



FALL WEDDING &
BRIDAL EXPO
November 17, 2024

MOVE IN KIT
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**Event On Site Contact -
Rebecca Harvey - 860-985-7860**



CONNECTICUT FALL

AQUA TURF
Club

Bridal Expo

November 17, 2024 | Sunday - 11:00am - 4:00pm

AQUA TURF CLUB | 556 MULBERRY STREET - PLANTSVILLE, CT

MOVE IN - Sunday, November 17 - 8:00am - 10:30am

MOVE OUT - Sunday, November 17 - 4:00pm - 7:00pm

EXHIBITOR BADGES: EXHIBITORS ARE ALLOWED SIX (6) EXHIBITOR BADGES UNLESS OTHERWISE SPECIFIED
BADGES WILL BE AVAILABLE AT THE SHOW OFFICE DURING CHECK IN

ELECTRICITY - NOT INCLUDED IN BOOTH COST

MUST PRE-ORDER WITH JENKS BY NOVEMBER 1 - COST \$85

FOR ELECTRICAL ORDERS, PLEASE CONTACT REBECCA - 860-985-7860/REBECCA@JENKSPRODUCTIONS.COM

BOOTH FEES - ALL FEES ARE DUE BY OCTOBER 15, 2024

ANY PAYMENTS RECEIVED AFTER THIS DATE MUST BE CASH, CERTIFIED CHECK OR CREDIT CARD

ANY FOOD SAMPLERS OR FOOD SALES

SEE ATTACHED FOOD SERVICE PERMIT - MUST BE FILED BY 10/15/2024

INTERNET - FREE INTERNET SUPPLIED BY AQUA TURF CLUB

ANY ETHERNET CONNECTION MUST BE PRE-ORDERED THROUGH JENKS PRODUCTIONS
BY OCTOBER 1, 2024. LIMITED BOOTH SPACE AVAILBLE FOR THIS OPTION

PER FIRE MARSHAL - ALL TENTS MUST BE FIRE PROOF AND HAVE

ORIGINAL FIRE SAFETY TAG -

NO MOVE OUT UNTIL BUILDING IS FREE OF ATTENDEES/4:00PM SUNDAY

NO OPEN FLAMES - NOTHING THAT PRODUCES HEAT - NO ENCLOSED TENTS OR ROOFED STRUCTURES
EVERY VEHICLE PARKED INSIDE AG HALL MUST HAVE LESS THAN ¼ TANK OF GAS OR 5 GALLONS, ONE BATTERY CABLE DISCONNECTED
AND TAPED, THE GAS TANK SEALED WITH TAPE OR LOCKED, KEY MUST REMAIN ON THE PROPERTY, REFUELING TO BE DONE OFF SITE &
ALL LIQUID PROPANE TANKS MUST BE REMOVED FROM THE EXPO CENTER IMMEDIATELY AFTER USE.

FREE PARKING - PLEASE MOVE VEHICLE TO REAR LOT

UNATTENDED CHILDREN UNDER 12 ARE NOT PERMITTED DURING MOVE-IN/OUT!

Bridal Expo

November 17, 2024 | Sunday - 11:00am - 4:00pm

AQUA TURF CLUB | 556 MULBERRY STREET - PLANTSVILLE, CT

MOVE IN INSTRUCTIONS

- ALL MOVE-IN CREWS MUST CHECK IN AT THE SHOW OFFICE
 - ALL BOOTHS MUST BE PAID IN FULL BEFORE MOVE IN IS ALLOWED
 - USE LOADING DOORS ONLY – NOT FRONT ENTRANCE
 - BRING DOLLIES OR HAND TRUCKS FOR MOVE-IN. NO MECHANICAL MATERIAL HANDLING EQUIP. ALLOWED
 - INSURANCE CERTIFICATES REQUIRED - NAME BOTH
 - JENKS PRODUCTIONS, LLC - 205 E HIGH STREET, EAST HAMPTON, CT 06424
- &
- AQUA TURF CLUB - 556 MULBERRY STREET, PLANTSVILLE, CT
- PLEASE BRING THREE PRONGED, GROUNDED EXTENSION CORDS AND ADAPTOR BARS, AS THEY ARE NOT PROVIDED

