

BRIDAL & WEDDING EXPO



EXHIBITOR KIT

June 6, 2021



Pennsylvania Convention Center
- HALL E -

COVID REQUIREMENTS FOR YOUR SAFETY

Bridal & Wedding Expo Pennsylvania Convention Center – Hall E June 6, 2021



- There will be NO dock access on Sunday, June 6, 2021. All exhibitor booth material MUST be hand carried through the front doors located on Arch Street.
- It's MANDATORY that EVERYONE wear a mask in ALL PUBLIC AREAS including your booth.
- Booth staff is limited to 2 people per single booth.
- We will NOT have any temporary labor for this show during move-in or move-out.
- To ensure social distancing Sweepstakes & Seminars are not allowed on show site – you may direct people to your website or Facebook page in order to enter for prizes or to participate in a Zoom virtual seminar. Making a flyer to pass out with the sweepstakes giveaway information and how to enter is suggested.
- Sampling is allowed but requires building approval in advance and a health permit. All items must be pre-packaged and non-perishable. See kit for details and the necessary forms that are attached if you plan on sampling at the show. Please note there are fees required for the Health Permit – see form for details.
- Anyone applying makeup, hair or skincare products, etc. MUST wear disposable gloves and change them after each consumer. Consumers may lower masks for the product to be applied but masks MUST be back on PRIOR to them leaving your booth.
- Frequent cleaning of all surfaces in your booth is recommended.

Venue Location:

Pennsylvania Convention Center (Hall E): 1101 Arch Street, Philadelphia, PA 19107

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.

- **DUE TO COVID RESTRICTIONS MASKS ARE REQUIRED UNLESS YOU ARE EATING/DRINKING. IT IS RECOMMENDED THAT ONLY 1 PERSON PER SINGLE BOOTH OR MAXIMUM OF 2 EXHIBITOR PERSONNEL PER SINGLE BOOTH. NO GIVEAWAYS OR SWEEPSTAKES ARE ALLOWED. WE ARE NOT ABLE TO PROVIDE TEMPORARY STAFF FOR MOVE-IN/OUT.**
- **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.
- As per venue directive, exhibitors are not permitted to hand carry merchandise through the front doors during Friday's move-in, all exhibitors are to move-in through the rear dock only. Front door access will be available for hand carry merchandise on Sunday from 8 AM - 9:30 AM.
- 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.
- 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.
- Please ensure that your display is completely set up one hour prior to the show opening for inspection.
- 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

Friday, June 04, 2021		12:00 PM – 5:00 PM
Saturday, June 05, 2021	No building access / Security only	
Sunday, June 06, 2021	Hand Carry ONLY / NO Dock Access	8:00 AM – 9:30 AM

Show Hours

Sunday, June 06, 2021		10:00 AM – 6:00 PM
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Move-Out

Sunday, June 06, 2021		6:00 PM – 8:00 PM
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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 6 PM. All exhibitor material must be claimed by 7 PM and completely removed by 8:00 PM on Sunday night, NO EXCEPTIONS.

Facility Details: (Continued on next page)

- Load-in door dimensions are 19'.5" wide x 15' high.
- This ceiling height is 29'.
- The facility is equipped with a loading dock.
- The facility flooring is gray concrete.

- The Fire Marshal requires that a fire extinguisher be accessible and ready to use within all covered displays (including tents). The Fire Marshal will be checking displays. Exhibitors that do not comply with the above will be instructed to dismantle their display.
- Exhibitors are not permitted to run electrical cords underneath carpet. Cords may be run over carpeting if they are concealed and do not impose a trip hazard, i.e. alongside curtains or under tables with skirts.
- Only grounded 3-wire, 12 gauge UL electrical cords are permitted. Household 2-wire extension cords are not permitted.
- 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.

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-eighth 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.
- **Tire cleaning/polishing products are not permitted inside the venue. Please clean/polish all tires prior to entering the exhibit hall.**
- 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.

