



# Today's Bride<sup>®</sup>

WEDDING SHOW

SUNDAY

August 22

JOHN S. KNIGHT CENTER  
77 E. MILL ST,  
AKRON, OH

12-4PM

**EXHIBITOR MANUAL**

[pros.TodaysBride.com/august](http://pros.TodaysBride.com/august)

# Today's Bride

## WEDDING SHOW

**August 22, 2021  
John S. Knight Center  
12-4pm**

**We are pleased to present the Exhibitor Manual for the Summer John S. Knight Center Wedding Show on August 22, 2021.**

Inside this manual you'll have a record of important deadline dates, general guidelines, exhibitor rules, important exhibitor documents, and added-value promotional opportunities.

This entire manual, online forms, and additional helpful resources to help you prepare for the show are available online at:

**Pros.TodaysBride.com/August**

Please take the time to review the manual and website in it's entirety, while sharing the information with your staff setting up and/or working the show.

Thank you for being a part of the August Show! We are here to help you any way we can leading up to the show (and after the show). Don't hesitate to ask for our input on booth design ideas, marketing techniques, and more.

**330-670-9545  
or 216-393-5677**

**Jennifer Fyffe** (x14)  
jennifer@todaysbride.com

**Jim Frericks** (x16)  
jim@todaysbride.com

**Abby Frericks** (x12)  
abbyf@todaysbride.com

Show Day  
Exhibitor Help **Hotline**  
**440-482-1055**

Need electricity? Trash overflowing?  
Music too loud? Call or text to report  
an issue without leaving your booth!

## DEADLINES

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Marketing Upgrades  
**DEADLINES VARY** (SEE PAGE 9)

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Final Balance due by  
**THURSDAY, JULY 15, 2021**

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Pink Bag "Stuff It" Program Materials by  
**FRIDAY, AUG 6, 2021**  
(Deliver or ship 400 pieces to Today's Bride offices)  
pros.TodaysBride.com/add-aug

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Return Credentials form by  
**FRIDAY, AUGUST 6, 2021**  
pros.TodaysBride.com/cred

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Order additional booth rental items by  
**WEDNESDAY, AUGUST 11, 2021**  
Call Miller's Party Rental 330-753-9104 (fees apply)

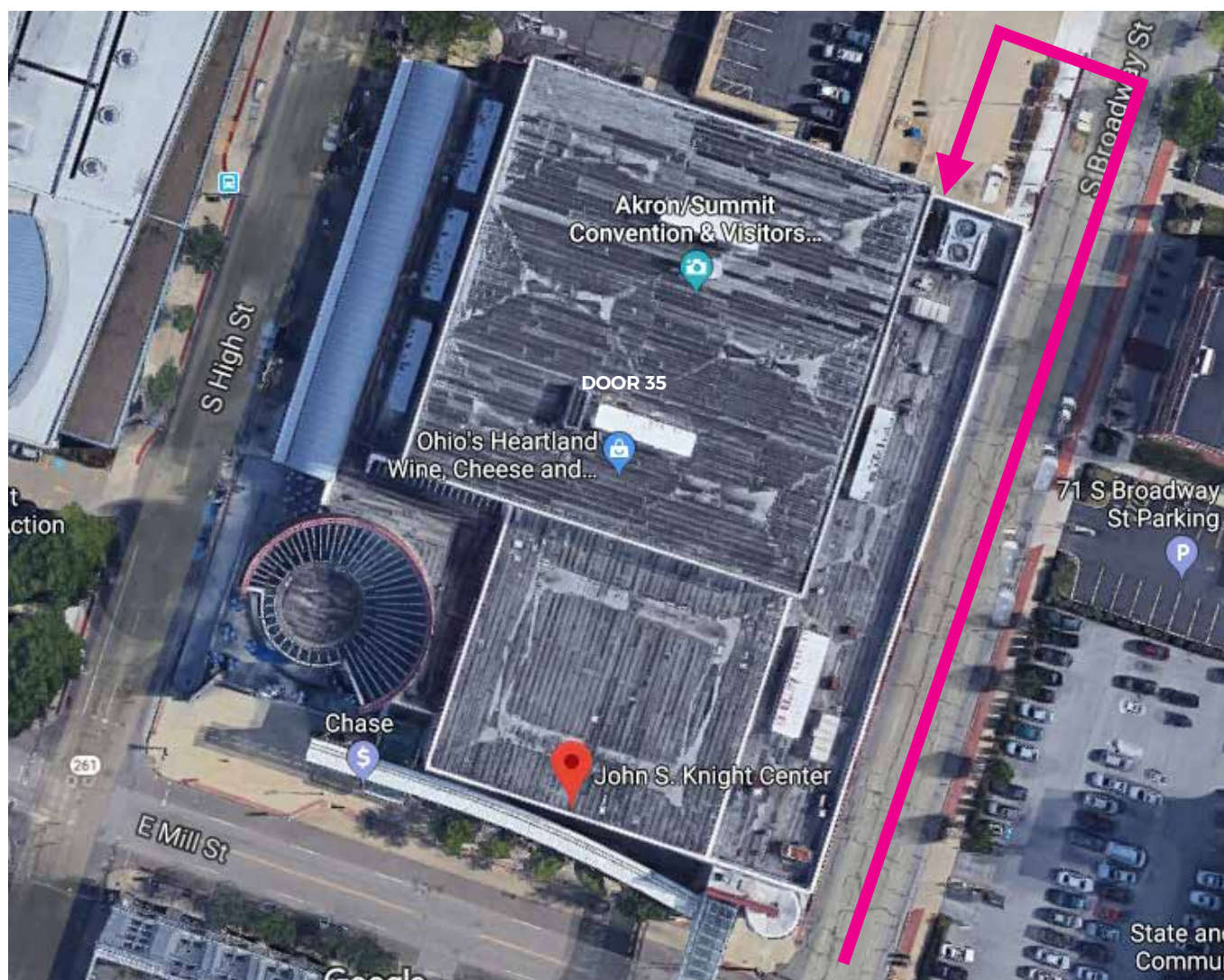
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Reserve space and rentals for  
the Inspiration Galleries  
**WEDNESDAY, AUGUST 11, 2021**  
Call Abby at 330-670-9545 ext.12

