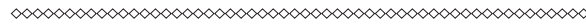


FORMAL *Affair*

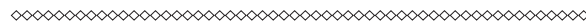
A BRIDAL & EVENT EXPO

February 21 | 1:00 pm - 5:30 pm

CHATTANOOGA CONVENTION CENTER
EXHIBIT HALLS A & B



Welcome Packet



Chattanooga Times Free Press

inprint | online | inyourcommunity

Important Vendor Information

Formal Affair, A Bridal & Event Expo

The Chattanooga Times Free Press and the *Formal Affair* would like to thank you for your participation. We would especially like to thank our sponsors, the Sheraton Read House Hotel, Rone Regency Jewelers, Choo Choo Travel and Flowers by Gil & Curt.

.....

Show Date & Time

Formal Affair, A Bridal & Event Expo

Sunday, February 21, 2010

1:00 pm to 5:30 pm

Load In

Saturday, February 20 from 3:00 pm until 7:30 pm

Sunday, February 21 from 8:00 until 11:00 am

Vendors must be in attendance by 11:00 am on Sunday morning, if their booth set up was not completed on Saturday. All booths must be ready by 12:00 noon on Sunday, as doors open at 1:00.

The Convention Center loading dock area is located behind the building on Chestnut Street. When you approach the gate you will need to let Security know that you are there to move in for the event. They will open the gate and you can proceed to the loading dock. When you enter the building you will be in the service corridor. Exhibit Hall A & B is where the *Formal Affair* will take place. You will be directed to Vendor Check In, and will receive your Vendor IDs for the event. Once you have checked in, you can proceed and begin setting up.

Please note that parking at the loading dock is permitted only while you are loading and unloading. As soon as you finish you will need to move your vehicle to another parking area. There is a parking garage for your convenience. You will need to go to the front of the building and enter the parking garage from Carter Street.

You will be responsible for getting your items loaded in and out. We will provide assistance and carts as they are available. Please be considerate of others, and unload and move your vehicle from the load in area before beginning your booth set up.

Load Out

Load out begins immediately following the fashion show (that should be around 5:30 pm). Please do not break down and move things out of the exhibit hall during the fashion show. This is distracting and also, the attendees may stop back by your booth on the way out of the show. If you break down before the event is over and the crowd exits the building, you will be in violation of the rules and may not be allowed to participate in future events. Once again, please be considerate of others. Have all your items broken down and packed before bringing your vehicle to the loading area.

Vendor Location

If you have not yet chosen your booth space or spaces, please do so today. You can call Angela Doggett at 423.757.6479 to make your selection. Booths are assigned on a first-come, first-served basis. A floor plan is included online and also in the Vendor Information Packet.

Ticket Sales

Tickets are \$10 at the door, or they can be purchased online, in advance, for \$8. Check out our website at www.timesfreepress.com/formalaffair.

Booth Displays

Please be creative with your booth. You don't have to bring everything to make your area look great. Keep it simple and elegant and remember to invite brides to stop and look at your booth. Other tips on setting up your booth are included in this packet of information.

Winners of the Best Booth awards, First Place & Honorable Mention, will be chosen during the fashion show portion of the event. A picture will be made at your booth and an announcement will be made in the paper following the event. Be sure to remain in your booth during this time, so that we can let the winners know once they have been chosen.

Other Things to Remember

- Be courteous, respectful, and careful when moving in and out
- Please do not put tape on the floor or walls, and do not use double-sided foam tape anywhere in your booths
- Sign hooks will be provided for you to hang pictures or banners; If you need additional hooks, they can be provided free of charge
- If you need electricity & you have not previously ordered it, please contact Adrienne at the Chattanooga Trade & Convention Center (423.756.0001); Forms are also included in this packet that you can fill out and fax to Adrienne
- Please bring extension cords and power strips if you think you might need them for your booth; These can be ordered prior to the event for an additional charge (see the enclosed form from The Meeting Company)
- Forms are included in this packet for internet service, phone lines, etc or you can contact the Chattanooga Trade & Convention Center at 423.756.0001
- The Meeting Company is providing an 8-foot skirted table and two chairs for each booth; If you want additional items, you must order them on the enclosed order form and pay for them directly. If you have questions, you may contact Ricky or Pam at The Meeting Company. The Meeting Company phone number is 423.344.1113
 - ***If your booth does not require a table & or chairs, or pipe & drape side panels,*** please contact Angela at the Chattanooga Times Free Press, 423.757.6479 or email her at adoggett@timesfreepress.com
- Booth sharing is not allowed
- Please be set up by no later than 12:00 noon on Sunday, February 21, as the doors open at 1:00 pm
- Please do not break down early, as this could prevent you from being involved in any future events
- Please do not leave any trash or items behind in your booth; We cannot be responsible for items left in your booth after the event
- Candles can only be used if they are in a container that is higher than the flame
- You are encouraged to give away door prizes from your booth; We would like to know what you are giving away, as we can promote your giveaways in our print ads prior to the show; Please email Angela Doggett with this information at adoggett@timesfreepress.com; Also, we plan to handout a list of the prizes being given away at the event, so we need your information to be included

