

Kamloops
**BRIDAL
FAIR** 

2023 EXHIBITOR
HANDBOOK

GENERAL INFORMATION

Location: Campus Activity Centre
Show Date: Sunday January 29th, 2023
Public Show Hours: 11:00 am – 3:00 pm
Show Management: Kamloops Bridal Fair & TRU Conference Centre
805 TRU Way, Kamloops BC, V2C 0C8
bridalfair@tru.ca
kamloopsbridalfair.ca

Parking:

Parking is free on Saturday and Sundays for exhibitors & guests. Suggested parking is in Lot H – See map on page 6.

- **Equipment Load in & Unloading:** Vehicles can unload at the rear entrance of the Grand Hall or the third floor entrance. Once unloaded please move vehicle immediately to a parking space – all vehicles left in loading area will be subject to towing by Impark. If unloading behind the Grand Hall, do not park in the driveway or block the driveway as it is a fire exit. Please park in the roundabout if there is someone already parked behind the Grand Hall.

Booth Information:

- Your booth will be marked with your business name to identify it as your booth. This is NOT an exhibition sign.
- Each booth will have a 6ft table, with linen and skirting or boxed linen, as arranged per the exhibitor registration.
- Each booth will have a panel of black pipe and drape and half walls of drape on either side of the booth (where applicable).
- Each booth will also have 1 chair unless additional chairs have been rented.
- Please remember to bring any samples or brochures you may need to hand out at your booth.
- See booth options on page 4.

Booth Cost:

- Standard Booth Aug 1st - Sept 30th - \$480.00
- Standard Booth Oct 1st - Jan 27th - \$530.00
- Deluxe Booth Aug 1st - Sept 30th - \$680.00
- Deluxe Booth Oct 1st - Jan 27th - \$730.00

Bride Registration:

Exhibitors will be provided with a list of all registered brides **within 1 week** after the show date. The list will be sent via email. When contacting multiple brides, vendors must Bcc: all emails. This list is not to be shared with anyone under any circumstance.

Internet:

We do have wireless internet. **USERNAME:** bridalfairkamloops **PASSWORD:** ii6f3t

Door Prize & Sponsorship:

If you are donating a door prize or sponsoring the 2023 Bridal Fair, please drop off item(s) in advance to the TRU Conference Centre Office (CAC310), by January 20th, 2023. If you are unable to do so, please notify us and it can be arranged for you to drop it off on the event day. Sponsors will have their company name displayed in the program and their logo on a rotating slideshow.

To ensure that the program has the correct listing, please confirm with us what you will be donating or sponsoring by January 13th, 2023.

Power:

Please notify us if you require power at your booth; this will determine your placement on the floor plan. Please bring an extension cord and duct tape to secure to the floor, if you require a power source. Spaces with power are arranged on a first come first served basis and are not guaranteed.

Exhibitor Lounge:

The TRU Conference Centre is happy to sponsor the Exhibitor Lounge, complete with snacks, a light lunch and beverages available for all exhibitors during the Bridal Fair. The Den will also be running as a Bridal Lounge with food service. Please note that there will be wait times as it will be busy and that food should be ordered and picked up when ready. The Starbucks in Old Main will also be running during the fair.

IMPORTANT: Please ensure that your booth is manned at all times and schedule accordingly. Volunteers are available to pick up food if needed.

Garbage:

It is your responsibility to remove your garbage before, during and after the show. Please do not leave any boxes in aisles before or after the show.

BOOTH SPACES & SIZING

The Grand Hall

The Grand Hall booths have a 15' ceiling height.

The spaces are 8' x 8' standard booth spaces with the opportunity to extend to a deluxe size of 10x10.

All booths will come equipped with a pipe and drape backdrop and half walls of drape on either side (if applicable).

1st Floor Rotunda Booth

1st floor Rotunda booths have a maximum of 15' ceiling height.

The spaces are 8' x 8' standard booths with opportunity to extend to a deluxe size of 10' x 10'

All booths will come equipped with a pipe and drape backdrop and half walls of drape on either side (if applicable).

Terrace Room Booth

Terrace Room booths have a 9' ceiling height.

The spaces are 8' x 8' standard booth spaces.

