

SHOW INFORMATION (Page 1 of 2)

Hartford Bridal & Wedding Expo

XL Center, CT
June 2, 2024



Dear Exhibitor:

We are pleased to advise you that Ocean Exposition Services, LLC has been selected by Show Management as the "Official General Contractor" for your upcoming Show. As the Official General Contractor, we will assist you in every way possible to insure a successful and pleasant presentation. All questions regarding shipping, storage, furniture, booth cleaning and labor should be directed to Ocean Exposition Services, LLC.

For your convenience, we are enclosing our order forms for you to complete and return to us. Please read these forms carefully. COMPLETE THESE FORMS AND MAIL OR EMAIL THEM AS QUICKLY AS POSSIBLE SO THAT YOU MAY TAKE ADVANTAGE OF THE ADVANCE ORDER DISCOUNT PRICES. Please combine into one check all orders due OCEAN EXPOSITION SERVICES.

FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER AND ORDERS MUST BE RECEIVED BY DEADLINE DATES IN ORDER TO RECEIVE THE DISCOUNT PRICES.

**All accounts must be settled before the close of the Show.
We accept Visa, MasterCard, American Express, Company Checks and Cash.
Please advise your representative attending the show of our policy.**

Any discrepancy between our order and what is received at your booth should be brought to the immediate attention of our representative at the show. NO CREDIT will be given after a show has closed.

If you select the option to send your display material to us prior to the show move-in, please note that it must be addressed to our warehouse. ATTN: OCEAN EXPOSITION SERVICES. Please use shipping labels that are provided in this exhibitor kit and remember to include your company name and booth number.

Ocean Exposition Services
420 Veterans Blvd.
Carlstadt, NJ 07072

INCLUDED IN EACH BOOTH ARE THE FOLLOWING ITEMS Ocean Exposition Services PROVIDE:
8' High Back Wall and 3' High Side Rail Drape - White
1 - Booth Identification Sign

PLEASE MAIL OR EMAIL YOUR ORDER TO: Melissa@oceanrentalservices.com

All questions regarding the Convention's Policies, Space Assignments, Display Limitations and Event Schedules should be directed to:

Gurnistar Singh
ACS Home Show
E-Mail: ops@acsshows.com ~ Phone: (516) 422-8100

PAYMENT POLICY

Hartford Bridal & Wedding Expo,
XL Center, CT



RETURN TO: Ocean Expo • 420 Veterans Blvd • Carlstadt, NJ 07072 • Phone 201-372-0010 • Email: melissa@oceanrentalservices.com

Payment for Services

Ocean Exposition Services requires payment in full at the time services are ordered. Further, Ocean Exposition Services requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment

Ocean Exposition Services accepts Mastercard, Visa, American Express, and Checks. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. (Exhibitors will be charged a \$25.00 bank fee for returned checks).

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the Ocean Exposition Services office for this show. Ocean Exposition Services, LLC must receive your certificate by the deadline date on the order forms; otherwise tax will appear on your invoice.

Adjustment and Cancellations

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order for details.

Rentals

Full payment of all rental charges must be received BEFORE THE SHOW to ensure the "Advance Order" prices. All orders received at the service desk will be charged at service desk rates and must be paid for at the time of ordering. We accept Company Check, Cash, Visa, Mastercard and American Express.

Material Handling, Labor and Cleaning Services

All charges for any of these services will be billed on the show floor and all accounts must be settled before the move-out of the Show. Once again, Company Check, Cash, Visa, Mastercard and American Express are welcome.

All orders received for services and equipment will not be honored if there are any delinquent invoices.

Exhibitors who utilize display houses should be aware that if the display house does not adhere to the credit policy, the exhibitors will be liable for payment.

**ANY ORDERS WITHOUT PAYMENT WILL NOT BE PROCESSED UNTIL
PAYMENT OR CREDIT ARRANGEMENTS HAVE BEEN MADE. CHARGES
ARE DUE AND PAYABLE ON PRESENTATION OF INVOICE AT SHOW.**

IMPORTANT: All drayage forms must be signed and returned one week prior to the opening of the Show whether our services are to be used or not. We reserve the right to refuse any shipment for exhibitors who have not returned signed contracts.