MOVE OUT - ALL MATERIALS MUST BE OUT BY 8PM SUNDAY NIGHT. ITEMS LEFT AFTER SUNDAY ARE SUBJECT TO DISPOSAL AT EXHIBITORS' EXPENSE. **NO EARLY BREAKDOWN OF BOOTH, PER FIRE MARSHALL**

DISPLAY & DECORATING - 8X10 PIPED/DRAPED & COMPANY SIGN INCLUDED.

VIP GUEST PASSES - EACH EXHIBITOR IS ALLOWED TWELVE (6) VIP GUEST PASSES, TO BE USED FOR CLIENTS OR FAMILY. EACH PASS IS GOOD FOR TWO ENTRIES.

SECURITY - MANAGEMENT WILL PROVIDE SECURITY DURING THE EXPO. NO ONE HAS ACCESS TO SHOW AFTER HOURS. NEITHER MANAGEMENT NOR THE EXPO CENTER GUARANTEES EXHIBITORS AGAINST LOSS OF ANY KIND. SEE YOUR INSURANCE AGENT FOR OFF PREMISE INSURANCE. SMALL OR VALUABLE MATERIALS SHOULD BE PACKED OR COVERED AT NIGHT.

ADVANCED SHIPPING OF LARGE DISPLAY MATERIALS - DRAYAGE CHARGES FOR DISPLAY MATERIALS/FREIGHT CHARGES ARE APPLICABLE. ANY ITEMS SHIPPED TO THE SHOW ARE SUBJECT TO CHARGES. JENKS PRODUCTIONS IS NOT RESPONSIBLE FOR PAYMENT OF ADDITIONAL ITEMS ORDERED.

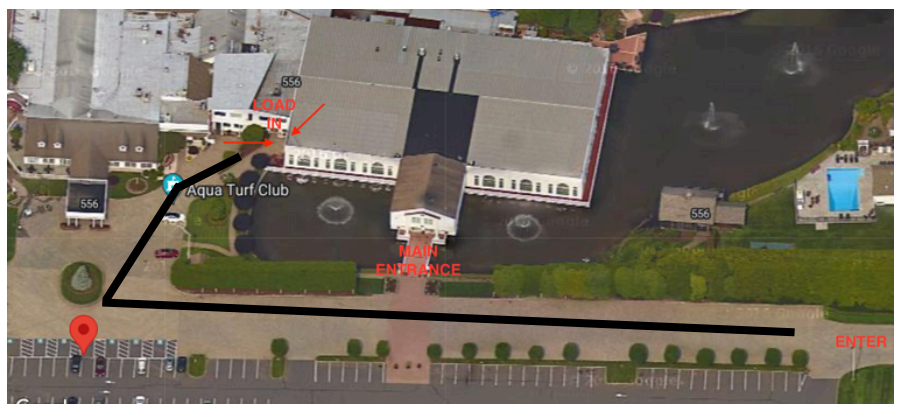
DISTRIBUTION OF BROCHURES OR OTHER MATERIALS IS NOT PERMITTED OUTSIDE A PAID EXHIBITOR BOOTH.

AQUA TURF CLUB
556 MULBERRY STREET - PLANTSVILLE, CT

Please Note Where Load In Doors Are Located
No Move In or Out Through Main Entrance

DIRECTIONS TO AQUA TURF

<https://www.aquaturfclub.com/driving-directions/>





SOUTH CENTRAL HEALTH DISTRICT

196 North Main St.
Southington, CT 06489
860.276.6275 | schd-ct.org

APPLICATION FOR TEMPORARY EVENT FOOD BOOTH

All vendors serving food and beverages to the public on a temporary basis are required to have a food service permit. Temporary permits are valid for a maximum of 14 days. Please submitted application and payment **2 weeks prior** to the event. There will be no refunds or credits issued.

