

Chatham-Kent Wedding Show
FREQUENTLY ASKED EXHIBITOR QUESTIONS (FAQ)

Move in	Friday 2-8pm and Saturday 8-9:30am; no security provided during move in
Which entrances to use	Please come into the Exhibition Room using the glass doors at the back & side of the building and a volunteer will show you your booth and the best way to unload
No Carts	You must provide your own 2-wheel carts, hand trucks or dollies.
Move Out	Saturday 5-11pm; no security provided
Fashion shows:	12pm and 3pm
Draperies	Black 8' drapes at the back of your booth; 3' white or black dividers between booths; if you damage draperies, you will be charged for repairs or replacement.
Conduct of business	Only within the confines of your assigned booth. You may not interfere with other exhibitors. No sharing of booths.
SECURITY	The facility has a state of the art security system. The operator hires additional security when the Show is not open to exhibitors (Fri 8pm – Sat 8am). No security is provided during Move In, Move Out or when the Show is open.
Tables & chairs	Tables (8' x 2.5') and chairs are available for a \$5 charge each.
Table Coverings and clips	No table coverings are provided. Please contact Lisa (519-380-5970) or Brenda (519-882-0466) to rent table cloths and skirts. If you use table skirting clips, please note that the lip of the table is 1" thick.
Extension cords, ladders, 2 wheel carts, etc	You are required to bring your own extension cords, ladders, tape, scissors, pins, staplers, etc. 2 wheel carts are not provided for Move In or Move Out.
Booth Photos	If you wish, you may take a photo of your booth and email it to Nan, the event coordinator, to be used for future marketing on the Chatham-Kent Wedding Show website. We will also be taking booth photos and get your permission before we use them on our website.
Insurance	While the venue and organizer each have additional insurance for this event, we encourage all exhibitors to check that their personal and/or business coverage is adequate.
Marketing	We have comprehensive marketing plan including radio, newspaper, Facebook, Twitter, etc. Please take advantage of your own social media to promote the Show.
PASSPORTS	All brides/grooms will be given a passport when they register. Brides/grooms must get 50% stamped/initialed by exhibitors, to be eligible for the door prizes.
DOOR PRIZES	Door prizes do NOT need to be brought to the convention centre. Please check the box on your application that you plan to offer a door prize and we will advise you afterwards who won your prize. You will contact the winner at your convenience.
Draws at your Booth	Exhibitors are encouraged to have a draw at their booth. While brides/grooms are filling your slip out, you should have ample time to initiate conversation.