

# WENDY'S WEDDING EXPO

## Exhibitor Application

### Show Dates & Times

**January 4<sup>th</sup> & 5<sup>th</sup>, 2025**

Saturday 10:00 AM – 5:00 PM Fashion Show: Noon & 3:00 PM  
Sunday 11:00 AM – 4:00 PM Fashion Show: 2:00 PM

### Location

Sharonville Convention Center - Portune Exhibit Hall

### Booth Cost

Regular Booth - \$1,295

Premium Booth - \$1,395

(Premium Booths include ALL booths by the stage, in row 300, and all corner end caps)

**Deposit - \$400** – Reserves your booth for the 2025 Bridal Show

**Balance for booth due before December 1, 2024**

(Deposit is non-refundable)

Online Application can be found at [wendysbridalshow.com/exhibitor-application](http://wendysbridalshow.com/exhibitor-application)

### Business and Contact Information

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:** \_\_\_\_\_

Electric Requested for Booth: Yes:  No:  (Electric is ordered through the Sharonville Convention Center. Order form link on 2<sup>nd</sup> page of application)

Internet included [SCC0059\\_Wifi Sales Flyer 10.30.19 LR \(sharonvilleconventioncenter.com\)](#)

**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" \_\_\_\_\_

**Rectangle Tables** (will have white linen top): **Black Skirting**  **White Skirting**  **No Skirting**

**Round Tables:** **Black Linen**  **White Linen**  **No Linen**

\*Chairs Not Provided

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

Phone number for show program/website (if different from above): \_\_\_\_\_

Category/Type of Business: \_\_\_\_\_ Address Listed on Website: YES  NO

### Billing Information, if Different from Above:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact Person for Billing: \_\_\_\_\_

Email: \_\_\_\_\_

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** \_\_\_\_\_

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## EXHIBITOR INSTRUCTIONS AND INFORMATION

**Set-Up Hours: Friday, January 3, 2025 2:00 p.m. – 6:00 p.m.**  
**Saturday, January 4<sup>th</sup>, 2025 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 can enter Sharonville Convention Center through the loading docks in the rear for set up.
2. **The deadline to order booth equipment (tables and signs) is December 20, 2024.** If you need to order after that, you will have to order directly through Academy Rental and the price will be double. Their website is [www.academyrentalsinc.com](http://www.academyrentalsinc.com)
3. **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, signs and tables MUST fit within the 10' x 10' booth space and MUST NOT extend into the aisles and/or block neighboring vendors. Signs, tables and advertisements shall not be displayed outside of the booth space.**
4. **DO NOT** stand in and/or block aisles while speaking with couples. **DO NOT** block neighboring booths while speaking with couples. DJs and Musicians **MUST** keep any music played at a reasonable volume so neighboring vendors can speak with and hear couples.
5. **DO NOT** use high-pressure sales tactics and/or follow couples outside of your booth space.
6. **THE EXHIBITOR SHALL NOT PROMOTE OR DISTRIBUTE INFORMATION AND/OR MATERIALS FOR ANY OTHER BUSINESS or BUSINESSES FROM THEIR BOOTH SPACE. Only ONE vendor per 10' x 10' booth space.** *If you notice a vendor who is not in our show passing out literature or business cards, please feel free, but not obliged, to say something to them. Please call Mardi at (513) 502-4709 and immediately let us know so we can also address the issue.*
7. **Sharonville Convention Center Forms:**
  - Exhibitor Notice form: [sharonville\\_convention\\_center\\_-\\_exhibitor\\_notice\\_2014.pdf](http://sharonvilleconventioncenter.com/sharonville_convention_center_-_exhibitor_notice_2014.pdf) ([sharonvilleconventioncenter.com](http://sharonvilleconventioncenter.com)) Please read, sign and return with this application.
  - **Electric needs will be ordered directly through Sharonville Convention Center.** [SCC003\\_Service-Order-Form-2.4.22c.pdf](http://sharonvilleconventioncenter.com/SCC003_Service-Order-Form-2.4.22c.pdf) ([sharonvilleconventioncenter.com](http://sharonvilleconventioncenter.com)). *(Prices are higher if not ordered in advance – by Friday, December 20, 2024).* Call 513-326-6466 with any questions.
  - **Internet and WIFI is included at Sharonville Convention Center. There is a password that changes every day for the vendor WIFI.**
  - If you plan to offer samples of food or drinks, a request form must be completed to notify Spectra Food Service and Hospitality You can find the request form here: (will update when made available on SCC website).
8. **Per the Convention Center's Fire Code: DO NOT burn candles or have open flames in your booth space. Flameless candles are allowed.**
9. **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 4:00 PM on Sunday, January 5, 2025. Your booth MUST be broken down before collecting a cart to move out your equipment. AFTER your booth is broken down, you can go to the Loading Dock to obtain a cart.**
10. A list of Brides and Grooms who registered at our show will be distributed via email **approximately 2 weeks after the show. Your balance must be paid in full in order to receive the list.** Please remember to be considerate when contacting couples. We recommend not sending mass emails. If a bride or groom later wishes to not be contacted, you will be notified and asked to remove their name and information from the list and your future correspondence. It is recommended to have a way for the bride or groom to go unsubscribe from emails. We don't want them to feel that their information was solicited. **Do NOT sell, share or duplicate the leads with any other companies or individuals that did not participate in Wendy's Wedding Expo. Do NOT add the list of leads to other lists, including lists from self-produced bridal shows or open houses.**
11. Wendy's Wedding Expo is not responsible for the personal safety of the exhibitor and is not responsible for damages, expenses or loss to exhibitor materials or property.
12. Wendy's Wedding Expo has the right to issue additional rules and amend existing rules without notice if necessary. Exhibitor agrees to follow all rules for this event and to make all payments outlined in the application.

