

FLORENCE CENTER
3300 WEST RADIO DRIVE, FLORENCE, SC 29501
PHONE: 843-679-9417 FAX: 843-679-9429
manager@scbridalshowcase.com

DATES & HOURS OF THE SHOW

<u>Move In</u>		<u>Show Times</u>	
Saturday, Sept 29	8am-5pm	Sunday, Sept 30	11am-12:30pm VIP Bridal Brunch
Sunday, Sept 30	7am-10am	Sunday, Sept 30	12pm-1pm VIP Bridal Vendor Preview
		Sunday, Sept 30	1pm-5pm Wedding Show

EXHIBITOR INFORMATION

- Exhibitors are required to be in their booths at least 30 minutes prior to the scheduled opening.
- Exhibitors are allowed entrance to the building to work in their booths according to the above Date & Hours of the Show.
- Exhibitors must display their Exhibitor ID wrist bands upon entering the building.
- Exhibitors are encouraged to bring any necessary transport equipment for move in and move out.
- Show Management cannot guarantee that carts will be on-site or available for Exhibitor use.
- Exhibitors must move out during the following schedule-Sunday, September 30, 2018 at 5PM.
- No breakdown of booths is allowed before 5pm.
- Any Exhibitor requiring labor for install or dismantle must contact the Events Manager.

VIP BRIDAL BRUNCH & VENDOR PREVIEW

All booths must be set up by 10AM on SUNDAY since there will be a VIP Bridal Brunch & Vendor Preview hosted by the sponsors and show management. Exhibitors should be in their booths during the event to promote the company and sell product to the VIP guests. In the event an Exhibitor has not begun set-up by 10am Sunday, Show Management reserves the right to reclaim booth space without recourse unless Exhibitor, has notified Show Management of travel delay or no show.

PUBLIC GENERAL ADMISSION

In Advance: **\$8**
At the Door: **\$12**
VIP Bridal Brunch: **\$25***
No strollers or Children under 12 years old

BOOTH SPACE, PAYMENTS & CONTRACTS

Booth spaces for the 2018 Show are assigned to Exhibitors on the basis of product type and application date. All payments for booth space are non-refundable. Cancellations must be submitted to Show Management in writing. In the event of a cancellation, Show Management, in its sole discretion, may elect to transfer an Exhibitor's booth space payment as a deposit for the 2019 show.

- All Exhibitors are required to submit a 50% deposit with a completed application.
- The remaining **50%** of the booth rental fee is due no later than **September 15, 2018**.
- The full booth fee is required with the application if you are applying after September 1, 2018, no discount applied.
- Multi-year discounts are available, request this from the show sales manager

EXHIBITOR FINDER'S FEE AWARD (Booth Bucks)

Exhibitor Finder's Fee awards are available. Recruit new exhibitors and earn \$25 dollars towards your booth fees. Upon paid receipt of their contract, you will be credited \$25 towards your balance for current show or for credit towards the 2019 show. If you have already paid in full, you will receive a check for \$25 after the show has commenced. Management will determine pay dates.

HOTELS & RV PARKS/RESTAURANTS

We have special rates within our Hospitality District for hotel, restaurants and RV Parks. Please visit our website for more information to contact them directly. We will also have at time of check in discount coupons from hospitality district restaurants.

RETAIL LICENSE

- Exhibitor is solely responsible for obtaining all required South Carolina retail licenses to conduct business in the state. South Carolina retail license information can be found within the Sales and Use Section at www.sctax.org.
- Show Management has acquired the necessary business license from the City of Florence for each Exhibitor booth. Exhibitors do not need to acquire a separate business license; the cost of this license is included in the booth rental fee.

CATEGORY LIMITATIONS

Show Management must limit the number of vendors in merchandise categories. This will be first come first serve and this number will be based on applications received. Wedding oriented products only. The SC Bridal Showcase prides itself in that it only allows vendors that are purely wedding related. To maintain this characteristic the show management has established a policy that only wedding oriented products can be displayed. This means that products or services that are not directly or indirectly used for planning a wedding will not be permitted on the show, without approval from show management.

EXHIBITOR BADGES, PARKING PASSES & CONDUCT

Show Management will provide a maximum of four (4) identification bands per contracted Exhibitor for booth personnel. Additional bands are \$5. Exhibitor ID wrist bands and Parking Passes will be in your Exhibitor Packet. You will receive your Exhibitor Packet at our Introduction Vendor Party or when you check in and on move-in day. Exhibitor packets are not mailed. **All exhibitors must provide a list of personnel that will be working their booth at the show. The list must be received by September 15, 2018. Email this list to manager@scbridalshowcase.com**

DRESS CODE

We require all exhibitors to be dressed professionally. **Please no jeans or T-shirts.** Business attire is preferred to help create a more attractive show. (No football apparel)

CONDUCT

You and your staff should be courteous to your neighboring exhibitors and attendees at all time. Your staff can only do business from within your exhibit space. Do not stand in the aisles.

