

Northwest
WEDDING EXPO
BY BRIDES CLUB

Exhibitor Confirmation Packet

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TACOMA WEDDING EXPO



Tacoma Fall Wedding Expo

September 10 - 11, 2016
Tacoma Dome Exhibition Hall
2727 East D Street, Tacoma, WA
(Please call for Directions...)

Sponsored by:

Men's Wearhouse, Vegas Nites, Viva Productions, Marci Jewelry,
Grand Event Rentals, Epic Event Decor, and BridesClub.com

It's that time of the year again! The Tacoma Fall Wedding Expo is off to a great start! Booths are filling up quickly. There is a lot in store for you this year! Thank you for participating in the 2016 Fall Tacoma Wedding Expo. We appreciate your support! Please contact us if you have any questions about the show. Heather can be reached by phone (425) 373-1894 or email at heather@bridesclub.com and Brad Buckles is available by email at: brad@bridesclub.com or by phone or text at: (425) 922-7924.

Highlights of the show so far...

- 110 of the finest wedding vendors, (150 booths)
- Live Entertainment and Live music showcased hourly
- Great Attendance, over 1,400 brides attended the show last year over two days!

We thank you again for all of your support! Please see our website for maps, photos from last year, and more info:
www.bridesclub.com

Find us on:

Facebook: <https://www.facebook.com/weddingexpos>

Twitter: <https://twitter.com/bradbuckles>

Pinterest: <http://pinterest.com/BridesClub>

Tumblr: <http://bridesclub.tumblr.com>

EXHIBITOR INFO:

HOURS OF EXPO- Saturday (10am-4pm) and Sunday (11am-4pm). The lobby opens 30 minutes before the main floor***Tear down: Sunday AFTER 4pm.

IN STORE DISPLAYS- We have hundreds of 11x17 counter-top displays that have information and flyers for the upcoming event. Displays also include 2 for 1 coupons! Please request one to advertise in your store if you do not have one already.

ATTENDANCE- We estimate approximately 2500 people/1000 brides. As always, we offer several incentives/discounts for admissions so brides can save their money for your business!

DAY OF SET UP- Set up is on Friday (12pm-6pm). There will be NO SET UP on Saturday unless approved by email confirmation PRIOR to the event.

You can either unload at the main entrance or pull around to the back of the hall where doors will be open for you to unload your set up supplies. PLEASE move your vehicle after you are done unloading to allow other vendors to unload their supplies.

EXHIBITOR MOVE-IN- Exhibitors may enter the arena 2 hours before the show. Exhibitor carts are not provided. If needed please bring your own for transporting materials in and out of the Exhibition hall. Dollies, carts, and hand trucks are not allowed on the show floor during the Expo.

BOOTH GUIDELINES- Open flames or candles are not allowed. There is height restrictions and an approval is needed if a display is over 8' tall. A 10x10 display may not block any neighboring booth displays. A 20' booth may self in close. 3' side rails may not block your neighbor's line of sight and you may only extend out 5ft from the back of the booth with signage, trees, back wall or props. You **may not** build a 10ft or 8ft side wall.

For Fire Marshal rules and guidelines please call the Tacoma Dome directly at (253) 272-3663 and speak to John McClees or Jeff Brown.

PARKING- Parking is available on Friday for set up on the side of the building for limited time. Parking permits will be available for the Tacoma Dome by the stage until 4pm on Friday and before the show starts on Saturday and Sunday. On event days parking will be available at the parking lot J.

VENDOR BADGES/PASSES- We do not supply vendor badges. This allows vendors to focus on their booths. Please check in at the Registration Table on Friday to let us know you have arrived. We can also help with directing you to your booth and answering any last minute questions.

ELECTRICAL-Each booth will be provided with 500 Watts of Electricity. For additional electrical needs please contact the Tacoma Dome at (253)272-3663.

FASHION SHOW COORDINATOR- If you are participating in the Fashion Show, Katrina will be contacting you a month before the show. If you have any questions please call her directly at (425) 681-2249 or email her at loveblossomscontact@gmail.com.

The Fashion show will be at 2pm on both Saturday and Sunday. As you set up please bring your marked gowns to the stage to be ready when the show starts.