All booths will come equipped with a pipe and drape backdrop and half walls of drape on either side (if applicable).

Mountain Room Booth

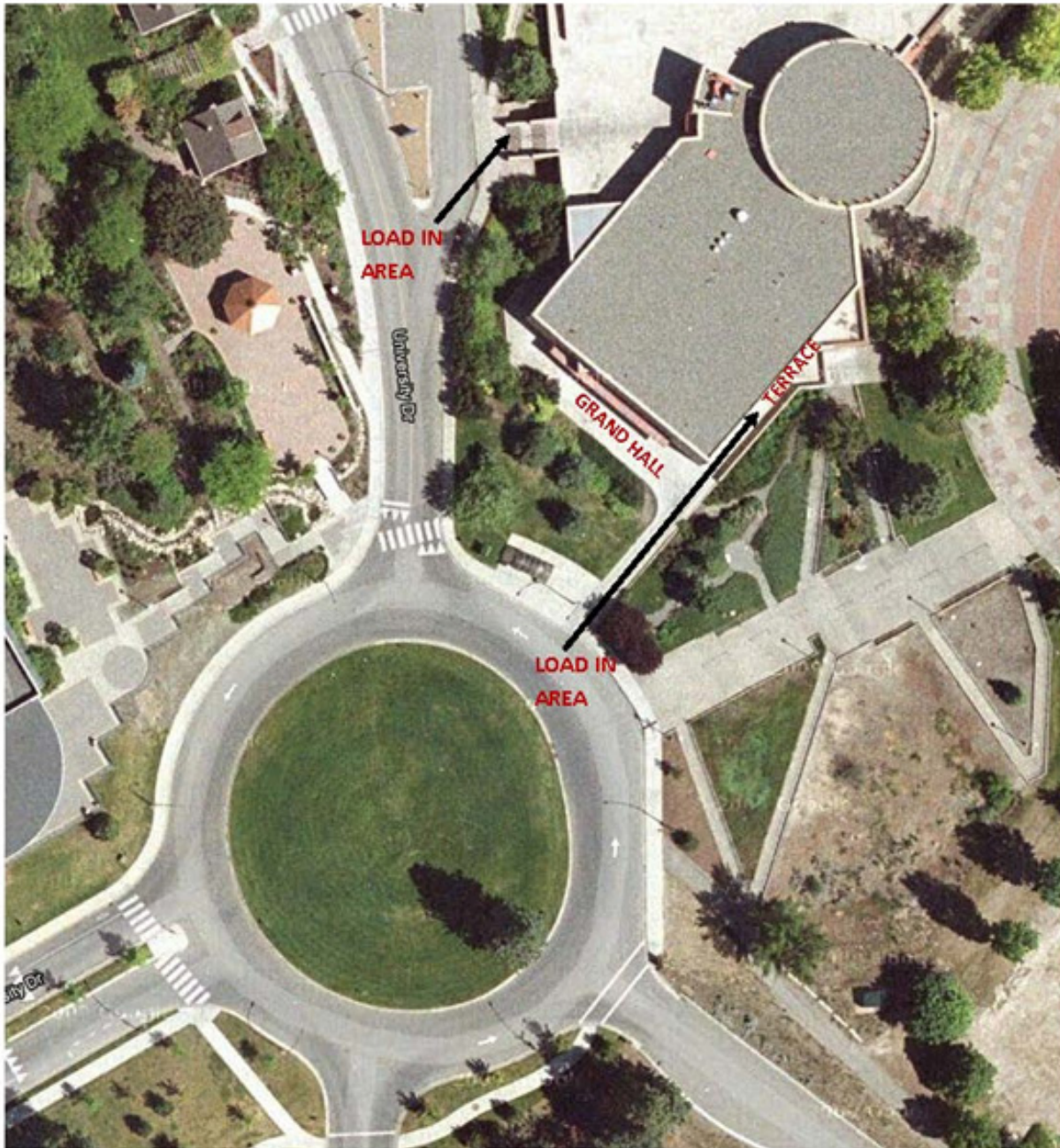
Mountain Room booths have a 12' ceiling height.

The spaces are 10' x 10' deluxe spaces.

All booths will come equipped with a pipe and drape backdrop and half walls of drape on either side (if applicable).