Oversized Displays:

If your exhibit is an oversized display, you are required to contact 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.

Sampling Requirements:

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

- Exhibitors sampling are required to submit a Sampling Request Form (attached in this kit) to Aramark.
- Exhibitors sampling must submit a Temporary Food Vendor Application (attached in this kit) to the Philadelphia Office of Food Protection.
- Due to COVID all food samples must be pre-packaged and non-perishable, there are NO exceptions.
- The health inspector will be present prior to show open to verify your documentation compliance.
- Samples must be provided at no charge.
- Exhibitor must provide proof of liability insurance.

Show Management reserves the right to remove any items which do not meet these requirements.
Please note that this does not apply to pre-packed candies or mints.

Service Providers:

- Decorator Form(s) **Password: BRIDAL21**
General Exposition Services: 205 Windsor Road, Limerick Business Center, Pottstown, PA 19464
P: 610.495.8866 **F:** 610.495.8870 **Email:** Info@generalexposition.com

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

- Decorator orders are now taken online only. Please visit www.generalexposition.com; click ONLINE SERVICE KIT, enter the password **(Needs Password)**. At the Sign In page, you will be prompted to sign in with an existing exhibitor account, or if you do not have an account setup, you will be prompted to setup a new account.
- Now that you are signed in with the show, you can read through the important show information. Scroll down to the bottom of the screen to see the links for which services you wish to order, including carpet, furnishings, labor, etc.
- For photos of the items, as well as any additional custom forms you may need, please click on the appropriate links listed under "References".
- As you place orders for your items, all furnishings and services will be placed in your shopping cart, and you will be prompted for payment information upon checkout.

- Electrical Form(s)

Pennsylvania Convention Center: 1101 Arch Street, Philadelphia, PA 19107

P: 215.418.4815

Email: EXHIBITORSERVICES@PACONVENTION.COM

- Internet/Telephone Form(s)

Pennsylvania Convention Center: 1101 Arch Street, Philadelphia, PA 19107

P: 215.418.4815

Email: EXHIBITORSERVICES@PACONVENTION.COM

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 the Pennsylvania Convention Center. Payment must accompany your order.

Telephone and Internet Services

Telephone and Internet service is available within the facility. Please complete the individual order forms (located in the Service Provider Forms) and return them directly to the Pennsylvania Convention Center. Payment must accompany your order.

Tax Information:

After the conclusion of the event, individual exhibitors are responsible for reporting all collected sales tax to the PA Department of Revenue, who can be reached by calling 717.787.1064, or by visiting <http://www.revenue.pa.gov/Pages/default.aspx>. For those exhibitors selling merchandise at the show, the PA Department of Revenue prohibits the selling of taxable merchandise or services at a show or event by all persons that are not registered as a transient vendor. You can register for your transient vendor certificate (PA-100) by visiting <http://www.revenue.pa.gov/FormsandPublications/FormsforBusinesses/Documents/pa->

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 Garden Inn Philadelphia Center City: 1100 Arch Street, Philadelphia, PA 19107

P: 215.923.0100

F: 215.925.0800

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 www.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 no later than the Friday following the show. 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:

Due to the increased problems on site, all music is banned in exhibit booth spaces. No music may be played at any time on the show floor. If you have any additional questions regarding this new policy please email ops@acsshows.com.

- **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.

Pennsylvania Convention Center - Hall E
1101 Arch Street
Philadelphia, PA 19107

Move-In Instructions

- Proceed to the entrance ramp via **Vine Street**. The loading docks are located behind **Halls D/E**. You will be issued a move-in pass and a staff member will direct you where to go to unload.
- Loading Docks A/B/C/D/E/Grand Hall & Ballroom A&B GPS address: **1130 Vine Street Philadelphia Pennsylvania 19107**
- 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 a nearby parking lots before setting up your booth.
- 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.
- Trucks and large vehicles are permitted to UNLOAD ONLY during set-up and must promptly be removed from the facility and returned to your warehouse or place of business.
- 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 emergency exit doors are opened.
- **We will not have any temporary labor available to assist you**, so it is strongly suggested that you bring your own hand truck, push cart or dolly to facilitate move-in (and out). This will speed up the process.