ORDER RECAP & ADVANCE PAYMENT FORM



Hartford Bridal Expo
June 2, 2024

Deadline Date:
May 28, 2024

RETURN TO: Ocean Expo • 420 Veterans Blvd • Carlstadt, NJ 07072 • Phone 201-372-0010 • Email: melissa@oceanrentalservices.com

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS	street	city
	state	zip
		country
PHONE	FAX	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE
X		

CREDIT CARD CHARGE AUTHORIZATION

EX. DATE	EXPIRATION DATE:	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS	
C.C. #	ACCOUNT NUMBER		
		<input type="checkbox"/> Corporate <input type="checkbox"/> Personal	
CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE		CITY	COUNTRY
		STATE	ZIP
CARDHOLDER'S SIGNATURE		CARDHOLDER'S NAME - PRINT	
X			

PAYMENT POLICY: Payment in full of rental charges, including applicable tax, must accompany your Advance Order to qualify for Discount Rates. All orders placed at the Service Desk will be invoiced at Standard Rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders will be accepted. All charges are payable in US Funds only. Check, cash, Visa, MasterCard and American Express are accepted. Any charges still due at the close of the show will be charged to the below referenced credit card unless other payment arrangements are made at the service desk prior to close of the show. Please compute your orders below and mail your payment together with order forms to OCEAN EXPOSITION SERVICES, LLC. You can also email Melissa at melissa@oceanrentalservices.com.

Summary of Services and Rental Items Ordered

Standard Booth Furnishings Order Form	\$
SUB-TOTAL	\$
*ADD 8.875% NY SALES TAX	\$
Estimated Material Handling Order Form	\$
NET AMOUNT DUE	\$

If paying by Check Please Fill Out the Following Information:

Check # _____ Dated: _____ Amount \$ _____

IMPORTANT: If you wish to have your Credit Card on file to authorize OCEAN EXPOSITION SERVICES, LLC to charge any outstanding balances incurred by your Company at the Show, please fill out the CREDIT CARD AUTHORIZATION FORM and return with your orders.

CANCELLATION POLICY: Items cancelled before the Deadline Date will be refunded at 100%. Items cancelled after move-in will be invoiced at 50% of the original price to cover labor involved. Items cancelled after installation will be charged at 100% of original price.

EMAIL TO MELISSA@OCEANRENTALSERVICES.COM

STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

Hartford Bridal Expo, XL Center CT

June 2, 2024

Discount Deadline
Date May 28, 2024



RETURN TO: Ocean Expo • 420 Veterans Blvd. • Carlstadt, NJ 07072 • Phone 201-372-0010 • Email: melissa@oceanrentalservices.com

COMPANY

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

PRICE LIST

DESCRIPTION	ADVANCE PRICE	ONSITE PRICE	DESCRIPTION	ADVANCE PRICE	ONSITE PRICE
CHAIRS			SPECIAL BOOTH DRAPING		
Upholstered Side Chair - Grey	\$ 52.00	\$ 62.00	8' High Back Drape and 36" High Side Drape - 4' Minimum Order		
Folding Chair	\$ 22.00	\$ 28.00	3' High Drape per linear ft.	\$ 9.50	\$ 12.00
Upholstered Padded Stool - Grey	\$ 65.00	\$ 75.00	8' High Drape per linear ft.	\$ 13.00	\$ 17.00
DRAPED DISPLAY TABLES - 30" HIGH			BOOTH ACCESSORIES		
Includes White Vinyl Top and Pleated Skirting on Three Sides			Round Pedestal Table (42"hx30"d)	\$ 128.00	\$ 140.00
2' x 4' x 30" High Table	\$ 68.00	\$ 74.00	Wastebasket	\$ 6.00	\$ 12.00
2' x 6' x 30" High Table	\$ 78.00	\$ 84.00	22x28 Sign Holder	\$ 26.00	\$ 32.00
2' x 8' x 30" High Table	\$ 88.00	\$ 94.00	22x28 Sign Holder with Literature Basket	\$ 32.00	\$ 38.00
4th Side Skirted	\$ 24.50		Chrome Easel	\$ 21.00	\$ 25.00
DRAPED DISPLAY COUNTERS - 42" HIGH			Literature Stands	\$ 26.00	\$ 31.25
Includes White Vinyl Top and Pleated Skirting on Three Sides			Retractable Stanchions	\$ 21.00	\$ 25.00
2' x 4' x 42" High Counter	\$114.00	\$ 130.00	8' Upright	\$ 18.00	\$ 22.00
2' x 6' x 42" High Counter	\$128.00	152.00	Crossbar	\$ 18.00	\$ 22.00
2' x 8' x 42" High Counter	\$142.00	160.00			
4th Side Skirted	\$40.00		STANDARD CARPET		
UNDRAPED DISPLAY TABLES			Price includes installation & taping front edge. NO PROTECTIVE COVERING. No guarantee of color match when ordering multiple carpets.		
Includes White Vinyl Top ONLY (No Skirting)			10' X 10'	\$115.00	\$125.00
2' x 4' x 30" High Table	\$ 56.00	\$ 56.00	10' X 20'	\$210.00	\$245.00
2' x 6' x 30" High Table	\$ 68.00	\$ 68.00	10' X 30'	\$320.00	\$365.00
2' x 8' x 30" High Table	\$ 72.00	\$ 74.00	10' X 40'	\$425.00	\$485.00
UNDRAPED DISPLAY COUNTERS - 42" HIGH			CUSTOM CARPET		
Includes White Vinyl Top ONLY (No Skirting)			Price includes installation to fit booth space, protective covering & edges taped.		
2' x 4' x 42" High Counter	\$ 65.00	\$ 70.00	INDICATE OVERALL DIMENSIONS:		
2' x 6' x 42" High Counter	\$ 70.00	\$ 80.00	___ft. x ___ft. (100 sq. ft. min)	\$2.50/sq.ft.	\$2.60sq.ft.
2' x 8' x 42" High Counter	\$ 75.00	\$ 90.00			
TABLE-TOP RISERS (WHITE VINYL)			CARPET PADDING (per sq. ft.)	\$ 1.65	\$ 2.20
4' High	\$ 45.00	\$ 56.00	VISQUEEN (per sq. ft.)	\$.90	\$ 1.10
6' High	\$ 55.00	\$ 69.00			