Applications received within 2 weeks of the event will be assessed a late fee of \$50

Applications will not be reviewed without payment.

- 1-3 days -- \$85 4-14 days -- \$125 Non-Profit -- \$10
 Existing SCHD Food Service License -- \$50 Tax ID# _____
 Pre-packaged food sales- Sampling only -- \$25
-

Event _____

Event Organizer _____ Cell Phone _____

Date(s) of Event _____ Time _____ Rain Date _____

Location of Event _____

Name of Food Booth _____

Contact Person _____ Cell Phone _____

Email address _____

***** If licensed by another city/town, please attach copy of last food inspection report and current license.***

Please answer completely. A detailed application assists SCHD with the review process.

1. List all foods and beverages that will be served at the event. (including condiments)

2. When and where will food be purchased? _____

3. What time will the food be delivered and how will it be transported? _____

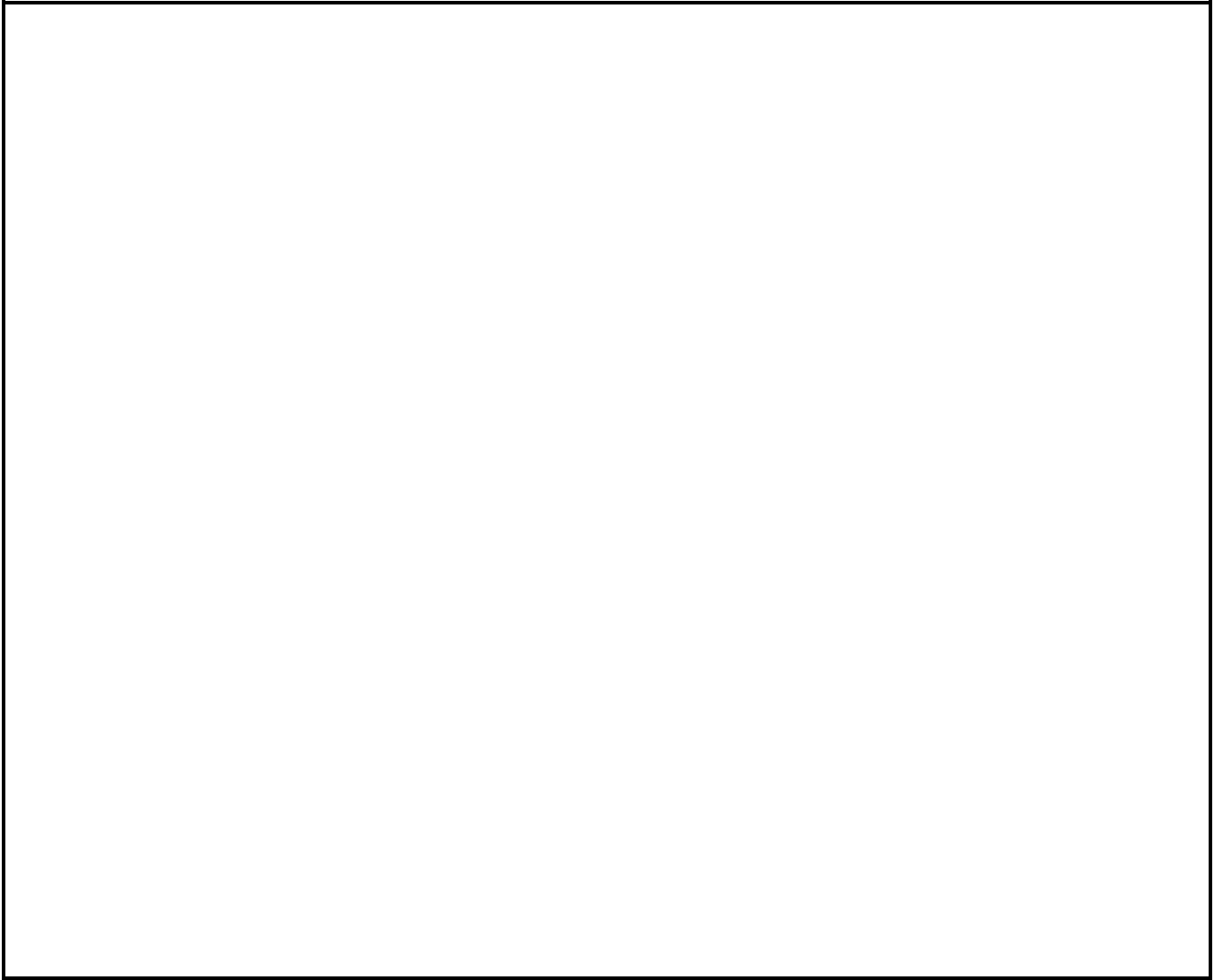
4. Indicate how foods will be prepared (check all that apply)
 - Prepared at licensed facility (list facility)_____
 - Prepared at the event_____
5. List where food will be stored prior to the event_____