LOAD IN MAP & CAMPUS MAP

Please refer to the map below for where to load your materials into the Campus Activity Centre.



If your booth is located in the Grand Hall, Rotunda or Terrace, please load in from the roundabout area as marked on the map..

If your booth is located in the Mountain Room please load in from the main entrance as marked on the map.

EXHIBITOR RULES & REGULATIONS

Space Assignments:

Space is leased on a first come, first serve basis with space allocation being decided by the 2023 Bridal Fair, considering exhibitor input requests or mutual consent. Every effort will be made to honour exhibitors' wishes; however, you may be reassigned if previous competitor booths are deemed too close. 2023 Bridal Fair reserves the right to reassign space allocation for the benefit and betterment of the exposition. Exhibitor agrees to hold harmless the 2023 Bridal Fair tradeshow committee or TRU Conference Centre, sponsoring organization and exhibit supplier from any liability, which may result from booth assignment or any other cause.

Cancellations:

Cancellations prior to October 1, 2022 shall receive full reimbursement of monies paid minus a \$25 administration fee. After October 1, the 2023 Bridal Fair shall have the right to lease the space to anyone else without obligation to return the monies already paid and the right to retain such amount as liquidated damages.

Booths and Equipment:

The booth space leased will include a black pipe and drape backdrop and half walls of drape on either side (if applicable), one 6'x2.5' skirted table OR one 6'x1.5' table with boxed linen and one chair. All other furnishings, equipment, facilities will be provided by the exhibitor at their own expense and responsibility.

Each exhibitor is responsible for the safe setup and teardown of the booth. All empty crates and boxes may be stored under tables within your booth. Fire regulations prohibit storage of boxes, crates or product outside the defined booth area.

Selling of Goods & Services:

Exhibitors will be able to sell goods and services at their exhibit as approved by the TRU Conference Centre. Please send requests to sell goods to bridalfair@tru.ca.

Exhibitors are permitted to sell or promote products or services directly related to their business and/or organization. Exhibitors are not permitted to promote any other business nor display items or distribute any other business' materials at the show. We do NOT allow promotions or ticket sales of other Bridal Fairs or events during our event.

Booth Giveaways & Samples:

We cannot allow any exhibitors to give out bottled water or other bottled beverages as the TRU Conference Centre has a contract with a beverage company. We will ask any exhibitor found to be giving out bottled beverages to stop and put away any bottles that have not been given out.

Food samples must be pre-approved through the TRU Conference Centre due to liability and food safe policies. We will require the business license/food safe/catering license to be displayed at those booths serving samples of food.

No action food stations are permitted due to the capacity of the Bridal Fair and the amount of people attending the event. All food being served must be prepared prior to the fair. Plating can take place at the booth as long as no sternos, hot plates or any other cooking appliance is used.

Admissions:

The 2023 Bridal Fair will have sole authority over all admissions. All persons visiting the exhibit area will be admitted according to the rules and regulations of the exhibits as issued or amended by the authorized representative of the 2023 Bridal Fair. Use of booths, all demonstrations and exhibits must be contained within the contracted spaces unless involved in a total convention program or demonstration, which has been coordinated by the 2023 Bridal Fair. Absolutely no exhibitor shall assign, sublet or share the whole or any part of the booth space allotted. Distribution of printed materials and samples shall be restricted to the exhibitor's booth and must be distributed in a manner that will not interfere with other exhibitors.

Installation of Exhibits:

Each exhibitor is responsible for the installation and removal of their exhibit at their own expense. All exhibits must be completely setup and show ready by 10:45 am Sunday, January 29th 2023. There is a one vehicle loading dock at the TRU Conference Centre; therefore, you must unload completely before beginning setup of your booth so that others may have access to the dock.

Cancelled Exhibition:

2023 Bridal Fair, TRU Conference Centre and its employees will not be liable if the convention and tradeshow are not held as scheduled due to fire, act of God, weather, terrorism, public enemy, labor strike, epidemic or any law or regulation of Public Authority, which makes it impossible or impractical to hold the exhibition.