Fashion Show

- The fashion show will be held at 4:30 pm, and will last approximately 45 minutes to an hour
- The drawing for the grand prize trip to Cancun, as well as other sponsors' prizes will be held at the end of the fashion show. Winners of these prizes will be announced from the fashion show stage following the fashion show, and the winners must be present to win

MAKE YOUR BOOTH THE MOST POPULAR AT THE SHOW

Be creative with your booth:

You don't have to bring everything to make your booth look great. Keep it simple and elegant. Do bring samples of your work and products to display.

Think neatness and visibility when putting your trade show display together:

Make sure your display is organized and tidy. Brides will be turned off by messiness or by having to do too much searching to find what they want.

Build the impression of demand into your display:

Brides will want your services more if they think they're in high demand.

Pull a crowd to your show booth:

Use an interactive display, such as a quiz or game on a computer, a contest draw or a scheduled demonstration. It doesn't need to be fancy to draw people's interest and get them to cluster around your show display rather than others.

Offer a door prize or prizes at your booth:

Having a giveaway or a door prize is a great way to collect contact information, and additional names over and above the registered brides. Remember there will be a lot of others attending this event, and this is a good way to get those additional leads for your business.

Make it easy for booth visitors to get information:

Use signs in your show display to give some basic information. This saves visitors the trouble of having to wait to ask when you're busy with other potential brides.

Make sure you have plenty of promotional literature on hand:

You'll want to have a good supply of color fliers and brochures, as well as business cards. You should also have an appointment book or booking schedule. Be ready to do business.

Have your show booth manned at all times:

Someone has to be there to greet brides, engage them in conversation, and take their questions. If you can't be there every minute the show is open, and you should be, you'll need to have at least one other person help man your booth. Vendors must wear name badges and or vendor IDs at all times.

Actively engage booth visitors:

Congratulate the brides to be! This will really make them feel special, as this is such a special time in their lives. Give people who approach your show display a friendly welcome, and let them know you encourage their questions. Be sure your body language is friendly. Don't sit behind the table, or stand there with your arms crossed over your chest. Do not eat or drink in your booth, but "chat" with the brides, and find out what they're most interested in. Be prepared to offer specific answers to their questions. The trick is to engage them into conversation without intimidating or overwhelming them.

Follow up promptly:

Send out email, regular mail, or make the phone calls to follow up with the brides you meet at the show as soon as possible. The faster you send them out, the more your business will stand out from the rest. It does not have to be expensive. A personal hand written note speaks volumes about your personal service.

Have a successful show!

FORMAL *Affair*

A BRIDAL & EXPO EVENT

Best Booth Contest

The booth that is voted the Best Booth at the 2010 *Formal Affair*, will be awarded a plaque and a free half page full-color ad in the Chattanooga Times Free Press. The runner-up will receive the "Honorable Mention" award (a plaque) and a free quarter page full-color ad in the Chattanooga Times Free Press. There will also be an ad in the paper announcing the winners after the *Formal Affair* takes place.

Complimentary Tickets

For the vendors, there will be four (4) complimentary tickets available. These can be given away to brides and potential clients that you would like to invite to this event. Contact us for your free tickets. They will be available in mid-January.

As vendors, you will not need a ticket to enter the *Formal Affair*. You will receive vendor ID's that will enable you to enter on the day of the event. These will be available to you when you come to set up your booth on Saturday, February 20th.

Formal Affair 2011

You will be given an opportunity to sign up the day of the show for the 2011 *Formal Affair*, and will be given a special rate. If you sign up that day and pay your deposit by May 15, 2010, you will be eligible to receive the special reduced rate.

