

The Wedding Party Association, Inc.
Policies and Procedures.

It is your responsibility as a participating merchant to read:

The Wedding Party Associations, Inc. contract
And
the Boise Centre's Merchant Guideline Policies and Procedures

On our website at www.theweddingpartyshow.com click on vendor



Highlighted Items



Unload and Load Dock Only:

At the loading Dock you will have 20 minutes to unload and move your vehicle.

Every show item must come through the loading dock no exceptions.



Loading Dock

If you park there without permission you will be towed away....



Glass Doors

Glass door are not to be used at ALL for loading or unloading.



Caterers/Cake Merchants

If you are serving food you must contact the Central District Health – 327-7499 ask for Irene. Water is available at the Boise Centre in the Service Hall or the Warehouse
Food Mats need to be used if you are serving food or beverage cost \$10.00 per mat they must be paid for in advance.

The Boise Centre Kitchen is off limits.

Caterers are limited to 1oz portions

Electrical Cooking “[Read Boise Centre Procedure & Policy Sheets](#)”

Bring trash receptacles for your booth space.

Walk in Refrigerator available for florist and caterers.



& Samples

Please remember you may sample only at the close of each day after 4pm on Saturday and 3pm on Sunday. The catering and cake merchants are not there to provide you with lunch.



Give Aways

Gift give away at your booth space is allowed.

Gift give away for after the fashion show is allowed. Please notify Lynda Squire you want to participate on Friday. Have giveaway to her 1 hour before each fashion show.

Our \$1000.00 Grand Priz gift certificates are to be used with the merchants who participate. Drawings will be done after each fashion show. Bride attempting to redeem gift certificates call Lynda Squire at 921-9742.



Pipe and Drape

The Wedding Party Show does not provide pipe and drape. If you rent pipe and drape the back should be no higher than 8ft and sides no taller than 4ft. All rented items must be removed on Sunday. If you want to go higher than 8ft you must have that approved.

No signage or décor will be hung from the ceiling.



No Outside food or drink

That includes bottled water and lunches for your employees.



Business Name Badge:

Each and every person working in a booth space must have a name badge on.



Sales Tax Permit

If you are selling merchandise at the show you must have a permit from the Idaho State Tax Commission for the day. When booking or buying at a Bridal Show a bride has 3 days in which to change her mind and receive a full refund.



Bring a Goody Bag

Bring a Goody bag for set-up.... scissors, tape etc... ask the Boise Centre for heavy extension cords do not use your own.....



Keep Valuables in a safe place



No Live Candles

A policy of The Wedding Party Show is that there are no live candles used in your booth space.



- Do not move tape on the floor to make your booth space larger.
- Do not place unwanted tables or chairs in the aisle.
- Do not place your table over the tape to make your booth larger.
- Do not tape or pins on any surface at the Boise Centre.
- No Hay or Straw.
- All balloons must be tethered.
- Do not tape down electrical cords yourself the Boise Centre will do that.
- No business signs are permitted to be suspended from the ceiling at the Boise Centre.



Decorating and Set-Up

When you get your floor plan remember if you are at an exit door- roll up door – window or in the center. You need a back drop

Be aware of who is behind you or to the side of you.
Don't have cords hanging all over the place including the back.
All business signs must be in booth space
No lift time by merchants unless approved by Show Management or Producer
Please remove the floor masking tape once you and your neighbor have set -up.
All rented items must be removed on Sunday after the show.



Trash receptacles

Merchants giving out items that require a trash receptacle must bring their own. The Boise Centre maintains aisle trash only. Aisle trash receptacles are for attendees only, not exhibitors. You must provide your own trash receptacle and empty your own trash if in your booth space. At the end of the show and you have boxes please flatten them before you leave.



ALL lights MUST BE turned off at your Booth Space at the end of each day that includes Friday.

Bride's Leads List:.....

THE BRIDES LEAD LIST is not sent ELECTRONICALLY.....

Remember you need to order the leads list in advance as the list is not automatically printed for you.

TO ORDER

Order the Monday after the Show....

If you want **To order** the brides list please email Lynda Squire **REQUESTING** the list
wpboise@spro.net

TO PICK UP

The leads list will be ready approximately one week after the show. Please call to make arrangements with Amy Guerra -514-0117 OR give Amy Guerra a 9x13 manila envelope with your name and address on it with **postage** and she will mail it to you.

Special Requests for booth space:

Everyone having a **special need** or a **request** for a booth space please email Lynda Squire at wpboise@spro.net this **MUST BE IN WRITING** sent before **October 30th**

Requests must be submitted each year by participating merchants.

Remember there are **no guarantees** but we will do our best.