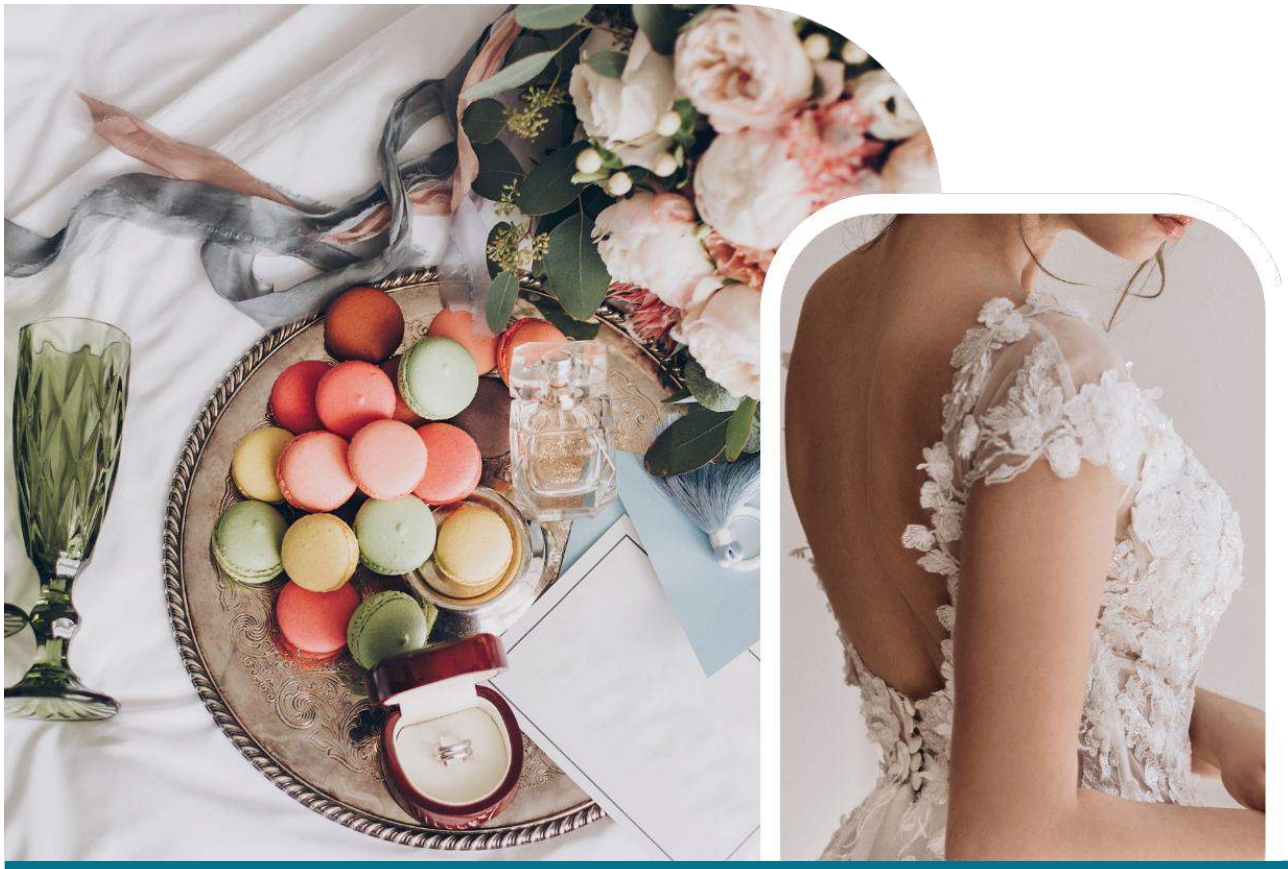
BRIDAL & WEDDING EXPO

EXHIBITOR KIT



December 13, 2026

America's Center Convention Complex

Table of Contents

Show Basics Page #

Welcome to the Exhibitor Kit.....2
Show Details at a Glance.....2
Event Time Table.....2
The Information Booth.....2
Pay Your Bill.....2
Tax Information.....3

Move-In & Set Up

Booth Number Email Blast.....3
Exhibitor Move-In Process.....3
Venue Details.....4
  Venue Location.....4
  Venue Flooring.....4
  Ceiling Height.....4
  Load-In Door Dimensions.....4
  Loading Area.....4
  Venue Access & Restrictions.....4
  Trash & Clean Up Policy.....4
  Tape & Adhesive Use on the Show Floor.....4
Vehicle & Trailer as Booth Displays.....5
  First In, Last Out Policy.....5

Services & Utilities

Decorator & Furniture Services.....5
Electrical Services.....6
Wi-Fi & Internet Services.....6
Shipping & Material Handling.....6

Exhibitor Rules & Regulations

Food Sampling & Selling.....7
  Food Sampling.....7
  Venue Sampling Form.....8
  Health Permit.....8
  Food Selling.....8
  Alcohol Sampling & Selling On-site.....8
  Cooking Restrictions.....8
Covered Booths.....8
Animal Display Guidelines.....9
Cold Sparks, Fog Machines, & Special Effects.....9
Music & Audio in Booths.....10
Exhibitor Etiquette.....10
Adhesive Stickers.....10
Balloon Restrictions.....10
Products & Services.....11
Signage & Display Height.....11
Janitorial & Trash Removal Guidelines.....11
Distribution of Materials & Promotional Items.....11
Security & Exhibitor Responsibility.....12
Fire Marshal Rules & Regulations.....12
  Required Safety Standards.....12
  Prohibited Materials & Hazardous Substances.....12

Move-Out & Post Show

Exhibitor Move-Out Process.....12
Bridal Registration List.....13
Refunds for Exhibit Space.....13

Load-In/Out Tools

Parking Map & Load-In Overview.....14

Welcome to the Exhibitor Kit

We're excited to have you join us at the show. This kit was created to help you feel confident, prepared, and ready to make the most of your experience.

