**The Fall Wedding Event**

**Exhibitor Setup information & Guidelines**

CONTACT US AT (519)978-0676 BY FAX (519)978-0720

 nancyc@nouveauevent.com

[www.weddingshows.com](http://www.weddingshows.com) Exhibitor Opportunities tab for all setup details and show guidelines

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###### DATES & TIMES

**BOOTH & THEMED ROOM SETUP**

TUESDAY SEPTEMBER 17th - 3:00-8:00 P.M (please note this is also the day we get in to set up so we appreciate your patience in getting your ordered booth services in your booth by 5:00 pm at the latest)

WEDNESDAY SEPTEMBER 18th - 9:00 A.M.-4:00 P.M.

\*\*Please note **ladder use** will be exclusively for Themed Room Participants during Tuesday setup hours. Any exhibitor who has an unpaid balance will not be allowed to setup without paying that balance by certified cheque or cash

ALL EXHIBITORS MUST BE IN MOVED INTO THE HALL NO LATER THAN 4:00 P.M. ON WEDNESDAY SEPTEMBER 18th. AT THIS TIME THE FRONT ENTRANCE WILL BE CLEARED OF CARS TO MAKE ROOM FOR VALET PARKING. Exhibitors will not be allowed to move anything into the building after 4:00pm on Wednesday.

We ask for your cooperation in having your booth completely ready by 4:30pm on Wednesday. Please move any garbage or tables not being used into the aisle so a clean sweep can be done of the halls before the official opening at 5:30 pm

**SUPPLIER POLICY WHICH WILL BE STRICTLY ENFORCED**-Nouveau Event Planning DOES NOT allow any outside decorator, florist or lighting specialist (or any other category of business supplier) to come in to the show to decorate participating suppliers booth if they DO NOT have a booth space BOOKED AND CONTRACTED for the show (Our contracts clearly outline that exhibitors must follow our setup rules and guidelines provided) Show participants can contact Nouveau Event Planning at 519-9780676 or nancyc@nouveauevent.com or1DerrickB@nouveauevent.com if you are looking for specific help to set up your booth (ie decorators, rental companies, florists, lighting technicians)

Please note this policy is strictly enforced to protect the investment of those businesses who have contracted to be part of the show and to follow strict guidelines for insurance purposes.

**OPEN SHOW HOURS**

Wednesday September 18th - 5:30-9:00 p.m.

Thursday September 19th - 5:30-9:00 p.m.

Exhibitor Access to hall on Thursday-4:30 p.m.

**BREAKDOWN**-Thursday September 20th after the doors officially close at 9:00 p.m.

All exhibitor displays, bridal gowns and themed room setups must be completely cleared out immediately following the show. Absolutely no exhibitor can leave materials in the hall overnight since the hall will be turned over for another event. WE ASK FOR YOUR COOPERATION IN NOT BREAKING DOWN YOUR BOOTH UNTIL THE SHOW OFFICIALLY CLOSES AT 9:00 P.M.

**CURTAIN COLOURS & RULES**

Room I & Front Entranceway will be curtained in black and tables will have black covers and skirts.

Room II will be curtained in white and tables will have white covers and white skirts.

If you want a different booth curtain colour they must be ordered through our office at 519-978-0676, (if you haven’t already arranged this when signing your contract).

Booth curtaining is set up as standard exhibition style pipe and drape. Booth Backdrops are 8' high with standard side walls being 3’ high in most locations

PLEASE ADVISE US IN ADVANCE IF YOU DO NOT NEED YOUR TABLE COVERED/SKIRTED, IF YOU DO NOT NEED CURTAINS ON YOUR PIPE OR IF YOU DO NOT NEED ANY PIPE AND DRAPE AT ALL (no pipe and drape can only be requested on wall perimeter booth spaces)

**Decorators who set up their own 12’ pipe in front of our rental pipe must adhere to these strict guidelines and safety standards**

