



David L Lawrence Convention Center
March 3th 2025 12pm-4pm

Thank you for participating in the 2025 Pittsburgh Bridal Showcase on March 30th at the David L Lawrence Convention Center. Show times are 12 pm – 4 pm.

If you have rented a Table as part of your space fee- it will have a basic tablecloth but they are not floor length. Feel free to bring your linens. Please let us know if you will be bringing your own linens.

- **Food & Drink Samples** - If you want to provide food or non-alcoholic drink samples, **you must complete the Sampling Policy form and submit with your insurance to Levy Catering Sales Department.** These forms, insurance certificate, and applicable payment **are due no later than February 28, 2025.**
- Make sure to send these to Levy or email them to bjohnson@pittsburghcc.com
- **Do not send these forms or payment to Pittsburgh Bridal Showcase**
You can download the form at this link-

<http://pghbridalshowcase.com/SamplingPolicy.pdf>

Check out our **VIP Program** to drive highly qualified and motivated couples to your booth.

VIP - Would you like to have **qualified VIP Couples at your booth?** Then, consider being part of the VIP Couples Vendor program. VIPs pay significantly more for their tickets to get front-of-line access, reserved seating at the fashion shows, and a complimentary small gift from VIP vendors when they visit your booth. There is no fee, simply agree to give VIPs 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 40-60 VIPs, and they will have a VIP tag to identify them. Only one gift per couple – bride or groom is necessary.

If you are interested in participating in the VIP program, please contact bigdayent@aol.com or call 412-773-4996.

Even if you have already agreed to be a VIP vendor, please confirm that you still intend to participate so that our lists are accurate.

Electric Please call Sean Holsing from the Convention Center to order your electric at 412-325-6102 or email at exhibitorservices@pittsburghcc.com. If you order electric the day of, the price will be higher.

You will need to bring your own extension cord and power strip.

Load in -The load in time is **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 cannot use their dollies on your own.

Load In- The load-in time is Sunday, March 30 from 8 am-11am in Exhibit Hall D-E. Please drive to the loading dock, which is located on the river side of the Convention Center. 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 cannot use their dollies on your own.

You can drive onto the exhibit hall floor up until 10 am, ONLY to unload, and immediately after you must move to the parking garage. After 10 am, you will unload on the ramp, and immediately after you must move to the garage. The Convention Center address is 1000 Fort Duquesne Blvd, Pittsburgh, PA 15222. DLCC does not allow children on the convention floor during load in and load out times

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

WiFi - The Convention Center provides WiFi for a fee. Contact Shownets at 800.310.4454 to place your order. **It is highly recommended to purchase WiFi in advance to avoid any issues on the day of the show.** 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, 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!

Limousine Load in -All limousines, please load in on **Sunday, March 30** between 8:00-8:30am. Please call Sal to coordinate your load in time. 412-377-2923.

Free Tickets If you have any brides who would like free tickets, please send an email with their names, and we will have them at registration.

Please feel free to promote the show through Facebook, Instagram, 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 and mail it to PO Box 8279 Pittsburgh PA 15218 or call us at 412-377-2923 to make a credit card payment – a 3% processing fee will apply.

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

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