Also, all vendors signing up that day will be entered into a drawing to win a free booth for the 2011 *Formal Affair*. The drawing will take place after May 15, 2010, and the winner will be notified.

Chattanooga Times Free Press

inprint | online | inyourcommunity

The following forms are from the Chattanooga Trade & Convention Center, and are to be used to order electrical service, internet service, phone lines, etc.

There is also an Exhibitor Information form with very important vendor information about this event. Please read this form carefully and call them if you have any questions at 423.756.0001.

Electrical Service Order Form
 Chattanooga Convention Center
 P.O. Box 6008
 Chattanooga, Tennessee 37401
 (423) 756-0001 Fax: (423) 267-5291
 e-mail: mail@chattconvention.org

General Information:

This form may be used for ordering standard electrical service. Rates for standard electrical services are on this form. Rates for special wiring are set on a case-by-case basis. Special electrical services should be ordered through the Event Coordinator at least two weeks prior to the opening of the show.

IMPORTANT CONDITIONS AND REGULATIONS:

1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless otherwise specified.
2. All equipment regardless of source of power must comply with all federal state and local safety codes.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
4. Claims will not be considered unless filed by the exhibitor prior to the close of the exhibition.
5. Prices based upon current wage rates are subject to change without notice.
6. Under no circumstances shall anyone other than the "house electrician" make electrical connections.
7. Special equipment requiring company engineers or technicians for assembly, service or preparatory work and operation may be executed without the "house electrician," however, the "house electrician" must make all service connections and overload protection only.
8. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
9. All material and equipment furnished by the Convention Center for this service order shall remain the Convention Center's property and be removed **ONLY** by the Convention Center at the close of the show.
10. Electrical power for lights and displays will be turned on one hour prior to the show opening and off at show closing time.
11. Unless otherwise specified, Convention Center personnel are authorized to cut floor covering to permit installation of service.
12. All exhibitors' cords must be of the three-wire grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
13. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connection equipment or special wiring.
14. **Advance orders MUST be received a minimum of ten (10) days prior to exhibitor setup date.**

Will you require work beyond normal connections?

Yes No

Explain:

Please fill out each section

Electrical Services Connections Voltage x Amps = Watts

Check One	120 Volt	Advance Cost	Standard Cost	Totals
	0 – 500 Watts	55.00	70.00	
	501 – 1000 Watts	62.00	80.00	
	1001 – 1500 Watts	69.00	95.00	
	1501 – 2000 Watts	76.00	105.00	

	208 Volt 1 Phase (20 amps)	85.00	120.00	
	208 Volt 3 Phase (40 – 60 amps)	175.00	235.00	

TOTAL ELECTRICAL SERVICE

Water/Air Services

Hookups for each piece of equipment (hookup is 1/2" line)

Please indicate the number of hookups needed

#	Hookups	20.00	30.00	Totals
#	Drains	NA	NA	
#	Air	20.00	30.00	

TOTAL WATER/AIR SERVICE

Labor Services

Banner Hanging/Removing

\$45.00 PER MAN HOUR

#	Hours	45.00	45.00	Totals

TOTAL LABOR SERVICES

TOTAL ELECTRICAL/WATER/LABOR

Tradeshaw		Booth #	
Company Name		Contact Name	
Address			
City/State/Zip		Telephone #	

Payment MUST accompany order to receive advance rates and MUST be made in full prior to opening of event. No exceptions please. If paying by credit card please FAX this order along with the credit card authorization form to (423) 267-5291. To pay by check or money order please send this completed order and payment to the above P.O. Box address

Telephone and Data Line Order Form
 Chattanooga Convention Center
 P.O. Box 6008
 Chattanooga, Tennessee 37401
 (423) 756-0001 Fax: (423) 267-5291
 e-mail: mail@chattconvention.org

Please submit this form at least ten (10) days prior to your requested service date. Payment must accompany this order. All orders should be placed with the Chattanooga Convention Center teleprocessing service to assure prompt installation of telephone and data lines. Please specify if RJ-11 jacks will be needed with data lines. If other than push-button single line phone service is required, please attach a description, including the FCC number.

Telephone lines (telephone numbers) Price includes one phone for each line.			
Quantity	Advance Price	Standard Price	Total
	\$160.00	\$200.00	

Extra Telephone Sets (Does NOT include phone line). You must have ordered telephone line above to order extra phones.			
Quantity	Advance Price	Standard Price	Total
	\$25.00	\$40.00	

Payment in full must accompany your advance order. Payment must be made by check or credit card authorization. We accept MasterCard, Visa, American Express and Discover. Unless otherwise specified, all prices are good for the duration of the show. Please note that long distance calling will be billed separately.