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<b>MOVE-IN</b>	<b>Sunday, August 22nd</b>	8 am – 11:30am	
<b>EXHIBITOR ENTRANCE</b>	All exhibitors must unload at the upper Broadway St. lot off the loading dock area and enter thru Dock Door 2. Plan extra time for lines that may form (see map below). A Today's Bride staffer in a pink shirt will greet you to give you your booth number and unloading instructions.		
<b>SHOW HOURS</b>	<b>Sunday, August 22rd</b> <b>Fashion Shows</b>	12pm – 4pm 1pm + 3pm	Silent Opening: 11:45, all booths must be ready!
<b>MOVE-OUT</b>	<b>Sunday, August 22rd</b>	4pm	
Vendors may begin to dismantle their booth display (no earlier than 4pm) <b>Beginning to tear down early is prohibited and will result in a \$100 fine and forfeiture of the lead list!</b>			





# Today's Bride

## WEDDING SHOW

August 22, 2021  
John S. Knight Center

## MOVE-IN MOVE-OUT RULES

- ➔ **IMPORTANT! NO UNLOADING** is permitted through the main front door on East Mill St.
- ➔ We suggest you bring your own dolly to wheel your materials in and out quickly.
- ➔ Should move-in or move-out require additional help, a few complimentary porters will be on hand to assist. Refer to the JOHN S. KNIGHT EXHIBITOR INFORMATION packet for specific rules and regulations that relate to their facility (page 13).

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**PARKING** The CITY lots are free of charge starting at 6:00 pm on Friday continuing through Sunday. There are other PRIVATE lots available for a fee. See posted rates for the fees.

## PRESHOW PREP

### 8 weeks before a show:

- ☐ Download the Exhibitor Manual to prepare and track deadlines [pros.todaysbride.com/august](http://pros.todaysbride.com/august)
- ☐ Set Goals for the Show (number of appointments, testing a product, taking deposits)

### 6 weeks before a show:

- ☐ Plan the Booth Design (layout, banner signage, flooring, decor, electric access)
- ☐ Order marketing materials: flyers, promo items, samples, show special to offer, literature for brides Pink Welcome Bags (if contracted)

### 4 weeks before a show:

- ☐ Proof your online listing on [TodaysBride.com](http://TodaysBride.com)
- ☐ Order any extra rentals from a decorator, rental company or venue
- ☐ Prepare a way to collect hot leads at the show (guest book, paper or electronic forms)
- ☐ Pre-promote your presence at the show: share on social media, website, emails, voicemail & more
- ☐ Online banner images are located on Exhibitor Manual website [pros.todaysbride.com/august](http://pros.todaysbride.com/august)

### 3 weeks before the show:

- ☐ Stuff-it Bag Materials delivered to Today's Bride due August 6, 2021

- ☐ Turn in Sign & Nametag Credentials Form due August 6, 2021.

