

1. **Setup Times:** See bottom of sheet. Entry to loading area is in the rear of each building.
2. **Tables & Chairs Rentals:** Wedding Festivals prefers to lower the booth price and put more revenue into advertising, as a result, exhibitors need to rent or bring their tables, chairs, etc. Booths do not come with these items. To rent them, fill out the rental form and mail or fax to the appropriate company. All rental items must be pre-ordered & paid by the appropriate deadline dates. Tables & chairs may not be available the day of set-up.
3. **Booth Dividers-** All booths will have white or black backdrops. Signs & decorations may be attached to the backdrop poles, but nothing can be attached to facilities walls. Wedding Festivals cannot guarantee color of drapes. Many exhibitors who feel that background color is important for their display, usually pin a piece of fabric on top of the drape. This also helps them to stand out from other booths. No tape may be used on any poles. Side poles are not provided.
4. **Signs-** Each exhibitor is responsible for their booth sign. (Booth signs are not provided) A large logo sign is best and may be hung on the cross poles. Other ways of displaying your sign is to use an easel or set it up in your booth. Remember, the larger your sign, the bigger the effect.
5. **Security-** Please do not leave anything of value overnight or unattended. Wedding Festivals or the exhibit halls are not responsible for theft or damages.
6. **Carpet-** You may want to have a 10x10 remnant piece of carpet to make your booth more attractive & comfortable. Some venues are carpeted and some are not. See individual floor plans for this information.
7. **Food-** Caterers, only, may give out sample size food & must fill out a food form for the TD Convention Center show. Exhibitors can give out pre-wrapped candies. Food sample request forms must be signed. This form will be emailed to you in your last minute email two weeks before each show date. Other venues may require this as time goes on.
8. **Door Prizes-** Exhibitors may give away prizes although they are not required. Exhibitors must be responsible for providing their own door prize boxes & registration cards.

At the end of the show, exhibitors will write the winners name and display it in their booth on a colored slip provided by show management. The brides will walk through the show one last time to see if they have won. Names collected at the show through door prizes or any other means, remain the property of Wedding Festivals. Exhibitor agrees not to sell, lend or otherwise transfer names collected at the show, to any business or individual for any reason. Exhibitor agrees that under no circumstance will the names be used to promote any other multi-business bridal or weddings related show or event, directly or indirectly, including exhibitors participation within such an event. Exhibitor agrees to be held liable for any unauthorized use of the list and names collected at the show according to the Exhibitor Contract with Wedding Festivals.

9. **Galleries- See Gallery sheets for information**

10. **Music-** ALL EXHIBITORS who have any form of music in their booth, even background music in a video, must be non-registered, public domain or original music with the author's permission. Anyone who violates this rule is responsible for any claims inflicted on Wedding Festivals. All sound must stay within the booth space.
11. **Exhibitor Badges** - will be provided at right before the show. A list of employees who will be arriving late can be left at the ticket booth. Exhibitors cannot leave brides or customers names for badges, as they will be charged to attend.
12. **Electricity-** There is a charge for all shows except Spartanburg. (see rental form)

13. **Parking-**

**TD Convention Center.- Exhibitor's cars must be parked by one hour prior to show time to avoid being charged to park.**

**Hyatt Regency-** Downtown or city parking, most convenient is the parking garage next to the hotel.

**WNC Ag Center-** Free Parking

**Spartanburg-** Free Parking

**Anderson Civic Center-** Free Parking

**Charleston-** There IS a charge per car to park.

15. **Family friendly show-** Items in booth and in pictures displayed in booth must be family friendly. WF has the right to deny anything displayed at the show at any time.

16. **Booth Sharing-** Wedding Festivals does not allow sharing or subleasing. EVERY business that participates on Wedding Festivals in any way must have a SIGNED CONTRACT with Wedding Festivals. No sharing or subleasing. An example would be a florist providing a floral arrangement in exchange for placing cards or literature in a booth. **THIS IS STRICTLY ENFORCED!**

All multi-business businesses must have a booth for every business represented at the standard rate per business. All literature, in any form, must be from the business that has a contract with Wedding Festivals. This includes door prizes, signs, or mentions in exhibitors literature of other businesses that do not have a proper contract with Wedding Festivals. In Addition, a non contracted wedding business representative cannot "work" a booth for another business.

