



**Sunday, October 14, 2018**  
**Bridgewater Banquet and Conference Center**

**Exhibitor Information Kit**

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<b>Show Location:</b>	Bridgewater Banquet and Conference Center 10561 Sawmill Pkwy. Powell, OH 43065
<b>Exhibitor Set-up/Move-In:</b>	Sunday, October 14, 9:00am – 11:30am <i>All exhibitors must be ready for show open at 11:30am</i>
<b>Boutique Dates and Times:</b>	Sunday, October 14, 12:00pm – 4:00pm
<b>Admission:</b>	Tickets are \$8 and available at the door or online.
<b>Exhibitor Tear Down:</b>	Sunday, October 14, 4:01pm – 7:00pm <i>All Exhibitors must remain in place until official show closing time at 4:00pm. <b>NO EXCEPTIONS.</b></i>
<b>Load-in, Parking, Entrance</b>	Refer to the move-in map for loading area and parking on the northeast end of the building.
<b>Getting materials to your booth:</b>	Exhibitors may unload their vehicles at the northeast doors during move-in/out. If needed, carts will be provided. Please unload and return the cart by the exhibitor entrance for others to use. <i>Parking in the loading area is NOT permitted. <b>This will be strictly enforced.</b></i>
<b>Booth Numbers:</b>	Each exhibitor will be assigned a booth number that will coincide with the floor plan. Booth assignments are subject to change; however, you will be notified if booth reassignment is necessary.

<b>What You Get:</b>	<p><b>Each 6'x10' booth is equipped with:</b></p> <ul style="list-style-type: none"> <li>• 8' high white back drape</li> <li>• A company booth identification sign (text only)</li> <li>• Three company credentials</li> <li>• Unlimited WiFi access</li> </ul> <p><i>Please note that we do not have a decorator for this event. All booth furnishings must be provided by the exhibitor.</i></p>
<b>Electricity:</b>	<p>Access to electricity is available through the Dispatch Consumer Shows for \$5 and <b>must be pre-ordered by October 5, 2018</b>. Please call 614-461-5257 to order. <b>No electric access can be ordered on site.</b></p>
<b>Marketing Opportunities:</b>	<ul style="list-style-type: none"> <li>• <b>Bold Listing in Event Program (\$20):</b> Delivered to over 230,000 homes the week before the show, the Event Program is given to every show visitor and includes a listing of all exhibitors.</li> <li>• <b>Business Card Sized Event Program Ad (\$150):</b> Stand out from the crowd! Promote your company and show specials.</li> </ul>
<b>License and Sales Tax Requirements:</b>	<p>Cash and carry sales are permitted on the show floor provided you have your taxpayer information filed with the show.</p>
<b>Food &amp; Beverage Sampling:</b>	<p>Unlimited food &amp; non-alcoholic beverage sampling is permitted within your booth space. A limited number of "strolling food exhibitors" is available for an additional fee. Please call 614-461-5257 for more information.</p>
<b>Certificate of Insurance:</b>	<p>Prior to opening of the Show, <b>all exhibitors</b> must maintain in effect and supply certificates of insurance (COI) which name GateHouse Media Ohio Holdings, II, Inc. and the Nationwide Hotel and Conference Center as additional insured for comprehensive general liability insurance with combined bodily injury and property damage limits of \$500,000 each occurrence and \$1,000,000 aggregate, and an umbrella liability insurance policy with limits of \$1,000,000.</p> <p>Need Insurance? Contact RainProtection for special Show rate of \$84 at: <a href="https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=1b25715675eb">https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=1b25715675eb</a></p>
<b>Wedding Registry:</b>	<p>All guests will get the chance to win prizes when they register at our Wedding Registry Kiosk at the entrance of the Show. During registration, we will collect pertinent information regarding each bride, groom, and parent and send that information on to you, the exhibitor, within a week of the show close. Once registered, all brides &amp; grooms will receive a black tote bag along with a pink or red wristband to help identify them to exhibitors during the show. Prizes available to win through the Wedding Registry include:</p> <ul style="list-style-type: none"> <li>• \$100 BlissBuck\$ Certificates (see info below)</li> <li>• Exhibitor Gifts (each exhibitor is asked to donate an item valued at \$25 or more that is not a "coupon" type item)</li> </ul>

**Other Exhibitor Forms:**

- **BlissBuck\$ Opt-in:** \$500 in BlissBuck\$ will be given away during the Wedding Registry process. Guests who win BlissBuck\$ can then use them like cash with exhibitors who “opt-in” to the program. BlissBuck\$ can be used any time before the expiration date, not just during the Show. BlissBuck\$ can only be used once and for the total face value (no change should be given by the exhibitor for anything purchased for less than that amount). Once redeemed by the Guest, Exhibitors send the original BlissBuck\$ to Dispatch Consumer Shows for reimbursement of the face value on the certificate.
- **In-Booth Prize Give-Aways:** All in-booth giveaways that require guests to complete an entry form must be registered with Show Management.

**Social Media Toolkit:**

Four JPEG images have been created to assist your social media/email marketing efforts. These images can be used for the following platforms: Twitter, Instagram, Facebook and email. Each image includes our logo, so all logo disclaimers apply. Access these images at <https://dispatchshows.com/cwb-media-kit> beginning 9/17/18.