



David L Lawrence Convention Center
March 3, 2024, 12pm-4pm

Thank you for participating in the 2024 Pittsburgh Bridal Showcase on March 3 at the David L. Lawrence Convention Center. Show times are 12pm - 4pm.

If you have rented a Table as part of your space fee- it will have a basic tablecloth but they are not floor length. Feel free to bring your own linens. Please let us know if you will be bringing your own linens.

- ***Food & Drink Samples*** - If you want to provide food or non-alcoholic drink samples, **you must complete the Sampling Policy form along with your insurance.** These forms along with certificate of insurance and applicable payment **are due no later than February 15, 2024.** **You can download the form at this link-**
<http://pghbridalshowcase.com/SamplingPolicy.pdf>
ALL SAMPLES MUST BE PRE PACKAGED

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 bigdayent@aol.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.

Electric Please call Sean Holsing from the Convention Center to order your electric at 412-325-6102 or email at exhibitorservices@pittsburghcc.com. If you order electric the day of, the price will be higher.

You will need to bring your own extension cord and power strip.

Load In- The load in time is **Sunday March 3 from 8am-11am**. Please go to the loading dock which is located on the river side of the Convention Center. 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.

You can drive onto the exhibit hall floor up until 10am, ONLY to unload and immediately after you must move to the parking 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 at your space location for your convenience in locating your booth.

WiFi - The Convention Center provides WiFi for a fee. Contact Shownets at 800.310.4454 to place your order. **It is highly recommended to purchase in advance if you need WiFi to avoid any issues the day of the show.** 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!

Limousine Load in -All limousines please load in on **Sunday March 3** between 8:00-8:30am. Please call Sal to coordinate your load in time. 412-377-2923

Free Tickets 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 and mail to PO Box 8279 Pittsburgh PA 15218 or call us at 412-377-0728 to make a credit card payment – a 3% processing fee will apply.

Thanks for your participation and we anticipate another great show this year

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