6. How will food be kept cold? (below 41F.)
 - During transportation_____
 - At the event site_____
7. How will food be kept hot? (above 135F.)
 - During transportation_____
 - At the event site_____
8. How will handwashing stations be provided?_____
9. Location of food service worker toilet facility_____
10. Describe how utensils, cutting boards, etc. will be sanitized_____

11. Type of sanitizer _____ Test Strips Yes No
12. What will be done with leftovers? _____
13. Will there be a probe thermometer to take internal temperatures of food products? Yes No
14. Water supply (used for cooking and hand washing) Public Water Private Well
15. How will food items be protected from public exposure (sneezing, coughing, touching, etc.) and outdoor elements_____

DRAW A LAYOUT OF YOUR FOOD BOOTH

Label all grills, stoves, refrigerators, coolers, steam tables, tables, hand wash stations, garbage cans, food storage area, cleaning product storage, toilets etc.



-----**SCHD USE ONLY**-----

Reviewed by: _____ Date: _____ Approved Not Approved

Comments: _____

Date form received/fee paid _____ \$ _____ Cash Check# _____

Supreme Conventions LLC.

Jeremy Otano
 520 Meriden Ave. Southington, CT 06489
 supremeconventions@gmail.com
 P:860-919-6338 F:860-276-9966

Show: _____ Booth #: _____
 Site: _____ Date: _____

EXHIBITOR ORDER FORM

Please fill out the items you would like to order. Please note all items must be paid for before they will be delivered to your booth.

CARPETING:

QTY	Size	Pre Order	Floor Order
___	8'x10'	\$80.00	\$97.00
___	8'x20'	\$150.00	\$191.00
___	8'x30'	\$220.00	\$289.00
___	8'x40'	\$290.00	\$378.00

Circle Color: Blue Gray Burgundy Green

SPECIAL DRAPERY & SKIRTING: Per Linear Foot

QTY	Size	Pre Order	Floor Order
___	8' high drapery	\$3.50	\$7.00
___	3' high drapery	\$3.00	\$5.00
___	Special Skirting	\$3.00	\$4.00

Circle Color: Blue Red Gold Gray Burgundy Black White

UNDRAPED DISPLAY TABLES (30 INCHES HIGH)

QTY	Size	Pre Order	Floor Order
___	4'x2'	\$25.00	\$35.00
___	6'x2'	\$30.00	\$40.00
___	8'x2'	\$40.00	\$50.00

UNDRAPED DISPLAY TABLES (40 INCHES HIGH)

QTY	Size	Pre Order	Floor Order
___	4'x2'	\$30.00	\$40.00
___	6'x2'	\$36.00	\$45.00
___	8'x2'	\$45.00	\$55.00

DRAPED DISPLAY TABLES—WHITE WITH VINYL TOPPING

30 INCH TABLES

QTY	Size	Pre Order	Floor Order
___	4'x2'	\$51.00	\$64.00
___	6'x2'	\$64.00	\$80.00
___	8'x2'	\$73.00	\$92.00