BRIDAL & WEDDING EXPO

Move-Out and Breakdown Instructions:

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

- Move-out starts at 6:00 PM.
- **PLEASE NOTE THAT DUE TO COVID WE WILL NOT HAVE ANY TEMPORARY LABOR ON SHOW SITE TO ASSIST WITH THE MOVE-OUT.**
- 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 6:00 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 4:00 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 7:00 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.

Food and Beverage



Aramark SFS Joint Venture
Pennsylvania Convention Center
1101 Arch Street, Philadelphia, PA 19107
Phone (215) 418.2243; Fax (215) 418.2210

AUTHORIZATION REQUEST SAMPLE FOOD AND/OR NON-ALCOHOLIC & ALCOHOLIC BEVERAGE DISTRIBUTION

Aramark SFS Joint Venture ("Aramark") has **exclusive** food and beverage service rights at the Pennsylvania Convention Center. Organizations holding events at the Pennsylvania Convention Center and/or their exhibitors (collectively, "Exhibiting Firm") may distribute sample food and/or non-alcoholic beverage products and food/non-alcoholic beverage giveaways ("Sample Products") only with the prior written approval of Aramark.

GENERAL CONDITIONS:

1. Sample Products dispensed by Exhibiting Firm are limited to products manufactured or processed by Exhibiting Firm, and must be directly related to the purpose of the event.
2. All Sample Products must be distributed from Exhibiting Firm's exhibit location and shall comply with the following requirements:
 - a. Non-alcoholic Beverage Sample Products are limited to a maximum of 3 fluid ounces.
 - b. Wine & Beer Sample Products are limited to a maximum of 2 fluid ounces.
 - c. Spirit Sample Products are limited to a maximum of 0.5 fluid ounces.
 - d. Food Sample Products are limited to a maximum of 2 ounces.
3. For all alcoholic beverage samples, an Aramark Bartender must be hired to distribute samples.
4. Exhibiting Firm shall maintain at all times during the event, and shall provide to Aramark no later than seven (7) days prior to the first day of the event a certificate of insurance evidencing, comprehensive general liability insurance with minimum limits of liability of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury or property damage, including contractual liability coverage (to cover Exhibiting Firm's obligations set forth in Paragraph 4 below) and food products liability coverage (with respect to any defect or contaminant in the Sample Products and/or in the production or manufacturing of the Sample Products). The foregoing insurance policy(ies) shall be issued by a company or companies licensed to do business in the Commonwealth of Pennsylvania and reasonably acceptable to Aramark. All policies of liability insurance shall include Aramark and the Pennsylvania Convention Center Authority (the "Authority") as additional insureds.
5. Exhibiting Firm hereby agrees to indemnify, defend (with counsel acceptable to Aramark) and hold harmless Aramark and the Authority, and each of their respective subsidiaries, affiliates, employees, agents, officers and directors, and each of their respective successors and assigns, from and against all liabilities, damages, losses, claims, suits, judgments, fines, costs and expenses (including attorneys' fees and expenses), for bodily injury (including death) or property damage caused by, growing out of, or happening in connection with (i) the acts or omissions of Exhibiting Firm, its employees or agents, or use of equipment by Exhibiting Firm, its employees or agents, or (ii) the preparation, serving and/or consumption of the Sample Products.
6. Exhibiting Firm is responsible to obtain a health permit/approval (as applicable) from the Philadelphia County Health Department and a copy of all required permits/approvals must be provided to Aramark no later than three (3) days before the first day of the event.
7. Exhibiting Firm is required to prepare and serve Sample Products in accordance with industry standard sanitation, food safety and food temperature guidelines and in compliance with all applicable laws and regulations.
8. No cash sales are permitted by Exhibiting Firm.
9. Aramark will charge Exhibiting Firm standard fees for storage, handling, and delivery where applicable.
10. Food and/or beverage items used for traffic promotion (i.e., coffee, popcorn, soda, ice cream, etc.) must be purchased from ARAMARK.

