

HOUSTON BRIDAL SHOW

GEORGE R. BROWN
CONVENTION CENTER

MARCH 15 - 16, 2025

Exhibitor Services Kit

Phoenix Events





WELCOME EXHIBITORS

Houston Bridal Show
March 15 - 16, 2025
George R. Brown
Convention Center
Hall D

WE'RE AT YOUR SERVICE! To enhance your presentation, we provide a wide range of items and services, including carpets, tables, chairs, custom signs, and labor assistance. If you need anything not mentioned, don't hesitate to contact us. We encourage your calls and promise exceptional service.

Save money by placing your order before the deadline. We offer two pricing options: "discount" and "standard." To qualify for the "discount" price, your order must include credit card authorization, which must be submitted to our office by the Deadline Date indicated at the top of each form. When you arrive at the show, please visit our Service Desk during setup. We will be happy to answer any questions and assist you with any last-minute needs.

All questions regarding trade show policies, display limitations, and the event schedule should be directed to:

American Consumer Shows
info@acsshows.com
516-422-8100

Each 10'L x 10'W Booth Space will contain:
8' High White Back Drape
3' high White Side Drape
1 Identification Sign
The exhibit area is NOT carpeted

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Friday, March 14, 2025
Saturday, October 15, 2025

Show Dates

Saturday, March 15, 2025
Sunday, March 16, 2025

Dismantle Dates

Sunday, March 16, 2025

Setup Times

10:30 AM - 5:00 PM
8:00 AM - 12:30 PM

Show Times

12:30 PM - 5:00 PM
12:30 PM - 5:00 PM

Dismantle Times

5:00 PM - 8:00 PM

*Early move-out is strictly prohibited. *All carriers MUST check in to pick up Exhibitor freight by 8:00 PM or freight will be brought back to the Phoenix Events warehouse, at the exhibitor's expense.



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Phoenix Events offers a diverse range of rental services for your upcoming occasion. If you can't find what you're looking for, feel free to reach out to Exhibitor Services at 972-201-5219.

<u>Exhibitor Services</u>	<u>Discount Deadline Date</u>	<u>Page Number</u>
Payment and Pricing Policies	-----	4
Method of Payment	Monday, March 3, 2025	5
Booth Table	Monday, March 3, 2025	6
Booth Furnishings	Monday, March 3, 2025	7
Booth Accessories	Monday, March 3, 2025	8
Booth Carpet	Monday, March 3, 2025	9
Exhibitor Appointed Contractor	-----	10
Labor Jurisdiction Guidelines	-----	11
Move Out Information	-----	12

- For assistance with your order, please reach out to Exhibit Services at Phoenix Events. You can contact us at 972-201-5219.
- Please send all Order Forms to Phoenix Events at: info@phoenixeventstss.org



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DISCOUNT & STANDARD PRICING

To benefit from the "discount" pricing, orders must be placed with full payment received by the discount dates specified in the show. Any orders received after this deadline will be charged at the standard prices.

**When ordering, forms must be emailed to
info@phoenixeventstss.org**

PAYMENT SCHEDULE

Phoenix Events mandates that you submit a credit card authorization with your initial order. For your convenience, this authorization will be utilized to charge your account for additional services, which may encompass labor and material handling not included in your original order. Orders that lack full payment or credit card authorization will not be processed or eligible for the discounted price. All charges must be settled in full prior to the setup of your rental items.

METHOD OF PAYMENT

We accept payments via MasterCard, Visa, or American Express, or you can opt for an invoice to be sent. All transactions must be made in U.S. dollars from a U.S. bank. **Please note that a \$35.00 service fee will apply for declined credit cards and returned NSF checks.** Additionally, Purchase Orders are not recognized as a form of payment.

CANCELLATIONS & ADJUSTMENTS

Cancellations made after the deadline will incur a charge of 50% of the original price, and no refunds will be issued for cancellations made five days or less before installation. Additionally, all cancellations for any order will be subject to a \$35.00 administrative processing fee. Please note that no adjustments can be made once the show has concluded. Credits will not be provided for items that have been delivered but remain unused.

TAX EXEMPTION

If you are tax-exempt, please include a copy of your sales tax exemption certificate with your order. Note that this is not a resale certificate.

I & D THIRD PARTY BILLING

The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice by a third party prior to the last day of the show, charges will revert back to the exhibiting company.

MISCELLANEOUS

Any rental items that are not ordered but are discovered in the booth space will be billed at the "standard" pricing. If rental items are either damaged or missing from your booth after the show, the exhibiting company will be charged the full market value, which will be processed using the credit card on file. Additionally, all rental items will incur any relevant taxes and administration fees.



ORDER PAYMENT & SUMMARY FORM

Discount Price Deadline Date

MARCH 3, 2025

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Booth Table Order	\$ _____
Booth Furnishings Order	\$ _____
Booth Accesories Order	\$ _____
Carpet Order	\$ _____

All complaints must be addressed before the show begins for any refunds to be considered.
Complaints made after the show has started will not qualify for a refund.