Trade Show:		
Company Name:		Booth #:
Address:		
City/State/Zip:		
Contact Name:		
TOTAL CHARGES FOR PHONE LINES		
Phone Lines	\$	Payment MUST accompany order to receive advance rates and MUST be made in full prior to opening of event. No exceptions please. If paying by credit card please FAX this order along with the credit card authorization form to (423) 267-5291. To pay by check or money order please send this completed order and payment to the above P.O. Box address
Extra Phone Sets	\$	
Subtotal	\$	
Sales Tax (9.25%)	\$	
Total Amount Due	\$	

INTERNET INFORMATION:

The Chattanooga Convention is equipped with high speed Internet connectivity at speeds averaging 10 megabytes per second. The facility is wireless throughout. Wireless access is available at a cost of \$12.95 per day or \$49.95 per week with a credit card charge. Additional service is available through our information technology department. Please contact Clifton Wright for pricing and availability for all other Internet access needs.

After accessing the Internet you will be taken to a registration screen. Follow the directions on this screen. You will be required to enter a log in name, password and credit card information.

Advance payment is *not* required for this service.

Internet Service Order Form
Chattanooga Convention Center
 PO Box 6008
 Chattanooga, TN 37401
 (423) 756-0001 Fax (423) 267-5291
 e-mail: adolejs@chattconvention.org

WIRELESS INTERNET INFORMATION:	
The Chattanooga Convention Center is equipped with high speed internet connectivity at speeds averaging 10 megabytes per second. The facility is wireless throughout. Wireless access is available at a cost of \$12.95 per day or \$49.95 per week with a credit card charge. Additional service is available through our information technology department. Please contact Clifton Wright for pricing and availability for all other internet access needs.	
You do not have to order or pay in advance for this service. You will log on to your ISP and you will be taken to a registration screen. Follow the directions on this screen. You will be required to enter a log in name, password and credit card information.	
HARD WIRE INTERNET INFORMATION:	
If you need a hard wired connection the cost is \$50.00 plus \$12.95 per day or \$49.95 per week. Please fill out the following information and fax to the above number to place your order.	
Hard Wire Connection:	
Quantity	_____
Price Each	x <u>\$50.00</u>
Total Due	\$ <u> </u>
Internet Service:	
Quantity	_____
Number of Days	x _____
	x <u>\$12.95</u> (\$49.95 for week)
Total Due	\$ <u> </u>
Total Hard Wire/Internet	\$ <u> </u>
Sales Tax	x9.25% <u> </u>
Total Amount Due	\$ <u> </u>
Trade Show:	
Company Name:	
Booth Number:	
Address:	
Contact Name:	
Telephone:	
E-mail:	

Please submit this form along with the Credit Card Authorization Form.

Chattanooga Convention Center

PO Box 6008

Chattanooga, TN 37401

Phone – 423-756-0001

Fax – 423-267-5291

www.chattconvention.org

Balloon Waiver

The undersigned hereby agrees to pay all costs associated with the removal of balloons from the Exhibit Hall(s) and Ballroom(s) of the Chattanooga Convention Center. Charges include, but are not limited to:

- **Bucket Truck Rental - \$75.00 per hour (1 hour minimum)**
- **Labor - \$45.00 per hour (1hour minimum)**

A deposit for the minimum charge of \$120.00 must be paid in advance. Balloons will NOT be allowed in the building without this deposit. There will be no exception to this policy.

Event _____

Date _____

Exhibitor _____

Booth Number _____

Name (Print) _____

Signature _____

Credit Card Number _____

Expiration Date _____

CHATTANOOGA CONVENTION CENTER

1150 Carter Street • P. O. Box 6008 • Chattanooga, TN 37401
 Phone: 423.756.0001 • Fax: 423.267.5291
 Email: adolejs@chattconvention.org • www.chattconvention.org