1. **You must have your own large plates to secure your own pipe into and you must not use our rental bases as support for your own pipes.**
2. **You must ensure that you are not hanging anything too heavy on your 12’ pipe and drape.**
3. **You must have a base plate and upright pipe every 10’ to support the structure properly.**
4. **Your booth will be subject to inspection by Nouveau Event Planning before the show opens and if we deem any 12’ structure unsafe we will ask for changes to be made or the structure to be taken down.**

**IMPORTANT DETAILS**

**Exhibitors must have their balances paid in full as outlined in their contract by August 1st. Any business that books a booth space after August 1st must pay in full by e-transfer, cash, certified cheque, credit card (through Square) or money order.**

ALL ADDITIONAL SERVICES THAT ARE NEEDED FOR YOUR BOOTH MUST BE ORDERED NO LATER THAN MONDAY **SEPTEMBER 9th AT NOON.** ABSOLUTELY NO CHANGING OF TABLE SIZES CAN BE MADE ON SETUP DAYS. TABLES PRE-ORDERED UP TO ONE WEEK BEFORE THE SHOW ARE CONSIDERED A FINAL ORDER. **NO ADDITIONAL TABLE OR HYDRO ORDERS WILL BE TAKEN AT THE SHOW ON SETUP DAY.**

If you need any additional services in your booth which were not included on your original contract please email or call our office by the service order deadline date.

Up to 4 Show passes will be distributed during set up to exhibitors and their staff working the booth. You do not have to inform our office ahead of time of these numbers and names.

Each business is responsible for having their own insurance for the items they are taking out of their place of business and displaying in their booth space as well as a minimum of $1,000,000.00 liability insurance to cover any accidents that may occur in your rented booth area.

It is the responsibility of each exhibitor to read through the setup and show guidelines detailed in full at [www.weddingshows.com](http://www.weddingshows.com) under the Exhibitor Opportunities Tab - Booth Setup document. All rules and regulations must be followed by all contracted business and Nouveau Event Planning staff will ensure that guidelines are followed in order to produce a professional show on behalf of all of our customers.

Important Guidelines

**PLEASE READ THE FOLLOWING GUIDELINES AND RULES CAREFULLY SINCE THEY ARE STRICTLY ENFORCED IN ORDER TO ENSURE A PROFESSIONALLY COORDINATED SHOW.**

1. Soliciting of business for any other business other than that named on the contract is strictly prohibited. NO BOOTH SHARING IS ALLOWED. This includes the distribution of other business pamphlets, business cards, display of floral arrangements or display of product. There are many exhibitors within the show who can help you out with floral services. Call our office for their names and phone numbers. It is to the benefit of each paying exhibitor to follow this rule.

2. Please inform a Nouveau Event Planning staff immediately if you are approached or solicited by anyone in attendance at the show for any business purpose. We want your selling environment to be a comfortable one for you and do not want you bothered by any outside sales people. No one is allowed to take pictures of booths within the show without consent from Nouveau Event Planning. Please consult our staff if pictures are being taken of your area and you have not given consent.

3. Absolutely no Wedding Supplement or Business Magazine can be handed out at the show other than the Wedding Bells Magazine and Exhibitor Participation Flyer that will be handed out from the front door or has been approved by Nouveau Event Planning prior to the event. Businesses can freely hand out their own advertising flyers from their booth space. This ensures that your competition whom are not in the show do not have access to the customers at the show.

4. Business must be conducted within your booth space only. The distribution of your pamphlets on cars, in hallways or at the front entrance is strictly prohibited. Aggressive salespeople in aisles are not allowed.

5. Booths must be setup within the boundaries of their rented space. It is against fire regulations to have aisles cluttered. They must be kept free and clear. Nouveau Event Planning staff will walk the show 30 minutes prior to opening each evening and ensure that all exhibitors are within their booth perimeters in order to meet the fire regulations. Any exhibitor whose booth exceeds their boundaries will have their merchandise pushed back by Nouveau Event Planning staff. No exhibitor will be allowed to setup after 4:00 on Wednesday, this will be strictly enforced. Valuables such as flat screen televisions, jewellery etc can be brought in just before the show each evening but the major portion of your booth must be setup within the required set up times. LOCKUP IS AVAILABLE NIGHTLY FOR FLATSCREEN TELEVISIONS OR VALUABLES. THIS MUST BE PREARRANGED WITH OUR STAFF AT SETUP.