Name of Event: _____ Event Date: _____
Exhibiting Firm Name: _____ Phone: (____) _____
Booth Number: _____ Fax: (____) _____
Address: _____
Contact: _____ Title: _____
Product(s) you wish to dispense: _____ Size of Portion to be dispensed: _____
Proposed method of distribution: _____ Quantity to be dispensed: _____
Explain purpose for offering Sample Products: _____

By signing/executing below, you acknowledge that you have read and agree with the terms and general conditions set forth above.

Exhibiting Firm Name: _____
By: _____
Name: _____
Title: _____

The undersigned hereby consents to Exhibiting Firm's distribution of Sample Products strictly in accordance with the terms and general conditions set forth above.

ARA/SFS Joint Venture

By: Aramark Sports and Entertainment Services, LLC

By: _____
Name: _____
Title: _____



Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
DPH.EHS.SpecialEvent@phila.gov

Special Event Temporary Food Vendor Guide & Application

Dear Temporary Food Vendors:

- All Health Department applications must be **satisfactorily** completed for each participant and/or location. **Incomplete applications will not be accepted.**
- Food operations can apply and participate in 3 events a year. **PARTICIPANTS ARE REQUIRED TO REAPPLY AND PAY ALL APPLICABLE FEES FOR EACH EVENT.** If you wish to operate at more than 3 events within a year, refer to the Permanent Special Events Application.
- You will only be allowed to handle or prepare the food items that have been listed on the menu page of the application and approved. Notice of changes must be given at least 5 days prior to an event. **NO other food items will be allowed.**
- Deep frying operations will NOT be approved without approval from the Sponsor and an Oil Recycling Plan
- Applications should be submitted 30 days prior to your event and signed by the sponsor. Any applications **received** less than 15 days prior to an event will be charged a **\$65 late fee** and may **NOT** be approved.
- Fees are based on the square footage of the space to be occupied for food service during the event
- Submit a cashier's check or money order made payable to "Phila Health Dept - EHS" THE FOLLOWING ARE **NOT** ACCEPTED: **Cash, Business or Personal Checks.**

- The fee schedule is as follows:

<u>Food Service Operation Size</u>	<u>Fee</u>
200 square feet or less	\$ 48.00
201-350 square feet	\$ 90.00
351-500 square feet	\$150.00
Above 500 square feet	\$150.00 plus \$42.00 for each additional 200 square feet

- Food prepared off site must be done at a licensed and approved establishment. They must be in compliance with the Regulations and inspected at least 14 months before an event. If not, **they will require inspection prior to the event and may NOT be approved.** Establishments outside of Philadelphia County must submit a copy of their license and most recent inspection report.
- Incomplete submissions will result in processing delays or disapproval of your application
- Upon approval the Health Dept will issue an "Operation Eligibility Certificate" and a "License Eligibility Report (LER)." The "LER" is needed to obtain your temporary food license. **The food vendor is required to pick up and pay all associated license fees at the** Department of Licenses and Inspections (L & I)located at: Municipal Services Building- Concourse Level, 1401 John F. Kennedy Boulevard, Philadelphia, PA 19102

If you need additional information or assistance, please contact us: The Office of Food Protection (215) 685-7495. Email us at DPH.EHS.SpecialEvent@phila.gov



Philadelphia Department of Public Health
Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
DPH.EHS.SpecialEvent@phila.gov

Special Event Temporary Food Service Application (TFSA)

