

# The Idaho *Bride* & *Groom* Gala

*The 9th Annual*

*Idaho Bride & Groom Gala*  
at the  
**RED LION HOTEL – ON THE FALLS**

**FRIDAY – SATURDAY, JANUARY 18-19, 2007**

This **Exhibitor Kit** contains pertinent information in planning for a successful show. If you need any assistance or advice, please don't hesitate to call. We do have extremely knowledgeable, creative people on our staff that can guide you on how to exhibit successfully. **Do read the important bulletins in this package regarding your exhibit.**

The **Exhibitor** shall assume all liability for his/her own display. **The Bride Gala** will not assume responsibility for any loss due to fire, theft, etc. Once the restaurant and Lounge close the entire facility will be locked. However, if you feel you need additional insurance, please contact your own insurance company regarding a rider for the Show.

## **Door Prizes**

All exhibitors are to supply the gala with door prizes. Please bring them Thursday when you setup for the Bridal Show. Stefan from the Idaho Bridal Gala will accept the prizes for the Gala.

## **Bride Registry List**

The Idaho Bride & Groom Gala will have Brides electronically register their profiles as they enter the Gala. After the show, within a few days, we will email you an excel spreadsheet of all of these profiles. These names are confidential and are not allowed to be distributed, sold or given to anyone other than your immediate business. **Please make sure that Stefan has your current email address.**

## **Exhibitor Badges / Registration**

The Show Office will be located at the Registration Desk. Prior to the Show, exhibitor badges may be obtained at the Registration Desk set up at the Entrance during move-in. A map of the Red Lion Hotel Meeting Facilities is included in this kit. The Bride Gala staff will then direct you to your exhibit space. Exhibitor badges are for personnel actively involved in sales or in manning your booth. Will Call will be located at the Information Desk located at the front Entrance to Meeting Facility during the Show where you may leave complimentary tickets for your guests as well as badges for your personnel.

### **Exhibits:**

If your exhibit is over 8 feet in height or constructed in a manner that would restrict or obstruct the proper operation of the ceiling sprinkler system, please call Stefan Harlan (714.777.2507) for information pertaining to the above.

### **Important!**

**NO exhibitor will be permitted to move in if exhibit space is not PAID IN FULL.**

## **MORE IMPORTANT INFORMATION**

### **TELEPHONE SERVICE:**

Lines are available on a limited basis. Please contact Jannette Clark at the Red Lion Hotel 208.523.8000 as soon as possible. Jannette will need to by Jan 2nd.

### **FOOD AND BEVERAGE:**

No food or beverage may be given away at your booth without adhering to the rules set forth by the Red Lion Hotel. If you are planning to give samples, please call

### **ELECTRICAL SERVICES:**

There is no charge for the electricity for your booth. Please bring a good supply of extension cords to plug in to the closest outlet and duct tape to fasten down the cord for safety reasons. You will be solely responsible for all electrical issues once you plug in.

### **DECORATOR:**

We have elected to not have a decorator with the traditional pipe and drape which stands 8 feet high, due to the low ceiling height of 8.5 feet. This will enhance the spacious feeling of the show. If you require tables an 8 foot table and chair please contact Stefan via email: [stefan@idahobridegala.com](mailto:stefan@idahobridegala.com) by Jan. 5<sup>th</sup>, 2006. We however, maintain the open show principle, which means that no exhibitor's view may be obstructed from the aisle.

### **FIRE MARSHAL:**

The Red Lion Hotel Safety Coordinator will be in attendance at the Show. Please call Jannette Clark at the Red Lion Hotel for further Fire Safety Regulations. Please note that the Red Lion Hotel meeting Facility is a "No Smoking" facility.

There shall be no open flame of any type in the booth, no candles, no lanterns, and no cookstoves. Sterno may only be used if a Fire Extinguisher is located in the booth.

