

Thank you for participating in the 2016 Pittsburgh Women's Expo and Pittsburgh Bridal Showcase. Show times are 12pm - 4:30pm.

Food & Drink Samples - If you are giving out food or drink samples, you must fill out sampling policy form from our website under exhibitors - and return it to us asap via fax - 412-697-0306 or email - <u>aaron@pghbridalshowcase.com</u>

Electric - If you need electric and haven't purchased it yet, the price is \$125. You will need to bring your own extension cord and power strip. Please let us know asap. If you wait until the day of the show, the price will be double.

<u>Load in</u> -The load in times are Saturday, March 19th 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 to assist you but for your convenience and faster service please bring your own dolly. See loading dock map below. The Convention Center address is 1000 Fort Duquesne Blvd, Pittsburgh, PA 15222

Signage - Bring your own signs, as none are provided for you

<u>WiFi</u> - 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

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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