1. Event & Sponsor Information				
<u>Name of Event:</u>		<u>Event Location:</u>		
<u>Date(s) of Event:</u>	<u>Set-up Time:</u>	<u>Time food handling begins:</u>	<u>Event start time:</u>	<u>Event end time:</u>
<u>Sponsor Agency Name:</u>				
<u>Sponsor Contact Name:</u>		<u>Space/Booth #:</u>	<u>Booth Dimensions (length & width):</u>	
<u>Sponsor Phone #:</u>	<u>Sponsor Cell #:</u>	<u>Sponsor Email:</u>		
2. Operator Information				
<u>Trade Name:</u>		<u>Licensee/Owner Name:</u>		
<u>Mailing Address (Number & Street, Box or Route):</u>				
<u>City, State, Zip:</u>		<u>Phone#:</u>	<u>Cell#:</u>	
<u>Email#:</u>	<u>Fax#:</u>		<u>Circle one, or both, as it applies:</u> -Food is sold- -Food is given out-	
<u>Name of Food Establishment Person-In-Charge of Food Handling (A person-in-charge must be present at all times):</u>			<u>Phone #:</u>	
3. REQUIRED HAND WASHING FACILITIES				
- Food handlers must wash their hands prior to handling food. A hand wash station must include: a water dispenser w/ stay-on spigot , 10 gallons of warm water (100-115°F), soap, single use paper towels, a waste water container & a trash container. Additional water may be needed.				
A. Where will you get your water from? How will you heat the water to 100°F for hand washing?				
B. Describe your hand wash station (Provide a detailed description, photo, or drawing.)				
<u>C. How many food handlers will be there?</u>		<u>D. How many gallons of water are you bringing?</u>		

4. APPROVED SOURCE & HANDLING FOR WATER / ICE

- Water supplied at the site must conform to all applicable regulations
- All ice must come from approved sources. Ice for consumption shall be kept in original packaging with the manufacturer's label.

A. How much water are you bringing and what are you using it for?

B. Where will you be getting the ice from? (Provide address of ice provider)

C. How much ice are you bringing, what are you using it for and what are you storing it in?

5. PROTECTING FOOD FROM CONTAMINATION

- All fruits & vegetables must be cut and cleaned at an approved facility prior to service.
- Unwrapped, displayed food requires approved sneeze guards, to minimize contamination.

A. How will unpackaged, ready-to-eat foods be distributed and protected from contamination? Describe the Sneeze Protection devices that will be used. (Provide cut-sheets or photos.)

B. How will condiments be dispensed?

C. Are you serving any fruit or vegetables? Where & how will foods be cleaned?

6. FOOD STORAGE TEMPERATURE

- Refrigeration & cold units must maintain 41° F or below & have an accurate thermometer.
- All foods requiring temperature control must be delivered to the event below 41° F or above 135° F. Temperatures must be maintained during the event.
- Out of temperature foods are subject to immediate disposal and may prevent participation

H. At what temperature are you transporting/storing food? What equipment will be used to maintain these temperatures? (Provide cut-sheets, detailed descriptions or photos.)

I. How much time will it take you to transport the food to the event?

7. COOKING, COOLING, & REHEATING FOODS

- All parts of food that is reheated must reach at least 165° F. Chafing dishes w/ sternos must not be used for reheating.
- Foods made with ingredients at room temperature, such as cold sandwiches or salsa, must be properly cooled and stored at 41° F or below.

A. What raw animal products are you cooking at the event? To what temperature and how long are you cooking it? What type of thermometer will you be using?

B. Are you cooking, then cooling, any foods prior to the event? Provide detailed description.

C. What foods are you reheating at the event? What equipment are you using?

8. FOOD EQUIPMENT DETAILS & MAINTENANCE
- All equipment must be clean & in good repair when it arrives at the event.
- Extra utensils must be available. Utensils will require replacement every 4 hrs.

