

FREQUENTLY ASKED QUESTIONS & SETUP INFO

How big is my booth and what does it come with? Each single booth is 10 feet by 10 feet. Your booth is furnished with a pipe frame and black drapes. One 6-foot table (skirted) and 2 chairs are provided. The back of your booth has black drapery approximately 8 feet high. The sides of your booth will be approximately 2.5 feet high to separate from the other vendors.

Do I get a sign or nametags? Yes. A sign with your business name (as listed in the contract) will be in your booth on Saturday. Your nametags will be in your booth. The max number given is five, we ask that you use your own business nametags, our tags are not required.

How do I hook up electricity or Internet? To order electricity, please log into your account and add electricity before Friday, Jan. 5. Orders placed before Jan. 5 are \$55 and will be billed through the Arkansas Democrat-Gazette. Any orders placed after Jan. 5, are considered 'floor' orders. Floor orders are \$75 and will need to be placed by calling 501-378-3807. Wireless Internet access is free at the Statehouse Convention Center.

Can I pass out fliers or bags? Yes. You may pass out any materials for your business within your area. Vendors are not allowed to pass out bags or literature at the front entrance or in front of other booths. Last year we had more than 3,500 attendees.

When can I set up my booth?

Sponsors only – 9-10 a.m., Saturday

Booths 1-44 – 10 a.m.-noon, Saturday

Booths 45-92 – 12-2 p.m., Saturday

Booths 93-140 – 2-4 p.m., Saturday

Booths 141-206 – 4-6 p.m., Saturday

All booths – 6-7 p.m. Saturday and 8-10 a.m. Sunday

Note the times listed above are the times when you will be unloading your vehicle. We have staff that will assist you with unloading and taking your items to your booth. We ask that after you unload that you remove your vehicle from the hall to allow other vendors inside to unload. You can stay and set up your booth as long as needed, this is to avoid too many vehicles in the hall at one time. **All vendors must be out of the halls by 7pm****** If for any reason you are not present by 10 a.m., your booth is considered to be vacant and we will fill that area. If you are late, please call or text Elizabeth at 501-519-1884 and we will make accommodations for you.

How do I load and unload my stuff?

SATURDAY ONLY

We recommend you set up on Saturday during your specific time. Sunday there will be only one way to load in and no specific times so there may be more congestion.

All vehicles please enter Hall 4 from La Harpe. To enter this hall you will pass the first set of roll doors in Governor's Hall 1 and proceed to the set of roll doors in Hall 4. You can enter into this hall and park while you unload your vehicle. **We will have staff that will assist you with unloading and taking your items to your booth. We ask that after you're unloaded that you remove your vehicle from the hall to allow other vendors inside to unload. Do not set up your booth and leave your vehicle in this hall.**

For commercial-sized vehicles you will need to drive into the loading dock entrance for Hall IV from La Harpe. You will be moved into one of the docking bays for load-in. There will be staff to assist you. Please follow the schedule above for your specific move-in time. No overnight parking is permitted.

SUNDAY ONLY

We recommend you set up on Saturday during your specific time, but if you must load-in Sunday, please follow these instructions. For light loads walk your items in through the front door and do not drive through the hall.

For all vehicles except commercial-sized, please proceed to the West roll doors in Governor's Hall 1. This is off La Harpe and is the first set of roll doors after the Peabody Bridge behind the Statehouse Convention Center. You will enter the hall through this door, unload your items, and then immediately move your vehicle through Hall 3 East Roll Doors. Do not set up your booth and leave your vehicle. **All vehicles must be through the doors by 10 a.m.** At this time we will close the doors and will not be able to allow other vehicles in. You may carry your items in through the front doors if needed.

For commercial-sized vehicles, you will need to drive into the loading dock entrance for Hall 4 from La Harpe. You will be moved into one of the docking bays for load-in. There will be staff to assist you. Please follow the schedule above for your specific move in time.

Where do I park? The closest parking deck is at Second and Main streets. The charge is \$1.50 per hour or \$12 per day. Parking on the street is free on weekends. There are also paid parking lots available on President Clinton Avenue directly across from the Statehouse Convention Center.

If I want to hang something from the ceiling, what do I do?

If you are planning to hang anything that would need to be attached to the ceiling or building in any way, you must contact one of our production companies approved and insured to hang these items. They will give you the cost of labor and will coordinate details regarding set-up with you directly. The two approved companies are listed below:

CWP Productions – 501-952-8885

I want to build a structure, but I am not sure if it is allowed – what should I do?

We recommend getting approval in advance for anything being built or constructed within your booth. This doesn't include walls that are structured around the walls of the booth, but this would include anything outside of this. Some structures require licensed builders and certification in order to not violate OSHA and Statehouse rules. We encourage you to submit your plan in writing 30 days in advance to acopley@arkansasonline.com AND klane@littlerock.com. You will be responded to with approval or request for additional certification or information.

I want to give something away at the show. How do I do this? We encourage all of our vendors to give away a prize or gift certificate during the event. This is just another way to get your business name out to the brides during the show. We register brides and grooms at the front door and draw names throughout the show. Due to time restrictions and the amount of giveaways announced, each vendor is limited to three giveaways. All giveaways must be turned in prior to 11 a.m. Gift certificates must be for products or services. No certificates will be accepted for discounts (20% off, ½ off, etc.) No names drawn from your booth will be announced. All prizewinners will be drawn from door registrations. (You will still be able to have drawings at your booth; however, you will have to contact the winner instead of having it announced. No vendor can call, text or e-mail prizewinners during the show hours of 11:30 a.m. to 5 p.m.)

Can I play music? Part of the excitement of the Bridal Show is the music and fun atmosphere. We have many DJs who play music to showcase their talents during the show. Music must be kept at a reasonable volume, and if there is interference with other vendors, we may ask you to cease playing for the remainder of the show. **PLEASE CEASE MUSIC DURING THE FASHION SHOW, BEGINNING AT 4:30 P.M.**

What about the mailing list you provide for each vendor – what is it and when will I get it? We provide our vendors with a mailing list of each bride and groom who registers for gifts. This will be emailed to vendors approximately two weeks after the event.

Who do I call if there is a problem during the event? You can call or text Amanda Copley at 501-650-0132 or Elizabeth Pannell at 501-519-1884.