhibit contents to the warehouse, where they can be shipped by a carrier of your choice. Please stop by the decorator's desk after 3:00 PM on Sunday to discuss the details with the service representative. Remember to label all outgoing shipments.
- Never leave your exhibit contents unattended during move-out. This is a difficult time to provide security.
- All exhibitor material must be claimed by 6:00 PM and completely removed by 8:00 PM. Exhibit contents that have not been removed by 8:00 PM will be subject to shipping and storage charges.

Please note: Your cooperation in following the process outlined above will help in facilitating a smooth move-out.

BRIDAL & WEDDING EXPO



EXHIBITOR MANUAL



A member of the American Consumer Shows group of companies
6901 Jericho Turnpike, Suite 250, Syosset, NY 11791-4626
Telephone: (888) 433-EXPO (3976) | (516) 422-8100 | Fax: (888) 850-3977



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Adhesive Stickers & Bumper Stickers:

No stickers of any kind are to be given out at any time, at any location, by exhibitors. Exhibitors distributing stickers of any kind will receive a bill from the facility for custodial personnel.

Balloons & Helium Tanks:

The facility does not allow helium balloons in the building for any purpose. For decorating purposes, you may have balloons without helium.

Booth Information:

- A. **Booths:** Maximum booth height is 8' all around, full cubic content. Island booths have no height restriction. Be sure to check the Exhibitor Kit under "*Facility Details*" for the ceiling height.
- B. **Pipe & Drape:** An 8' back curtain and two 3' side curtains are provided with each booth. Placement of curtains will vary for larger booths. Display material may go up to 8' high on either side of the inline booths.

Decorator Services:

Draped tables, chairs, carpeting, wastepaper baskets, and other items can be rented for the duration of the show. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

Directions and Parking:

Directions and parking are venue specific. For information on directions and parking, refer to the "*Directions*" page in the Exhibitor Kit.

Distribution of Literature:

Exhibitors are permitted to hand out flyers, catalogs, circulars, and folders within their booth only. Distribution of such material from booth to booth, in the aisles, or in the lobby is strictly prohibited. Canvassing of any kind or distributing literature in the exhibit facility or parking lot by or for non-exhibitors is forbidden. Exhibitors may display, demonstrate, give away samples, and sell within their booth only. Exhibitors should refrain from confronting those that are not complying with the above. Bring your concerns to show management at the Information Booth.

Electrical Services:

Electrical service is available in most venues. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

Exhibitor Badges:

Exhibitor badges are optional. If you would like to print badges, please [click here](#) or visit acsshows.com > I Am An Exhibitor > Exhibitor Badges to download the badge template. Please fill out the form, print, and bring it with you to show site.

Food & Beverage:

Exhibitors are not permitted to sell food or drinks for consumption at the show without the prior written consent of American Consumer Shows. Sampling is permitted in most venues; please contact our customer service department at customerservice@acsshows.com for maximum sample size and additional details. It is the vendor's responsibility to obtain any and all permits, including permits required from local Health Departments or agencies. Any exhibitor providing food or drinks must protect the venue floor, no exceptions.

Fire Marshal Rules & Regulations:

- A. Flammable liquids are not permitted.
- B. Liquefied petroleum gases (Butane, Propane, etc.) are not permitted on or in any type of vehicle, boat, trailer, or in any exhibit.
 - 1. Vehicles that have removable propane tanks are not permitted to enter the building unless the propane tank(s) have been removed.
 - 2. Vehicles with built-in propane tanks that cannot be removed are not permitted to enter the building unless a notarized affidavit accompanying the vehicle indicates:
 - a. Propane tanks are new and have never contained propane or,
 - b. Propane tanks have been emptied and purged.
- C. If a vehicle is part of a display, where permitted, the exhibitor must ensure that there is ¼ tank of gas or less, the gas cap has been locked, and the battery has been disconnected.
- D. All drapes, curtains, tenting, decorations, tablecloths, etc., must be inherently fire resistant or flame proofed, unless made of non-combustible material. An original notarized certificate attesting to a material's fire resistance or flame proofing must be provided at the exhibit and available for inspection by the Fire Marshal.
- E. All exits, passageways, vestibules, lobbies, and fire passageways must be clear for their full width. They shall not be used for exhibits, tables, or storage.
- F. Open flame devices are not permitted.
- G. Cooking for demonstration purposes, where permitted, shall be by electrical appliances only and in locations approved by the Fire Marshal. If cooking is permitted, it must be kept clear of combustible materials. Deep fat frying is not permitted. Exhibitors are required to keep a working fire extinguisher within their booth. Please note, most Fire Marshals will request to see the extinguisher.
- H. The use of noxious, toxic, flammable substances, such as paint, stain, polyurethane or anything of the like, is not permitted during the show set-up.

