

WENDY'S BRIDAL SHOW

Exhibitor Application

Show Dates & Times

January 5th & 6th, 2019

Saturday 10:00 AM – 5:00 PM Fashion Show: Noon & 3:00 PM

Sunday 11:00 AM – 5:00 PM Fashion Show: 2:00 PM

Location

Duke Energy Convention Center

Grand Ballroom

Booth Cost

Regular Booth - \$1,195

Premium Booth - \$1,295

Deposit - \$400

Total balance for booth due before December 15, 2018

(Deposit is non-refundable)

The information you provide here should be how you would like it to appear on our website:

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Contact Person for Show: _____

Website Address: _____

E-Mail Address: _____

E-Mail Address to send list of Brides: _____

Booth # Requested: _____

Tables – Select the Size and Number of Tables needed at \$40 each

No Tables Needed:

30" Wide Rectangle: 4' _____ 6' _____ 8' _____
18" Wide Slim Rectangle: 6' _____
Round: 60" _____ 72" _____
High-top Round: 30" _____

No linen

Black Linen

White Linen

Please print company name below, as it should appear on Booth Banner and Show Program:

Phone number for show program (if different from above): _____

Billing Information:

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Contact Person for Billing: _____

Make checks payable to Wendy's Bridal Show and mail to 10250 Alliance Rd, Ste. 120, Cincinnati, OH 45242

We accept all Major Credit Cards:

Card Number: _____

Exp. Date: _____ Security Code: _____ Amount: \$ _____

Signature _____

Wendy's Bridal Show 10250 Alliance Road, Suite 120, Cincinnati, OH 45242

Sales: (513) 984-1708

Accounting: (513) 984-0796

FAX: (513) 984-0544

EXHIBITOR INSTRUCTIONS

Set-Up Hours: Friday, January 4th, 2019 2:00 p.m. – 6:00 p.m.
Saturday, January 5th, 2019 7: 00 a.m. until doors open 10 a.m.
Balance MUST be paid in full before setting up your booth. All deposits are non-refundable.

1. Exhibitors will enter Duke Energy Convention Center through the loading docks on 6th Street.
2. If you have not yet ordered tables and need to do so, please call the office no later than December 30th, 2018. Assorted sizes are available with either **white** or **black** skirting for a rental fee of \$40.00. When ordering please specify quantity, size and skirt color.
3. Booth displays shall not exceed 8 feet in height without approval from Wendy's Bridal Show. Pipe and drape along the sides of the booth shall not exceed the height of 3 feet to avoid blocking the sight of neighboring booths. Display items and tables need to fit within the 10' x 10' booth space and must not extend into the aisles. Signs and advertisements shall not be displayed outside of the booth space.
4. The exhibitor shall not promote or distribute materials for any other business from your booth space.
5. Duke Energy Convention Center Forms:
 - Electric needs will be ordered through Duke Energy Center. An order form will be sent out closer to the show date. **Complete the order form and return with your payment directly to Duke Energy Center.** (Prices are higher if not ordered 14 days in advance – by Dec 20th, 2018). Electric fees run \$65.00 early, \$100.00 later than 14 days prior to show set up date. Call (513) 419-7362 with any questions.
 - Internet needs will be ordered through Smart City. An order form will be sent out closer to the show date. **Complete the attached order form and return with your payment directly to Smart City.** (Prices are higher if not ordered 14 days in advance – by Dec. 20^h, 2018). Internet Service is approximately \$99.00 per day. Call (513) 419-7326, with any questions.
 - If you plan to offer samples of food or drinks, a request form must be completed and **returned to Ovations Food Services at Duke Energy Center.** The request form will be sent out closer to the show date. Please call (513) 419-7372 with any questions.
 - All forms from Duke Energy Convention Center can be found on their website at <http://www.duke-energycenter.com/services-available>
6. All exhibits must be open for business during the show hours and breaking down the booth should not begin before the close of the show at 5:00 PM on Sunday, January 6, 2019. **Your booth MUST be broken down before collecting a cart to move your equipment out. AFTER your booth is broken down, you can go to the Loading Dock to obtain a cart.**
7. A list of all brides who registered at the show will be emailed to all exhibitors within two weeks after the show. The list shall not be sold or shared with other companies or individuals.
8. A copy of Duke Energy Convention Center's Fire Regulations is attached.

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