



David L Lawrence Convention Center
March 24, 2019 12pm-4:30pm

Thank you for participating in the 2019 Pittsburgh Bridal Showcase on March 24 at the David L Lawrence Convention Center. Show times are 12pm - 4:30pm.

If you need overnight accommodations, please contact our hotel partner, The AC Hotel, (412) 281-9300

We want to make sure that every vendor is aware of our **VIP program** that helps drive traffic to your booths. There is no additional fee to participate in this program.

VIP - Would you like to have **qualified VIP Brides at your booth**? Then consider being part of the VIP Bride Vendor program. VIP Brides pay significantly more for their tickets to get front of line access, reserved seating at the fashion shows and a free small gift from VIP vendors when they visit your booth. There is no fee, you simply agree to give VIP brides a small gift that you aren't giving to everyone else. You can choose the gift to give - but it has to be a gift, not a discount or something contingent on purchasing from you. We expect around 40-60 VIP Brides, and they will have a VIP tag to identify them.

If you are interested in participating in VIP, please contact aaron@pghbridalshowcase.com or call 412-773-4996

Even if you have already agreed to participate in VIP please confirm with me that you still intend to participate so that our lists are accurate.

Food & Drink Samples - If you are providing food or drink samples, you must complete the Sampling Policy form pdf which you can find in this link - <http://pghbridalshowcase.com/SamplingPolicy.pdf>. Please complete asap and return via email to aaron@pghbridalshowcase.com

Electric - If you need electric and haven't purchased it yet, the price is \$125. Please call asap to order and pay for electric to 412-773-4996 or 412-566-2900. If you wait until the day of the show the price will be double. **You will need to bring your own extension cord and power strip.**

Bag Stuffers - You can include marketing material in the bags that we give to the brides, the price is \$125. We will need to have 500 pieces no later than **Tuesday, March 19** at our office in the Strip District at 2549 Penn Ave, 15222. Call us in advance if you would like to drop off so we can let you know how to access our building. We are located above Di'Anoia's Eatery.

Load in - The load in times are **Saturday, March 23th from 2pm-6pm** and on **Sunday from 8am-11am** at Exhibit Hall B&C. We will have Teamsters to assist you, but for your convenience and faster service **please bring your own dolly** as the teamsters and their dollies are limited and you cannot use their dollies on your own. For faster load in please come Saturday or earlier Sunday because as the morning progresses the busier it becomes. You can drive onto the exhibit hall floor up until 10am, **ONLY** to unload and immediately after you must move to the garage. After 10am you will unload on ramp and immediately after you must move to the garage. The Convention Center address is 1000 Fort Duquesne Blvd, Pittsburgh, PA 15222

Signage - Bring your own signs, as none are provided for you. Your company name will be on paper on at your booth for your convenience in locating your booth.

WiFi - 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

Limousine Load in -All limousines please load in on **Sunday March 24** at **10:30am**. Please call Sal to coordinate your load in time. 412-377-2923

If you have any brides that would like free tickets, please email their names and we will have them at registration.

Please feel free to promote the show through Facebook, Instagram, 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!

Aaron Dudas
412-773-4996
aaron@pghbridalshowcase.com

Shawna K Miller
412-566-2900
shawna@bigdayevp.com

Sal Richetti
412-377-2923
info@pghbridalshowcase.com