CONFLICTS

If you have any conflict with an exhibitor or attendee, please contact show management at the information booth. Show management and security are in radio contact with the information booth and will respond immediately.

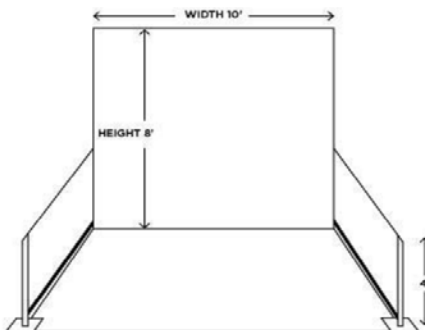
SMOKING POLICY

The Florence Center is a smoke-free facility and no smoking is permitted. Smoking is allowed in outside designated spaces only. Exhibitors who do not follow the above will be contacted by show management on site or shortly after the show has concluded to discuss their conduct for the following year's show. Continued inability to meet show standards will result in the loss of participation in future shows.

BOOTH FURNITURE & ACCESSORIES

Each Exhibitor booth includes an 8-foot-high back drape, two 3-foot-high draped side rails, one 8' table, two chairs and one waste basket at no additional expense. Additional tables and chairs are available for rent from the show decorator. Forms are located on the website and they will have a table at the exhibitor check in office. Plan early and save money. No plastic table covers, fabric only.

Show Management also provides a booth id sign, stating the exhibit name and booth number, to be hung on the back-drape pipe.



BOOTH & AISLE GUIDELINES

Exhibitors are allowed to build their booth to the maximum height of 8 feet on the rear wall and 4 feet on the side walls. If your display includes a sign attached to the back wall, you must get approval from show management.

AISLE RESTRICTIONS

No exhibit can obstruct the aisles, encroach on neighboring booths, or operate its exhibit causing interference, annoyance or endangerment to other exhibitors or visitors. The restriction applies to, but is not limited to, volume, PA systems, persons, musical instruments or any device which volume might be objectionable to show management. Exhibitors, their agents, employees, and business invitees may only conduct business within their own assigned exhibit space.

OCCUPANCY OF BOOTH SPACE

Your Exhibit space must be staffed during advertised show hours (September 30, 2018) from 12:00 to 5:00 PM. Only the exhibitor's goods and services contracted with the show can be exhibited in the booth space. No non-contracted service or business can be represented in your booth space. Any exhibits that are not staffed during the show hours may not be accepted as an exhibitor in the next SC Bridal Showcase Wedding Show.

EARLY DISMANTLE OF EXHIBIT

Exhibitors who begin to tear down before 5:00 Pm Sunday may be eliminated from future shows. The SC Bridal Showcase will fine any exhibitor \$100.00 that moves out or starts to dismantle their exhibit before closing of the show. This fee will be automatically billed to you following the show and you will not receive the lead list until the balance is paid in full. There will be no exceptions. **Please respect the hours of the show.**

Please plan, decorate & staff your space accordingly as to not overload your booth!!! Consider a 10' x 20' or larger if you plan on a large display.

MICROPHONES, AMPLIFICATION & PA SYSTEMS

No exhibitor will be allowed to use a microphone, music amplification, or P.A. system in their display area without prior show management approval.

SOUND

Video equipment and disc jockey sound systems must be displayed toward the back of the exhibit space. Exhibitors are asked to monitor their own booths to be sure the noise levels from video and disc jockey sound systems are kept to a minimum and do not interfere with others. The use of sound systems or equipment producing sound is an exception to the rules, not a right. Show management reserves the right to determine at what point the sound interferes with others and must be discontinued. You will only be asked to turn your system down once before we ask you to turn your system off.

SUBLET & COMBINED EXHIBITS

Under the terms of your "Participation Agreement," exhibitors are not allowed to sublet or combine any portion of their exhibit space without written approval from the show management.

EXHIBITOR PRESENTATION (DISPLAY)

It is the goal of the SC Bridal Showcase to present the widest variety of wedding related products and services in a tasteful professional manner. This includes displays, signage, and personnel. Exhibitors who are unable to meet this goal will be contacted by Show Management on site or shortly after the show has concluded to discuss their presentation for the following year's show. Continued inability to meet show standards will result in the loss of participation in future shows.