Inside, you'll find everything you need to know — from move-in instructions and booth setup rules to venue policies, service options, and important reminders. Whether you're a first-time exhibitor or a seasoned pro, this kit is here to walk you through the process step by step.

Take a few minutes to read through the sections and make note of anything that applies to your booth. If you're ever unsure about something, don't hesitate to reach out. Our team is here to help.

We're looking forward to a great event and can't wait to see what you bring to the floor.

Show Details at a Glance

- Show Name: Missouri Bridal & Wedding Expo
- Venue: America's Center Convention Complex
- Hall: Hall 1
- Address: 701 Convention Plaza, St. Louis, MO 63101
- Show Code: BAC F26

Event Time Table

Move-In

Sunday, December 13, 2026	General Exhibitor Move-In	8:00 AM - 12:00 PM

Show Days

Sunday, December 13, 2026		1:00 PM - 5:00 PM

Move-Out

Sunday, December 13, 2026		5:00 PM - 8:00 PM *

* *Move-out for all exhibitors begins at 5:00 PM. You or a member of your team must claim your booth materials by 6:00 PM, and completely remove all materials by 8:00 PM. Any booth contents not claimed and removed by 8:00 PM will be subject to shipping and storage charges, or may be discarded by the venue. Monday move-out is not available. Please do not breakdown prior to 5:00 PM.*

The Information Booth

The Information Booth is your go-to resource during the show. If you have any questions, need help, or have an issue that requires attention, our on-site team is here for you.

During Move-In

The Information Booth will be located near the loading area to assist with check-in and help you get settled into your booth space. Our team will be available to answer questions, provide floor plan updates, and coordinate with service providers as needed. It is essential that you check in at the information booth before setting up your booth. Booth assignments are confirmed at check-in to ensure your space is ready.

During the Show

Once the show opens to the public, the Information Booth will move to the main entrance of the exhibit hall. From there, our staff will assist attendees while remaining available to support exhibitors throughout the day.

Need Help? Come to Us.

If you're experiencing a problem during the event — whether it's a facility issue, a display concern, or trouble with another exhibitor — do not try to resolve it on your own.

Please come speak with show management at the Information Booth. Our team is here to help resolve issues quickly, professionally, and without unnecessary conflict.

Pay Your Bill

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please submit payment via one of the follow options:

- To pay for your booth online, please visit our website at www.acsshows.com. Select the option "I Am An Exhibitor > Pay For Your Booth Online". Exhibitors can pay via credit card.

- To pay for your booth via check, please make payable to: American Consumer Shows. Our mailing address is 560 Broadhollow Road, Suite 208, Melville, NY 11747

Failure to pay your balance by the due date may result in the loss of your booth placement, removal from the floor plan, or forfeiture of your participation in the event.

Tax Information

Exhibitors are responsible for understanding and complying with any applicable state and local tax laws related to sales made at the event.
American Consumer Shows does not collect or file taxes on behalf of exhibitors, and we do not provide tax forms, guidance, or filing services.

If you plan to sell products or services during the show:

- You are responsible for registering with the appropriate state tax authority, if required
- You must collect and remit sales tax as required by law
- You should bring any documentation you may need in case of an audit or inquiry by tax officials

Booth Number Email Blast

You will receive your booth number two weeks prior to move-in. When placing your order for tables, chairs, or electric, please use only your exhibiting company name on the order forms. Please look out for an email with the subject line - Missouri Bridal & Wedding Expo: Booth Number.

- Friday, November 27, 2026 Exhibitor booth numbers are sent via email.

Exhibitor Move-In Process

When you arrive at the venue, your first stop must be the Show Management Information Booth located near the loading doors. Before you begin setting up your booth, please check in with our team. We're here to help ensure your move-in runs smoothly.

During move-in hours (listed in the Event Timetable), our show team will be available at the information booth to assist you with any questions.

Move-In Guidelines

Check-In First: It is essential that you check in with show management before setting up your booth. Booth assignments are confirmed at check-in to ensure your space is ready.

Children at Move-In:
To help ensure a safe environment for everyone during move-in and move-out, children under the age of 18 are not permitted in the exhibit hall at any time.

Footware Policy:
Open toe footwear, including sandals and flip flops, is prohibited during move-in and move-out.

Third-Party Shipping: If you are using a third-party shipping company for your freight, you must be on-site to sign for your own materials. Show management and the venue are not permitted to accept shipments on your behalf.

When using a third-party shipping service, be sure to provide the name of the company you're exhibiting under. These service providers often have trouble locating the correct booth on-site. To avoid delays, make sure someone is on-site during delivery, include a reliable on-site contact number, and clearly list your exhibiting company's name when finalizing the shipment.

Bring Your Own Cart: Exhibitors are strongly encouraged to bring their own carts, dollies, or hand trucks to move materials. While the decorator provides a limited number of carts, availability is not guaranteed.

