



\_\_\_\_ **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](http://www.weddingfestivals.com) for spelling errors or changes needed.

\_\_\_\_ **Caterers/Bakers** mail in your food request forms for Greenville 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](http://www.weddingfestivals.com).

\_\_\_\_ **Accounting**, please mail in checks or pay your invoice online. **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.*