

# Wedding Guide's Bridal Extravaganza

Sunday, June 8, 2008

Palmer Events Center

## IMPORTANT INFORMATION

Be sure you read the following information & submit the appropriate forms.

**To ensure a great show, we have put together this information packet containing information for your company's booth. Look over the packet carefully as there is new and updated information included. Contact us at 210/599-0336 if you should have any questions.**

### **Important information:**

- Food Service Requirements: For your food permit, please contact our office at 210/599-0336 or email [specialevents@texasweddings.com](mailto:specialevents@texasweddings.com) for more information and to receive your temporary food service permit forms.
- Fire Regulations: You are not permitted to have **burning** candles. If your company will be displaying a vehicle at the show, please contact us for rules and permit procedures.
- Bridal Bucks: If you want to participate in this exciting promotion, please complete the Bridal Bucks form and fax to 210/599-0369. If you have questions about this program contact Sheila Dunn at 210/599-0336.

### **Set Up Hours:** Friday, 3 p.m. – 8 p.m.

- The Palmer Events Center only has a limited number of dollies, but we will have event staff helpers available to assist in loading and unloading. Please allow plenty of time for unloading and setting up your booth. You may bring perishables on Sunday from 9:00 a.m. to 11:00 a.m.
- **Parking**: The Palmer Events Center has a parking garage adjacent to the building. The fee is \$7 per vehicle to park. The entrance to the loading yard is off Barton Springs. **If you are pulling a trailer, using an 18-wheeler or another large vehicle please call us for special instructions.**

### **Show Hours:** Sunday, Noon to 5 p.m.

- Do not start to tear down prior to the published 5 p.m. ending time on Sunday.
- **Load-Out**: At 5 p.m. the loading dock will open to all exhibitors, however we ask that you tear down your booth completely before bringing your car into the loading dock. Our event staff helpers will be available to assist you in loading out. No vehicles will be allowed into the loading yard or be allowed to stage on Barton Springs Dr. prior to 5 p.m.

## Show Rules:

1. **Vendors are NOT allowed to register brides for a drawing.** All brides will register as they enter. You may, and should, have brides register if they want more information on your service, sign a contract, or set an appointment with you.
2. **Vendors must stay within their booths.** No soliciting or promoting of a business is allowed in the aisles or elsewhere outside assigned booth space.
3. **Booths may not be shared with other merchants not on your show contract.** This includes business cards or other promotional items of other merchants, which may not be displayed.
4. **Music and/or recordings must not interfere with the neighboring booths.** Please be courteous of your fellow vendors and keep your sound at an appropriate level.

Your requests for electricity, tables, and carpet must be in by **Wednesday, May 21, 2008** or price will be subject to increase.

\*A table is NOT included with your booth rental.\*

Thank you for your participation, we are looking forward to a great show. If there is any way we can be of assistance to you please let us know.

Sincerely,

The Austin Wedding Guide and Bridal Extravaganza  
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