## WENDY'S WEDDING EXPO

1. No displays, carts or dollies of any kind may enter or exit through the public entrances of the Convention Center. Exhibitors must use the loading docks in the rear of the building only. The show management must provide a dock manager at all times during the move-in and move-out of shows. The dock manager is responsible for ensuring access to the loading docks by directing all unloaded trucks during move-in and loaded trucks during move-out to be immediately removed from the dock area. This person is also to enforce the policy that all materials enter and exit only through the loading docks and other designated entry and exit points.
2. The Convention Center does not provide storage space for exhibits prior to or after events. If your exhibit cannot be shipped in on the designated set up day, please contact your show decorator for storage and drayage services. Exhibits and other materials not removed from the Convention Center by the end of the move out period will be sent to the show decorator or a local storage facility. Labor, shipping and storage fees will be charged at the prevailing rates.
3. Exhibitors may obtain utilities and labor services only through the use of our "Service Order Form". These forms can be obtained from the Convention Center office or accessed [via the website](#) as either a downloadable or fillable option. They should be distributed to the exhibitors in advance to allow adequate time for their return at least two weeks prior to the move in date.
4. The Convention Center does not provide complimentary extension cords for exhibits. Extension cords may be rented from the Convention Center based on availability. Please refer to the Service Order Form.
5. Cooking is only allowed in the Exhibit Hall. Exhibitors using heating devices must have a fire extinguisher in their booth. A fire watch is required should cooking take place during a show. Please contact our event staff to coordinate with the Sharonville Fire Department.
6. Exhibitors may not affix signs or banners to the walls with tape, push pins, etc ... Banners & signage may be hung from the ceilings or on pipe & drape by Convention Center staff only and at the prevailing labor rates. (See Service Order Form.)
7. Exhibitors using heating devices must have a fire extinguisher in their booth.
8. Unloaded vehicles must be immediately removed from the loading dock. The dock must remain clear for other exhibitors to have access, as well as for normal daily deliveries to the Convention Center.
9. Parking on the drive-up ramp to the dock is prohibited. This ramp is for cart access only. Violators will be towed at the owner's expense.
10. The Sharonville Convention Center is a non-smoking facility. Smoking in any part of the building, including on the dock, is strictly prohibited.
11. There will be a \$500 labor charge for excessive cleanup of exhibit hall.

## WENDY'S WEDDING EXPO

12. Booth Construction: For public safety and to protect our facility, prior approval for cutting, welding or painting must be provided by the Convention Center management and is only allowed for booths in the Exhibit Hall. When equipment is approved, the floor is to be protected with plywood. Plastic is required to protect floors when an exhibitor is painting or applying spackle, tile or similar products. Any painting indoors is prohibited. Any damage to the Convention Center will be billed to the exhibitor.
13. Booth Flooring: Should an exhibitor choose to bring their own carpeting rather than renting carpet from the show decorator, gaffer's tape is only approved tape to be used to adhere the carpet to the flooring. Duct tape is prohibited. Any damage to the flooring will be billed to the exhibitor.
14. Booth Vacuuming is available at prevailing rates. Please refer to the Service Order Form.
15. Hazardous Waste: The disposal of toxic waste or non-biodegradable waste in drains is prohibited. The exhibitor is responsible for the proper removing of such waste from the facility.
16. Gas Fired Equipment: The Sharonville Fire Department must approve the use of gas fired equipment.
17. Landscaping Materials on Display: A protective floor covering must be laid prior to bricks or stone work being placed on the floor of this facility. Please provide a list of the materials you will be using to the Convention Center Event Manager. Only non-acidic dirt and mulch may be used and must be laid on top of plastic or plywood. Any damage that occurs to the facility will be billed to the exhibitor and/or the show promoter.
18. Auto Displays: For all auto displays, please disconnect the battery, purge the gas tank leaving less than 1/4 filled, and close with a gas cap or air-tight cover. Protective floor covering or Visqueen must be placed under the oil pan as well as the tires to protect the Convention Center flooring.
19. Animals: For the safety of all guests, animals are not permitted in the Sharonville Convention Center except with management approval for exhibits, displays or performances that specifically require the use of an animal. Guide or service dogs (as defined by law) are welcomed in the Convention Center.

### Food Show Exhibitors:

Spectra Food Service and Hospitality has exclusive rights to all food & beverage services in the Sharonville Convention Center.

Exhibitors in food shows may distribute samples, from their booth, in bite-sized portions of 2 oz. for food and 4 oz. for beverages. These samples are to be used for the purpose of securing orders from the attending buyers of these products.

Food service in any of our carpeted areas requires appropriate floor covering to be provided at the exhibitor's expense.

No other food or beverage may be brought into the Convention Center or onto its surrounding property.