



All booth spaces are provided with 1-Covered 8' table, unless you have specified otherwise on your contract.

- **READ YOUR CONTRACT!**
- **Deposit paid**
- **Balance paid (due no later than December 1st)**
- **Name your door prizes** (these do not have to be present at the show but must be on file with the Grand Rapids Bridal Show)
- **Order booth amenities (electric, Wi-Fi, etc.).** These amenities must be ordered through the DeVos Place. We recommend ordering early to avoid additional fees.

Set Up – January 5, 2018 at 8am. All booths must be set up by 3pm & pass fire inspection.

- **Booth display**
- **Sign / Proper tools to hang sign**
- **Scissors, tools, tape, string, wire, pens, etc.**
- **Literature for distribution**
- **Chair(s)**
- **Uniform**
- **Badges or Name Tags with company logo** (We have generic badges if your company does not have these.)
- **Parking fees**
- **Booths must be staffed by 4:30pm on Friday and 10:30am on Saturday**

Reminders

- **No early tear down or packing up! We do not want any bride to feel rushed to leave.**
- **Electronic sounds (i.e., music) must stay within the booth space.**
- **Only hand out literature & solicit brides within your booth space and not in aisles, the lobby, etc.**
- **Do not distribute materials or signage from a non-exhibitor. Violation of this policy will result in expulsion from future shows and a \$1,000 fine.**
- **Contracts for next year's show will be available at set up. Vendors signing at the show will receive HUGE discounts and benefits!**