SHOW DECORATOR/VENDOR FORMS- You can download the vendor form from either the following link:

<http://bridesclub.com/docs/Tacoma-Fall-Wedding-Expo-Vendor-Forms.pdf> or logging in at Bridesclub.com and clicking on the Forms and Deadlines bar. Select "Vendor Forms" and read carefully. Any questions concerning the form please direct to Jill at (425)462-7368 or info@grandevent.com

TASTING SAMPLES- Please fill out the attached Sample Request Form and fax it over to the Tacoma Dome at (253) 593-7645. Also, be sure to contact the Tacoma Health Dept at (253) 798-6500 in regards to any updated health codes***If you have not received the Sample Request Form please email Heather@bridesclub.com.

OTHER CHANCES TO ADVERTISE:

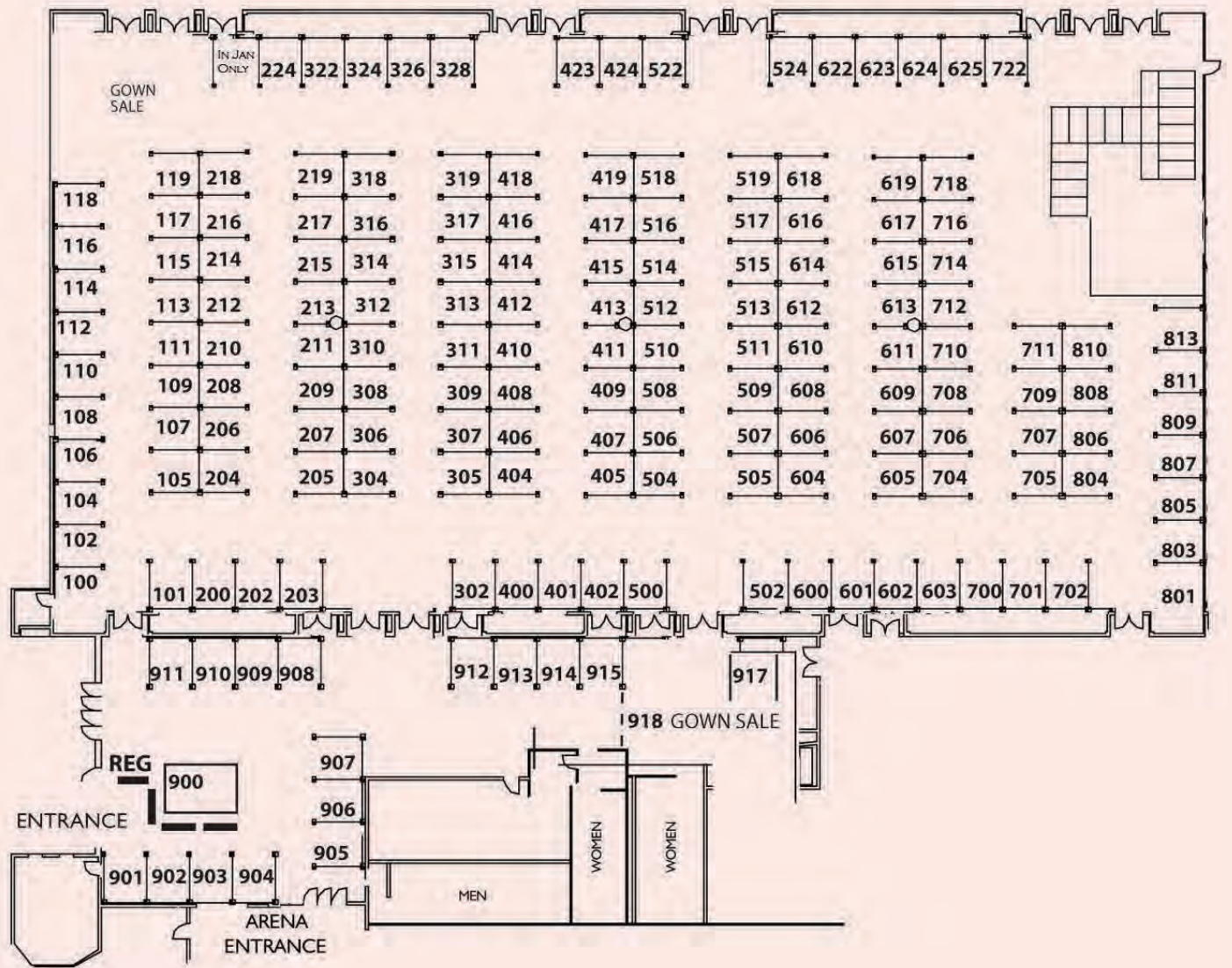
THE WEDDING SPOTLIGHT-EMAG- If you are not already advertising in The Wedding Spotlight Online Magazine you could be missing out! Brides get a chance to download and view the magazine as well as read a interview about you and your company! This will help the bride understand more about you, your company and what you do. Our online magazine goes directly to all the brides that attend our shows and is emailed to the bride once they register on our site. Email Heather Bucles at Heather@bridesclub.com or call (425) 373-1894.