Flyers:

Placement of flyers on cars in the parking lot is strictly prohibited. Exhibitors found placing flyers on cars in the parking lot will receive a bill from the facility for clean up and custodial personnel.

Information and Service Desk:

For any questions regarding the show onsite, please visit the American Consumer Shows' Information Booth, located in the lobby or on the show floor. The electrician will be on-site to help with your electrical requirements. For inquiries related to advance shipping, carpeting, and furnishing, please see the decorator representatives at their service desk, located in the lobby or on the show floor. All representatives will be available on-site during set-up and breakdown to facilitate exhibitor needs.

Janitorial Services:

The general public areas will be cleaned frequently during and after the show each day. Please place all garbage (boxes, papers, etc.) in the facility receptacles. Please note, it is the responsibility of the exhibitor to remove all trash. This includes but is not limited to construction and landscaping materials such as paving stones, dirt, etc. Do not leave large trash items on the show floor; you must take them with you.

Labor:

American Consumer Shows will have personnel available to assist exhibitors for the move-in day. There is no charge for this service.

Move-In and Set-Up Instructions:

- A. If your exhibit contents were shipped in advance to the warehouse, they will be delivered directly to your booth.
- B. If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- C. As soon as your vehicle arrives at the facility, check in at the VEHICLE CHECK-IN (please follow the signs). Once checked in and on line, ACS or security personnel will instruct you further. Labor will be available to assist exhibitors with unloading, if necessary.

- D. Move-in can be very long and tedious; please be patient. We will move the line as quickly as possible. Some vehicles may be taken out of line based upon clear access to a particular booth.
- E. In many venues, vehicles are not permitted to drive into the exhibition hall to unload.
- F. Once your vehicle has been unloaded, immediately park it in the designated exhibitor parking area. Never leave your vehicle locked or unattended in the loading area. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- G. If your exhibit is arriving by an outside carrier (i.e. UPS, Fed-Ex, or non company/private owned vehicle), a representative from your company must be available to sign for your exhibit contents. Show Management strongly discourages exhibitors from sending packages via UPS/Fed-Ex (or the like) to the facility. Small items tend to get "misplaced." Instead, we suggest sending smaller items to your hotel. Be sure to bring your tracking number.
- H. Please bring your own wagon, cart or dolly for both move-in and move-out.
- I. Independent companies hired to work for an exhibitor must provide a Certificate of Insurance to American Consumer Shows thirty (30) days prior to the show.
- J. All exhibits must be completely assembled one hour prior to the show opening.
- K. Any exhibits extending to the front of the exhibit space above the 3' side curtain must be finished or draped, at the exhibitor's expense. Signage may not intrude upon neighboring exhibits.
- L. Move-in is the most difficult time to provide security because there are so many vehicles and boxes coming in and out. If you have small or valuable items in your exhibit, be certain to have one person remain with your exhibit at all times.
- M. You may store your empties in your own vehicle; ensure that they are available for move-out.
- N. Trash removal of large construction items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster

Move-Out and Breakdown Instructions:

- A. Detailed move-out instructions will be distributed on show-site.
- B. Please ensure that your entire exhibit is dismantled and packed prior to requesting a move-out pass or bringing your vehicle to the loading area. **DO NOT GET YOUR VEHICLE UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO.** Do not lock your vehicle or leave it unattended in the loading area at any time.
- C. Never leave your exhibit contents unattended during move-out. This is a very difficult time to provide security.
- D. At some venues you have the option to ship your exhibit contents back to the decorator's warehouse for later pick-up via common carrier. Make sure you provide the contractor with the proper paperwork. There is a charge for this service. Please speak with the decorator representative to make arrangements.
- E. All exhibits must be removed by 8:00 PM on the last day of the show. Any exhibit contents that have not been removed by 8:00 PM will be subject to packing, shipping and storage charges.