17. **Concessions-** May or may not be available depending on the venue choice.

18. **EARLY TEAR DOWN-** Due to liability, a \$100 fine will be levied upon any business who tears down their booth before the GRAND PRIZE GIVEAWAY & ALL BRIDES HAVE LEFT

THE BUILDING. In addition, the bridal mailing list will be forfeited. The second time a vendor does not comply with this rule, they will be denied further participation with Wedding Festivals.

**THIS IS STRICTLY ENFORCED!**

20. **Database of Brides- Exhibitor agrees that the list of attending brides is not required to be made available to exhibitor by Show management and is not included in the price of show contract.** The list will be available 2 weeks after the last show via email to any exhibitor in good standing with show management. This list will be coded to enable show management to monitor its use. Exhibitor agrees that the list and any names collected at the show, through door prizes or any other means, shall remain the property of show management, and Exhibitor agrees not to sell, lend or otherwise transfer the list, or names collected at the show, to any business or individual for any reason. Exhibitor agrees that under no circumstance will the list will be used to promote any other multi-business bridal or weddings related show or event, directly or indirectly, including Exhibitors participation within such an event. Exhibitor agrees to be held liable for any unauthorized use of the list and names collected at the show according to Exhibitor contract. Exhibitor is responsible for contacting show management if list is not received.

21. **REVIEW BOOTH LOCATIONS!!!**, (booth #'s will be emailed to you no later than one week before show date.) It is up to you to let us know, prior to set up, if there is a problem with your location. There is always the chance that locations will have to be moved due to space restraints, fire marshall, or any other reason beyond the control of show management.

22. **Website Listing-**

Please check your listing on [www.weddingfestivals.com](http://www.weddingfestivals.com) for corrections and category placement. To upgrade to a link or to add multiple categories contact Robert Lassers at [robert@expoboost.com](mailto:robert@expoboost.com)

**Set-up Times and Instructions:**

**Charleston only- Set up times: Saturday, (Show is on a Sunday)** Anyone can load in between 2pm-6pm (except box trucks) the day before the show.

**Fall Greenville- Set up times: Tuesday, (Show is Tuesday)** Anyone can set-up between 11:00 -2:30pm (except box trucks) on show day only, but not before 11:00. Cast members will not be available to help with unloading after 2:00pm. Show starts at 4:00pm.

**Winter Set up times: Friday) Show is on a Saturday, expect Charleston.**

**Charleston- Show is on Sunday and set up is Saturday,** Anyone can load in between 2pm-6pm (except box trucks) the day before the show.

**Morning Winter shows-**

Anyone setting up the morning of the Summer and Winter shows, must make accommodations with Wedding Festivals Management.

**\*\*\*Morning set-up is strongly unadvised, except for final perishable items.**

**Gallery participants and Bag Sponsors etc.** need to come the first hour of exhibitor set up.

**Box Trucks** must unload 1 1/2 hours before exhibitor load in times and be removed a 1/2 hour before exhibitor load in. For loading out- box trucks must wait until all other vehicles are finished at the loading dock, which is approx. 45 minutes or less after show ends.

21. **Fork Lifts-** Wedding Festivals is not responsible for providing fork lifts for Exhibitors. Please contact the venue if a forklift is needed.

22. **Dollies-** We recommend that you purchase a hand truck from Sam's, Home Depot or Lowe's that transforms into a dolly. This can be easily stored under an 8' table and is ready to go when the show ends. Dollies will NOT be available by the Venue or Wedding Festivals.

23. **All Exhibitors must check in during show setup times**, regardless of when they setup their booth, to ensure their space, rentals, etc. are correct. Wedding Festivals representatives will not be available last minute to assist newcomers or correct any problems due to late arrival of the exhibitor.

24. **WF Cast Members Assistance-** Cast Members will assist you in unloading at the bigger shows, **Cast Members will not be available for Loading out.** Cast members and Wedding Festivals or the venues are not responsible for damage to exhibitors items. Please assist with any items that are fragile. Tipping of the Cast Members is not expected but is extremely appreciated. Please bring your own dollies for load out.

25. **Internet-** Venues may or may not have Internet Access, please provide your own hot spots and have videos downloaded etc.