Provide a description & quantity of any food equipment you are bringing

Utensils:		Mixing Bowls:	Food Storage Containers:	
Single serve items:	Beverage Dispensing Units:	Condiment Dispensing Units:	Tables:	

9. REQUIRED ENCLOSURE

A. What type of overhead structure (tent, canopy) will you use? Provide detailed description, cut-sheets and/or photos.

B. What materials are the ceiling, walls & floor made of? (Indicate fire retardant rating.)

10. WASTE REMOVAL

A. How will waste water be disposed?

B. If frying oil is used, how will it be removed and recycled?

C. Describe your waste receptacle. How will trash be removed?

11. PROPOSED MENU & FOOD HANDLING INFO FOR APPROVAL
- You will only be allowed the food items listed and approved - **NO** other food items will be allowed.
- You are required to keep and provide purchase records, such as receipts or invoices.

Where are you purchasing the food ingredients from? (List addresses of all establishments)

11a. Menu & Prep Description - Foods Prepared On-Site at Event

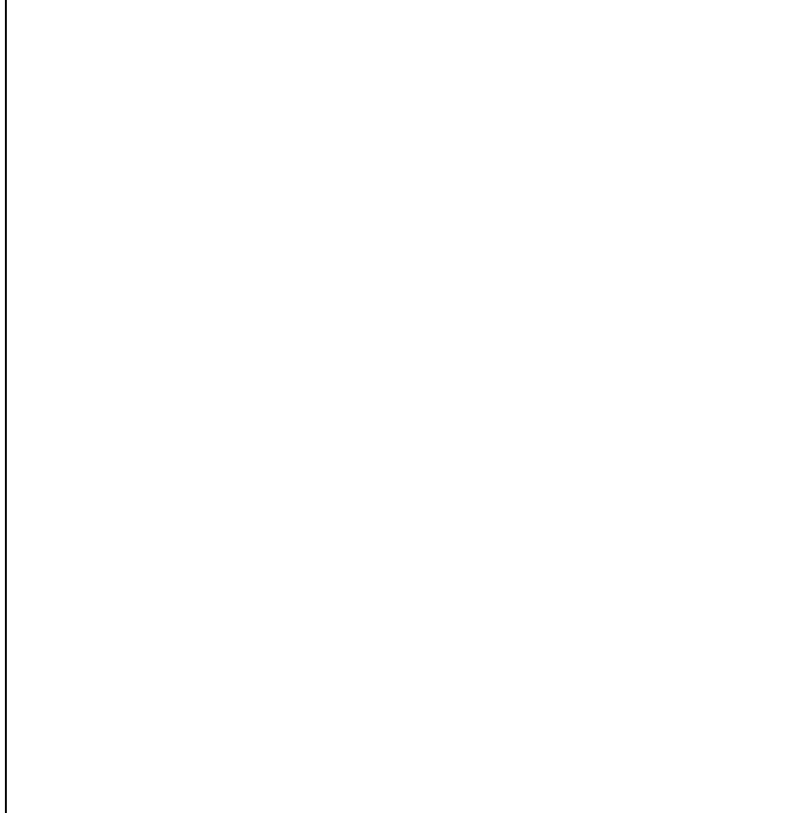
- Cut melons, tomatoes, & leafy greens **CANNOT** be cut at a special event or temporary facility.
- Food preparation must be kept simple with minimal cutting or handling of food.

Provide a list of all food items and ingredients that will be served. Describe how they will be prepared and transported. This description should contain preparation, cooking and reheating procedures. Food temperatures should be included. Facility contact info must be listed for all food prepared off-site.