ENHANCED LISTINGS/ELEADS- Listings on www.bridesclub.com are still available before the Expo starts! This listing prepares the brides in knowing who will be at the Expo and what to expect. You can sign up now to be on the listings now for only \$40 per month or \$400 for the whole year! Hundreds of brides visit our website daily and provide us with information on their upcoming wedding to discover vendors like you! Please let us know if you would like to have access to a Weekly Lead List.

We appreciate your support and thank you for participating in our Wedding Expo! Please feel free to contact me if you have any questions regarding the show by either email at Heather@bridesclub.com, by office phone, or Brad Buckles directly at (425)922-7924.

Best wishes,

Heather Buckles
(425)373-1894



TACOMA DOME EXHIBITION HALL

Booth Price: \$1095, Corner: \$1295
 Includes: 10' X 10' Booth
 Table & Chair
 500 Watts Electricity
 Brides Lead List
 Annual Listing On Bridesclub.Com

SET-UP HOURS
 Friday 12pm - 6pm

EXPO HOURS
 Saturday 10am - 4pm
 Sunday 11am - 4pm

*Lobby open to brides half an hour earlier than Expo hours

SAMPLING REQUEST FORM

EVENT DATES: September 10 - 11, 2016

EVENT: Tacoma Wedding Expo

PRODUCT ? : _____

SIZE ? : _____

CONTAINER TYPE ? : _____

SAMPLING TIME ? : _____

SAMPLING LOCATION (booth number)? : _____

WHO WILL SAMPLE ? : _____

NAME: _____

COMPANY: _____

PHONE: _____

FAX: _____

EMAIL: _____

_____ DATE: _____ : _____ DATE: _____

Dome Approval

Centerplate Approval

**PLEASE FAX TO TACOMA DOME EVENT MANAGER
AT (253) 593-7645 FOR CONSIDERATION.**



Voice and Internet Service Order Form

Pre-Order Deadline: 7 days prior to event.

Return To: Cynthia Davis, 2727 East D Street, Tacoma, WA 98421
 E-Mail: cdavis2@TacomaDome.org
 Phone: 253-272-3663, Fax: 253-593-7620

Order must be received **BEFORE** pre-order deadline. All other orders **WILL** be charged the late order rate. Credits will not be issued on services ordered even though not used.

	Quantity	Pre-Order Cost	Late Order Cost	Amount
Voice Line		\$125 per line/per day	\$200 per line/per day	
Internet (DSL) Line		\$55 per line/per day	\$100 per line/per day	
Long Distance		\$10 per line/per event	\$20 per line/per event	
ISDN		\$175 set up fee + \$20 per day	\$250 set up fee + \$20 per day	

All lines include set up and tear down according to the show requirements. Each hook up includes a jack. All hardware is the vendor's responsibility

Event Name: _____ Dates of Service: _____

Exhibitor Name: _____ Phone: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Booth Number(s): _____ Total Amount Due: _____

Ordered by (if different than exhibitor name): _____

Signature: _____

Payment methods include (Circle One): Cash Credit Card Cashiers Check

If Credit Card please complete below:

I authorize the Tacoma Dome to debit my credit card for the charges listed above and for any additional charges incurred.

Circle one: VISA MASTERCARD

Credit Card #: _____ Exp. Date: _____

CVC# (Security # on back of Card): _____

Card Holder (PRINT): _____

Authorization Signature: _____