### 2 weeks before the show:

- ☐ Submit your Show Special to post on [TodaysBride.com](http://TodaysBride.com)
- ☐ Create a packing list of what to bring to the show (refer to list in Exhibitor Manual)
- ☐ Schedule & Train your staff on booth etiquette/rules, the sales process, show promotion
- ☐ Plan parking and lunch options for your staff
- ☐ Prepare the follow up process (timing of phone calls, emails, direct mail, show special deadlines)
- ☐ Review the Exhibitor List online to strategize your networking
- ☐ Reserve space in Inspiration Gallery due August 11, 2021

### After the show:

- ☐ Follow up on your hot leads from the show immediately
- ☐ Download the registered attendee list once alerted that it's available
- ☐ Continue working the leads throughout the attendees' engagement
- ☐ Renew for next year's show date to keep your online listing active

## PACKING LIST

- ☐ Electrical Cords & Surge Protector
- ☐ Mobile Device Chargers
- ☐ Sales Literature
- ☐ Business Cards
- ☐ Appointment Book
- ☐ Clipboards
- ☐ Booth Design Layout
- ☐ 2-Wheeled Dolly & Transporting Devices
- ☐ Masking Tape, Scotch Tape, Shipping Tape
- ☐ Scissors, Stapler, Safety Pins, Straight Pins
- ☐ Portable Vacuum/Steamer
- ☐ Pens, Sharpie Marker
- ☐ Trash Bags
- ☐ Aspirin, Band-Aids, Second Pair of Shoes
- ☐ Breath Mints
- ☐ Cash for Concessions
- ☐ Good Selling Plan & Attitude

## BOOTH REGULATIONS

Below are the booth design regulation guidelines. For a SINGLE BOOTH, plan within a 9' x 9' due to vertical poles & bases taking up an extra foot.

1. Displays taller than 8' must get approval from Today's Bride 30 days prior to the show. The backdrop must be tastefully finished on the back side. Property or displays taller than 4' must be placed into the rear half of the exhibit space.
2. Pipes or trusses placed at the front of the booth space are acceptable provided the sides of the space do not obstruct the neighboring booth, and provided there is a clear line of sight from both sides.

Don't position retractable banners at the front of your booth space. Move halfway back or towards the back.

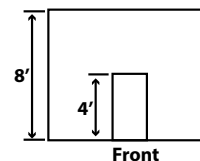
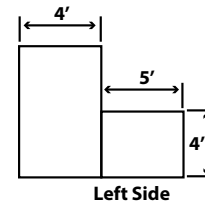
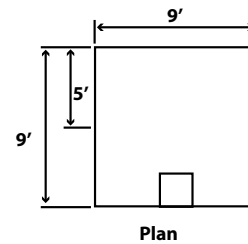
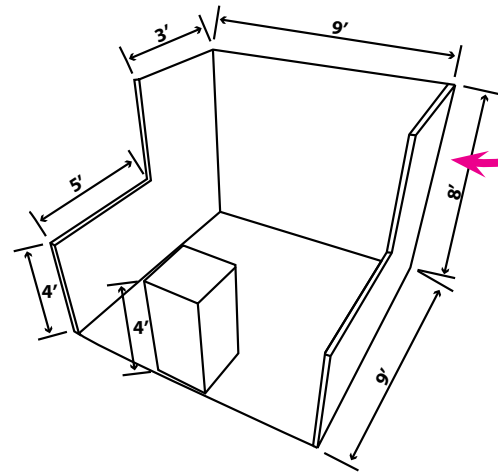
The front five feet of your exhibit may not exceed FOUR FEET in height, unless it's a see through structure.

- 3. Stay within the space confines of your booth. Exhibitors are prohibited from standing in the aisles or having their booth display extend into the aisles.**

**If you are concerned your exhibit is not within the above guidelines, call us. If exhibit isn't within the guidelines, you may be asked to make changes during Move-In.**

Exterior of any part of display facing a booth must be finished or suitably decorated.

Signage may not read into neighboring booths.



# Today's Bride

WEDDING SHOW

August 22, 2021  
John S. Knight Center

Show Day  
Exhibitor Help **Hotline**  
**440-482-1055**

Need electricity? Trash overflowing?  
Music too loud? Call or text to report  
an issue without leaving your booth!

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## FOOD SAMPLE GUIDELINES

Selling food products is not permitted. All sampling requests are to be submitted in writing in advance of the show. Sampling is limited to a 2-oz. portion for food and a 4-oz. portion for a beverage. The items being sampled must be part of your business services. No samples of any alcoholic beverages permitted.

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## DELIVERIES

The Center cannot be held responsible for any shipment of goods accepted at the facility. As a building rule, the Center will accept shipments three (3) business days (Monday thru Friday, 9am to 4pm) before the event.

