



Bridal Expo

SATURDAY, FEBRUARY 1, 2020
EXPO 10AM-3PM

Business _____

Address _____

City _____ State _____ Zip _____

Contact _____ Phone _____

E-mail _____ Fax _____

Services/Product you provide _____

Circle One Do you need electric Y/N Do you need a table Y/ N

Booth Size 8 X 8 \$135 8 X 10 \$155

Limited Specialty Booth Size Available Call Jackie for details

Payment: Cash Check Charge Payment of _____

I have read and agree to the terms and conditions of agreement

No refunds or credits due to cancellations

Client Signature _____

Oak Creek Community Center
8580 S Howell Avenue Oak Creek WI 53154
414 768 5840 Fax 414 768 5842
Website: www.occenter.com



2020 BRIDAL EXPO TERMS AND CONDITIONS FOR VENDORS

Vendor Set up time:

Friday, January 31st 10am-4pm (finish with set up and out by 4pm)

Saturday, February 1st 9am-10am

- 1) Payment to OCCC shall be made in full to guarantee placement
- 2) No refunds
- 3) No subletting of booths, one vendor per booth
- 4) Vendor to bring own cart to expedite move-in/out
- 5) Vendor to supply your own extension cord(s)
- 6) Floor plan will be available Friday, January 31st. Tables will be labeled with client name
- 7) Vendors cannot tear down before 3pm on Saturday without permission from OCCC Management
- 8) Vendors cannot obstruct the aisles, encroach on neighboring booths, or operate an exhibit causing interference, annoyance or endangerment to other vendors or visitors
- 9) Video equipment and disc jockey sound systems must be placed toward the back of the exhibit space. Please monitor your booths to make sure the noise levels from video and sound systems are kept to a minimum and do not interfere with others
- 10) The use of ANY tape/nails are prohibited on any surface of The Center
- 11) Decorations may not be affixed to any surface in the building. No holes may be drilled, cored or punched into the building.
- 12) Storage of extra supplies must be placed under your table or in your vehicle.
- 13) We require all vendors to be dressed professionally. No t-shirts or jeans. Your staff should be well trained, neatly groomed. Staff should never read, eat or drink in your booth.
- 14) OCCC will supply chairs, table linens & skirt /1-8' or 6' table in booth
- 15) **OCCC reserves the right to choose placement of vendors**
- 16) Vendor to supply own signage

CONTACT INFORMATION JACKIE AT THE OCCC 414 768-5840
OR CHRISTIAN.J@OCCENTER.COM

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