CONSUMER COMPLAINTS

Show management is not a mediator for consumer complaints and will not get involved with them. Exhibitor that have complaints levied against them by show consumers to show management will be contacted by show management about the complaint. An exhibitor may lose participation in the show if they receive complaints of unethical business practices or for not providing the service or product that they have promoted or that they promote.

SIGNS

Exhibitor identification signs with booth numbers will be provided by show management and must be kept visible within your exhibit space during show hours. Additional signage is highly recommended and encouraged by show management. The maximum height for any back drop is 8' from the floor. If you have received approval from show management for a back drop that exceeds 8' your maximum back drop height that can be 10' or 12' depending on location and with approval.

GARBAGE

It is your responsibility to remove your own garbage before, during and after the show. There is a dumpster and recycle area on the loading dock. Please do not leave garbage in the aisles before or after the show. You are responsible for emptying your wastebasket provided in your exhibit space during the show. The show decorator will empty the wastebasket if needed during move-out.

DEMONSTRATIONS AND HANDOUTS

Exhibitors demonstrating products and/or distributing marketing materials, product samples or souvenirs are not permitted to do so outside the confines of their rented exhibit area. Working in the aisle is strictly prohibited and will be enforced by show management. Exhibitors may only display signs and dispense literature materials pertaining to their contracted business and services. Show Management will remove signs, literature, and business cards of businesses or persons not contracted with the show and may eliminate the offending exhibitor from future shows. Prize/ raffle boxes not directly affiliated with an exhibitor are not allowed. **GUEST Solicitation is not permitted for non-Exhibiting Vendors. Please do not hesitate to let us know if you suspect someone is soliciting that is not a legitimate vendor. Please help us monitor this so we can help you protect your investment.**

IN BOOTH STORAGE

Storage in your booth is acceptable as follows:

- You can-not store materials behind back drops or drapes. All materials (such as flyers & Brochures) must be stored under your table as long as your table is 18" away from an ignition source and is skirted.
- Boxes, packing materials, waste and debris must be removed prior to the start of the show and kept picked up during the show.
- All areas are inspected periodically.
- Boxed brochures, product and sales material storage may be allowed if kept orderly and not stored behind pipe and drape.

EXHIBITOR PROPERTY INSURANCE

Show Management carries no insurance on Exhibitor's property and will not be liable for any loss or damage to Exhibitor's property.

PARKING INFORMATION

EXHIBITOR STORAGE TRAILER PARKING FREE-24-hour Security

Exhibitors may request to park storage trailers in our Exhibitor lot. This is done on a first-come, first-served basis. Please note that you may not leave a car, truck or any other vehicle attached to your storage trailer. Due to Fire Marshal regulations, your storage trailer must remain unlocked at all times, and no combustible materials can be placed inside of the trailer. Per FC regulations, you must tape your copy of the Storage Trailer Parking Permit to your trailer, in an area that can be easily seen.

HANDICAPPED PARKING

A limited number of parking spaces will be available for handicapped individuals who are in a wheelchair, a scooter, or use oxygen.

FOOD EXHIBITOR REQUIREMENTS

All food and beverage sales and sampling requests must be made in writing. A Food & Beverage Application Form is on SCBridalShowcase.com in the "Exhibitor Forms" area and **is required to be submitted by any Exhibitor sampling products or selling food/beverage items.** Food products should be produced in an inspected facility.

Please read the SC Department of Health & Environmental Control information sheet provided on the website for additional regulations. Exhibitors with questions regarding DHEC regulations are directed to contact: SCDHEC 803-898-3432

Savor has the exclusive food and beverage rights within the Florence Center. Exhibitors may distribute sample food and/or beverage products only upon written authorization.

Please bring trashcans for your sample/wrapper disposal.

NO PET ALLOWED, SERVICE ANIMALS WELCOME

During Move-in and out, or, show hours.

Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. **Service animals are working animals, not pets.**

FIRE AND SAFETY REGULATIONS

No flammable liquid, substance or material shall be brought on the premises. Personnel should not use, or allow to be used, any candles or other open flame. All cloth used for decorative purposes, including table coverings, floor coverings and any other display material, must be fire-retardant. Table covers are to cover the top and side drop to the floor, please no visibility of underneath storage. Exhibitors shall not allow anything to be brought onto the premises or permit any act that will increase the fire hazard or endanger persons or property. Be aware that all displays will be inspected by the Fire Marshal prior to opening.

No smoke-laden vapors (e.g. burning incense) are permitted. Items being sold, such as potpourri, which may produce odors that extend beyond the Exhibitor's booth area must be brought into the building pre-packaged. Open containers, etc. of such items are not permitted.