6. Exhibitors are responsible for their own supplies for setup. Remember to pack pins, staplers, extension cords, power bars, tape, scissors, ladders etc. These supplies will not be available on site. If you have ordered hydro you will get one plug. It is your responsibility to bring needed power bars or extension cords from there.

7. Exhibitors are asked to check in upon setup arrival at the front entrance of the main hall.

At this time exhibitor passes will be distributed for the staff working in your booth.

8. All signs displayed within your booth must be professionally made or output by computer. Handwritten signs are not allowed. Signs may not be attached to the curtains with glue or any kind of adhesive or staples. Please use fishing line, thin wire or pins to hang. Damaged curtains will be billed back to the exhibitor who has damaged them.

9. Once you have unloaded your car when setting up please remove it promptly and park in the lot in order to allow access to the unloading doors for new comers. Exhibitors should park across Parent Ave in the empty lot (The Caboto Club owns this property) during open show hours to allow customers who are attending the show to park in the main parking lot and close to the doors.

10. Limousine Parking will be designated to 3 cars per company in a designated area outside the main doors of the Main Entrance in the parking lot. These spots will be designated in order of Nouveau Event Planning receiving a signed contract a deposit and a postdated cheque for the balance of your booth space.

11. All outstanding balances must be received on your stated invoice due date. Any exhibitor with any outstanding balance will not be allowed to setup until full payment has been received. EXHIBITORS WHO MAINTAIN OUTSTANDING BALANCES WILL NOT RECEIVE THE MAILING LIST FOLLOWING THE SHOW.

12. Exhibitors who need additional rentals, signage or booth setup services can call our office for assistance. We can direct you to companies who will be able to assist you with these needs.

For those of you who may need staffing for your booth space Nouveau Event Planning now has a division-CORPORATE IMAGE STAFFING. Call our office for your temporary staffing needs. (519)978-0676

13. The Caboto Club is equipped with a state-of-the-art motion detector system. This system is activated each night once the show is closed and Nouveau Event Planning staff departs from the building. No exhibitor will be allowed access to their booth/showroom space other than those times listed above. The Caboto Club and Nouveau Event Planning are insured against public liability and property damage to the building arising out of the conduct of the show. All exhibitors should check with their insurance company to make sure their goods are covered by insurance once they leave their premises. Your goods/business must be covered under your own insurance policy for liability, theft and damage. NOUVEAU EVENT PLANNING & THE OFFICIAL SHOW RENTAL SUPPLIERS WILL NOT BE RESPONSIBLE FOR ANY DAMAGE CAUSED BY HANGING ITEMS FROM THE PIPE AND DRAPE. THE PIPE AND DRAPE PARTITIONS MUST BE TREATED AS TEMPORARY DIVISIONS AND COMMON SENSE MUST BE EMPLOYED WHEN HANGING FROM BACKDROPS. Vendors will be invoiced for damage to pipe and/or draping, as well as any damage done to the Caboto Club building and outdoor grounds/structures.

14. Exhibitors must be in attendance at their booth space during all open hours of the show and must not leave until the show is announced officially closed each evening. No dismantling of booths is allowed until the show is officially closed on Thursday evening. **DISASSEMBLING TIME IS 9:00 PM Thursday evening-** Guests pay admission for a show advertised to be available to the public until 9 PM, and we must honour this. Also, our Liability Insurance Policy dictates that any set up and disassemble must take place prior guests arrival and after leaving the premises. You will be held accountable for any injury that may occur as result of your negligence. **Any exhibitor in breach of this rule will not be allowed access to the Lead List after the show.**

Exhibitors who pay for a booth and do not show up will be prohibited from participating in any future Nouveau Event Planning productions unless an emergency situation has arisen to prohibit your attendance.