40 INCH TABLES

QTY	Size	Pre Order	Floor Order
___	4'x2'	\$50.00	\$77.00
___	6'x2'	\$76.00	\$93.00
___	8'x2'	\$86.00	\$105.00

Circle Color: Blue Red Gold Green Burgundy Gray Black White

FURNITURE & ACCESSORIES

QTY		Pre Order	Floor Order
___	Folding Chair	\$18.00	\$22.00
___	Cocktail Table	\$35.00	\$45.00
___	Bar Stool	\$36.00	\$47.00
___	Wastebasket	\$15.00	\$18.00
___	Display Easel	\$28.00	\$32.00
___	4'x8' White Pegboard	\$111.00	\$145.00

WOOD TABLE RISERS

QTY	Size	Pre Order	Floor Order
___	10"x48"	\$18.00	\$21.00
___	10"x72"	\$20.00	\$25.00

Circle Color: Blue Red Gold Green Burgundy Gray Black White

Total Order: \$ _____

6.35% Tax _____

Grand Total: \$ _____

EXHIBITOR INFORMATION (please print)

Company Name: _____ Exhibiting Co. Name: _____

Billing Address: _____ City/State: _____ Zip Code: _____

Email: _____ Phone #: _____

Authorized by: _____ Signature: _____ Date: _____

Credit Card #: _____ Credit Card Exp. Date: _____ CVV #: _____

TERMS: Advance discount must include payment. Orders must be received 14 days prior to expo to guarantee items or color. Please include 6.35% sales tax. Equipment is on a rental basis and remains the property of SC, LLC. Items ordered and delivered to booth but subsequently canceled will be charged at 50% of the above rates to cover labor involved. All credit orders subject to credit approval. PAYMENT POLICY: Please remit full payment with order to receive discount. Discount on advanced orders only.

Supreme Conventions LLC.

Jeremy Otano
 520 Meriden Avenue
 Southington, CT 06489
 P-860-919-6338 F-860-276-9966
 jeremyotano@yahoo.com

Show: _____ Booth #: _____
 Site: _____ Date: _____

MATERIAL HANDLING FORM

Materials can be shipped to Supreme Conventions. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements; collect shipments billed to Supreme Conventions will not be accepted. All shipments must be consigned to Supreme Convention and material handling services prepaid. Supreme Convention handling services include receiving shipments, providing delivery to booth, storage of empty packing materials and return of outbound shipments to Supreme Conventions. (see below for address)

EXHIBITOR INFORMATION (please print)

Company Name: _____ Exhibiting Co. Name: _____
 Billing Address: _____
 City/State: _____ Zip Code: _____
 Email: _____ Phone #: _____
 Authorized by: _____ Signature: _____ Date: _____
 Credit Card #: _____ Credit Card Exp. Date: _____ CVV #: _____

Supreme Convention will receive shipments and provide storage up to 14 days before event. Loose materials will not be received or accepted. Shipments can be received weekdays (excluding holidays) 8:30 AM– 3:30 PM.

Deadline: _____

RATE: \$50.00 per cwt (100 lbs.) per shipment (weights are round to the next 100 lbs.) minimum charge 2 cwt per shipment. Rate includes all applicable overtime and misc. charges.

LATE SHIPMENTS: Supreme Convention reserves the right to accept or refuse shipments arriving after the deadline noted above. If accepted the exhibitor will be charged an additional \$10.00 per cwt; \$50.00 minimum. Freight received at the advanced warehouse without Material Handling order form & full payment will be assessed a late charge.

Special: Any material with dimensions in excess of 86"x 96" will be charged a 75% special handling fee.

Outbound Shipments: Exhibitors who have freight going outbound after the event must present a bill of lading to Supreme Conventions. Exhibitors can make arrangements with Supreme Conventions to take their shipments at the close of event or arrange with Supreme Conventions to return shipments for outbound shipping. Exhibitor is responsible for making prepaid outbound shipping arrangements. Any freight left on the show floor without a Supreme Convention bill of lading will be assessed a minimum 1 hour labor charge in addition to the outbound shipping charge, actual charges to be determined. Empties may take up to 1 hour to return.