Electrical extension cords and/or power strips must be U/L Listed and in proper working condition (e.g., no exposed wire, missing insulation, cracked housings, etc.). Extension cords

cannot be plugged into an outlet of a power strip. Extension cords and power strips must be grounded (i.e., plug has 3 wires). All plugs/wire cords to appliances must be original to the equipment and unmodified.

ELECTRICAL/TELEPHONE SERVICE

Electrical, dedicated internet and telephone service is available **for an additional charge**. These forms are available online at SCBridalShowcase.com.

CENTER REGULATIONS

- Helium-filled balloons must be approved in advance.
- No adhesive backed stickers may be used or distributed.
- The Florence Center is a smoke-free environment. Absolutely no smoking is allowed anywhere in the building.
- No food or beverage may be brought into the building for on-site consumption.
- The continuous playing of music by Exhibitors is prohibited.
- Any promotional signage must be confined to the rented booth space.
- No soliciting in the aisles is permitted. Exhibitors must remain within their booth space.
- No exotic animals will be allowed in your booth.
- Tent tops must be flame retardant and you must have a fire extinguisher inside your tent.
- **Your booth must be manned during the entire show.**
- No alcoholic beverages will be brought into the building.
- Any motor vehicle that is an integral part of a display or project that contains fuel must have less than 1/8th tank of fuel and its battery disconnected to remain in the building.
- All promotional literature or tapes must be preapproved by management BEFORE being shown or given to the public.
- Decorations may not be affixed to any surface in the building. No holes may be drilled, cored or punched onto the building. Samples may not include stick-on decals or lighter than air balloons.
- The use of single sided or double stick foam tape, cellophane tape or masking tape is prohibited on any surface at the Florence Center.

The Exhibitor will be responsible for all damage to the floor, walls, or other parts of the Florence Center caused by the Exhibitor, its employees, agents or representatives and by all contractors, erectors, delivery persons, suppliers and persons furnishing services, deliveries, work or materials in behalf of the Exhibitor. Exhibitors shall promptly reimburse the Florence Center at all cost arising out of such damage.

HEALTH AND SAFETY

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practical throughout the Show. You should also check that any contractors, suppliers, agents, etc. that you may be using have a Health & Safety Policy, suitable to the exhibitor environment.

- Maintain emergency aisles through and to the center of the hall during move-in, show, and move-out.
- All materials must be flame resistant. This includes, but is not limited to, drapes, curtains, table coverings, etc.
- The building's fire extinguishers, fire hoses and sprinkler closets must be visible and accessible at all times even if they are located in your booth.
- Ensure portable electrical tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
- Forklifts are not to be used by anyone other than fully trained operators.

- Chemicals and flammable liquids must be removed from the exhibition venue after use by the user or, in exceptional circumstances, brought to the attention of the venue cleaning department for safe and proper disposal. Such products must not be placed in general garbage bins.

SECURITY

Show Management will employ reputable and competent guards for the course of the Show **but assumes no responsibility for loss or damage by any cause**. Exhibitors are reminded this is an open booth show and the safeguarding of merchandise is the responsibility of the Exhibitors.

We advise exhibitors to take the following safety precautions: Do not leave your booth unattended. This includes arriving plenty of time before the show opens, and not leaving the show until the show has closed. Valuables that can easily be put into a pocket or purse should be put away or covered each night before leaving. We suggest blankets, sheets or tarps to cover merchandise.

MANAGEMENT CONTROL

Show Management reserves the right to prohibit entrance to the Florence Center and its premises and to remove from the Center and its premises any person or object which Show Management deems is not in the best interest of visitors to the show. Show Management further reserves the right to prohibit any activity or an Exhibitor which, in the sole judgement of Show Management, interferes with the enjoyment of visitors or work of other Exhibitors. Failure of an Exhibitor to comply with the rules, regulations and instructions of Show Management may result in the removal of the Exhibitor's booth from the premises during the Show. In the interpretation of the rules and regulations, Show Management shall be the sole arbitrator.

SHIPPING INFORMATION

Shipments to the Florence Center should be routed to 3300 West Radio Drive, Florence, SC 29501. Shipments should be delivered by between **September 17-27th**. Freight will not be received on the actual show days. Shipments must be marked to your attention with your booth number included on the bill of lading and shipping labels.

Be sure all packages are clearly marked with the following:

Name of your Representative at the Show

Company Name and Booth #

C/O SC Bridal Showcase/Florence Center

3300 West Radio Drive, Florence, SC 29501

Know your carrier and get the tracking number!

Send this information to our Logistics department.

manager@scbridalshowcase.com