

EXHIBITOR
INFO



WEDDING FAIRE

SANTA CLARA WEDDING FAIRE

Thank you for your participation in the Santa Clara Wedding Faire, January 7 & 8, 2012.

This packet contains information to assist your preparation. You will save time and money by utilizing the advanced order forms enclosed.

You have invested in the Bay Area's top Wedding Show—it is worth a few minutes to read the enclosed material to prepare for a successful event.

THIS PACKET CONTAINS:

1. Set-up Guidelines: Load-in / Badges / Parking
2. General Information: Directions / Ticket Information / Expo Hours
3. Expo Map: Exhibit Hall Map

PLEASE FILL OUT THE FOLLOWING INFORMATION FORMS:

4. Printed Information Form: Program Listings / Badge Names
5. Special Orders Form: Electrical/Carpet/Tables/Labels/Disks

NOTE: *All final booth payments are due now.*

BRIDAL MEDIA GROUP
5895 Rue Ferrari Dr., San Jose, CA. 95138
Phone: 408.284.1500 Fax: 408.284.1501
www.wedding-faire.com

SET UP
GUIDELINES



WEDDING FAIRE

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LOADING / UNLOADING

The loading dock located at the rear of the convention center will be open during Friday, January 6th from 1:00pm to 5:00pm, and on Saturday, January 7th from 7am to 9:30am, and during move-out on Sunday, January 8th from 4pm to 7pm.

Please unload your items quickly and remove your vehicle promptly in order to keep the fire lanes unobstructed and to give other businesses a chance to drive in. Please limit load-in time to 30 minutes. **DO NOT PARK ON THE LOADING DOCK.**

You may begin breaking down your exhibit at 4:00pm on Sunday.

PARKING

Free parking is available on-site. The parking garage is located at the rear of the convention center, adjacent to the loading dock.

BADGES

Each Full-Booth receives 6 Exhibitor Badges at Exhibitor Registration.

Each Half-Booth receives 3 Exhibitor Badges at Exhibitor Registration.

Additional Exhibitor Badges are available at a cost of \$35.00 for each badge.

Exhibitors will be required to wear badges at all times.

SUBLETTING GUIDELINES

Please remember, you cannot display business cards, signs, brochures, or any literature for any business or individual that is not listed on your "Exhibit Contract."

You will be subject to an additional "full booth" charge if any of the above mentioned items are found in or around your booth display.

AUDIO GUIDELINES

Please remember to keep audio sound levels low enough so that you don't disturb other exhibitors. Also, turn off any sound during the fashion shows.

PLEASE NOTE:

ANYONE THAT HAS TO BE TOLD TO TURN THEIR MUSIC DOWN MORE THAN ONCE WILL NOT BE ALLOWED TO PLAY ANY SOUND. FOOD-SERVICE GUIDELINES

Only bite-size portions of approximately 2 oz. may be served to attendees. All food should be put in plastic garbage bags and sealed tightly before dumping into garbage bins. If you are planning on serving samples (including beverages of any kind), the Santa Clara County Health Department requires that you purchase a temporary off-site permit for the show. Liquified petroleum gas (LPG), butane and propane are strictly prohibited. The approved heating device is a wick type sterno. (Canaster propelled sternos are prohibited).

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GENERAL INFO



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GENERAL INFORMATION

Ticket Information Convention Center Map Wedding Faire Hours

General Admission
 Advance Door
 \$12.00 \$15.00
 •Advance tickets must be ordered prior to January 4, 2012
 •Children 12 & under are free.

Hotel Accommodations

Santa Clara Hilton Hotel offers an \$89 rate for Wedding Faire guests.

