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SECURITY: THE MANAGEMENT WILL PROVIDE SECURITY DURING THE EXPO. NEITHER MANAGEMENT NOR THE CIVIC CENTER IS RESPONSIBLE FOR LOSSES OF ANY KIND. SEE YOUR INSURANCE AGENT FOR OFF PREMISE COVERAGE. SMALL OR VALUABLE EXHIBIT MATERIALS SHOULD BE TAKEN WITH YOU AT NIGHT. PLEASE BE AWARE THAT THERE ARE MANY PEOPLE WITH ACCESS TO THE SHOW HALL DURING MOVE-IN AND MOVE-OUT, AND THAT IS THE TIME YOU SHOULD BE MOST WATCHFUL OF YOUR DISPLAY MATERIALS.

EXHIBITOR BADGES: EACH EXHIBITOR IS ALLOWED SIX (6) BADGES. BADGES WILL BE AVAILABLE AT THE SHOW OFFICE DURING SET UP HOURS. THESE ARE FOR YOUR BOOTH WORKERS ONLY!

VIP GUEST PASSES: EACH EXHIBITOR IS ENTITLED TO FOUR (4) VIP GUEST PASSES, WHICH ARE ENCLOSED. EACH TICKET WILL ADMIT ONE PERSON, ONE TIME ONLY. THEY ARE FOR CLIENTS, GUESTS, FAMILY, ETC.

FIRE MARSHALL'S REGULATIONS: VEHICLES MUST HAVE BATTERIES DISCONNECTED. FUEL TANKS MUST BE FILLED WITH NO MORE THAN TEN GALLONS OF FUEL, OR MORE THAN ¼ FULL, WHICH EVER IS LESS. VEHICLES MAY NOT BE MOVED DURING THE EVENT. ALL FUEL TANKS SHALL BE TAPED SHUT TO PREVENT ESCAPE OF VAPORS. TABLE COVERINGS SHALL ALSO BE OF NON-COMBUSTIBLE MATERIALS, SUCH AS COTTON.

NOTICE! PER THE FIRE MARSHALL: THE SHOW CLOSSES AT 4PM SUNDAY. THIS MEANS NO ONE WILL BE ALLOWED TO DISMANTLE OR REMOVE ANY PORTION OF THE BOOTH UNTIL THAT TIME. AS LONG AS THERE IS PUBLIC IN THE BUILDING, **IT IS YOUR OBLIGATION BY CONTRACT TO PRESENT A FULL AND COMPLETE DISPLAY UNTIL THE SHOW IS OFFICIALLY CLOSED.** YOUR COOPERATION IS MUCH APPRECIATED! **ALSO, NO OPEN FLAMES IN BOOTHS INCLUDING PROPANE, BUTANE, STERNO, CANDLES, ETC.**

HOTELS: THESE HOTELS OFFER THE FOLLOWING RATES:

- **SHERATON HARTFORD HOTEL** – 860-528-9703 \$89 + Tax SINGLE/DBL – 100 EAST RIVER DRIVE, EAST HARTFORD CT 06108. Mention you are a CT Bridal Expo Vendor.
- **HOLIDAY INN EXPRESS** – 860-525-1000 \$89.00 + TX SINGLE/DBL; \$91.00 + TX FREE UPGRADE TO JR SUITE IF AVAILABLE – 185 BRAINARD ROAD, HARTFORD, CT 06114. RATES INCLUDE FULL BUFFET BREAKFAST 6am-10am, FREE PARKING & SHUTTLE SERVICE 7am-10pm. Mention you are a CT Bridal Expo Vendor.

SUPER 8 MOTEL - 860-246-8888 \$49.99 + TX SINGLE, \$54.99 + TX DBL - LEFT FROM CENTER ONTO WESTIN ST, HOTEL IS WITHIN WALKING DISTANCE FROM CENTER

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SHOW PROGRAM: THE SHOW PROGRAM WILL BE HANDED OUT FREE TO EVERY ATTENDEE AT THE EXPO. GIVE YOUR COMPANY THE EDGE OVER YOUR COMPETITION BY ADVERTISING IN THE MOST POPULAR LITERATURE AT THE EXPO. THIS PROGRAM IS A REAL KEEPER FOR ATTENDEES, SO CONTACT US AT 860-563-2111, TO PLACE AN AD OR FURTHER QUESTIONS. THE DEADLINE FOR AD PLACEMENT IS FEBRUARY 15, 2011.

**** PER THE XL CENTER, NO HELIUM BALLOONS MAY BE GIVEN OUT AT THE SHOW. THEY MAY ONLY BE USED FOR DECORATIONS****

PARKING: THERE IS NO DESIGNATED PARKING FOR VENDORS. YOU CAN PARK ANYWHERE YOU FIND A SPACE ON THE STREET OR PAY TO PARK IN A NEARBY PARKING LOT.

DIRECTIONS TO THE XL CENTER:

FROM NORTH/SOUTH: I-91 TRUMBULL ST EXIT 32B, XL CENTER IS SIX LIGHTS ON RIGHT.

FROM EAST: I-84 WEST TAKE MAIN ST EXIT 50, AT THIRD LIGHT TAKE LEFT ONTO TRUMBULL ST. XL CENTER IS SECOND LIGHT ON RIGHT.

FROM WEST: I-84 EAST TAKE ANN/HIGH ST EXIT 49, TURN RIGHT AT FIRST LIGHT ONTO HIGH ST, LEFT AT FIRST LIGHT ONTO CHURCH ST, XL CENTER IS AT NEXT LIGHT.

FROM NYC: I-95 NORTH TO NEW HAVEN, I-91 NORTH TO HARTFORD, EXIT 32B.

FROM BOSTON: MASS PIKE TO I-84 WEST TO EXIT 50.

IMPORTANT - ALL BOOTH FEES MUST BE PAID IN FULL BY JANUARY 28, 2011. ANY PAYMENTS RECEIVED AFTER THAT DATE MUST BE IN THE FORM OF CERTIFIED CHECK, CASH OR MONEY ORDER. NO EXCEPTIONS! FOR YOUR CONVENIENCE, A STATEMENT IS ENCLOSED. WE ACCEPT ALL MAJOR CREDIT CARDS. PLEASE COMPLETE THE ENCLOSED FORM. YOU MAY FAX IT TO US AT 860-563-3472.

SEE YOU AT THE HARTFORD BRIDAL SHOW!

IF YOU HAVE ANY QUESTIONS REGARDING THE SHOW, CALL MARYELLEN AT JENKS PRODUCTIONS AT 860-563-2111 X 313 OR OUTSIDE CT TOLLFREE AT 800-955-7469X 313, OR EMAIL / VISIT US ONLINE AT WWW.JENKSPRODUCTIONS.COM