Noisemaking Equipment:

Devices that produce sound must be operated at levels that will not disturb other exhibitors. The facility and American Consumer Shows reserve the right to determine the acceptable sound level in such instances. Failure to comply may result in ejection from the venue.

Outstanding Balances:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit acsshows.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

Oversized Display:

If your exhibit is an actual trailer, vehicle, sunroom, shed, or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or e-mail ops@acsshow.com to make move-in arrangements at venues that can accommodate oversized displays. Please double check measurements to ensure that your display will fit through the door of the facility and within your booth space. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please consult with the move-out coordinator on-site regarding move-out procedures. Note: this section applies only to venues where oversized displays are permitted. Please contact the Operations Department if you are unsure.

Products & Services to be Exhibited:

Only those products and services listed on the exhibitor contract may be exhibited at the show. Should different and/or additional items be displayed, Show Management has the right to ask that they be removed. Failure to comply may result in ejection from the show and forfeiture of booth cost.

Refunds for Exhibit Space:

Refunds will not be made, in whole or in part, for unused exhibit space. Should the contracted exhibit space remain unoccupied within two hours of the show start on the opening day, American Consumer Shows may assign it to another exhibitor or use it without obligation. All outstanding balances will remain due irrespective of American Consumer Shows reassigning such space.

Sales Tax & Permits:

All exhibitors are required to collect sales tax where applicable. The State Department of Taxation prohibits the selling of taxable merchandise or services at a show or event by all persons that have not registered for a valid Sales and Use Tax License. For your convenience, applications can be completed online; refer to the Exhibitor Kit under "*Tax Information*" for additional information. Please remember to print a copy of each page during the online registration process to keep for your records. It is the obligation of the exhibitor to obtain and clearly display a copy of the Certificate or License within their booth.

It is the responsibility of any exhibitor playing music at the show to obtain any necessary permits from ASCAP. Failure to obtain the required permits will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

Security:

At the close of each show day, American Consumer Shows management will walk the show floor to ensure that everyone is out of the exhibition hall, at which time the facility is deemed secure and will be locked down.

Doors will open to exhibitors each morning one hour before the show opens to the public. For preparation and security purposes, at least one member of your company must be present at these times. American Consumer Shows does not guarantee exhibitors against loss, nor does it imply any assumption of liability for exhibitor's property.

Shipping Information:

- A. **Advance Shipping to Warehouse:** Exhibitors may ship their exhibit contents to the decorator's warehouse prior to the show for a fee. Such contents will be stored and delivered directly to your booth before the show. Please contact the service provider directly for detailed instructions and costs associated with this service.
- B. **Direct Shipments to the Facility:** Exhibitors may ship by common carrier of their choice directly to the facility, only on the move-in day, during the move-in hours. Freight will not be accepted prior to this date. Under this shipping method, there are no additional warehouse charges. All exhibit materials that are shipped directly to the facility must be delivered to the loading area of the exhibition hall. Employees of American Consumer Shows and the facility are not authorized to sign and accept any shipments whatsoever. If personnel from your company are not available to sign and accept your exhibit contents, your carrier will not be permitted to leave your exhibit contents at the facility.

C. **POV:** Personal Occupancy Vehicles are the most common form of to-show shipping. If you are bringing your own exhibitor contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.

** Important: Do not ship your exhibit contents directly to the facility prior to the move-in day. The facility will not receive any advance shipments (unless otherwise specified).*

Signs & Banners:

Signs and banners may be suspended from the back wall curtain of your booth. The decorator will have sign hooks available that fit around the 10' pipe holding up the back curtain. Please ensure that your banner or sign has grommets along the top. Written approval from Show Management is required for any signage extending above 8' high. Please note, sign copy is limited to one side only and should be displayed above your booth. Signage must not encroach on neighboring displays, no exceptions.



