



David L Lawrence Convention Center
March 26, 2017 12pm-4:30pm

Thank you for participating in the 2017 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 booth. 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 \$25 for their tickets for front of line access to show, reserved seating at the fashion shows and a free small gift from VIP Vendors when they visit your booth. You can choose the gift to give. We expect around 40-50 VIP Brides and they will have a special VIP Bride tag to identify them.

If you are interested in participating in VIP, please contact Aaron at aaron@pghbridalshowcase.com or call 412-773-4996.

Even if you have already agreed to be a VIP vendor please confirm with us that you still intend to participate so that our lists that we give to VIP brides are accurate.

Food & Drink Samples - If you are providing food or drink samples, you must complete the 2017 Sampling Policy form pdf which you can find in the email that came with this pdf attachment. Please complete asap and return via email to aaron@pghbridalshowcase.com

Electric - If you need electric and have not 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 you own extension cord and power strip.**

Bag stuffers - You can include your marketing material in the bags that we give to all brides. The price is \$100. We will need 500 pieces no later than Monday March 20th at our office in the Strip District at 2549 Penn Avenue Pgh. 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 above Di'Annoia's Eatery.

Load in - The load in times are **Saturday March 25th from 10pm BUT you must be OUT by midnight** and on **Sunday from 7:30am-11:00am at Exhibit Hall A**. We will have Teamsters available 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 up until 10am just to unload after that you will unload on the ramp and immediately move your car to the garage.

The Convention Center address is 1000 Fort Duquesne Blvd. Pittsburgh, PA 15222

Signage - Bring your signs for your booth, as none are provided. 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 or you may be towed!

VERY IMPORTANT! - NO CHILDREN UNDER THE AGE OF 13 ARE PERMITTED IN THE EXHIBIT HALL DURING SET UP AND LOAD IN.

Limousine Load in - All limousines please load in on Sunday March 26, at 10:30am. Please call Sal to coordinate your load in time. 412-377-2923.

If you have any brides that would like free tickets, please send us an email with 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.

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

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