TOTAL AMOUNT DUE WITH ADMINISTRATION FEE AND TAX \$ _____

Phoenix Events reserves the right to correct orders figured incorrectly.

Company / Exhibitor Name _____
 Ordered By _____ Booth Number _____
 Address _____ City /
 State _____ Zip Code _____ Phone (____) _____
 Email _____

PAYMENT: Payment must be received by the discount deadline date in order to qualify for discount prices. All other orders will be charged standard prices.

Circle One: AMEX MASTERCARD VISA

Card Number _____
 Name on Card _____ Expiration Date _____ Security Code _____
 Address on Card _____

A \$35.00 service fee will be charged for declined credit cards and returned NSF checks. All charges must be paid before delivery of exhibit materials. No adjustments will be made after the close of the show.



BOOTH TABLE ORDER FORM

Discount Price Deadline Date
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<u>QUANTITY</u>	<u>TABLES - 24" WIDE x 30" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$85.10	\$114.90	\$ _____
_____	4' UNSKIRTED	\$66.65	\$90.00	\$ _____
_____	6' SKIRTED	\$96.90	\$130.85	\$ _____
_____	6' UNSKIRTED	\$78.70	\$106.25	\$ _____
_____	8' SKIRTED	\$111.00	\$149.85	\$ _____
_____	8' UNSKIRTED	\$92.55	\$124.95	\$ _____
_____	4TH SIDE TABLE DRAPE	\$36.65	\$49.50	\$ _____
_____	TABLE SKIRT, 30" TALL	\$36.65	\$49.50	\$ _____

Please Circle Drape Color BLACK BLUE BURGUNDY GREEN RED WHITE

<u>QUANTITY</u>	<u>COUNTER HIGH TABLES - 24" WIDE x 42"</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	TALL 4' SKIRTED	\$103.30	\$139.50	\$ _____
_____	4' UNSKIRTED	\$84.05	\$113.50	\$ _____
_____	6' SKIRTED	\$117.40	\$158.50	\$ _____
_____	6' UNSKIRTED	\$97.90	\$132.20	\$ _____
_____	8' SKIRTED	\$134.55	\$181.65	\$ _____
_____	8' UNSKIRTED	\$116.35	\$157.10	\$ _____
_____	4TH SIDE TABLE DRAPE	\$41.00	\$55.35	\$ _____
_____	TABLE SKIRT, 42" TALL	\$41.00	\$55.35	\$ _____

Please Circle Drape Color BLACK BLUE BURGUNDY GREEN RED WHITE

SUBTOTAL \$ _____
 3.50% ADMINISTRATION FEE \$ _____
 TOTAL \$ _____
 8.25% SALES TAX \$ _____
 TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



FURNITURE ORDER FORM

Discount Price Deadline Date
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<u>QUANTITY</u>	<u>FURNITURE</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Folding Chair	\$ 19.50	\$36.35	\$ _____
_____	Padded Side Chair	\$ 45.00	\$60.75	\$ _____
_____	Padded Arm Chair	\$ 54.00	\$72.90	\$ _____
_____	Counter Stool with Back	\$ 78.00	\$105.30	\$ _____
_____	Padded Swivel Chair	\$ 75.00	\$101.25	\$ _____
_____	30" Round x 30" High Pedestal Table	\$ 95.00	\$128.25	\$ _____
_____	30" Round x 40" High Pedestal Table	\$ 95.00	\$128.25	\$ _____
_____	Black Tablecloth for 30" Round x 30" Tall Table	\$ 26.65	\$36.00	\$ _____
_____	Black Tablecloth for 30" Round x 40" Tall Table	\$ 26.65	\$36.00	\$ _____
_____	White Tablecloth for 30" Round x 30" Tall Table	\$ 26.65	\$36.00	\$ _____
_____	White Tablecloth for 30" Round x 40" Tall Table	\$ 26.65	\$36.00	\$ _____
_____	Single Step Table Riser - 4'	\$ 47.50	\$64.10	\$ _____
_____	Single Step Table Riser - 6'	\$ 52.00	\$72.10	\$ _____
_____	Single Step Table Riser - 8'	\$ 62.00	\$83.70	\$ _____
_____	White Vinyl Cover for Table Rise	\$ 15.00	\$20.25	\$ _____
_____	Grid Wall - 2' X 7'	\$ 55.00	\$35.10	\$ _____
_____	Grid Wall Arms	\$ 5.00	\$6.75	\$ _____
				SUBTOTAL \$ _____
				3.50% ADMINISTRATION FEE \$ _____
				TOTAL \$ _____
				8.25% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