ELECTRICAL SERVICE ORDER FORM

Please make sure you complete the Address portion when using credit card or your request won't be processed until all information is available

ATTN: Andrew Vecere
 One Civic Center Plaza, Hartford, CT 06103
 Phone: (860) 241-4215 • Fax: (860) 241-4226
Andrew.Vecere@oakviewgroup.com

Show Name:	Show Dates:	Booth #:
_____	_____	_____
Company Name:	Phone:	Fax:
_____	_____	_____
Address:	City:	State: ZIP
_____	_____	_____
Billing address for credit card if different than address above:		State: ZIP
_____		_____
Contact Person:	Email:	
_____	_____	

QTY	120 VOLT SERVICE	ADVANCE* RATE	FLOOR* ORDERS	COST
	Outlet 0 to 2000 watts	\$100	\$125	
	0 to 20 amps			
*Note: You get 2 plugs per unit.				
LIGHTING				
	1000 watt par can (each)(includes power)	\$115	\$135	
MOTORS & EQUIPMENT OUTLETS				
Circle One: 208 Volt (1) Phase or (3) Phase				
	20 amp up to 1 HP - 3 HP	\$150	\$235	
	30 amp up to 2 HP - 5 HP	\$225	\$310	
	40 amp up to 3 HP - 7 HP	\$300	\$385	
	60 amp up to 7 HP - 9 HP	\$525	\$610	
	100 amp up to 10 HP - 20 HP	\$725	\$810	
WATER SERVICE				
	0.35 per gallon	\$.35	n/a	
DSL SERVICE				
	Wireless Internet - One (1) Account	\$50	n/a	
	Hard Wire DSL - One (1) Line	\$150	n/a	
SERVICE ACCESSORIES				
	Extension Cord (25 feet)	\$15	\$20	
	Power Strip (15 amp max)	\$22	\$26	
MAT'L & LABOR SPECIAL ELECTRICAL SERVICE				
1.				
2.				
Total Due to XL Center/Global Spectrum LP =				

*Includes Labor

(All labor is charged in 1 Hour increments)

Monday - Friday: Straight Time
 8:00 am - 4:00 pm ---- \$50/hr.

OVERTIME

All other non-show hours, weekends, Saturdays, Sundays & Holidays ----\$95/hr.

Additional Labor is charged for the following but not limited to:

- * Code violation corrections
- * Equipment operations
- * Install/remove electrical cords under carpets & display work
- * Install/remove strobe lights
- * Special Electric Service

- ★ Electrical power will be turned on 1/2hr. before show, and turned off immediately following show closing.
- ★ Forklifts available upon request.
- ★ All 24-hour service orders must add 100%
- ★ All orders not received 10 days before show opening will be considered a floor order.

Please send payment to the XL Center at the address shown above.

 Name as it appears on card (Please Print) Cardholder Signature Date

Check or Money Order enclosed. Make Payable to **XL Center/Global Spectrum LP**. Visa MasterCard AmEx

***I also authorize any unpaid balances to be charged to my credit card**

- - - Expires
 Month / Year -

SHOW INFORMATION (Page 1 of 2)

CT Bridal & Wedding Expo

XL Center, Hartford CT

June 5, 2022



Dear Exhibitor:

We are pleased to advise you that Ocean Exposition Services, LLC has been selected by Show Management as the "Official General Contractor" for your upcoming Show. As the Official General Contractor, we will assist you in every way possible to insure a successful and pleasant presentation. All questions regarding shipping, storage, furniture, booth cleaning and labor should be directed to Ocean Exposition Services, LLC.

For your convenience, we are enclosing our order forms for you to complete and return to us. Please read these forms carefully. COMPLETE THESE FORMS AND MAIL OR EMAIL THEM AS QUICKLY AS POSSIBLE SO THAT YOU MAY TAKE ADVANTAGE OF THE ADVANCE ORDER DISCOUNT PRICES. Please combine into one check all orders due OCEAN EXPOSITION SERVICES.

FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER AND ORDERS MUST BE RECEIVED BY DEADLINE DATES IN ORDER TO RECEIVE THE DISCOUNT PRICES.

**All accounts must be settled before the close of the Show.
We accept Visa, MasterCard, American Express, Company Checks and Cash.
Please advise your representative attending the show of our policy.**

Any discrepancy between our order and what is received at your booth should be brought to the immediate attention of our representative at the show. NO CREDIT will be given after a show has closed.

If you select the option to send your display material to us prior to the show move-in, please note that it must be addressed to our warehouse. ATTN: OCEAN EXPOSITION SERVICES. Please use shipping labels that are provided in this exhibitor kit and remember to include your company name and booth number.

