



- _____ **READ THE GENERAL INFO PAGE**
- _____ **Sign** (don't forget elements to hang a sign)
- _____ **Scissors, tools, tape, string, wire etc.**
- _____ **Step Ladder**
- _____ **Literature**
- _____ **Booth Display**
- _____ **Purchase Dollies**
- _____ **Order Tables and Chairs** Booths do not come with these items. (Remember deadline advanced rates.)
- _____ **Tablecloths** (See Rental Form)
- _____ **Electricity** (See Rental form) remember deadline advanced rates.
- _____ **REVIEW BOOTH LOCATIONS!!!** (booth #'s will be emailed to you no later than one week before show date.)
- _____ **Literature for "My Wedding Bag" totes (Bring first hour of set up)**
- _____ **Galleries:**
 - _____ **Photos for Photographers Gallery**
 - _____ **Tabletop Design Gallery**
 - _____ **Couture Display, Fashion Show, Bridal and Formalwear shops.**
 - _____ **Display for Groom Expo.**
 - _____ **Door Prize boxes and registration forms.**
 - _____ **List of employees coming in late.** Place in the ticket booth at the entrance of the show.
 - _____ **Check** your free listing on www.weddingfestivals.com for spelling errors or changes needed.
 - _____ **Caterers/Bakers** mail in your food request forms for TD Convention Center and North Charleston Convention Center. This form is in the last minute info packet and under "Registered Exhibitors Forms" on www.weddingfestivals.com.
 - _____ **Accounting**, please mail in checks or fax invoices with credit card numbers prior each show date. **We prefer not to collect at Exhibitor set-up.**
 - _____ **Set-up times:** See General Info sheet.

- _____ **Loading out instructions.** Given at the Exhibitor Meeting right before show starts.
- _____ **Gallery Participants and Bag Sponsors, please arrive the first hour of Exhibitor Set Up.**
- _____ **Box Trucks** Read General Info concerning Box Trucks
- _____ **Parking:** Read General Info Page
- _____ **Loading door locations:** See maps included in this packet.
- _____ **Internet-**Venues may or may not have Internet Access. Please provide a hotspot if you are in need of internet.
- _____ **Please remind your staff:**
 - No early tear down or packing up!
 - Electronic sounds i.e. music, must stay within the booth space.
 - Only hand out literature and solicit brides within your booth space and not in the aisles, foyer etc.
 - Do not distribute materials or signage from a non exhibitor.
 - Send a representative from your booth to the stage area for a mandatory exhibitor meeting right before show opens.
- _____ *Tipping of the WF Cast Members is not expected but is deeply appreciated.*

We will communicate with you via email the week of the show, for any last minute announcements or changes, please watch for these emails.