

**39th Annual Bridal Spectacular**  
Sunday, January 7, 2024 / Century Center /  
[120 Dr. Martin Luther King Jr Dr. S / South Bend, IN 46601](https://www.indianabridalspectacular.net)

Show time 12:00 p.m. - 4:00 p.m.

Show Day Information for Participating Vendors

Important set-up information

Set up time: The day of the show is January 7, 2024, from 9:00 a.m. to 11:30 a.m.

Please be finished setting up by 11:30 a.m. the day of the show.

To find your booth space you can ask a Bridal Spectacular representative to show you where to go or look for your company name on the tables. There will be maps, and lists posted on entrance doors. If you need to set up Saturday please make arrangements with me prior.

If you are bringing a limo or trailer in the building you will need to plan to move your vehicle into place on Friday or Saturday by 4 pm at the latest to avoid disrupting the flow of vendor setup for the other vendors, on the day of the event.

Many of you may only have a small number of items to carry in and others require the use of the loading dock.

Vendors with small loads may enter through front/side doors, large loads come through the loading dock. If using a Century Center loading cart, please unload your things quickly at your space so that others may use the carts.

**Do not break down your booth before 4:00 pm.**, even if you run out of product or samples. **Booths must be manned until closing time.** We will give the OK when it is time to tear down.

**Tables & Rentals**

If you need to rent extra tables or skirting, please contact Burns Rent-All's Inc. at 574-259-4807 Lauren is the contact. (This is for vendors with 10 x 10 spaces or bigger only). *You can also bring your tables if you would like.* There is a fee for extra tables and chairs. If you think you might need extra you may want to bring a credit card or cash to pay for it at the time of setup. If you will not be needing any tables for your booth space, please let us know before show day. This helps us to be able to focus on other show details instead of moving tables around the day of the show.

**Electric**

Electricity must be ordered ahead of time from Century Center. Electric is \$50 in advance and \$75 to order the day of the show. The electric form can be printed from our website [Electric Order Form \(indianabridalspectacular.net\)](https://www.indianabridalspectacular.net)

**Special Note**

Just a quick note to all vendors. If you are ordering flower arrangements for your booth or will have items on display **from another company and they are not a vendor in our show it is not acceptable to have any signage that has their name on it in your booth.** This was a big problem in the past and is only fair to the vendors in our show. If there is any such signage you will be asked to remove the sign. **If you will be displaying items from a company that is a vendor in our show that is fine to give credit.** You can call or e-mail me, and I can give you the name of the florist in our show that you may wish to order from. Please remember that you are there representing your business and that sharing your space with other bridal vendors or distributing their information is not acceptable.

**Food Vendors / Caterers and Samples**

Vendors handing out food samples will need a one-day health permit. **Permits must be obtained no later than one week before the show date.** Here is the link to the St. Joseph County Health Department. [St. Joseph County: Forms & Permits \(in.gov\)](https://www.stjosephcounty.org/Health-Department/Forms-Permits)

Their number is 574-235-9721

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Samples must not exceed 2 oz and must be distributed by the exhibitor.

### **Parking**

Everyone (including Bridal Spectacular staff) must pay to park in the Century Center parking lot. If you do not wish to pay for parking, you will need to park out on the street or have someone drop you off. Parking is \$5 per vehicle.

### **Food and Snacks**

There will not be a restaurant open for snacks and food this year. Please plan accordingly. Also, please remember that food samples are for the brides and grooms and their guests to sample. We have had many complaints of vendors and models making lunch of catering samples and making multiple visits to refill.

### **Show Edict**

Please stay in your designated booth area. *Walking around handing out information or placing fliers on the fashion show seats is prohibited.* Please keep noise in your area to a minimum. Be respectful to other vendors. Do not block the booth next to you with your display. If you have an 8' table space your signs must be on your tabletop or the front of your table. High backdrops and large signs are no longer permitted in table spaces, *only in 10'x10' spaces.* If you need to upgrade to a 10'x10' booth space to accommodate your display or have questions, please call 574-360-5372.

Please...Do not hand out information for other companies not in the show or information about other bridal shows. If you see anyone handing out literature to brides, grooms, or vendors who are not a vendor in the show please let the Bridal Spectacular staff know right away.

### **Door Prizes**

Every vendor is required to give a door prize worth \$25.00 or more. This must be an actual item or gift certificate. It may *not* be a prize of a discount off a service or product from your company that requires an additional purchase to receive the gift. Please have your prize marked with your company name or business card on the outside.

Prizes should be brought to the table next to the fashion show stage before the doors open. Due to the large number of gifts to give away, we will not be able to write down the name of the winner for each prize. If a prize has not been claimed by the end of the show, we will draw another name. Our goal is to keep the fashion show moving quickly so Brides can get back to visiting with vendors as soon as possible.

If you want to have smaller drawings at your booth you may.

### **Show Day**

If you or your staff cannot attend the show for any reason, please get in touch with Andrea Nissley at 574-360-5372. We will still provide you with your lead list but will not issue a credit or refund for your booth space for cancellations or no-shows.

### **Web Site**

Bridal Spectacular website [Bridal Spectacular - Bridal Show, Wedding Planning, Wedding Show \(indianbridalspectacular.net\)](http://www.IndianBridalSpectacular.net)

Follow us on Facebook,

<http://www.facebook.com/BridalSpectacular>

Instagram @**indianbridalspectacular**

We have also set up an event page on Facebook. Please go to the page and share the event as well. Invite brides, clients, and potential vendors. We would like to ask that all vendors on Facebook invite at least 25 people to attend the event. The link below can be shared by email, text, and as a link in a post to your page.

<https://fb.me/e/4ohsmLM8A>

### **Bridal Spectacular posters and fliers**

You will receive a printable poster in this packet. Please print and display Bridal Spectacular fliers and posters where your customers can see them. I have included digital ads for vendors to share on their social media sites. Vendors can share our Facebook site. <http://www.facebook.com/BridalSpectacular>. Please feel free to post information about your company participating on our page.

### **Advertising**

I will be running ads on the radio U-93 & B-100. There are ads in all the local Bridal Magazines. I will be sending out an email blast to local brides and grooms. Many of our Vendors have Facebook and Twitter accounts please post the show information on your page. This is a good way to spread the word quickly and the more exposure for the show the better. I have been running targeting ads on social media and Google for several months. Leading up to the show we will run spotlight ads daily for vendors highlighting their businesses. If you have a business card or camera-ready ad you would like to share with us for your company spotlight ad, please email it to me as soon as possible. We are working hard to get everyone into the rotation so please be patient if you have not been posted yet.

**Questions?** Email us at [bridalspectacular@sbcglobal.net](mailto:bridalspectacular@sbcglobal.net) or Call 574-243-4060 or 574-360-5372

Thank you,  
Andrea Nissley  
Director  
Bridal Spectacular