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## IDENTIFYING BRIDES

For easier identification, engaged attendees will be wearing a TODAY'S BRIDE sticker. If a bride is wearing a GREEN STICKER she still needs a reception venue, and probably many other services. If a bride is wearing a PINK STICKER she has a reception venue.



**HAS A RECEPTION VENUE**



**NEEDS A RECEPTION VENUE**

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## LUNCH OPTIONS

Outside food or drink is not permitted to be brought into the John S. Knight Center. Concession areas will be available throughout the show with ample seating.

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## FREE PUBLIC WIFI

Use "John S. Knight Center Guest" network. Open Internet browser and click on "Agree and Continue".

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## OHIO TRANSIENT TAX LICENSE

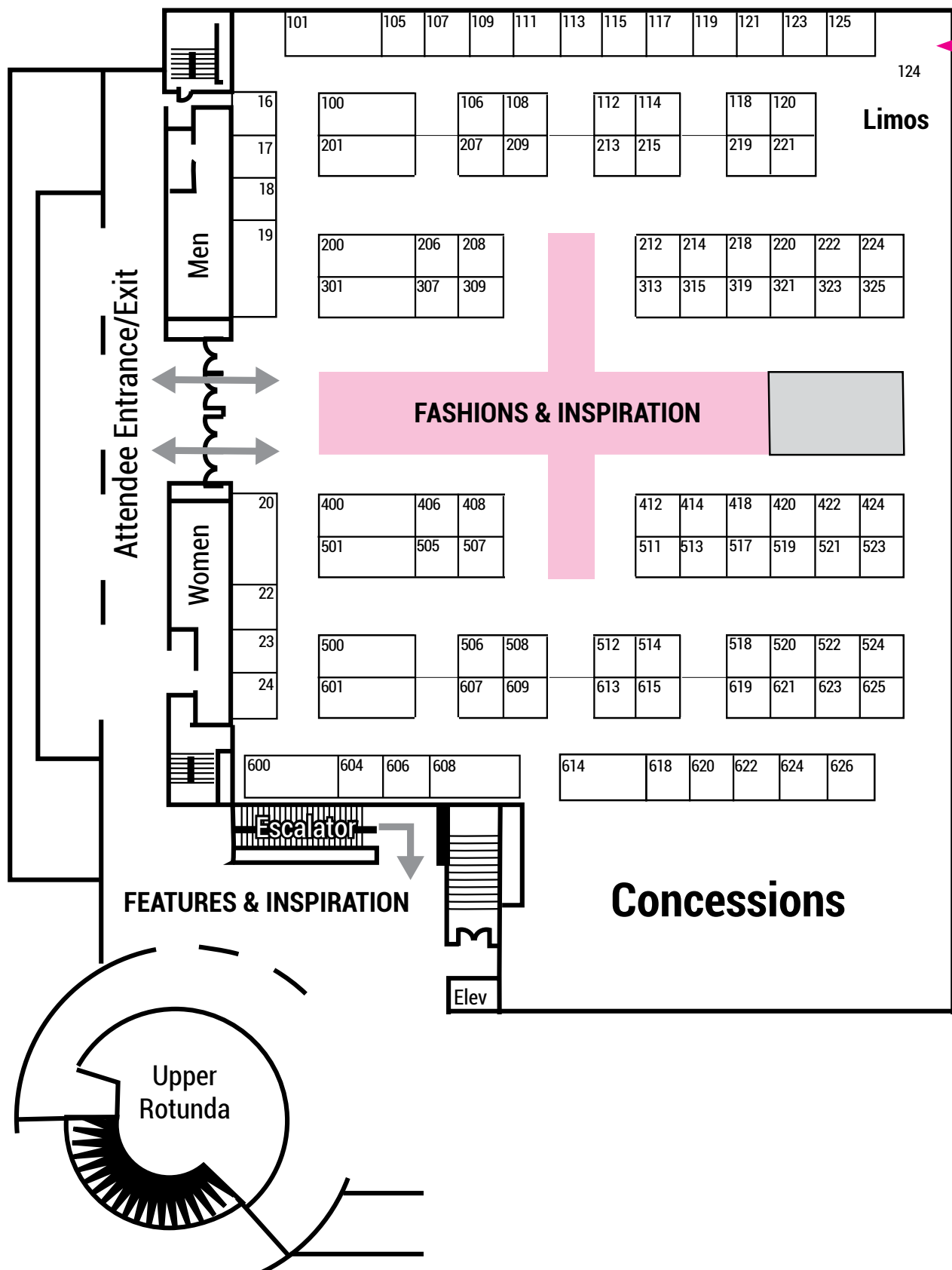
Exhibitors are responsible for complying with all vendor-licensing requirements. To obtain additional information and/or apply for an Ohio Transient Vendor's License call 888.405.4089.

