

# Wedding Guide's Bridal Extravaganza

Sunday, January 27, 2008  
Henry B. Gonzalez Convention Center  
Hall D

## IMPORTANT INFORMATION

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

**To ensure a great show, we have put together this 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: **HELIUM BALLOONS ARE NOT ALLOWED.** You are not permitted to have **burning** candles. If your company will be cooking food or 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:** Saturday, 3 p.m. – 8 p.m.

- To unload/load your vehicle, you can enter the loading docks off Bowie St. Vendors **will not be allowed** to park in the unloading/loading area.
- The Convention Center does not have dollies. The Wedding Guide will provide a limited number of dollies, so please allow plenty of time for unloading and setting up your booth. Do not arrive at 10:30 a.m. Sunday morning and expect that you will be able to immediately unload and set up.
- There will be evening security for Saturday night.
- Note: Exhibitors displaying perishable items must be completely set-up by 11 a.m. as the loading dock doors will close at 11 a.m.
- Parking:  
Riverbend Garage – Alamo & Market Street \$7  
Rivercenter Mall – Commerce Street  
Marina Garage – Bowie & Commerce \$8  
Durango Street – There are meters that are free on Sunday.

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

- Do not start to tear down your booth(s) prior to the published 5 p.m. ending time.
- **Load-Out**: At 5:00 p.m. the loading dock will open to all exhibitors. Do not line up your vehicle outside the loading dock as this interferes with your

ability to get in and out. Our event staff helpers will be available to assist you in loading out.

**Show Rules:**

- 1) **Vendors are NOT allowed to register brides for in-booth drawings.** 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, January 9, 2008**

Please, consider your needs carefully as the rates are significantly higher after  
this date.

\* 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 San Antonio Wedding Guide and Bridal Extravaganza  
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