Booth Setup Timing: Your booth must be fully set up at least 30 minutes before the show opens. Exhibitors are not permitted to work on booths during show hours.

Vehicles or Trailers in Booth Displays: If your booth display includes a vehicle or trailer, please review the guidelines in the "Vehicles & Trailers as Booth Displays" section of this kit for notification instructions and requirements.

Clearing the Loading Area: To keep the loading process running efficiently, please move your vehicle out of the loading zone once you have finished unloading, before you set up. The venue enforces parking restrictions, and vehicles left in loading areas may be ticketed or towed.

Venue Access & Restrictions: Venue access is limited to the times outlined in the "Event Time Table" section of this kit. Moving in outside of these time frames is prohibited and will be denied on-site. Plan your arrival accordingly.

Parking & Load-In Overview: We have created a parking map located at the end of this exhibitor kit the help exhibitors visualize the Load-In Area and Parking Sections. We encourage all exhibitors to share this information with their team prior to move-in.

Venue Details

Understanding the layout and specifications of the venue will help you prepare for a smooth move-in, setup, and move-out. Please review the details below carefully as you plan your display and shipping.

Venue Location

- Venue: America's Center Convention Complex
- Address: 701 Convention Plaza, St. Louis, MO 63101
- Hall: Hall 1

Venue Flooring

- Flooring Type: Concrete

Floor Protection: If your display includes items that could damage the flooring, you are responsible for providing protective materials such as tarps, plywood, or carpeting.

Ceiling Height

- Ceiling Height: 40'

Load-In Door Dimensions

- Load-In Door Height (#1): 14'
- Load-In Door Height (#2): 14'
- Load-In Door Width (#1): 15'
- Load-In Door Width (#2): 24'

Tip: Measure your largest items to confirm they will fit through the loading doors.

Loading Area

Loading Area Availability: The loading area is available during designated move-in and move-out hours only.

Loading Dock: This venue has traditional loading dock access.

Loading Area Equipment: Exhibitors are strongly encouraged to bring their own carts, dollies, or hand trucks to move materials. While the decorator provides a limited number of carts, availability is not guaranteed.

Loading Area Access Reminder: After unloading, before setting your booth, you must move your vehicle promptly to keep loading areas clear.

Venue Access & Restrictions

Access During Show Hours: Venue Hall access is limited to official exhibitor hours. Early access or late-night setup is not permitted.

Loading & Unloading Timing: Access to loading area is only available during move-in and move-out hours. Plan your arrival accordingly.

Trash & Clean-Up Policy

You are responsible for removing all trash, packaging, and booth materials from your space during both move-in and move-out.

Please do not leave garbage, broken displays, empty boxes, or leftover materials on the show floor. Any items left behind may result in cleaning fees or removal charges from the venue. If you have questions, please visit the information booth on site.

Tape & Adhesive Use on the Show Floor

To protect the venue flooring, only approved, low-residue tape may be used when installing your booth or securing carpet and flooring materials.

Approved Tape Types

You may only use:

- Gaffer's tape
- Double-sided cloth tape made for event flooring
- Painter's tape

Prohibited Tape Types

- Duct tape
- Masking tape
- Carpet tape not labeled residue-free
- Any other high-adhesive or commercial-grade tape that may leave residue or damage the floor

Using unapproved tape may result in cleaning fees or damage charges from the venue.

How to Tape Down Your Carpet (Safely)

If you're bringing your own carpet or flooring, here's how to properly secure it:

- Tape around the perimeter: Secure all four edges directly to the venue floor using approved tape.

- Tape along seams: If using multiple carpet panels, tape where the panels meet to keep them from separating.
- Test your tape first: Always test a small area before fully applying tape to ensure it does not damage or leave residue on the floor.

You are responsible for bringing your own tape to show site.

Vehicles & Trailers as Booth Displays

If you plan to include a vehicle or trailer in your booth display, you must notify American Consumer Shows in advance. This information is typically collected during the exhibitor sign-up process. If you did not provide details at that time, you are required to email us at least two weeks prior to the show. Late requests may not be approved.

How to Notify ACS - Vehicles & Trailers

Email Ops@ACSshows.com with the subject line: *BAC F26 - Vehicle/Trailer Display Request*

Your email must include:

- Photos of the vehicle or trailer
- Full dimensions (length, width, height, and weight)
- Whether the trailer opens on the driver or passenger side
- The dimensions of the hitch, if not removable.
- The contact name and email address of the person requesting approval
- The contact name and phone number of the on-site driver (if available).

This information is used to confirm your placement on the floor plan and to coordinate safe access into the venue.

Move-In Requirements

Vehicles and trailers are subject to Fire Marshal and venue safety regulations. The following conditions must be met:

- Vehicles must be brought in at the start of general move-in
- Fuel tanks must contain no more than two (2) Gallons of fuel in the tank
- All fuel tanks must be locked
- Batteries must be disconnected
- Gas caps must be taped shut
- A drip pan must be placed under the vehicle
- An ABC fire extinguisher must be displayed in your booth at all times
- Keys must be left with show management
- Keys must be given to America's Center Public Safety Division when the owner of the vehicle is not in the facility
- Trailers used as displays containing onboard generators or pressurized gases are not permitted at this venue

ACS/Venue staff are required to check all fuel levels before allowing vehicles in as displays. Exhibitors who do not meet the fuel requirements will not be granted access to display their vehicles. Double check your fuel levels before move-in to ensure there are no issues on site.