Ocean Exposition Services
420 Veterans Blvd.
Carlstadt, NJ 07072

INCLUDED IN EACH BOOTH ARE THE FOLLOWING ITEMS Ocean Exposition Services PROVIDE:
8' High Back Wall and 3' High Side Rail Drape - WHITE
1 - Booth Identification Sign

PLEASE MAIL OR EMAIL YOUR ORDER TO: Melissa@oceanrentalservices.com

All questions regarding the Convention's Policies, Space Assignments, Display Limitations and Event Schedules should be directed to:

ACS Bridal Show
E-Mail: ops@acsshows.com ~ Phone: (516) 422-8100

PAYMENT POLICY

CT Bridal & Wedding Expo

XL Center, Hartford CT
June 5, 2022



RETURN TO: Ocean Expo • 420 Veterans Blvd • Carlstadt, NJ 07072 • Phone 201-372-0010 • Email: melissa@oceanrentalservices.com

Payment for Services

Ocean Exposition Services requires payment in full at the time services are ordered. Further, Ocean Exposition Services requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment

Ocean Exposition Services accepts Mastercard, Visa, American Express, and Checks. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. (Exhibitors will be charged a \$25.00 bank fee for returned checks).

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the Ocean Exposition Services office for this show. Ocean Exposition Services, LLC must receive your certificate by the deadline date on the order forms; otherwise tax will appear on your invoice.

Adjustment and Cancellations

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order for details.

Rentals

Full payment of all rental charges must be received BEFORE THE SHOW to ensure the "Advance Order" prices. All orders received at the service desk will be charged at service desk rates and must be paid for at the time of ordering. We accept Company Check, Cash, Visa, Mastercard and American Express.

Material Handling, Labor and Cleaning Services

All charges for any of these services will be billed on the show floor and all accounts must be settled before the move-out of the Show. Once again, Company Check, Cash, Visa, Mastercard and American Express are welcome.

All orders received for services and equipment will not be honored if there are any delinquent invoices.

Exhibitors who utilize display houses should be aware that if the display house does not adhere to the credit policy, the exhibitors will be liable for payment.

**ANY ORDERS WITHOUT PAYMENT WILL NOT BE PROCESSED UNTIL
PAYMENT OR CREDIT ARRANGEMENTS HAVE BEEN MADE. CHARGES
ARE DUE AND PAYABLE ON PRESENTATION OF INVOICE AT SHOW.**

IMPORTANT: All drayage forms must be signed and returned one week prior to the opening of the Show whether our services are to be used or not. We reserve the right to refuse any shipment for exhibitors who have not returned signed contracts.

ORDER RECAP & ADVANCE PAYMENT FORM



CT Bridal & Wedding Expo

XL Center, Hartford CT
June 5, 2022

Deadline Date:
June 1, 2022

RETURN TO: Ocean Expo • 420 Veterans Blvd • Carlstadt, NJ 07072 • Phone 201-372-0010 • Email: melissa@oceanrentalservices.com

<small>COMPANY</small>	<small>EMAIL ADDRESS</small>	<small>BOOTH NUMBER</small>
<small>ADDRESS</small>	<small>street</small>	<small>city</small>
	<small>state</small>	<small>zip</small>
	<small>country</small>	
<small>PHONE</small>	<small>FAX</small>	
<small>AUTHORIZED CONTACT SIGNATURE</small>	<small>AUTHORIZED CONTACT - PLEASE PRINT</small>	<small>DATE</small>
X		

CREDIT CARD CHARGE AUTHORIZATION

EX. DATE	EXPIRATION DATE:	<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> VISA	<input type="checkbox"/> AMERICAN EXPRESS
		ACCOUNT NUMBER			
C.C. #			<input type="checkbox"/> Corporate		<input type="checkbox"/> Personal
	<small>CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE</small>		<small>CITY</small>	<small>STATE</small>	<small>ZIP</small>
		<small>COUNTRY</small>			
<small>CARDHOLDER'S SIGNATURE</small>		<small>CARDHOLDER'S NAME - PRINT</small>			
X					

PAYMENT POLICY: Payment in full of rental charges, including applicable tax, must accompany your Advance Order to qualify for Discount Rates. All orders placed at the Service Desk will be invoiced at Standard Rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders will be accepted. All charges are payable in US Funds only. Check, cash, Visa, MasterCard and American Express are accepted. Any charges still due at the close of the show will be charged to the below referenced credit card unless other payment arrangements are made at the service desk prior to close of the show. Please compute your orders below and mail your payment together with order forms to OCEAN EXPOSITION SERVICES, LLC. You can also email Melissa at melissa@oceanrentalservices.com.