EXHIBITOR FORM

DESCRIPTION FOR PLANT & FLORAL RENTAL	COST EACH	QUANTITY	TOTAL COST
Table Top Green Plant	12.00		
2-3 Foot Green Plant	15.00		
4 Foot Green Plant	20.00		
5 Foot Green Plant	25.00		
6 Foot Green Plant	30.00		
7-8 Foot Green Plant	40.00		
Over 8' Green Plant = \$20per foot			
Mums: Wh __ Yel __ Lav __ Bnz __	12.00		
Azaleas: Wh __ Red __ Pink __	15.00		
Bromeliads	15.00		
Fern	15.00		
Ivy	15.00		
Bubble Bowl (bus.card, candy etc.)	25.00		
Cut Flower Arrangements(Small) (Shape _____ Color _____)	50.00		
Cut Flower Arrangements (Medium) (Shape _____ Color _____)	65.00		
Cut Flower Arrangements (Large) (Shape _____ Color _____)	75.00 +		



**All plants and floral
arrangements are
supplied by
'ORGANIZED EVENTS
PLANT AND FORAL'**

PRICE INCLUDES DELIVERY AND
MAINTENANCE DURING THE SHOW

BLACK OR WHITE CONTAINER
INCLUDED IN THE PRICE.

OUR DESIGNERS WILL BE GLAD TO
MAKE SUGGESTIONS FOR YOUR
EXHIBIT AT NO EXTRA CHARGE.

SPECIAL REQUESTS FOR PLANTS AND
FLOWERS ARE NO PROBLEM WITH
ADVANCE NOTICE.

CONTAINER COLOR (BLACK OR WHITE).....

SUBTOTAL.....

TN TAX 9.25%.....

TOTAL

PLEASE PAY THIS AMOUNT

IF ORDER IS NOT MAILED 30
DAYS PRIOR TO SHOW,
PLEASE FAX ORDER.

Event Name: _____	Event ID#: _____
Company: _____	Booth #: _____
Address: _____	
City: _____	State: _____ Zip: _____ - _____
Phone: (____) _____	Fax: (____) _____
Contact Name: _____	E-mail: _____

Chattanooga Convention Center
Credit Card Authorization Form

Mail: PO Box 6008, Chattanooga, TN 37401

Fax: 423-267-5291

E-mail: adolejs@chattconvention.org

Name of Event _____

Date of Event _____

Exhibitor _____

Booth Number _____

Contact Name _____



I, _____, hereby authorize the Chattanooga-Hamilton County Convention and Trade Center to charge the following credit card for my exhibitor charges.

Total Amount Due \$ _____

Please choose the appropriate card:

MasterCard _____ Visa _____ American Express _____ Discover _____

Cardholder's Name _____

Card # _____

Expiration Date _____

Three Digit Code (on back of credit card) _____

Signature _____

Date _____

Chattanooga Convention Center
PO Box 6008
Chattanooga, TN 37401
423-756-0001 (Phone)
423-267-5291 (Fax)
Email: adolejs@chattconvention.org
www.chattconvention.org

Dear Exhibitors:

Welcome to the Chattanooga Convention Center. Please look over the following information prior to your event.

Wireless Internet

The Chattanooga Convention Center is equipped with high speed Internet connectivity at speeds averaging 10 megabytes per second. The facility is wireless throughout. Wireless access is available at a cost of \$12.95 per day or \$49.95 per week with a credit card charge. Additional service is available through our information technology department. Please contact Clifton Wright for pricing and availability for all other Internet access needs.

After accessing the Internet you will be taken to a registration screen. Follow the directions on this screen. You will be required to enter a log in name, password and credit card information.

Advance order/payment is *not* required for this service.

If for some reason you need a wired connection please contact Adrienne Dolejs at 423-756-0001.

Electrical Service and Telephone Service

Please note that there are advance rates and standard rates. In order to qualify for the advance rates your order and payment must be received no later than 10 business days prior to your move in date.

Please fill out the Electrical Service Order Form and/or the Telephone/Data Services Order Form and the Credit Card Authorization Form and fax them to Adrienne Dolejs at 423-267-5291.

On Line Ordering

You can place your order for electrical service and/or telephone service right from the Convention Center website. Our website is <http://www.chattconvention.org>. Look for "exhibitor resources" and then click on "services order form." You will select your event from a list and then you will select your services. If you have problems with the on line order form, please e-mail Adrienne Dolejs at adolejs@chattconvention.org

Exhibit Hall Rules and Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations governing the Chattanooga Convention Center. The following are basic rules concerning concessions, exhibits and shows in the Convention Center.