First In, Last Out Policy

Vehicles and trailers follow a First In, Last Out policy for both move-in and move-out.

If you plan to include a vehicle or trailer in your booth, you must arrive at the very start of move-in.
This ensures your vehicle can be placed on the show floor before other exhibitors begin unloading and blocking access to the loading doors.

The same rule applies in reverse during move-out - You should expect to move out after most other exhibitors have packed and cleared the show floor. In some cases, pipe and drape may need to be moved to create a path for your exit.

Please plan accordingly and remember that it is mandatory to notify American Consumer Shows in advance if you plan to bring a vehicle or trailer into the building as part of your display.

Decorator & Furniture Services

Your booth does not include tables, chairs, or carpet. Exhibitors can either order furniture from the show's decorator or bring in their own furniture/materials. Any materials you bring in must be able to fit inside your booth.

How to Order

Exhibitors who choose to order furniture or materials from the decorator can do so via the "*Service Provider Forms*" located on our website. Service provider forms will be available on our website four weeks prior to the show. You will be responsible for submitting your own order forms directly to the service provider. Please read the order forms carefully, as they have instructions for submission and payment.

When to Order

Show management highly recommends that you place your furniture orders prior to move-in day. Ordering in advance helps ensure availability and may also qualify you for discounted pricing from the decorator.

On-site Order Policy

Exhibitors who place their orders on site risk that furniture will be sold out by the time the move-in starts. Due to the volume of decorator orders, our decorator staff will be extremely busy on site. This means that on-site orders may take longer to arrive at your booth. Avoid long waits, or sold out furniture by ordering prior to the show.

Electrical Services

Your booth does not include electric or power drops. Exhibitors who need electric can order power from the show's electrical service provider.

How to Order

Exhibitors who choose to order electric from the electrical service provider can do so via the "*Service Provider Forms* " located on our website. Service provider forms will be available on our website four weeks prior to the show. You will be responsible for submitting your own order forms directly to the service provider. Please read the order forms carefully, as they have instructions for submission and payment.

When to Order

Show management highly recommends that you place your electric order prior to the move-in day. Ordering in advance helps ensure availability and may also qualify you for discounted pricing.

On-site Order Policy

Exhibitors who place their orders on site risk that the electrician will not be able to get power to your booth. Due to the volume of electric orders, our electrical staff will be extremely busy on site. This means that on-site orders may take longer to arrive at your booth. Avoid long waits, or the inability to have power run to your location by ordering prior to the show.

Alternative Power Source Policy

Alternative power sources, such as battery backups or generators are not permitted. Exhibitors who bring any of these into the building will be asked to remove them. Failure to remove alternative power sources may result in your booth being shut down. Exhibitors who require electric must order via the show's electrical service provider.

Wi-Fi & Internet Services

Wi-Fi and hardline wired connection via an ethernet cable are available for a fee at this venue.

How to Access the Wi-Fi

Wi-Fi is available through the facility for a fee per device. To connect:

1. Select the network *"Exhibitor Internet"* from your device's available networks.
2. Open your web browser — the login page should appear automatically.
3. Follow the prompts to pay and accept the terms of service and connect to the internet.

How to Order a Wired Connection

Wired connections are available at this venue. Exhibitors who choose to order internet/telephone services can do so via the "Service Provider Forms" located on our website. Service provider forms will be available on our website four weeks prior to the show. You will be responsible for submitting your own order forms directly to the service provider. Please read the order forms carefully, as they have instructions for submission and payment.

Mobile Hotspot Set-Up

If you prefer to use your own mobile hotspot, you are welcome to do so. Please note:

- Mobile hotspot performance depends on your cellular carrier's signal strength inside the venue.
- We recommend testing your hotspot connection during move-in to ensure it meets your needs.

Shipping & Material Handling

Shipping options and material handling services vary by show. It is your responsibility to confirm with the decorator whether these services are available for your event.

Confirming Services

If you need shipping, freight handling, or advance warehouse services, please reach out directly to the official decorator. You can find the decorator's contact details and order forms in the "*Service Provider Forms*" available on our website.

Tip: When contacting the decorator, be prepared to provide your estimated shipment size, weight, and delivery timing. This will help them guide you to the best options.

Shipping Responsibilities

You are responsible for:

- Arranging all shipping and freight services with the decorator or a third-party carrier.
- Tracking your shipments to ensure timely delivery.
- Being on-site to receive and sign for your materials.

Show management and venue staff are not permitted to sign for exhibitor shipments. Shipments will be turned away if you or a member of your team are not available to sign for the delivery. Please plan accordingly with your third party service providers and team.

Material Handling & Drayage

If the decorator offers material handling services at your event, fees and handling times will vary based on shipment size and timing. Be sure to confirm rates and deadlines directly with the decorator.

Note: Shipping your materials to the venue does not automatically place them at your booth. Material handling, also known as drayage, involves moving your shipment from the loading dock or warehouse to your booth space.

Labeling Your Shipments

If you plan to ship materials, follow the labeling instructions provided by the decorator to ensure your freight is properly routed. Incorrect or incomplete labeling may result in delays or additional handling fees.

Food Sampling & Selling

Before you plan to sample or sell food or beverages at the show, it's important that you review the policies outlined below. Venue rules and local health regulations must be followed at all times.