Summary of Services and Rental Items Ordered

Standard Booth Furnishings Order Form	\$
SUB-TOTAL	\$
*ADD 8.875% NY SALES TAX	\$
Estimated Material Handling Order Form	\$
NET AMOUNT DUE	\$

If paying by Check Please Fill Out the Following Information:

Check # _____ Dated: _____ Amount \$ _____

IMPORTANT: If you wish to have your Credit Card on file to authorize OCEAN EXPOSITION SERVICES, LLC to charge any outstanding balances incurred by your Company at the Show, please fill out the CREDIT CARD AUTHORIZATION FORM and return with your orders.

CANCELLATION POLICY: Items cancelled before the Deadline Date will be refunded at 100%. Items cancelled after move-in will be invoiced at 50% of the original price to cover labor involved. Items cancelled after installation will be charged at 100% of original price.

EMAIL TO MELISSA@OCEANRENTALSERVICES.COM

STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

CT Bridal & Wedding Expo

XL Center, Hartford CT
June 5, 2022

Discount Deadline Date
June 1, 2022



RETURN TO: Ocean Expo • 420 Veterans Blvd. • Carlstadt, NJ 07072 • Phone 201-372-0010 • Email: melissa@oceanrentalservices.com

COMPANY

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

PRICE LIST

DESCRIPTION	ADVANCE PRICE	ONSITE PRICE	DESCRIPTION	ADVANCE PRICE	ONSITE PRICE
CHAIRS			SPECIAL BOOTH DRAPING		
Upholstered Side Chair - Grey	\$ 50.00	\$ 60.00	8' High Back Drape and 36" High Side Drape - 4' Minimum Order		
Folding Chair	\$ 21.00	\$ 26.00	3' High Drape per linear ft.	\$ 9.50	\$ 12.00
Upholstered Padded Stool - Grey	\$ 64.00	\$ 74.00	8' High Drape per linear ft.	\$ 13.00	\$ 17.00
DRAPED DISPLAY TABLES - 30" HIGH			BOOTH ACCESSORIES		
Includes White Vinyl Top and Pleated Skirting on Three Sides			Round Pedestal Table (42"hx30"d)	\$ 125.00	\$ 140.00
2' x 4' x 30" High Table	\$ 64.00	\$ 72.00	Wastebasket	\$ 6.00	\$ 12.00
2' x 6' x 30" High Table	\$ 72.00	\$ 82.00	22x28 Sign Holder	\$ 26.00	\$ 32.00
2' x 8' x 30" High Table	\$ 78.00	\$ 94.00	22x28 Sign Holder with Literature Basket	\$ 32.00	\$ 38.00
4th Side Skirted	\$ 24.50		Chrome Easel	\$ 21.00	\$ 25.00
DRAPED DISPLAY COUNTERS - 42" HIGH			Literature Stands	\$ 26.00	\$ 31.25
Includes White Vinyl Top and Pleated Skirting on Three Sides			Retractable Stanchions	\$ 21.00	\$ 25.00
2' x 4' x 42" High Counter	\$109.00	\$ 130.00	8' Upright	\$ 18.00	\$ 22.00
2' x 6' x 42" High Counter	\$124.00	\$ 152.00	Crossbar	\$ 18.00	\$ 22.00
2' x 8' x 42" High Counter	\$135.00	\$ 160.00			
4th Side Skirted	\$ 40.00		STANDARD CARPET		
UNDRAPED DISPLAY TABLES			Price includes installation & taping front edge. NO PROTECTIVE COVERING. No guarantee of color match when ordering multiple carpets.		
Includes White Vinyl Top ONLY (No Skirting)			10' X 10'	\$100.00	\$ 125.00
2' x 4' x 30" High Table	\$ 50.00	\$ 55.00	10' X 20'	\$199.00	\$ 245.00
2' x 6' x 30" High Table	\$ 60.00	\$ 65.00	10' X 30'	\$295.00	\$ 365.00
2' x 8' x 30" High Table	\$ 65.00	\$ 70.00	10' X 40'	\$399.00	\$ 485.00
UNDRAPED DISPLAY COUNTERS - 42" HIGH			CUSTOM CARPET		
Includes White Vinyl Top ONLY (No Skirting)			Price includes installation to fit booth space, protective covering & edges taped.		
2' x 4' x 42" High Counter	\$ 65.00	\$ 70.00	INDICATE OVERALL DIMENSIONS:		
2' x 6' x 42" High Counter	\$ 70.00	\$ 80.00	___ft. x ___ft. (100 sq. ft. min)	\$2.50/sq.ft.	\$2.60sq.ft.
2' x 8' x 42" High Counter	\$ 75.00	\$ 90.00			
TABLE-TOP RISERS (WHITE VINYL)			CARPET PADDING (per sq. ft.)	\$ 1.65	\$ 2.20
4' High	\$ 45.00	\$ 56.00	VISQUEEN (per sq. ft.)	\$.90	\$ 1.10
6' High	\$ 55.00	\$ 69.00			