## **MOVE-IN/MOVE-OUT INFORMATION**

For your convenience and in order to make your move in to your exhibit space a bit easier, we are enclosing a map of the Red Lion Hotel - and the proximity to the surrounding parking areas. The address of the Red Lion Hotel is 475 River Parkway, Idaho Falls, ID 83402.

Directions: From Interstate I-15 - Take the Broadway Exit #118 off of Interstate I-15, head east on Broadway to River Parkway and turn left (north). From Highway 26 - Highway 26 turns into Yellowstone Highway. Head west on Broadway, over the Snake River Bridge to River Parkway and turn right (north). From Highway 20 West - Highway 20 turns into Broadway. Stay on Broadway, heading east, to River Parkway, turn left (north). From Highway 20 East - Highway 20 will end at Skyline Drive. Turn left (south) on Skyline to Broadway. Turn left (east) on Broadway to River Parkway and turn left (north).

<b>MOVE IN:</b>	Thursday, January 17 <sup>th</sup> Friday, January 18 <sup>th</sup>	4:00pm to 10:00pm 8:00am to 12:00noon
<b>EXHIBITOR MTG:</b>	Friday, January 18 <sup>th</sup>	12:40pm to 12:50pm
<b>SHOW HOURS:</b>	Friday, January 18 <sup>th</sup> Saturday, January 19 <sup>th</sup>	1:00pm to 8:00pm 10:00am to 7:00pm
<b>MOVE OUT:</b>	Saturday, January 19 <sup>th</sup>	7:00pm to 11:00pm

Tear down will be allowed only after 7:00pm Saturday, January 13<sup>th</sup>

**There will be no vehicles allowed to drive in the Hall.** We do try to adhere to the Open Show Principle where no neighboring booth is obstructed. Sometimes the exhibit is set up in such a way that this is not possible. If you are aware that your exhibit might obstruct/offend your neighbor, please let us know in advance and together we can solve this dilemma. Often when an exhibitor is given the courtesy of being advised of this possibility it becomes of little consequence and everyone is happy. So let's communicate in advance. Just a call to the coordinator or your Account Executive is requested. Thank you.

**All Exhibits must be finished by 12:00 noon on Friday before Show opening.**

**Exhibitor's move-out will be permitted for 4 hours after closing Saturday night. Your move out MUST be accomplished by 11:00pm, Saturday.** In order to accommodate everyone as quickly as possible, we ask that you dismantle your booth first before attempting to bring a vehicle to the side door. No vehicles will be allowed in the hall for move-out.

**Red Lion Hotel – On the Falls  
Fire and Public Safety Rules and Regulations**

**ON-SITE REVIEW PROCEDURES**

**The Fire Coordinator will conduct a walk-through inspection of the exhibit areas with Show Management prior to final approval and opening of the show Inspector, General Manager, and Event Manager, or their officially designated representatives. Any violations noted that pose a hazard to public safety shall require immediate correction.**

**Once the event opens, all aisles, emergency exits, and life-safety devices shall be kept clear of obstructions at all times. Any violations will be brought to the attention of both Show and Facility Management for immediate correction. If, in the opinion of the Fire Inspector, there is an extreme hazard to life, he/she has the authority to delay or terminate the show until the problem has been corrected to his/her satisfaction.**

### **OBSTRUCTIONS**

**All exit doors serving any occupied area of the building must remain unlocked, in an operable condition, and visible from all areas. Exit signs shall not be obstructed in any manner. All designated entrances, exits, aisles, stairways, lobbies, passageways, and fire and safety devices shall remain unobstructed at all times. Nothing shall be hung from or affixed to any sprinkler heads or piping. Booth construction must be substantial and fixed in position in a specified area for the duration of the show. Displays, easels, signs, booth carpet and equipment may not be placed beyond booth areas into aisles.**

### **COMBUSTIBLES**

**Display literature in exhibit booths shall be limited to a one-day supply. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner free and clear of electrical cables and junction boxes.**

**All cartons, crates, containers, and packing materials which are necessary for repacking shall be labeled with “EMPTY” stickers and removed from the show floor.**