

40th Annual Bridal Spectacular
Sunday, January 5, 2025 / Century Center /
[120 Dr. Martin Luther King Jr Dr. S / South Bend, IN 46601](#)

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

Show Day Information for Participating Vendors

Important set-up information

Set-Up Time: January 5, 2025, from 9:00 a.m. to 11:30 a.m. Please ensure that all setup is completed by 11:30 a.m. on the day of the show.

To locate your booth space, you can either ask a Bridal Spectacular representative for assistance or look for your company name displayed on the tables. Maps and lists will be posted at the entrance doors for your convenience. If you need to set up on Saturday, please contact me in advance to make arrangements.

If you plan to bring a limo or trailer into the building, please ensure that you move your vehicle into place by 4 PM on Friday or Saturday at the latest. This is to avoid disrupting the setup flow for other vendors on the day of the event.

Some of you may only have a few items to carry in, while others may require the loading dock. Vendors with small loads can enter through the front or side doors, while those with larger loads should use the loading dock. If you are using a Century Center loading cart, please unload your items quickly at your designated space so that others can use the carts as well.

Do not break down your booth before 4:00 PM, even if you run out of products or samples. All booths must remain staffed until closing time. We will inform you when it is time to start tearing down.

Tables & Rentals

If you need to rent extra tables or skirting, please contact Burns Rent-All, Inc. at 574-259-4807. Ask for Lauren. This option is available only for vendors with 10 x 10 spaces or larger. You are also welcome to bring your own tables if you prefer. Please note that there is a fee for any extra tables and chairs. If you think you might need additional items, consider bringing a credit card or cash for payment during setup. If you do not require any tables for your booth space, please inform us before the day of the show. This will help us focus on other event details rather than rearranging tables on 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 \(indianabridalspectacular.net\)](#)

Special Note

I want to remind everyone about important guidelines regarding booth signage and displays.

If you are ordering flower arrangements for your booth or displaying items from another company that is not a vendor in our show, please note that it is not acceptable to have any signage that includes their name in your booth. This has been a recurring issue in the past, and it is only fair to the vendors who are officially part of our event. If any signage from non-vendors is present, you will be asked to remove it. However, if you are displaying items from a company that is a vendor in our show, you are welcome to acknowledge their contribution. If you need recommendations for florists from our show, please feel free to reach out to me via phone or email, and I will provide you with their names.

Please remember that you are representing your business at this event. Sharing your space with other bridal vendors or distributing their promotional materials is not permitted.

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 \(in.gov\)](#)

Their number is 574-235-9721

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

Parking

All attendees, including Bridal Spectacular staff, are required to pay for parking in the Century Center parking lot. If you prefer not to pay for parking, you can either park on the street or arrange for someone to drop you off. The parking fee is \$5 per vehicle.

Food and Snacks

Please note that there will not be a restaurant open for snacks and food this year, so plan accordingly. Additionally, food samples are intended exclusively for brides, grooms, and their guests. We have received multiple complaints about vendors and models consuming catering samples and making repeated visits to refill. Thank you for your understanding.

Show Edict

Please remain in your designated booth area. Walking around to hand out information or placing flyers on the seats for the fashion show is not allowed. Keep noise levels to a minimum and be respectful to other vendors. Do not block the booth next to you with your display.

If you are provided with an 8' table space, your signs must be placed either on your tabletop or the front of your table. High backdrops and large signs are only permitted in 10'x10' spaces, not in table spaces. If you need to upgrade to a 10'x10' booth space to accommodate your display, or if you have any questions, please call 574-360-5372.

Additionally, do not distribute information for companies that are not participating in the show or promote other bridal shows. If you observe anyone handing out literature to brides, grooms, or vendors who are not part of the show, please inform the Bridal Spectacular staff immediately. Thank you for your cooperation.

Door Prizes

All vendors are required to provide a door prize worth \$25.00 or more. The prize must be an actual item or a gift certificate; it cannot be a discount on a service or product that requires an additional purchase.

Please ensure that your prize is marked with your company name or business card on the outside.

Prizes should be delivered to the table next to the fashion show stage before the doors open. Due to the large number of gifts to be given away, we will not be able to record the name of the winner for each prize. If a prize is not claimed by the end of the show, we will draw another name. Our goal is to keep the fashion show moving quickly, allowing brides to return to visiting with vendors as soon as possible.

If you would like to conduct smaller drawings at your booth, you are welcome to do so.

Show Day

If you or your team are unable to attend the show for any reason, please contact Andrea Nissley at 574-360-5372. We will still provide you with your lead list; however, we will not be able to issue a credit or refund for booth space due to cancellations or no-shows.

Web Site

Bridal Spectacular website indianabridalspectacular.net

Follow us on Facebook,

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

Instagram @**indianabridalspectacular**

We have created an event page on Facebook, and we encourage you to visit and share it. Please invite brides, clients, and potential vendors to join us. We kindly ask all vendors on Facebook to invite at least 25 people to attend the event. You can share the link below via email, text, or by posting it on your page. Thank you!

<https://www.facebook.com/events/1461294317836759/>

Bridal Spectacular posters and fliers

You will find a printable poster included in this packet. Please print and display the Bridal Spectacular flyers and posters in areas that are visible to your customers. I have also included digital ads for vendors to share on their social media platforms. Vendors are encouraged to share our Facebook page at <http://www.facebook.com/BridalSpectacular>. Additionally, feel free to post information about your participation on our page..

Advertising

I will be running ads on the radio station U-93, as well as in all the local bridal magazines. Additionally, I will send out an email blast to local brides and grooms. Many of our vendors have Facebook and Twitter accounts, so please post the show information on your pages. This is a great way to spread the word quickly, and the more exposure the show gets, the better.

I have been running targeted ads on social media and Google for several months. As we approach the show, we will run daily spotlight ads featuring our vendors and highlighting their businesses. If you have a business card or camera-ready ad that you would like to share for your company spotlight, please email it to me as soon as possible. We are working hard to include everyone in the rotation, so please be patient.

Questions? Email us at bridalspectacular@sbcglobal.net or Call 574-243-4060 or 574-360-5372

Thank you,
Andrea Nissley
Director
Bridal Spectacular