Please read the "Liability and Insurance Bulletin" enclosed in this kit.

	CARRIER	# PIECES	SHIPMENT WEIGHT	X RATE Per 100 lbs.	Minimum Charge/ Shipment	Estimated Charges
Shipment 1			Lbs.	\$50.00	\$100.00	\$
Shipment 2			Lbs.	\$50.00	\$100.00	\$
Shipment 3			Lbs.	\$50.00	\$100.00	\$
Shipment 4			Lbs.	\$50.00	\$100.00	\$

Late Shipments :

\$10.00/cwt	\$50.00 minimum	\$
	6.35 % sales tax	

Direct Shipping Address

TO: Name of Exhibitor & Booth #
 C/O Supreme Conventions
 556 Mulberry Street
 Plantsville, CT 06479

Total Estimated Charges: \$ _____

Payment Enclosed: Check Credit Card Money Order

TERMS AND CONDITIONS

1. It is advisable for the exhibitor to forward an advanced copy of the bill of lading to us as well as the return of the Service Order Form in order to facilitate tracing.
2. All shipments must arrive prepaid. Any shipments arriving collect will not be accepted, unless exhibitors representative is available to pay for such collect charges.
3. Actual weights must appear on bill of lading. The drayage contractor reserves the right to re-weigh any shipment and correct any weight. If material arrives or departs without given weight, the exhibitor must accept the weight figure assigned to the shipment by the drayage contractor after such materials are weighed.
4. Supreme Conventions LLC reserves the right to reroute any outgoing shipment, including those not packed up during the prescribed time limits.
5. After materials are placed in exhibit space, the drayage contractor is not responsible for condition, or contents, until such time when materials are again picked up for removal after the close of the exhibit. This applies even though the exhibitor is not physically present when goods are delivered or picked up. All orders received by Supreme Conventions LLC prior to removal of materials are subject to final count and correction made at time of actual removal.
6. The handling of loose exhibit materials or those inadequately packed will be done at exhibitor's risk. The drayage contractor is not responsible for damages to such materials nor will be responsible for concealed damages of material arriving and departing in cases, crates, cartons, packages, etc.
7. All charges are net and are payable immediately upon receipt of our invoice. We reserve the right to request cash payment from an exhibitor when the credit status of the exhibitor is doubtful.
8. Insurance. Be sure all of your merchandise, display equipment and materials are fully covered against fire, theft and all hazards while in transit to and from your space and for the duration of the show.
9. Materials not removed from the exhibition upon close of show will be taken to a warehouse for storage at an additional cost to exhibitor for handling, moving and storage.

TERMS AND CONDITIONS

1. Supreme Conventions LLC shall not be responsible for damaged materials improperly packed or concealed damage. Supreme Conventions LLC shall not be responsible for loss, theft or disappearance of exhibitor's materials after they have been delivered to exhibitor's booth.
2. Supreme Conventions LLC shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Supreme Conventions LLC by exhibitor's will be checked at time of actual pick up from booth and corrections made where discrepancies occur.
3. Supreme Conventions LLC shall not be responsible for loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppage of any kind, or to any causes beyond its control.
4. Supreme Conventions LLC liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event Supreme Conventions LLC maximum liability shall be limited to \$0.30 per pound.
5. Supreme Conventions LLC shall not be liable to any extent what-so-ever for any actual, potential, or assumed loss of profits or revenues, or for anything collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible to exhibit.
6. The consignment or delivery of a shipment to Supreme Convention LLC by an exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
7. Exhibitors requiring additional insurance coverage should arrange to place same through their agent or broker or contact Supreme Conventions LLC for assistance in arranging coverage at local prevailing rates. Premiums to be paid in advance of shipping date of your material if you require Supreme Conventions LLC to arrange special insurance coverage on your behalf.