Online Registration at:
www.bit.ly/weddingfaire-hotel-2011



Set-up Hours
 Friday 1:00pm - 5:00pm
 Saturday 7:00am - 9:30am

Show Hours
 Saturday & Sunday
 10:00am-4:00pm

Fashion Show Hours
 11:00am, 1:00pm & 3:00pm

Move-out Hours
 Sunday 4:00pm-6:00pm

Supply Checklist

- Pens/Pencils
- Markers
- String/Rope
- Hooks
- Stapler
- Duct Tape
- Scotch Tape
- Flyers/Promo Materials
- Business Cards
- Guest Book
- Shopping Bags
- Receipt Books
- Extension Cords
- Power Strips
- Spot Lights (500 watts)
- Calculators
- Cash for Change
- Flowers/Plants

Hotel Accommodations

Highway 101 North
 Take 101 South to the Great America Parkway Exit. Go East onto Great America Parkway (a left turn). Follow for 1 1/2 miles to Tasman Drive. You'll see the Center on the corner. Free parking in the garage directly behind the center.

Highway 101 South
 Take 101 North to the Great America Parkway Exit. Go East onto Great America Parkway (a right turn). Follow for 1 1/2 miles to Tasman Drive. You'll see the Center on the corner. Free parking in the garage directly behind the center.

Decorating Suppliers

- Exquisite Party Rentals
408-363-2500
 - Balloonatics
408-866-8206
- The above exhibitors are the official show decorators. Call for a list of other businesses participating in these categories.

Web Site

The "Wedding Faire" web site contains information on the Wedding Faires scheduled throughout the year. All exhibitors are listed so that Brides can get information throughout the year. Learn all the details by visiting our web site at
<http://www.wedding-faire.com>



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PRINTED
INFO
FORM



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PRINTED INFORMATION

The following information will be printed in programs and on our website. If this form is not sent or faxed by Friday, December 23rd, we will use the information on your contract.

Company Name: _____

Contact Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Fax Number: _____

Website Address: _____

E-mail Address: _____

Business Category: _____

Business Description (30 words): _____

Badge Names*: _____

*Each Full-Booth receives 6 Exhibitor Badges at Exhibitor Registration.

Each Half-Booth receives 3 Exhibitor Badges at Exhibitor Registration.

Additional Exhibitor Badges are available at a cost of \$35.00 for each badge.

Badges can be picked up at the Exhibitor Registration area.

Exhibitors will be required to wear badges at all times.

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SPECIAL
ORDERS



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ELECTRICAL OUTLETS (120 Volt - 60 Cycle - Alternating Current)

Quantity	Item	Late Orders	Advance Price	Total
_____	500 Watts	\$115.00	\$95.00	\$_____
_____	1000 Watts	\$155.00	\$125.00	\$_____
_____	2000 Watts	\$185.00	\$155.00	\$_____

TOTAL ELECTRICAL FEES \$_____

Advance Rates* are for all orders paid in full. All orders placed on-site are subject to on-site rates. Exhibitors are responsible for providing powerstrips/multicubes and extension cords. Above rates are to deliver power to booth. Additional labor for hook-up to exhibitor equipment will be quoted on an individual basis.

TABLES/CHAIRS/CARPET - Each booth has a draped table, two chairs and a sign provided

Quantity	Item	Late Orders	Advance Price	Total
_____	White Folding Chair	\$5.00	\$3.00	\$_____
_____	9' x 10' Carpet	\$145.00	\$125.00	\$_____
_____	9' x 20' Carpet	\$185.00	\$155.00	\$_____

Table Drape Color (tick one): Rose White
Carpet Color: Burgundy

TOTAL FEES \$_____

OPTIONS:

Brides Mailing List - Pre & Post Brides \$125 _____ Attendees Only \$75 _____ \$_____

Symposium Workshops - \$250 (exhibitors only) _____ Wedding Lunch - \$40 _____ \$_____

TOTAL CHARGES THIS PAGE \$_____

Booth Name: _____ Booth Number: _____

Contact Name: _____ Phone Number: _____

MC/Visa/Amex#: _____ Exp Date _____ / _____

Name printed on card: _____

Security Code: _____

Billing Address: _____

City, State, Zip: _____

Authorized Signature: _____

If using a credit card for payment, please fax form to 408-408-363-2501. If paying with check or money order, please send to address listed below.

*Advance Prices apply to orders received prior to December 23, 2011.

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