



**Twin River Event Center – Lincoln, RI
April 11, 2010**

Set-Up Hours: Saturday, April 10th – 12:00 pm to 6:00 pm & Sunday, April 11th - 7:00 am to 10:30 am*

Show Hours: Sunday, April 11th - 11:00 am - 3:30 pm

Fashion Show: 2:00 pm - Fashion Show lasts approximately 30 minutes

Breakdown Hours: Sunday - 3:30pm to 6:00pm. Booth displays and materials must be removed by 6:00pm.

No overnight storage.

*** All Exhibitors must be ready by 10:45am.**

Producer, Bob Chevalier cell phone: 508-868-0219

EXPO CHECKLIST

- ✓ **Balance Due:** Setup will not be allowed if there is an outstanding balance. Please send in your balance due NOW.
- ✓ **Standard Booth Package:** The 10' x 9' standard booth package includes pipe & drape (8' high back drop curtain and 3' high side rails), one 6' skirted table, one chair, gray carpet, wastebasket and sign.
- ✓ **Equipment:** Any additional equipment needs (tables, chairs, etc.) can be ordered from the **SER Exposition Services'** furniture form.
- ✓ **Electricity:** If you require electricity for your booth fill out the form and return it with your payment to **Twin River** immediately.
- ✓ **Exhibitor Badges:** Exhibitors and their staff must wear supplied badges during show hours. Two badges will be given to each Exhibitor; extra badges will be available at Expo registration.
- ✓ **Parking:** Free parking!
- ✓ **Fashion Show:** Exhibits will be open during the fashion show. Companies participating in the fashion show will be contacted directly with further information.
- ✓ **Booth Etiquette.** There is no solicitation allowed in the entrance ways or around the outside of the Expo unless approved by Show Management. Please respect your fellow exhibitors by only conducting your business within your own booth space.

Grand Prizes: Sponsor Grand prizes are given away, on stage at the end of the 2:00pm fashion show. Winners are drawn from the registration cards filled out upon entering the Expo. Exhibitor prizes are given away following the stage prizes. See the Exhibitor Prize Format pdf found on the Exhibitor Services page at www.originalweddingexpo.com.

An Excel file of the brides' name, address, phone number, email and wedding date will be available and sent to Exhibitors after the Expo. *This list is not available for non-exhibitors, it is not to be duplicated and given out. For your protection, Chevalier Associates monitors this list.*

If you have any questions or concerns please call our office at 508-770-0092 or e-mail: robert@chevalierassociates.com.

Thank you!

The Team at Chevalier Associates, Inc