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**REFER TO PAGE 13 TO FAMILIARIZE YOURSELF WITH  
JOHN S. KNIGHT CENTER BUILDING RULES & REGULATIONS.**

Upper Level  
Vendor  
Unloading

## Level 2 (Upper Level)



# THE RULES & REGULATIONS

**Note: It's your responsibility to understand and abide by these rules.**

Our insurance carrier and facilities instructed us to strictly enforce the show rules and regulations as indicated on your show contract. This will ensure a safe and enjoyable trade show experience not only for participating businesses but, more importantly, our valued attendees - your customers. Please read and adjust your presentation and set-up display if necessary.

## **Review and share these guidelines with your entire staff scheduled to work your exhibit prior to the event.**

1) All booth display materials (including staff) **must stay within their contracted booth space** and not infringe upon the aisle walkways or other booth spaces. All aisles must remain clear of obstruction. Maximum backdrop height is 8' tall, side walls. The front 5' of your booth may not exceed 4' in height unless the structure is see-through. Backdrops taller must get approval from Today's Bride. Some booth locations are restricted.

2) **Maximum of four staff members** are permitted to exhibit in a single booth space at one time. **Maximum of two staff members** permitted at one time in a Half Booth or Table Top Space.

3) **NO distribution** of any marketing materials is permitted in aisles, registration areas, seating areas, rest rooms, parking lot/garage or grounds of event facility.

4) No helium balloons are allowed in the facilities. Lit candles are permitted if they are in tall hurricanes, placed toward the back of the booth, and you bring a Fire 10# ABC extinguisher.

5) **Distribution of any non-participating, non-contracted business literature (business cards, brochures, signage, etc.) is strictly prohibited.** This includes, but is not limited to, photographs or displays with "courtesy of" acknowledgement of said businesses. The only exception is if the mentioned business is also an exhibitor of the show.

6) Distributing literature or displaying signage regarding a **competing Bridal Show or Event** (whether at your facility or not) is **strictly prohibited** unless Today's Bride is a sponsor of the event.

7) **Exhibits cannot begin to tear down prior to show close!** The takedown, removal or repackaging of booth materials and/or displays during posted bridal show hours is strictly prohibited. Guests pay admission for a show advertised to be available to the public until 4 p.m. and we must honor these hours. Moreso, our Liability Insurance Policy dictates that any set up and disassemble must take place prior to guests' arrival and after their exit. You will be held accountable for any injury that may occur as result of your negligence, will forfeit the show's lead list, risk the admittance into future Today's Bride Shows, and be fined \$100.

8) **All food and liquids to serve as samples** are not permitted to be distributed to attendees without prior approval from both the facility AND Jadlyn Inc./Today's Bride. Sample sizes are restricted to 2 oz or less for food, 4 oz for liquids. Alcohol is prohibited. If using heat for samples, bring a Fire 10# ABC extinguisher to keep in your booth.

9) **Food for your staff is not permitted to be brought into the facility from outside restaurants, fast food chains or catering companies.** The facility offers lunch and snack options from their concession areas.

10) **Distribution of alcoholic beverages, in any form, to attendees is strictly prohibited.**

11) **All audio, video and/or gaming productions must be maintained at appropriate noise levels** so not to infringe on the peace and harmony of neighboring booths. Jadlyn Inc./Today's Bride reserves the right to determine and set the acceptable sound level. Exhibitor is responsible for compliance of all music licensing.

12) Your company/businesses **must provide its own surge-suppressant power strip and extension cord(s)** to use for your trade booth's electrical needs.

13) **The leads generated from this show are for the exclusive use of the exhibitors who made the investment to participate.** The lead lists are seeded. Today's Bride monitors what you are sending. It is a violation of your exhibitor agreement to sell, lend, reproduce, exchange, copy or share the lead list to any non-exhibiting business or non-sponsored Show or Event that isn't authorized for this list. If this information is used or threatened to be used in an unauthorized manner, Today's Bride shall be entitled to seek relief in any court of competent jurisdiction, including but not limited to injunctive relief, actual and punitive damages, reasonable attorney's fees, costs and any and all other expenses. It is also a violation to use the list or permit the list to be used to promote any other multi-business bridal- or wedding-related show or event, including Client's own participation within such an event, and that damages to Today's Bride for each such use shall be no less than \$3,000.00. (A "use" shall mean each letter, mailing or e-mail sent to a bride on the lead list). Upon breach of this Contract for any reason, exhibitor's license to use such Lead List shall cease immediately.