Food Sampling

Food sampling is allowed at this event under the following conditions. You must follow these rules to remain in compliance with venue regulations:

- Food sample size must be bite sized, or 2 inches by 2 inches
- Non-alcoholic beverage sample size must be 4 oz or less
- All samples must be distributed free of charge and intended to promote your products or services.
- Providing samples in excess of these sizes — or without following these rules — may violate venue policies and could result in removal from the show floor.
- Sampling may require a health permit and/or a venue sampling form. Please review the sections below for specific requirements.
- You must have $1,000,000 Liability insurance naming America's Center and Levy Restaurants/Convention Hospitality Partners as additional insured.
- You must have a Handwashing Station and a minimum of 5 of each utensil needed, with clean/dirty bins. (Applicable for any items that are not prepackaged and must be served or prepared/packaged on-site.)
- You may only sample food or beverages that your business produces or sells.

Samples used purely for traffic promotion must be purchased directly through the venue. Please see the example below.

Example: A DJ would need to purchase cookies through the venue if they wanted to use them for promotional giveaways. In contrast, a baker can sample cookies as part of promoting their own product, and does not need to purchase them through the venue.

Exhibitors must let American Consumer Shows know if they are sampling food before the show. This notification is typically communicated during the exhibitor sign-up process. If you did not let ACS know during that time, you must notify us via email at least two weeks before the show at ops@acsshows.com.

After submitting your request, you must receive a confirmation email from ACS acknowledging that your request was received and providing instructions on what to do next. If you do not receive a confirmation, your sampling request is not considered approved.

How to Notify ACS - Food Sampling

Email Ops@ACSshows.com with the subject line: *BAC F26 - Food Sampling Notification*

Your email must include:

- Your company name
- The contact name and email address of the person requesting approval
- The type of food or beverage you intend to sample
- How the product will be prepared, stored, and served at the show
- Any equipment or heat sources you plan to use (e.g., warmers, coolers, tabletop appliances)

Venue Sampling Form

A sampling form is required to sample at this venue. Please note the following:

- The sampling form can be found on our website under "Exhibitor Forms".
- You must submit your own sampling form to sdelaney@levyrestaurants.com.
- Sampling forms must be submitted at least 2 weeks prior to the show start.

Health Permit

A health permit is required to sample at this venue. Please note the following:

- The health permit can be found on our website under "Exhibitor Forms".
- You must submit your own health permit to the ciy. Click here to submit your permit.
- You must submit your health permit a minimum of two business days prior to the show. Exhibitors who submit their health permits late will be charged an additional fee and may not be approved.

Food Selling

Selling food at this event requires prior approval from American Consumer Shows and the venue. This approval is typically granted during the exhibitor sign-up process. If you did not receive permission to sell food when you first registered, you must request approval before the show.

How to Notify ACS - Food Selling

Email Ops@ACSshows.com with the subject line: *BAC F26 - Request to Sell Food*

Your email must include:

- Your company name
- The contact name and email address of the person requesting approval
- The type of food or beverage you intend to sell
- How the product will be prepared, stored, and served at the show
- Whether you plan to sample in addition to selling
- Any equipment or heat sources you plan to use (e.g., warmers, coolers, tabletop appliances)

Please note: All food sales must be approved each show, even if you've received approval at previous events.

Important Reminders:

- You are responsible for obtaining any health permits or sales licenses required by the venue or local jurisdiction.
- There is a fee to sell food. Pricing is determined by Levy Restaurants based on the product being sold.
- You must submit pricing and specifications to Levy Restaurants 30 days in advance.
- You must have $1,000,000 Liability insurance naming America's Center and Levy Restaurants/Convention Hospitality Partners as additional insured.
- Unauthorized food selling may result in removal from the show floor.

Alcohol Sampling & Selling On-site

Alcohol sampling is permitted at this venue. Please note the following:

- Alcoholic beverage sample size is limited to 1 oz portions for all alcoholic products.
- All alcohol must be approved by Levy and may only be brought into the facility by the manufacturer or through a Levy-approved distributor.
- A Certificate of Insurance and an Alcohol Release and Indemnity Contract are required.
- You must hire bartending service from the venue. Please send requests to America's Center's F&B sponsor Levy Restaurants at sdelaney@levyrestaurants.com.
- You must submit your sampling form to America's Center's F&B sponsor Levy Restaurants at sdelaney@levyrestaurants.com 14 days prior to the event.
- You must have written approval from the America's Center's F&B sponsor Levy Restaurants to sample at this event.
- Alcohol sampling cannot be used for traffic promotion. Exhibitors sampling must be the manufacturer, producer, or distributor of the alcohol.
- Alcohol is not permitted to be sold onsite.
- Once you receive approval, email a copy to Ops@ACSshows.com with the subject line: *BAC F26 - Alcohol Sampling Approval*

Cooking Restrictions

Cooking is not permitted at this venue.

Covered Booth Policy

A covered booth is defined as any exhibit space with an overhead structure, including roofs, canopies, tents, or any other materials that form a ceiling. Please note that covered booths may require additional fire safety precautions, such as fire-resistant materials or proper ventilation, in accordance with venue and fire marshal regulations.

Covered Booth Policy

Covered booths at this event requires prior approval from American Consumer Shows and the venue. This information is typically collected during the exhibitor sign-up process. If you did not provide details at that time, you are required to email us at least two weeks prior to the show. Late requests may not be approved. If approved, you will be allowed to use covered booths in your display under the following conditions:

- You have a valid certificate of fire retardancy for the covered booth.
- You have a 5lb fire extinguisher within your booth.
- You have a smoke detector within your booth.