PLACE ORDER HERE

Special Booth Draping: Black Blue Teal Burgundy Red Grey White

Table / Counter Skirt Color: Black Blue Teal Burgundy Red Grey White

Optional 4th Side TABLE Skirt: 6' 8'

Optional 4th Side COUNTER Skirt: 6' 8'

Standard Carpet Color: Blue Teal Red Grey **Custom Carpet Color:** Blue Teal Red Grey

VISQUEEN (INDICATE OVERALL DIMENSIONS) ___FT. X ___FT.

CARPET PADDING (INDICATE OVERALL DIMENSIONS) ___FT. X ___FT.

DESCRIPTION TOTAL PRICE	PRICE	QUANTITY
		\$
		\$
		\$
		\$
		\$
		\$
		\$

CANCELLATION POLICY: Items cancelled before the Deadline Date will be refunded at 100%. Items cancelled after move-in will be invoiced at 50% of original price to cover labor involved. Items cancelled after installation will be charged at 100% of original price.	1. Total All Items Ordered	\$
PLEASE NOTE: If colors are not specified, Show Colors will be used. Subject to NJ 7% Sales Tax. Full Payment Must Accompany Order. Total All Items Ordered. Attach to Order Recap & Advance Payment Form, Enter Totals.	2. 8.875% Sales Tax	\$
	3. Payment Enclosed	\$

BOOTH PACKAGE ORDER FORM

Hartford Bridal Expo, XL Center CT

June 2, 2024

Discount Deadline Date
May 28, 2024



RETURN TO: Ocean Expo • 420 Veterans Blvd. • Carlstadt, NJ 07072 • Phone 201-372-0010 • Email: melissa@oceanrentalservices.com

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

THIS FORM MUST BE RETURNED TO OCEAN EXPOSITION SERVICES, LLC WITH FULL PAYMENT FOR ANY SERVICES TO BE RENDERED.

Show Management has included the following items in your Booth

- 8' High Backwall Drape - White
- 3' High Siderail Drape - White
- 1-9"x40" Booth Identification Sign

BOOTH PACKAGE "A" - SPECIAL DISCOUNT

Included in Package:

- 1 - 2' x 6' x 30" SKIRTED TABLE
- 2 - FOLDING CHAIRS
- 1 - WASTEBASKET

Please check if you wish to order this package

TOTAL DISCOUNT PRICE: \$125.00

PACKAGE SPECIAL.....	\$	125.00
8.875% SALES TAX.....	\$	11.09
TOTAL.....	\$	136.09

BOOTH PACKAGE "B" - SPECIAL DISCOUNT

Included in Package:

- 1 - 2' x 6' x 30" SKIRTED TABLE
- 9'x10' BOOTH CARPETING - GREY
- 2 - FOLDING CHAIRS
- 1 - WASTEBASKET

Please check if you wish to order this package

TOTAL DISCOUNT PRICE: \$225.00

PACKAGE SPECIAL.....	\$	225.00
8.875% SALES TAX.....	\$	19.96
TOTAL.....	\$	244.96

Please Note:

1. Return orders must be placed in writing at our Service Desk at close of show.

EMAIL TO MELISSA@OCEANRENTALSERVICES.COM



ATTN: Emily Mitchell
 1 Civic Center Plaza, Hartford, CT 06103
Phone: 860.241.4215 **Fax:** 860.241.4231
Email: Emily.Mitchell@OakViewGroup.com

ELECTRICAL SERVICE ORDER FORM			
Event Name:	Date of Event:	Booth Number:	
Company Name:	Phone:	Email:	
Address:	City:	State:	Zip:
Contact Person:		Title:	

QTY	120 VOLT SERVICE (Note: Receive 2 plugs per unit)	ADVANCE RATE*	FLOOR RATE*	COST
	Outlet 0 to 2000 watts	\$130	\$150	
	0 to 20 amps			
QTY	DSL SERVICE	ADVANCE RATE*	FLOOR RATE*	COST
	Wireless Internet – One (1) Account	\$50	N/A	
	Wired Internet – One (1) Line <i>(must need 10 day advance notice)</i>	\$150	N/A	
QTY	MOTORS & EQUIPMENT OUTLETS	ADVANCE RATE*	FLOOR RATE*	COST
	20 amp up to 1 HP – 3 HP	\$130	\$150	
	30 amp up to 2 HP – 5 HP	\$220	\$260	
	40 amp up to 3 HP – 7 HP	\$250	\$315	
	60 amp up to 7 HP – 9 HP	\$400	\$465	
	100 amp up to 10 HP – 20 HP	\$650	\$725	
QTY	WATER SERVICE	ADVANCE RATE*	FLOOR RATE*	COST
	0.35 per gallon	\$.35	N/A	
Material & Labor Special Electrical Service (Please call for pricing)				
Total Due to XL Center				

*All orders must be received 10 days before event to be charged the advance rate.

***Orders received within 10 days of event will be charged floor rate.**

***Electrical power will be turned on ½ hr before show and turned off immediately following show closing.**

***Forklift available upon request – must need 10 day advance notice.**

***All 24hr service orders must add 100%.**

***Vendors are responsible for bringing their own extension cords and/or power strips.**

Please send payment to the XL Center at the address shown above.
 Check or Money Order enclosed. Make payable to **XL Center**.

Name on Card:	Cardholder Signature:	Date:	
Billing Address (if different from above):	City:	State:	Zip:
Credit Card #:			Exp. Date:
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AmEx			

****I also authorize any unpaid balances to be charged to my credit card.***



SAMPLING REQUEST FORM

Show Name: _____ Show Date: _____

Company Name: _____ Contact: _____

Phone: _____ Email: _____

Address: _____ Suite/Apt: _____

City: _____ State: _____ Zip Code: _____

If different from above, please fill in info for the on-site contact.

Contact: _____ Phone: _____

Product(s) to sample:

Brief description of dispensing method:

Sampling Guidelines:

- There is a \$200 Fee to sample at the XL Center. Please contact Joe at joe.dominici@oakviewgroup.com for payment information and additional info regarding sampling.
- All food and beverage sampling must be pre-approved by the venue.
- Food and beverage samples are limited to 2 oz or less.
- Samples must be provided at no charge.
- Exhibitor must provide proof of liability insurance and obtain a Health Permit from the City of Hartford.
- Depending on the material of the show floor, you may be required to supply floor covering within your booth. i.e. plastic, carpeting, tarp. Please refer to your exhibitor kit for these details.

Show Management reserves the right to remove any items which do not meet these requirements.

****IMPORTANT****

When submitting this form, you must use " Hartford Sampling Request Form " as the subject line.

This will ensure the request has been received by ACS.

All Sampling Request Forms **must** be submitted to

joe.dominici@oakviewgroup.com

If you have any questions please contact us at (516) 422-8100.

American Consumer Shows

Phone: (888) 433.EXPO (3976) (516) 422.8100 Fax: (888) 580.3977

Web: acsshows.com | Email: info@acsshows.com

BRIDAL & WEDDING EXPO

XL Center
1 Civic Center Plaza
Hartford, CT 06103

IMPORTANT HEALTH PERMIT INFORMATION

Health Permit applications are now submitted online only.

Please visit: [City of Hartford \(accela.com\)](http://accela.com)

to place your application for the show.

- Create an account.
- Sign back into the system.
- Go to the 'HOME' tab.
- Scroll down to Health and Human Services.
- Click 'CREATE AN APPLICATION.'
- Accept the disclaimer.
- Choose 'FOOD RETAIL.'
- Choose 'Temporary Food Vendor License Application.'

Have a great show!
ACS Show Management