Food Item	Ingredients	Off-Site Facility Info	Transportation Description	Preparation Description
Chicken Sandwich EXAMPLE ONLY	Boneless breast of chicken Lettuce, Tomato Roll	Blue Moon Rest 12 Harvest Ave Phila, PA 19104	Chicken transported on ice at 40 F. Lettuce and tomato kept on ice at 40 F in separate cooler. Rolls are stored in containers.	Chicken breast is grilled until 165 F at the event. Lettuce and tomato is cleaned and cut offsite. Chicken, lettuce and tomato are placed on roll, wrapped in foil and served.

12. Provide an overhead view drawing of the vending space.

Use the space below or to draw an **overhead view** of your food operation. Please list and label all items and equipment listed on the previous pages. This should include: cooking, cold and hot holding equipment, hand washing facilities, work tables, food storage, waste containers, and self-service items.



- **Cooking is not allowed at the front of vending space.**
- **Photos of set-up including all equipment may be provided in lieu of drawing.**

I hereby certify that the above information is correct. I understand that any deviation from the above, without prior permission, may nullify approval. I understand that incomplete or illegible applications will be returned unprocessed.

Vendor Name (Print) _____ Title: _____

Vendor Signature: _____ Date: _____

Sponsor Name (Print) _____ Title: _____

Sponsor Signature: _____ Date: _____

Approval of this application by the Health Dept does **not** constitute endorsement or acceptance of the establishment. Pre-approval by the Health Department is required before food handling operations begin.

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 refer to Facility Details for the ceiling height measurements.
- 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 that tables and chairs are NOT INCLUDED WITH YOUR BOOTH.****

Directions & Parking:

Directions and Parking are venue specific. Please see below:

- 1. To get directions to the venue please visit acsshows.com > All Shows > Choose desired show. You will be redirected to the specific show site. Please click Directions > GET DIRECTIONS, and use Google Maps as you normally would.
- 2. Please refer to the "Move-In instructions" page or "Parking" page in this exhibitor kit for maps and addresses where applicable.

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.

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 the operations department at ops@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.

Fire Marshal Rules & Regulations (Continued) :

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:

Visit the American Consumer Shows information booth for badge holders and to obtain show related information, 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. Do not leave large trash items on the show floor; you must take them with you.

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. It is recommended that you bring your own hand truck, push cart or dolly for move-in and move-out.
- C. As soon as your vehicle arrives at the facility, check in at the BRIDAL EXPO VEHICLE CHECK-IN (please follow the signs). Once checked in and on line, ACS or security personnel will instruct you further.
- 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.

Move-In and Set-Up Instructions(Continued) :

- G. If your exhibit is arriving by an outside carrier (i.e. UPS, Fed-Ex, or non company/privately 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. 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.
- I. All exhibits must be completely assembled one hour prior to the show opening.
- J. 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.
- K. 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.
- L. You may store your empties in your own vehicle; ensure that they are available for move-out.
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.

Move-Out and Breakdown Instructions:

- A. Detailed move-out instructions will be distributed on show-site.
- B. If you are dismantling your exhibit yourself, please ensure that your entire exhibit is dismantled and packed prior to bringing your vehicle to the loading area. **DO NOT GET YOUR VEHICLE UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO.** Please do not leave it unattended in the loading area at any time.
- C. If you have any issues regarding the move-out, please notify the Move-Out Coordinator immediately following the conclusion of the show. Be patient, as everyone would like to be the first out. You may not bring your vehicle to the loading area until your exhibit has been completely packed. At that time the Move-Out Coordinator will instruct you when to get your vehicle.
- D. Never leave your exhibit contents unattended during move-out. This is a very difficult time to provide security.
- E. 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.
- F. All exhibits must be removed by 9:00 PM on the last day of the show. Any exhibit contents that have not been removed by 9:00 PM will be subject to packing, shipping and storage charges.

Music:

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.

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 acsshow.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

Overnight Accommodations:

For information regarding area hotels, please refer to the Exhibitor Kit under Hotels. Some hotels may offer a discounted exhibitor rate.

Oversized Display:

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.

Products & Services to be Exhibited:

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.

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.

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 home 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.