

EXHIBITOR  
INFO



WEDDING FAIRE

JANUARY 8 AND 9, 2011 - WEDDINGFAIRE.COM

# SANTA CLARA WEDDING FAIRE

Thank you for your participation in the Santa Clara Wedding Faire, January 8 & 9, 2011.

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.***

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BRIDAL MEDIA GROUP  
5895 Rue Ferrari Dr., San Jose, CA. 95138  
Phone: 408.284.1500 Fax: 408.284.1501  
[www.wedding-faire.com](http://www.wedding-faire.com)

SET UP  
GUIDELINES



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## LOADING / UNLOADING

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

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.

## 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 \$5.00 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. Liquefied 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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# SANTA CLARA WEDDING FAIRE

## GENERAL INFORMATION

### Ticket Information

General Admission

Advance Door  
\$10.00 \$12.00

•Advance tickets must be ordered prior to January 5, 2011

•Children 12 & under are free.

### Hotel Accommodations

Biltmore • 988-8411  
Days Inn • 980-1525  
Embassy Suites • 496-6400  
Hilton Inn • 738-4888  
Marriott • 988-1500  
Ramada Inn • 245-5330  
Hyatt Regency • 200-1234

### 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

### Convention Center Map



### 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.

### Wedding Faire Hours

#### Set-up Hours

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

#### Show Hours

10:00am - 4:00pm

#### Fashion Show Hours

11:00am, 1:00pm & 3:00pm

#### Wedding Workshops

10:30 noon — Five Ways to

Personalize Your Wedding Ceremony

12:00 noon — Planning Your Destination Wedding

2:00pm — Secrets to Becoming a SuperStar Bride

#### Move-out Hours

Sunday 4:00pm - 6:00pm

### Decorating Suppliers

Exquisite Party Rentals  
408-363-2500  
408-363-2501 Fax  
Balloonatics  
408-866-8206  
Citti's Florist  
408-246-7272

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 [www.wedding-faire.com](http://www.wedding-faire.com).

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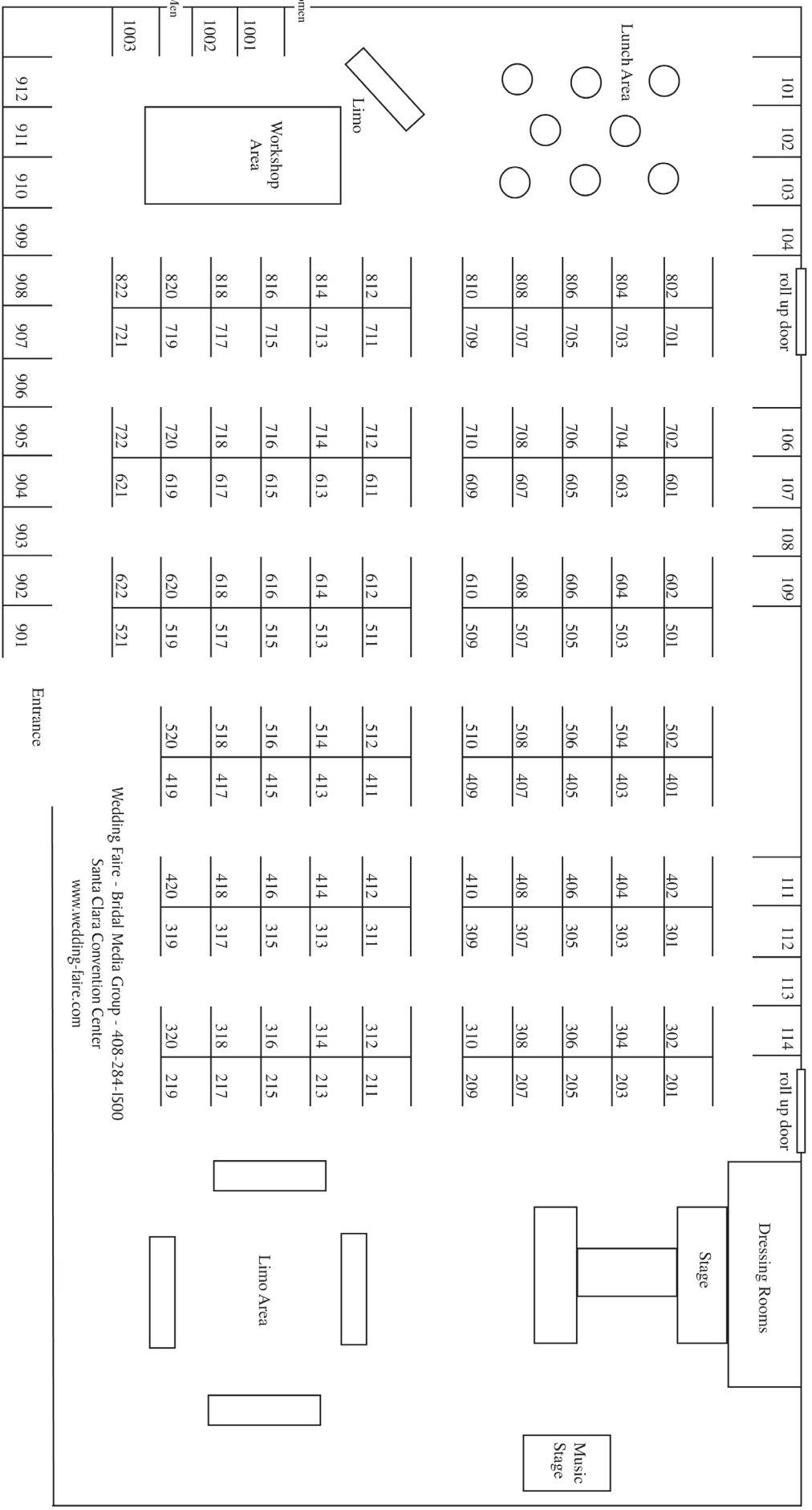
# EXPO MAP



# WEDDING FAIRE

JANUARY 8 AND 6 2016 - WEDDINGFAIRE.COM

Wedding Faire - Bridal Media Group - 408-284-1500  
 Santa Clara Convention Center  
[www.wedding-faire.com](http://www.wedding-faire.com)



PRINTED  
INFO  
FORM



WEDDING FAIRE

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# SANTA CLARA WEDDING FAIRE

## 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 24th, 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 \$5.00 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	\$95.00	\$75.00	\$_____
_____	1000 Watts	\$115.00	\$80.00	\$_____
_____	2000 Watts	\$158.00	\$95.00	\$_____

**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	\$125.00	\$95.00	\$_____
_____	9' x 20' Carpet	\$158.00	\$95.00	\$_____

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

**TOTAL FEES** \$\_\_\_\_\_

## MAILING LABELS/DISKS

\_\_\_\_\_ Brides Mailing List (wedding date order)    \$75.00    \$\_\_\_\_\_

**TOTAL FEES** \$\_\_\_\_\_

**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 408-408-284-1501. If paying with check or money order, please send to address listed below.

\*Advance Prices apply to orders received prior to December 20, 2010.

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