ACCESSORY ORDER FORM

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<u>QUANTITY</u>	<u>ACCESSORIES</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Aluminum Floor Easel	\$35.00	\$47.25	\$ _____
_____	Bag Stand	\$62.50	\$84.40	\$ _____
_____	Crossbar	\$15.00	\$20.75	\$ _____
_____	Upright & Base	\$20.00	\$27.00	\$ _____
_____	Super Base	\$15.00	\$20.75	\$ _____
_____	Drape Panels - 3' High	\$12.50	\$16.85	\$ _____
_____	Drape Panels - 8' High	\$12.50	\$16.85	\$ _____
_____	Clothing Rack	\$58.15	\$78.50	\$ _____
_____	Chrome Sign Holder	\$58.15	\$78.50	\$ _____
_____	Fish Bowl	\$12.00	\$16.20	\$ _____
_____	Literature Rack	\$78.00	\$105.30	\$ _____
_____	Raffle Ticket Drum	\$85.00	\$114.75	\$ _____
_____	Waste Basket	\$15.50	\$20.90.	\$ _____

SUBTOTAL \$ _____
 3.50% ADMINISTRATION FEE \$ _____
 TOTAL \$ _____
 8.25% SALES TAX \$ _____
 TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



CARPET ORDER FORM

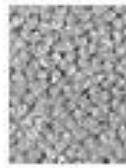
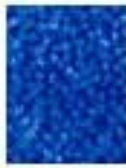
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<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	10' X 10' CARPET	\$ 138.00	\$ 186.30	\$ _____
_____	10' X 20' CARPET	\$ 276.00	\$ 372.60	\$ _____
_____	10' X 30' CARPET	\$ 414.00	\$ 558.90	\$ _____
_____	10' X 40' CARPET	\$ 552.00	\$ 745.20	\$ _____

CARPET COLOR (PLEASE CIRCLE): BLUE HUNTER GREEN RED MAROON GRAY BLACK



SPECIAL CUT CARPETING—32 OZ WT

_____ SQ FT FULL COVERAGE CARPET \$ 3.20 PER SQ FT \$ 4.31 PER SQ FT \$ _____

SIZE: _____ FT X _____ FT (100 SQ FT MINIMUM)

OPTIONS

_____ SQ FT CARPET PAD \$ 1.16 PER SQ FT \$ 1.63 PER SQ FT \$ _____

SIZE: _____ FT X _____ FT

_____ SQ FT VISQUEEN COVERING \$.84 PER SQ FT \$ 1.10 PER SQ FT \$ _____

SIZE: _____ FT X _____ FT

SUBTOTAL \$ _____
3.50% ADMINISTRATION FEE \$ _____
TOTAL \$ _____
8.25% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



LABOR JURISDICTION GUIDES

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Phoenix Events wants to ensure you are informed before your arrival that union labor might be necessary for specific elements of your exhibit handling. To provide clarity on the different union jurisdictions across the country, we kindly ask you to review the following information.

INSTALLATION AND DISMANTLE LABOR

Phoenix Events will supply the necessary union personnel for the setup and takedown of your exhibit. Full-time, legitimate employees of the exhibiting company, who carry the appropriate badges issued by show management, are permitted to set up their own exhibits without union help. Any extra labor required beyond this must be carried out by union staff. You can request display labor in advance by submitting the enclosed Display Labor Order Form or by visiting the Phoenix Events Service Desk at the exhibit location.

MATERIAL HANDLING LABOR

Phoenix Events will supply the necessary union personnel to manage all materials within the convention facility. Union staff will handle the unloading of trucks or vehicles, deliver materials to your booth, and remove and reload items at the end of the show.

EXHIBITOR OWNED VEHICLE - PERSONALLY OWNED VEHICLE (POV)

Exhibitors and show organizers can manage their own materials if they can be carried in within 15 minutes without using dollies, aside from small two-wheeled dollies like those used for luggage at the airport. Exhibitors are prohibited from borrowing, renting, or bringing onto the exhibit floor hand carts, flat trucks, pallet jacks, or any other material handling equipment. Any items that cannot be carried in must be managed by the Official Service Contractor.

To maintain an orderly and safe move-in and move-out process, all docks and vehicle traffic will be under the exclusive control of the Official Services Contractor. Depending on conditions and time availability, space may be allocated for exhibitor-owned vehicles to load and unload. One person must remain with the vehicle at all times. Due to time limitations, loading or unloading must occur within 15 minutes. A timed dock pass will be issued, and unattended vehicles will be towed at the owner's expense. These regulations will be strictly enforced.

UTILITIES LABOR

All connections, wiring, cabling, assembly, and attachment to facility services are to be managed solely by union personnel or facility employees. Utilities labor and services can be ordered using the enclosed forms or through the facility. Exhibitors are allowed to perform technical adjustments, programming, and cleaning once the initial connections have been established.

For any inquiries regarding union jurisdictions or individual laborers, please contact Phoenix Events. We kindly ask you not to voice any concerns or complaints directly to union personnel. If any issues arise from union staff, please report them to the onsite Phoenix Events personnel.

All work orders should be thoroughly reviewed and signed by company representatives, as no modifications will be allowed after the event concludes. Please direct any questions to Phoenix Events personnel.