15. Any exhibitor who is having a booth draw will be called to the stage area before closing on Thursday evening to make their draw. The final draw will be the Grand Prize Draw.

Once a winner is pulled for your booth prize it is the exhibitor’s responsibility to contact the winner. All giveaways must be free and clear of any commitment by the winner.

Financial Obligations in order to obtain a prize are unacceptable.

16. Any photographs used in your display must represent the work of your business. Misrepresentation of exhibitor's work is not acceptable by Nouveau Event Planning Standards.

17. Exhibitor passes will be issued to each business at the time of setup. You do not have to contact our office before the show with staff names. Everyone working your booth must have this pass in their possession at all times in order to leave and enter the exhibition area freely. We ask for your cooperation in this manner since our staff will be told to strictly enforce this rule.

18. Each exhibitor will receive a full mailing list of all brides/grooms registered at the show. EXHIBITORS ARE STRICTLY PROHIBITED FROM SHARING, SELLING THE LIST, OR USING IT TO ADVERTISE ANY OTHER BUSINESS/EVENT OTHER THAN THEIR OWN. The mailing list cannot be used to promote and other type of multi-vendor event. The mailing list will be available to download on line within 48 hours of the show. First time exhibitors will be given your password and instructions via email and all exhibitors will be sent an email when the list is active and ready to be downloaded. It is the responsibility of every exhibitor to know and understand Canada’s Mailing List Law and the new Email Anti-Spam Laws. Nouveau Event Planning can no longer share emails with vendors and we highly suggest you come up with a system at your booth to get customers emails if you want permission to use them after the show Remember to always allow an unsubscribe option on any email you send from emails you have collected. Nouveau Event Planning does track and monitor mailings closely and this rule is strictly enforced as per your signed contract. Nouveau Event planning will not conduct any future business with exhibitors who breach this rule. The mailing list will also be made available on sticky labels or computer disk for an additional charge of $75.00 plus g.s.t.

19. Store fronts will be provided with a poster about 6 weeks before the show. Home base businesses can request a poster if one is needed. In early August we will also forward all exhibitors a special ad that you can place on your websites or social media pages to display that you are an official vendor in The Fall Wedding Event.

An extensive advertising campaign will complement our promotional material advertising. Remember to mention the show in any advertising you may have planned for the months of August/September. Our target couple attendance for this show is 375-450 couples. Please note that not all couples choice to register through our system.

20. Exhibitors are not allowed to take pictures of other exhibitor’s booths within the show. Nouveau Event Planning will have an official show photographer taking a lot of pictures at the show for promotion of our vendors after the show through social media. There may also be event coverage at the show by local media.

21. FASHION SHOW RETAILERS-Are responsible for bringing their own rolling racks. All stores participating in the fashion shows are expected to meet all timelines as outlined in the fashion show information that will be emailed to you directly within 3 weeks (or sooner) before the show. Models are only paid to go to stores for **one** fitting. **Do not** request models to come back for more than **one** fitting. Stores must get style numbers into our office by requested dates. If this does not happen any store that brings a duplicate dress to the show cannot present this dress on stage and will have to replace the dress as quickly as possible.

22. PLEASE NOTE-CHECK YOUR INVOICE/CONTRACT CAREFULLY TO ENSURE THAT YOU HAVE ALL SERVICES NEEDED FOR YOUR BOOTH. YOUR INVOICE INDICATES WHICH SERVICES (HYDRO AND TABLES) YOU ORDERED AT THE TIME OF SIGNING YOUR CONTRACT. If you invoice does not indicate you have a table or hydro your booth space will only have curtain partition walls and the floor space will be empty. IF YOU NEED FURTHER SERVICES PLEASE CONTACT OUR OFFICE NO LATER THAN **SEPTEMBER 9TH AT NOON**.  Services not pre-ordered cannot be ordered on set up day. No table changes will be made on setup day for pre-ordered services.