2022 Bridal Fair Agrees To:

1. Conduct Bridal Fair 2023 on January 29, 2023, at the Thompson Rivers University Conference Centre from 11 a.m. - 3 p.m.
2. Abide by our Rain or Shine policy. In the event of severe weather conditions, the show will not be cancelled.
3. Exhibitor's booth payments will not be refunded, after October 1, 2022.
4. Provide the exhibitor with the booth package for which he/she pays for.
5. Provide each PAID exhibitor with a complete listing of all registered brides attending the show. The compiled list will be sent out within 1 week of the show.
6. Include normal janitorial service, heating, air conditioning, and/or ventilation, normal utility and lighting services.
7. Furnish brides and grooms with programs, door prizes, and promotional items.
8. Provide time for setup and teardown of booths.
9. The TRU Conference Centre reserves the right to refuse any exhibitor for any reason.
10. Show Management retains the right to change the location of the exhibitor's booth at any time at sole discretion.

Each Exhibitor Agrees To:

1. One company per booth. One company will utilize the exhibitor space. If multiple representatives of the same company wish to share the booth space, this will be permitted. However, show management must be notified prior to the show date.
 - a. The only exception to this agreement is when the same individual owns multiple companies. The first business will pay for the booth in full, with the second business paying 50% of the booth fee, and the third business paying 25% of the booth fee. This must be cleared by Bridal Fair 2023 management.
2. Exhibitors will not display items from any other business nor distribute any other business' materials at the show, without written permission from show organizers. This also includes promotion of other Bridal Fairs, events the company is part of and/or organizing or similar events.
3. Exhibitors will have the booth manned during all show hours.
4. Exhibitors will setup booths between 1:00 pm and 5:00 pm on Saturday January 28th or 7:00 am and 10:45 am on the day of the show, January 29th.
5. Exhibitor agrees to completely remove booth from show site by final move-out time of 6:00 pm.
6. Guidelines will be adhered to:
 - a. No nails, screw or staples will be placed in the walls
 - b. All garbage and decorations will be removed from the building following the event
 - c. No glue guns to be used on the premises
 - d. No tape to be used on any wall surfaces except painters tape
 - e. All linens that are spoiled from candle wax, coloring, and stains resulting directly from decorations will be billed back to the exhibitor
7. Exhibitors will decorate the designated booth space with appropriate items and materials of interest that are related to the products or service sold by the exhibitor.

8. Exhibitors shall exclusively use the given list of registered brides. Exhibitors will not lend-out, sell, barter or allow any unauthorized usage, or permit any reproduction thereof. Exhibitors who violate this policy and misuse the list will be banned from participating in the future shows.
9. Insure yourself against any claims resulting from the exhibition. Bridal Fair 2023 and the TRU Conference Centre will not be responsible for any personal injury, damage or loss to exhibits by fire, theft, pilferage, malicious action or accidents.
10. The exhibitor is entirely responsible for the exhibit space allotted and shall be liable for any loss or damage to the premises and for any loss or damage to any equipment.
11. The exhibitor assumes all risks and responsibilities for accidents, injuries or damages to person or property and agrees to indemnify and hold harmless the TRU Conference Centre, Bridal Fair and their managers, show sponsors and employees, against any and all claims, liabilities, losses, costs and expenses (including attorney's fees) arising from or in connection with the exhibitor's participation in the show or from exhibitor's activities conducted upon the TRU Conference Centre property.
12. Understand the TRU Conference Centre has a NO outside Food or Beverage Policy. However, sample size portions of food/drinks are permitted with approval from the TRU Conference Centre management. NO bottled beverages are to be distributed.
13. Understand that the TRU Conference Centre does not allow open flame in the building. Candles enclosed in votives or tea-lights are permitted.
14. Loud speakers, radios, television sets, or the operation of any machinery or equipment, which is of sufficient volume to be an annoyance to neighboring exhibitors, will not be permitted.
15. Prior to the show, exhibitors must make payment with credit card, cheque or money order. Make cheques payable to TRU Ancillary Services. On show day, exhibitors that have not paid will not be allowed entry to the show.
16. Understand and agree that this contract is firm with non-refundable payment after October 1st, 2022.

If you have any questions or require more information please contact:

bridalfair@tru.ca
250-828-5005
kamloopsbridalfair.ca

 KamloopsBridalFair