How to Notify ACS - Covered Booth

Email Ops@ACSshows.com with the subject line: *BAC F26 - Request for Covered Booth Display*

Your email must include:

- Your company name
- The contact name and email address of the person requesting approval
- Photos of the covered booth display
- Full dimensions (length, width, height, and weight)
- The type of covered booth you want to use in your display (roof, canopies, tents, etc.).

Failure to meet these requirements may result in modification or removal of your covered booth, as determined by show management or the local Fire Marshal. Non-compliant booths may be delayed during setup or denied access to the show floor.

Animal Display Guidelines

If you plan to include an animal in your booth display, you must notify American Consumer Shows in advance. This information is typically collected during the exhibitor sign-up process. If you did not provide details at that time, you are required to email us at least two weeks prior to the show. Late requests may not be approved.

Exhibitors are required to fill out an Animal Approval Form. The Animal Approval Form can be found on our website under "Exhibitor Forms". You must submit this form to ops@acsshows.com.

Leashing

All dogs must be leashed at all times to ensure the safety of attendees and other animals.

Cleanup Responsibility

Exhibitors are responsible for all cleanup associated with their animals. This includes bringing your own cleanup materials, such as waste bags, disinfectants, and any other necessary supplies to maintain a clean and safe environment for all.

Barn Animals

The use of barn animals in displays requires prior written approval. If you have already gotten approval during the exhibitor sign up process, no action is required. If you did not get approval beforehand, please note the following:

How to Notify ACS - Animal Displays

Email Ops@ACSshows.com with the subject line: *BAC F26 - Request for Animal Display*

Your email must include:

- Your company name
- The contact name and email address of the person requesting approval
- The type of barn animal you'd like to display
- The amount of animals you plan to bring
- The type of containment you'll have in your booth for the animal (Example: A cage or pen)
- The cleaning materials you'll bring to clean up after the animal

Cold Sparks, Fog Machines, & Special Effects

Cold spark machines and similar special effects devices are not permitted at this venue.

This includes:

- Cold spark fountains or pyrotechnic displays
- Simulated flame effects
- Fog Machines
- Any special effect device that emits heat, sparks, or smoke

These effects pose potential fire, safety, and liability concerns and are strictly prohibited, regardless of the equipment's safety rating.

Music & Audio In Booths

To protect the show environment and ensure every exhibitor can conduct business without disruption, playing music in your booth is strictly prohibited. This includes live music, recorded tracks, background playlists, or any form of amplified audio.

Policy Enforcement

ACS has a zero tolerance policy for music. If you play music at your booth:

- You will be asked to turn it off immediately.
- Repeated violations will result in your removal from the show floor.

If you experience an issue with a neighboring exhibitor playing music or disruptive audio, please report it directly to show management at the Information Booth. Do not attempt to address the issue yourself. Our team will handle it promptly and professionally.

Exhibitor Etiquette

As an exhibitor, you represent your brand, your industry, and the overall experience of the show. To help create a welcoming, respectful, and productive environment for both attendees and fellow exhibitors, we ask that you follow these etiquette guidelines throughout the event.

Stay Within Your Booth Space

- All displays, products, signage, and staff must remain within the boundaries of your contracted booth.
- Aisles must remain clear at all times to ensure safe and smooth traffic flow for all attendees.
- You may not extend tables, literature, or promotional materials into common areas or another exhibitor's space.

Remain for the Full Duration of the Show

- Exhibitors are expected to remain fully set up and staffed during all open show hours.
- Early breakdown is not permitted. Dismantling your booth before the show officially ends disrupts the event and creates safety hazards.

Engage Professionally

- Be courteous to attendees and respectful of neighboring exhibitors.
- Loud behavior, aggressive sales tactics, or interfering with another exhibitor's business is prohibited.
- Do not approach or pull attendees from the aisles or from neighboring booths. All interactions should take place within your own booth to maintain a professional and respectful environment for all exhibitors.

Be Present and Prepared

- Have at least one staff member present at your booth at all times during show hours.
- Avoid leaving your booth unattended. It sends the wrong message to potential customers and can lead to loss or theft of materials.
- Avoid texting or eating while in your booth, as it may give attendees the impression that you're unavailable or uninterested. Staying attentive helps create a welcoming and professional atmosphere that draws consumers in.

Following these guidelines helps create a better show experience for everyone and leaves attendees with the best impression of your business.

Adhesive Stickers

Stickers of any kind are not permitted to be distributed at this event. This includes adhesive labels, promotional stickers, logo decals, and similar items.

Exhibitors are not allowed to hand out, display, or apply stickers at any time — in or outside of their booth space. Stickers are often found on walls, floors, and venue property, which results in costly cleanup and damage fees.

Any exhibitor found distributing stickers will be held responsible for the cost of custodial services billed by the facility.

Tip: Choose alternative promotional materials such as business cards, flyers, or postcards that don't create cleanup issues.

Balloons

Helium balloons are not permitted at this event. This includes helium filled balloon arches, individual helium-filled balloons, or any inflatable elements that require helium to stay aloft.

Air-filled balloon décor (such as columns or garlands) may be allowed, but it must remain within your booth space and not interfere with aisles, signage, or overhead fixtures.

Products & Services

Only the products and services listed on your exhibitor contract may be promoted, displayed, or sold at the show. This ensures that all exhibitors are presented fairly and that the event remains consistent with what attendees expect to see.