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproof solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproof effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over side and rear divider draperies of booths, or attached to table skirting facing aisles, unless flameproof.
3. All exits, hallways and aisles leading from booths are to be kept clear and unobstructed at all times.
4. Automobiles, trucks, tractors, machinery, and other motor vehicles utilizing flammable fuels, which are placed on display inside the building, shall have no more than two (2) gallons of fuel in the tank. All tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
5. The use of liquefied petroleum gases inside the building or booth areas is strictly prohibited, except for demonstration by special permit.
6. All electrical wiring shall be installed in a manner approved by the City Electrical Inspector and Convention Center Building Engineer.
7. Provide and maintain approved fire extinguishing equipment in all areas designated by the Convention Center.
8. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
9. The use of welding and cutting equipment shall be kept clear and unobstructed at all times.

10. The demonstration or use of equipment using liquid fuel in buildings is prohibited.
11. Cylinders of compressed gases are prohibited unless approved by the Chattanooga Convention Center and shall be secured in an upright position.
12. There shall be no obstruction blocking exit doors from the outside of any building, such as autos parked in doorways or barricades across sidewalks.
13. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
14. No vehicles shall be parked in fire lanes outside of building.
15. No flammable liquids shall be used or admitted inside of building except by approval of the Convention Center.
16. Artificial lighting such as lanterns and candles are prohibited.
17. There is no smoking permitted in the Convention Center at any time.
18. The use of all gas-fired heating units either portable or stationary, shall meet the approval of the City Fire Inspector and/or the Convention Center Safety Director. The use of so-called "salamander stove" is strictly prohibited.
19. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Convention Center, buy in any instance such as equipment shall be installed in accordance with provisions of the Convention Center and City Fire Inspector.
20. No firearms will be permitted unless the security person hired is a certified (off or on duty) police officer employed by the City of Chattanooga, Sheriff of Hamilton County, State of Tennessee or a U.S. Federal Agency.
21. Private security agencies or private investigators or any and all others will be prohibited from carrying firearms in the Convention Center.
22. Further, at no time will the Convention Center Security be prevented from inspection of any and all areas of the Convention Center.
23. Vehicles in the loading dock for unloading must be unloaded and removed from the loading dock as soon as unloaded.
24. Vehicles/equipment/tools owned by the Convention Center (i.e. forklift, Cushman, Geni sweeper, etc.) will be operated by Convention Center personnel only. If you should require renting any of this type of equipment, a qualified driver/operator license and a signed "hold harmless" form must be submitted to the Executive Director and Safety and Security Director.
25. No balloons or inflatable devices are allowed in the exhibit halls without first obtaining permission from the Executive Director and submission of balloon waiver.
26. The use of or exhibition of any and all robotics must be approved by the Executive Director or the Safety and Security Director of the Convention Center.
27. Hanging of any materials on any of the walls or ceilings of the facility must be cleared with the Event Services Manager.
28. Exhibitors planning to dispense novelty items, food or beverages must receive approval of the Event Services Manager or Exhibitor Services. The sample sizes must be no more than 2 oz. for food and 4 oz. for beverage. No alcohol sampling permitted without written permission and an attendant employed by the Chattanooga Convention Center at the expense of the exhibitor.

Please feel free to contact me with any questions or needs you may have. I look forward to working with you.

Sincerely,

Adrienne Dolejs
Exhibitor Services
423-756-0001
adolejs@chattconvention.org

Paragraph # 28 of the Chattanooga Trade & Convention Center's Exhibitor Information form reads:

Exhibitors planning to dispense novelty items, food or beverages must receive the approval of the Event Services Manager or Exhibitor Services (call them at 423.756.0001). The sample sizes must be not more than 2 oz for food and 4 oz for beverage. No alcohol sampling permitted without written permission and an attendant employed by the Chattanooga Trade & Convention Center at the expense of the exhibitor (or vendor).

Addendum to Exhibitor Information form provided by the Chattanooga Trade & Convention Center

With regards to the selling of unopened bottles of wine/alcohol by vendors at an exhibit show:

In order for alcohol to be sold from these premises (the Chattanooga Trade & Convention Center) a retail license is required by law. The Chattanooga Trade & Convention Center does not have a retail license; therefore, we cannot allow unopened bottles of wine/alcohol to be sold during exhibit shows from our premises.