14) Exhibitor shall make good any damage to the building or fixtures caused by exhibitor or any of exhibitors' agents or employees. Exhibitors are responsible for any loss of their equipment and/or display material, or personal belongings, resulting from accidental breakage, misplacement, theft, fire or natural disaster, including, but not limited to, damage occurring while Management staff is assisting an exhibitor. If exhibitor uses the services of Management staff, then exhibitor agrees that the staff member is a volunteer for the exhibitor for worker's compensation purposes.

**These and all existing regulations will be strictly enforced. Violation to regulations could result in the exclusion from future trade shows and/or forfeiture of trade show lead list.**



## MARKETING UPGRADES

**PINK BAGS \$200\***  
DEADLINE AUG 6

Guarantee every bride goes home with your marketing literature, whether you talked to them or not, by having your literature pre-stuffed in every bride's welcome bag. All you need to do is supply us with 400 flyers by **August 6, 2021**.

**Ship or drop flyers off at:**

1930 N. Cleveland Massillon Rd Akron, Ohio 44333

\*must be an exhibitor to qualify for this discounted price.

Payment must accompany flyers. • Limited availability for some categories (call for details). • The flyers **CANNOT** contain names or phone numbers of non-show participating exhibitors. • The flyers **CANNOT** advertise another bridal show (at your facility or elsewhere). • All flyers must be a single piece item and FLAT (call for approval of anything else). • You must pre-count all pieces. Extras will not be returned.



## WEBSITE

TodaysBride.com is averaging 18,700+ visitors a month. Bride traffic increases 30% more before & after the shows.

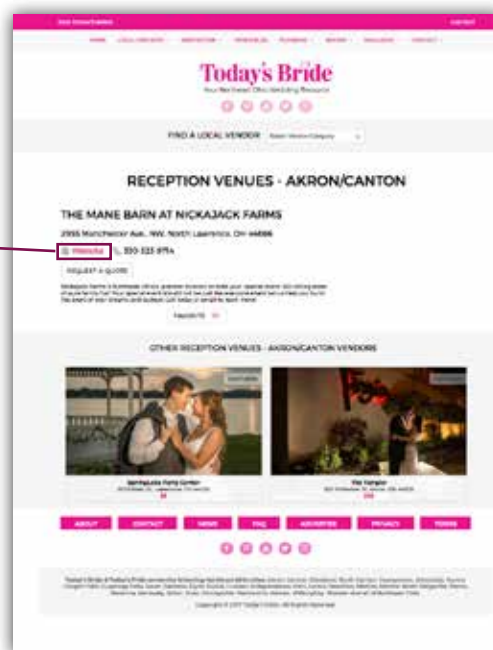


### VENDOR LISTING LINK

All exhibitors will receive a basic profile page. Add a link to your website for **\$100**

### FEATURED EXHIBITOR AD

**\$150** Rotating Banner Ad linked to your profile page.



To order visit [pros.todaysbride.com/augustadd-on](https://pros.todaysbride.com/augustadd-on)



# TABLES, GOWNS FLOWERS, AND CAKES... OH MY!

**Brides are looking for more  
inspiration and this show is  
where they find it!**



Be part of our Aisle of Inspiration. Set up any kind of display you want from cakes on a cocktail table to a whole reception table display to awe and inspire our brides and grooms at the show.



## WHAT YOU NEED TO DO:

1. Contact Abby at Today's Bride to reserve your space. You can email her at [AbbyF@TodaysBride.com](mailto:AbbyF@TodaysBride.com) or call her at 330-670-9545 ext. 12.
2. Miller's Party Rental Center has agreed to provide any rental needs to anyone involved free of charge. All you have to do is call them directly at 330-753-9104 to set up whatever you will need from tables to linens, chairs & plates and so on. They will deliver it all the day of the show. **Note:** Booth rental items are not complimentary.

**RESERVE YOUR SPACE BY  
AUGUST 11, 2021**

**SPACE IS LIMITED!**





# PROMOTE YOUR SHOW SPECIALS

**Attract attention  
at the show with  
a show special,  
prizes, or a contest!**

**Let us know about your show  
promotion and we'll help get  
the word out by:**

- Posting it on the show page on [TodaysBride.com](http://TodaysBride.com)
- Several will be mentioned in email blasts promoting the show and shared on Social Media (Twitter, Facebook, Instagram)



## NEED INSPIRATION?

### **Some past successful ideas:**

- ♥ Stop by XX booth to receive a \$50 gift card off the purchase of XX.
- ♥ The first 100 brides to visit us at XX booth will receive a voucher.
- ♥ Be a part of beauty demos all day at the XX Salon & Spa Booth. Attendees will be chosen out of the audience to participate.
- ♥ \$200 off of a package at booth XX for the first 10 brides that book from the show.
- ♥ XX will be offering 20% discount off any purchases at the show!