If you display items or offer services that were not approved during registration, show management reserves the right to ask that those items be removed immediately.

Failure to comply may result in:

- Removal from the show floor
- Forfeiture of your booth cost
- Denial of participation in future events

Signage & Display Heights

All signs, banners, and display elements must remain within the approved height limit of 8 feet, unless you receive written approval from show management.

Standard Signage Rules

- Your signs and banners must not exceed 8 feet in height without advance approval.
- Any approved signage extending above 8 feet must be single-sided and facing into your own booth only.
- Signage must not block, hang over, or encroach on neighboring displays — no exceptions.

Recommended Banner Setup

If you plan to hang a banner on the pipe-and-drape backdrop, we strongly recommend using a banner with grommets along the top edge for easier setup.

- You are responsible for bringing and securing your own signage.
- Your banner must not interfere with neighboring booths that share the same backdrop pipe.
- While S-hooks may be available from the decorator on-site, availability is not guaranteed. Bring any hardware you need to safely hang your sign.
- It is recommended that you bring your own step ladder to help hang up your signage. Standing on tables or chairs is not permitted.

Venue Restrictions

- Do not tape, attach, or mount signs to the venue walls or ceilings under any circumstances.
- All signage must be completely contained within your assigned booth space.

Janitorial & Trash Removal Guidelines

Venue staff will handle janitorial services in all general public areas, including aisles, lobbies, and restrooms. These areas are cleaned regularly during and after the show.

However, you are responsible for removing all trash and debris from your booth space throughout move-in, show hours, and move-out.

What You Need to Know:

- Please place any small garbage (like paper, packaging, and food wrappers) in the provided venue trash bins.
- Do not leave large or bulky trash — including broken displays, boxes, pallets, or product waste — on the show floor.
- You must take all display materials, packaging, décor, and large trash items with you at the end of the show. Do not leave anything behind, including items that do not fit in venue trash bins.

Distribution of Materials & Promotional Items

Exhibitors are permitted to hand out flyers, catalogs, brochures, folders, and promotional items within their booth space only. Distribution of any materials in aisles, lobbies, or from booth to booth is strictly prohibited.

Exhibitors are not allowed to stand, pitch, or linger in the aisles at any time. All interactions and displays must take place within the boundaries of your contracted booth space. No portion of your display or promotional materials may extend beyond your booth. This includes signage, tables, racks, or other items.

Canvassing, soliciting, or passing out materials in any part of the exhibit facility or parking lot by non-exhibitors, or on behalf of non-exhibitors, is not allowed.

You are welcome to display, demonstrate, offer samples, and sell products only within the boundaries of your assigned booth.

Tip: If you notice someone violating this policy, please do not confront them directly. Instead, report the issue to show management at the Information Booth so our team can handle it appropriately.

Placing flyers on vehicles in the parking lot is strictly prohibited. Exhibitors found doing so may be billed by the venue for cleanup and custodial services.

Security & Exhibitor Responsibility

At the close of each show day, American Consumer Shows staff will walk the show floor to ensure all attendees and exhibitors have exited. Once the hall is cleared, the venue will be locked and secured for the night.

Each morning, doors will open to exhibitors one hour before the show opens to the public. You must have at least one member of your team present during this pre-show hour for both preparation and security purposes.

Please note:

- American Consumer Shows does not guarantee against loss, theft, or damage to your materials.
- You are solely responsible for the security of your personal items, merchandise, and displays.
- We strongly recommend not leaving valuables or sensitive items unattended overnight.

Fire Marshal Rules & Regulations

All exhibits must comply with local fire codes and venue safety regulations. The Fire Marshal may conduct an inspection before the show opens, and your booth must be ready and compliant at that time. To avoid delays or forced changes to your setup, please follow these rules:

Required Safety Standards

- All booth materials must be flame-retardant. This includes table covers, banners, curtains, backdrops, and signage. Materials may be subject to inspection and testing on site.
- No open flames, heat-producing devices, or exposed heating elements are permitted inside the venue.
- Power strips and extension cords must be UL-rated and in good condition. Daisy chaining multiple power strips is not permitted.
- Exits, fire extinguishers, and sprinkler systems must remain clear and unobstructed at all times.
- If you are displaying a vehicle or trailer, you must meet all requirements outlined in the "Vehicles & Trailers as Booth Displays" section of this kit, including battery disconnection and fuel limits.

Prohibited Materials & Hazardous Substances

To ensure safety for all attendees and exhibitors, the following substances are strictly prohibited inside the venue:

- Flammable liquids, including gasoline, kerosene, lighter fluid, and similar fuels
- Propane tanks or any vehicles or displays powered by propane or other pressurized gases
- Compressed gases, petroleum-based products, or flammable aerosols
- Toxic, noxious, or hazardous substances, including paints, stains, polyurethanes, varnishes, sealants, or other chemicals with strong fumes or fire risk.

If your display involves any materials that may be questionable under these rules, contact show management in advance for approval. Unauthorized use of restricted substances may result in removal from the show floor.

Any booth that does not meet these standards may be subject to modification or removal by order of the Fire Marshal. Please plan your setup accordingly.

Exhibitor Move-Out Process

Move-out for all exhibitors begins at 5:00 PM. You or a member of your team must claim your booth materials by 6:00 PM, and completely remove all materials by 8:00 PM. Any booth contents not claimed and removed by 8:00 PM will be subject to shipping and storage charges, or may be discarded by the venue.