PLACE ORDER HERE



Special Booth Draping: Black Blue Teal Burgundy Red Grey White

Table / Counter Skirt Color: Black Blue Teal Burgundy Red Grey White

Optional 4th Side TABLE Skirt: 6' 8'

Optional 4th Side COUNTER Skirt: 6' 8'

Standard Carpet Color: Blue Teal Red Grey

Custom Carpet Color: Blue Teal Red Grey

VISQUEEN (INDICATE OVERALL DIMENSIONS) ___FT. X ___FT.

CARPET PADDING (INDICATE OVERALL DIMENSIONS) ___FT. X ___FT.

DESCRIPTION TOTAL PRICE	PRICE	QUANTITY
		\$
		\$
		\$
		\$
		\$
		\$
		\$

CANCELLATION POLICY: Items cancelled before the Deadline Date will be refunded at 100%. Items cancelled after move-in will be invoiced at 50% of original price to cover labor involved. Items cancelled after installation will be charged at 100% of original price.

PLEASE NOTE: If colors are not specified, Show Colors will be used. Subject to NJ 7% Sales Tax. Full Payment Must Accompany Order. Total All Items Ordered. Attach to Order Recap & Advance Payment Form, Enter Totals.

1. Total All Items Ordered

\$

2. 8.875% Sales Tax

\$

3. Payment Enclosed

\$

BOOTH PACKAGE ORDER FORM

CT Bridal & Wedding Expo

XL Center, Hartford CT
June 5, 2022

Discount Deadline Date
June 1, 2022



RETURN TO: Ocean Expo • 420 Veterans Blvd. • Carlstadt, NJ 07072 • Phone 201-372-0010 • Email: melissa@oceanrentalservices.com

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

THIS FORM MUST BE RETURNED TO OCEAN EXPOSITION SERVICES, LLC WITH FULL PAYMENT FOR ANY SERVICES TO BE RENDERED.

Show Management has included the following items in your Booth

- 8' High Backwall Drape - White
- 3' High Siderail Drape - White
- 1-9"x40" Booth Identification Sign

BOOTH PACKAGE "A" - SPECIAL 25% DISCOUNT

Included in Package:

- 1 - 2' x 6' x 30" TABLE
- 2 - FOLDING CHAIRS
- 1 - WASTEBASKET

Please check if you wish to order this package

TOTAL DISCOUNT PRICE: \$110.00

PACKAGE SPECIAL.....	\$	110.00
8.875% SALES TAX.....	\$	9.76
TOTAL.....	\$	119.76

BOOTH PACKAGE "B" - SPECIAL 25% DISCOUNT

Included in Package:

- 1 - 2' x 6' x 30" TABLE
- 9'x10' BOOTH CARPETING - GREY
- 2 - FOLDING CHAIRS
- 1 - WASTEBASKET

Please check if you wish to order this package

TOTAL DISCOUNT PRICE: \$198.00

PACKAGE SPECIAL.....	\$	198.00
8.875% SALES TAX.....	\$	17.57
TOTAL.....	\$	215.57

Please Note:

Return orders must be placed in writing at our Service Desk at close of show.

EMAIL TO MELISSA@OCEANRENTALSERVICES.COM