**EMAIL YOUR SPECIALS TO  
[ABBYF@TODAYSBRIDE.COM](mailto:ABBYF@TODAYSBRIDE.COM)**

**OR SUBMIT IT ONLINE AT  
[PROS.TODAYSBRIDE.COM/  
CREDENTIALS-FORM-AUGUST](http://PROS.TODAYSBRIDE.COM/CREDENTIALS-FORM-AUGUST)**

**OR CALL 330-670-9545 ext.12**

## PROMOTE YOUR SPECIAL ON SOCIAL MEDIA

and Hashtag **#TodaysBride** to start a trend!

Follow us on:



and tag us @todaysbride

# EXHIBITOR SERVICES

## SIGNS

Today's Bride now offers custom design & printing services. Get high quality products at super low prices. We can help you design and print the following: backdrops, banner stands, foamcore posters, vinyl banners & signs, logo table covers, canvas wraps & more!

**330-670-9545**

Availability and turnaround is dependent on scheduled production at time of order.



For more samples & ideas visit  
**pros.TodaysBride.com/displays**  
or email [shows@todaysbride.com](mailto:shows@todaysbride.com)

## PRINT



Looking for help with design and print of show materials? Today's Bride can help you with business cards, brochures, postcards, & more!



**330-670-9545**

Availability and turnaround is dependent on scheduled production at time of order.

## RENTALS

Miller's is the official decorator for the Today's Bride Show. Miller's is offering discounted pricing on various rental items. The items will be placed in your booth space the morning of the show unless you prefer to pick them up at their warehouse.



**Miller's**  
PARTY RENTAL CENTER

**330-753-9104**

with any questions and to place your order. Deadline to order, **August 11, 2021.**



**RTHAV**

### AUDIO VISUAL RENTALS

Rock The House is offering a special discount to all Today's Bride exhibitors on monitor rentals, truss, booth lighting, custom media creation, and more! **Call 440-232-7625** [rentals@rthgroup.com](mailto:rentals@rthgroup.com)

## We appreciate you taking the time to review the Exhibitor Manual.

We are here to help you any way we can leading up to the show (and after the show). Don't hesitate to ask for our input on booth design ideas, marketing techniques and more. **330-670-9545 or 216-393-5677**

**Jennifer Fyffe (x14)**

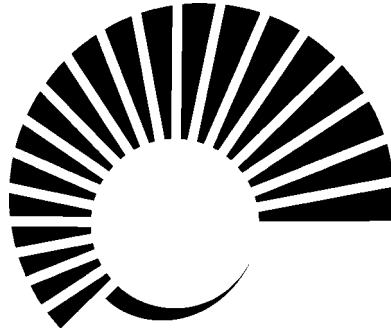
[jennifer@todaysbride.com](mailto:jennifer@todaysbride.com)

**Jim Frericks (x16)**

[jim@todaysbride.com](mailto:jim@todaysbride.com)

**Abby Frericks (x12)**

[abbyf@todaysbride.com](mailto:abbyf@todaysbride.com)



# JOHN S. KNIGHT CENTER

The Center of an All-America® City

## EXHIBITOR INFORMATION SUMMARY

On behalf of the John S. Knight Center Staff,  
we would like to thank you for choosing to exhibit with us.

In order to achieve an efficient move-in, event and move-out,  
we have summarized the following exhibitor information.

This information is in accordance with the Center's Building Rules &  
Regulations document, as well as City, State and Federal regulations.

Wishing you a productive and memorable experience!



77 E. Mill Street / Akron, OH 44308  
330.374.8900 / 800.245.4254  
[johnsknightcenter.org](http://johnsknightcenter.org)



## **MOVE-IN & MOVE-OUT REGULATIONS**

The following are guidelines for move-in, move-out and set-up:

1. Exhibitors may hand carry or two-wheel dolly materials in and out of the building through designated move-in and move-out entrance(s). Should move-in and move-out require additional help, please contact a Center representative.
2. Exhibitors may use their own employees to set-up their booth. These must be regular employees of the exhibitors with a minimum of 60 days prior employment.
3. Exhibitors are not permitted to use any power-operated equipment for loading/unloading, setting-up or dismantling of exhibits.
4. All electrical wiring to booths/exhibits must be installed by the Center. Any connections within the booths/exhibits by exhibitor is permitted.