The exhibitor's retail license is for them to sell from their premises (address on license), and does not allow them to sell from our premises. The law is quite strict about this for obvious reasons. If the vendor wants to give away samples of their alcoholic beverage, they will have to hire a Chattanooga Convention Center licensed and certified bartender to pour and dispense their products at their booth.

The bartender's rate is \$20 per hour with a minimum of two hours. Vendors must give 10 business days notice to the Chattanooga Trade & Convention Center if they want to have a bartender at their booth.

It would also be advisable to notify show management at the Chattanooga Times Free Press, by contacting Angela Doggett at 423.757.6479, or emailing her at adoggett@timesfreepress.com.

Thank you!

The following forms are from The Meeting Company, the show decorator, and are to be used to order any additional items for your *Formal Affair* booth.

If your booth does not require a table & or chairs, or pipe & drape side panels, please contact Angela at the Chattanooga Times Free Press, 423.757.6479 or email her at adoggett@timesfreepress.com.

Thanks!

TRADE SHOW ORDER FORM

ITEM	DESCRIPTION OF ITEM	QUANTITY	RATE	TOTAL
8' X 30" Rectangular Table	Standard Sized Banquet Table; Wood Top		\$7.00	
6' x 30" Rectangular Table	6' Banquet Table; Wood Top		\$7.00	
8' x 18" Rectangular Table	Same as Banquet Table but only 18" wide. Also known as a Seminar or Classroom Table. Wood top.		\$10.00	
6' x 18" Rectangular Table	Same as 6' Banquet Table but only 18" wide. Also known as a Seminar or Classroom Table. Wood top.		\$8.00	
36" Round Table	This is a 30" high x 36" round table. Wood top.		\$7.00	
36" Cocktail Table	Same as a 36" round table but is 42" High. Wood top.		\$10.00	
60" x 120" Table Cover	Table Cloth that fits all rectangular tables and hangs half-way to floor. Colors available.		\$8.00	
13' Table Skirt with Velcro Clips	Gives your table a professional look while providing hidden storage under the table. Skirt clips to table. Limited colors available. Must be used with Table Cover.		\$13.00	
90" Round Table Cover	Table Cloth that covers a 36" Round Table to the floor. Colors available.		\$10.00	
120" Round Table Cover	Round Table Cloth that covers Cocktail Tables to the floor. Colors available.		\$15.00	
Chairs	Plastic seat and back with metal piping, folding chair. Charcoal in color.		.90	
Trash Receptacle W/ Liner	Small Plastic Trash Receptacle; extra liner for each day.		\$2.00	
Raffle Drum	Gold Plated. Limited availability.		\$15.00	
Easel	Wood 3 Legged Easel. Great for signage or pictures.		\$5.00	
Stanchion	One Chrome Upright and one Velvet Rope.		\$11.00	
10' x 10' Booth Carpet	Limited quantities and colors. Bound on at least one edge. Includes installation. Order early.		\$100.00	
Carpet Padding	Padding to save your feet. Approximately 9' x 9' but size will vary somewhat. Limited quantities. Order early.		\$50.00	
Sub-Total				
Delivery/Pick-Up	This charge does not apply to pre-show orders.		\$50.00	
Sales Tax 9.25 %				
Total Amount Due				
How is this to be paid?	Cash Credit Card (Additional Form) Invoice			

Trade Show Name and Date: _____

Company Name: _____ Booth # (s): _____

Billing Address: _____ City: _____ State: _____ Zip _____

Telephone Number: _____

Name (Signature): _____

Name (Please Print): _____

THE MEETING COMPANY, LLC
P.O. BOX 80003
CHATTANOOGA, TN 37414-7003
423-344-1113 OFFICE
423-344-5059 FAX
Bandit5of7@aol.com E-Mail

CREDIT CARD AUTHORIZATION

Name on Card (Please Print)			
Company (Please Print)			
Credit Card Type	VISA	MasterCard	American Express
Credit Card Number	16 Digits	16 Digits	15 Digits
Expiration Date			
Security Code	3 Digits on Back	3 Digits on Back	4 Digits on Front
Statement Billing Address			
City			
State			
Zip Code			
Work Number	Area Code ()		
E-mail Address			

I certify that all information is complete and accurate. I hereby authorize The Meeting Company to collect payment for all authorized charges associated with this event by processing a charge to the credit card listed above. I certify that I am the authorized signer of this credit card.

Cardholder Name (Please Print): _____

Cardholder Name (Signature): _____

BOOTH NUMBER (S) _____

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