



David L Lawrence Convention Center  
March 18, 2018 12pm-4:30pm

Thank you for participating in the 2018 Pittsburgh Bridal Showcase. Show times are 12pm - 4:30pm.

We want to make sure that every vendor is aware of our VIP program that helps drive traffic to your booths. There is no additional fee to participate in this program.

**VIP** - Would you like to have qualified VIP Brides at your booth? Then consider being part of the VIP Bride Vendor program. VIP Brides pay significantly more for their tickets to get front of line access, reserved seating at the fashion shows and a free small gift from VIP vendors when they visit your booth. There is no fee, you simply agree to give VIP brides a small gift that you aren't giving to everyone else. You can choose the gift to give - but it has to be a gift, not a discount or something contingent on purchasing from you. We expect around 30-40 VIP Brides, and they will have a VIP tag to identify them.

If you are interested in participating in VIP, please contact [aaron@pghbridalshowcase.com](mailto:aaron@pghbridalshowcase.com) or call 412-773-4996

Even if you have already agreed to participate in VIP please confirm with me that you still intend to participate so that our lists are accurate.

**Food & Drink Samples** - If you are providing food or drink samples, you must complete the 2018 Sampling Policy form pdf which you can in this link - <http://pghbridalshowcase.com/SamplingPolicy.pdf>. Please complete asap and return via email to [aaron@pghbridalshowcase.com](mailto:aaron@pghbridalshowcase.com)

**Electric** - If you need electric and haven't purchased it yet, the price is \$125. Please call asap to order and pay for electric to 412-773-4996 or 412-566-2900. If you wait until the day of the show the price will be double. You will need to bring your own extension cord and power strip.

**Bag Stuffers** - You can include marketing material in the bags that we give to the brides, the price is \$100. We will need to have 500 pieces no later than Monday, March 12 at our office in the Strip District at 2549 Penn Ave, 15222. Call us in advance if you would like to drop off so we can let you know how to access our building. We are located above Di'Anoia's Eatery.

**Load in** - The load in times are Saturday, March 17th from 2pm-6pm and on Sunday from 8am-11am at Exhibit Hall A. We will have Teamsters to assist you but for your convenience and faster service please bring your own dolly as the teamsters and their dollies are limited and you can not use their dollies on your own. For faster load in please come Saturday night or earlier Sunday as the morning progresses the busier it becomes. You can drive onto the exhibit hall floor up until 10am ONLY to unload and immediately after you must move to garage. After 10am you will unload on ramp and immediately after you must move to garage. The Convention Center address is 1000 Fort Duquesne Blvd, Pittsburgh, PA 15222

**Signage** - Bring your own signs, as none are provided for you. Your company name will be on paper on your table for your convenience in locating your booth.

**WiFi** - The Convention Center provides WiFi for a fee. You can purchase it onsite via credit card through the splash page. .DLLCC\_Exhibit is the only option that will work in the exhibit hall and the price is \$75

Extra tables may be rented for \$35

Cars must be parked in the garage - no cars can be left on the loading dock!

**VERY IMPORTANT - NO CHILDREN UNDER THE AGE OF 13 ARE PERMITTED IN THE EXHIBIT HALL DURING SETUP**

***Limousine Load in*** -All limousines please load in on Sunday March 18 at 10:30am. Please call Sal to coordinate your load in time. 412-377-0728

If you have any brides that would like free tickets, please email their names and we will have them at registration.

Please feel free to promote the show through Facebook, Twitter or any other social media.

If you haven't made your final payment, please do so asap. You can send a check payable to Pittsburgh Bridal Showcase or call us at 412-566-2900 to make a credit card payment.

Thanks for your participation and we anticipate another great show this year!

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