## **PARKING**

The Center boasts ample and adjacent surface lots and parking decks for your use. A comprehensive map is available at [www.johnsknightcenter.org](http://www.johnsknightcenter.org). Handicap parking areas are clearly designated and are to be used only as specified by Local, State and Federal Laws. Additional staff parking spots are marked and are not available for general parking.

No parking in fire lanes, service streets, vacant Exhibit Halls, loading dock areas or any other locations posted "No Parking." This rule is strictly enforced. Any vehicle not in compliance will be removed at owner's expense.

## **ID BADGES**

All personnel are required to have proper event ID badges, which must be worn on outer clothing at all times.

## **MAIL/DELIVERY**

The Center cannot be held responsible for any shipment of goods accepted at the facility. As a building rule, the Center will accept shipments three (3) business days (Monday thru Friday, 9am to 4pm) before the event. Complete details are available in the Center's Building Rules & Regulations document.

## **BASIC FIRE CODE**

To remain in compliance with the Akron Fire Code, please observe the following guidelines:

1. All materials used in exhibits must be flame retardant.
2. Firefighting and emergency equipment--including fire extinguishers, fire hose cabinets and fire alarm pull stations--may not be hidden or obstructed.
3. All emergency exits, hallways and aisle ways must be kept clear and unobstructed.
4. Vehicles, which are part of an exhibit, may be displayed if in compliance with the following Fire Code Regulations:
  - a. Vehicles may have no more than two (2) gallons of gas.
  - b. Gas tanks must be sealed with tape.
  - c. All battery cables must be disconnected and taped to avoid potential sparks.
  - d. All gasoline engines must be American Gas Association compliant.
5. The use of welding equipment, open flames or smoke emitting material as part of an exhibit must be specifically approved on an individual basis by the Akron Fire Department. Please submit written specifications to the Center for approval from the Akron Fire Department.
6. No person may use or permit the use of an Open Flame Lighting Device, nor may any person use or permit the use of a portable, non-flue-connected, cooking equipment in any place of assembly. (Akron Fire Code, Sect. 93.44-45)

<b>SIGNS &amp; DECORATIONS</b>	<p>In order to preserve the building, exhibitors are asked to comply with the following guidelines:</p> <ol style="list-style-type: none"> <li>1. Special decorations, overhead signs and banners, light and sound equipment, etc., may not be hung from ceilings or walls except by Center personnel.</li> <li>2. Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, walls, painted surfaces, columns, or decorative fabric.</li> <li>3. All materials used during the event, such as landscape materials, trees, sand, dry-wall, lumber, etc., must be removed from the building immediately following the event.</li> </ol>
<b>BALLOONS, ETC.</b>	Helium balloons, "glitter," decals and/or stickers may not be passed out unless prior written approval has been obtained.
<b>PROHIBITED WEAPONS</b>	<p>It is illegal to carry a firearm, deadly weapon or dangerous ordnance anywhere on Center premises.</p> <p>Unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises, pursuant to the Ohio Revised Code.</p>
<b>PETS/ANIMALS</b>	The Center welcomes "service animals" pursuant to the Americans With Disabilities Act. In accordance with the Health Department, other pets/animals are not permitted in the building except in conjunction with an approved exhibit, display, or performance legitimately requiring the use of animals. Written approval from the Center must be obtained prior to the event.
<b>FOOD &amp; BEVERAGE</b>	<p>The Center offers a first-class food service department to accommodate visitors with all of their food and beverage needs. The Center also offers a large variety of concessions, specialty food carts, food courts, sidewalk cafes and much more.</p> <p>Exhibitors may NOT bring in any food/beverage into the building during move-in, move-out, or event hours.</p> <p>In the case of a Food Show, the Center retains the right to approve and limit the size of food or drink samples. Beverage items should be no more than 3 oz. sample sizes and food items should be no more than 2 oz. sample sizes.</p> <p>Exhibitors are not permitted to sell or distribute any food or beverage, whether for consumption on or off premises, without prior written permission from the Center.</p>
<b>TIPS/GRATUITIES</b>	Although we appreciate the kind gesture of offering tips and gratuities, the Center asks that you forego this generosity.
<b>ADDITIONAL SERVICES</b>	Attached please find order and payment forms for: electrical services, audio-visual services, communication services, and plumbing services. If you require any additional services not listed, please contact a Center representative.

Revised: 07.2016

More information and order forms for audio visual and electrical needs can be found at [www.johnsknightcenter.org](http://www.johnsknightcenter.org) Click on EXHIBITOR INFORMATION toolbar.