Move-Out Guidelines

- No Monday Move-Out: Monday move-out is not available at this venue. You must remove all display materials by Sunday night at 8:00 PM.

- Bring Your Own Cart: Exhibitors are strongly encouraged to bring their own carts, dollies, or hand trucks to move materials. While the decorator provides a limited number of carts, availability is not guaranteed.

- Oversized Displays: If you have an oversized display such as a trailer or vehicle, you will follow a first in, last out process. You won't be able to move your display until smaller booths, pipe and drape, and displays have been dismantled and removed. Our on-site team will be available to assist you in moving your oversized display out safely.

  For more details on displaying vehicles or trailers, please review the "Vehicles & Trailers as Booth Displays" section of this kit.

- Clean Booth Policy**:** Please remove all garbage, debris, and broken displays from your booth space during move-out. You are not permitted to leave trash or discarded items at the venue.

- Freight Pick-Up: If you have arranged outbound shipping through a third party, make sure you confirm pickup times directly with your carrier. You are responsible for coordinating your outbound freight.

- On-Site Assistance: Our show management team will be available during move-out to help answer any questions you have about loading and departure procedures.

Bridal Registration List

As a participating exhibitor, you will receive access to the Bridal Registration List from your event. This is a powerful tool to help follow up with interested attendees and convert leads into customers.

How to Receive the List

You will receive an email from American Consumer Shows with instructions on how to download the Bridal Registration List.

- You will receive an email from American Consumer Shows with instructions on how to review the terms and condition and access the Bridal Registration List.
- This email will be sent no later than the Friday following the show.
- Lists are individually seeded to monitor usage and protect against unauthorized sharing.

Do not share the list with non-exhibitors or third parties. Exhibitors who distribute their list to any unauthorized party will be subject to substantial penalties, including possible exclusion from future events.

Protect Yourself From Bridal List Scams

Unfortunately, many exhibitors across the industry receive fraudulent emails offering to sell attendee lists. These are not legitimate and have no connection to American Consumer Shows.

How to Spot a Scam:

- Is the email from American Consumer Shows?
  All legitimate emails come from the @ACSshows.com domain. If the sender is using any other domain, it's a scam.

- Is someone asking you to pay for the list?
  We do not sell registration lists. If someone is requesting payment, it's a scam.

- Does something feel off?
  Poor grammar, generic sender names, and urgent language are all common signs of scam emails.

If you're ever unsure about an email or offer you receive, don't hesitate to check with us directly. Contact our customer service team at CustomerService@ACSshows.com or call 888-433-3976.

Refunds for Exhibit Space

Refunds will not be made, in whole or in part, for unused exhibit space. Should the contracted exhibit space remain unoccupied at the show start on opening day, American Consumer Shows may assign it to another exhibitor or use it without obligation. All outstanding balances will remain due irrespective of American Consumer Shows reassigning such space.

Exhibitors that leave the show early, or are removed for any reason are not entitled to a refund.

Parking Map & Load-In Overview

To help you arrive and get set up efficiently, please review the map and instructions in this section carefully. When you arrive on-site for move-in, head to the designated Load-In Doors marked on the map. This is your unloading area for the event.

Unloading Procedure

- To unload via hand-carrying or using a two-wheeled dolly, proceed to the Load-In Areas at the Facility Entrances off Convention Plaza or Washington Ave.
- If your vehicle requires dock-height access, proceed to the Load-In Docks off N 9th St. Please note that there is no ramp access in the Hall 1 loading docks.
- Do not leave your vehicle unattended in these areas.
- Once fully unloaded, move your vehicle to a parking lot before setting up your booth.

Mandatory Check-In

- Before setting up your booth, visit the Information Booth to check in with Show Management. This ensures you're in the correct booth space and allows us to confirm your arrival. The Information Booth will be located near the Load-In Doors during all move-in hours.

Parking Rules

- Parking is available in nearby lots for a fee. Click here to view the venue's preferred parking map.
- Parking in the loading area is strictly prohibited. Vehicles left in unauthorized areas will be ticketed and towed at the owner's expense.

Equipment Recommendation

- Bring your own hand truck, dolly, or cart to make move-in and move-out faster and easier.
- It is recommended that you bring your own step ladder to help hang up your signage. Standing on tables or chairs is not permitted.

Venue Entry & Exit

- During show hours, only the main entrance and exit will be accessible.
- Emergency exits are alarmed and will sound if opened.



IMPORTANT BREAKDOWN AND MOVE-OUT INFORMATION

🚨 MONDAY MOVE-OUTS ARE NOT PERMITTED 🚨

Please inform your setup and breakdown teams to avoid any issues.

- IMPORTANT INFORMATION -

- Move-out begins at 5:00 PM on Sunday.
- All exhibits and booth materials MUST be claimed by 6:00 PM and removed from the hall no later than 8:00 PM.
- Exhibitor contents that have not been claimed and removed by 8:00 PM will be subject to shipping and storage charges or will have their displays discarded by the venue.
- The roll up door will remain closed until 5:00 PM on Sunday.

- HELPFUL GUIDELINES -

- **Pack & Secure Items** – Make sure everything is packed before heading to the loading area to get your vehicles.
- **Shipping & Freight** – The decorator may offer freight service, please stop by the decorator's service desk for availability.
- **Stay Aware** – Keep an eye on your belongings, exhibitors are responsible for their items.
- **Follow Loading Procedures** – Do not double park, block the load-in door, or drive into the hall.