

BRIDAL BOOT CAMP: SETUP TIMES AND LOCATIONS

FRIDAY, JANUARY 8TH, 2010

Invade the Details – Historic Senior Hall

- Setup Time: 9am-Noon
- Rehearsal Time: Noon-1pm
- Loading Parking Zone: Parking Lot South of Senior Hall and Street Parking off Waugh Street (#4 on Parking Map)

It's Official – Charters Lecture Hall, Helis Communications Center

- Setup Time: 9am-Noon
- Rehearsal Time: Noon-1pm
- Loading Parking Zone: Library Parking Lot, Lot off of Ripley and Broadway, Lot off of Dorsey and Broadway (#2 on Parking Map)

Home Base - Kimball Ballroom, Lela Raney Wood Hall

- Setup Time: 9am-Noon
- Rehearsal Time: Noon-1pm
- Loading Parking Zone: LRW Parking Lot (#1 on Parking Map)

Mission: I Do - Firestone Baars Chapel

- Setup Time: 1pm-4pm
- Rehearsal Time: 4pm-5pm
- Loading Parking Zone: LRW Parking Lot (#1 on Parking Map)

Basic Training - Windsor Auditorium, Helis Communications Center (#2 on Parking Map)

- Setup Time: 1pm-4pm
- Rehearsal Time: 4pm-5pm
- Loading Parking Zone: Library Parking Lot, Lot off of Ripley and Broadway, Lot off of Dorsey and Broadway

The Rec Room - Windsor Lounge, Stamper Commons

- Setup Time: 1pm-4pm
- Rehearsal Time: 4pm-5pm
- Loading Parking Zone: Stamper Commons Parking Lot (#3 on Parking Map)

Setup: If you are unable to setup on Friday, we will be open at 7:30AM Saturday morning for any additional setups. The brides will be arriving as early as 8:30AM, so be sure to be ready to go by 8:15AM!

Rehearsal: Vendors using Stephens College audio/visual equipment for presentations (PowerPoint, movie clips, pictures, etc) are required to attend rehearsals. All vendors are welcome to attend rehearsals.

SETUP/TEARDOWN DETAILS

Vendor Setup

Please see enclosed map for parking locations for each venue. We appreciate your cooperation with using loading docks appropriately and for not parking on sidewalks or grass.

Booth Fee Includes

- 6ft or 8ft table
- (2) Chairs
- Table Covering
- Wastebasket
- *Pipe and Drape is not available

Additional Amenities

The following additional amenities are available with advanced notice:

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|------------------|------|
| • Chairs | \$5 |
| • Electricity | \$15 |
| • Table | \$10 |
| • Table Covering | \$25 |

Booth Attendants

Two complimentary passes are available for people working your booth. Additional tickets can be purchased at the registration table for \$5.00 per person.

Food Services and Box Lunches

NO OUTSIDE FOOD OR DRINKS are allowed in any Stephens College Campus venue or permitted to be given as samples to attendees of the Bridal Boot Camp. Cake samples are allowed.

Box lunches may be purchased for \$14 each with the choice of Ham, Roast Beef or Turkey sandwiches. All box lunches will be served to your booth between 12:15pm and 1pm.

Vendor Hospitality Rooms

Each venue has a hospital room available for vendors. Please see the following locations:

- Mezzanine Conference Room: for Firestone Baars Chapel and Kimball Ballroom vendors
- Senior Hall Board Room: for Senior Hall Recital Hall vendors
- Arena Classroom: for Windsor Auditorium and Charters vendors

Policies and Procedures

SC Events is not responsible for any item(s) lost, stolen or damaged. Open flames are not allowed within the venues unless given prior approval from SC Events. Glitter, confetti, nails and all adhesives are prohibited with the exception of painters tape.

Please keep the noise level at your booth to a minimum.

Vendors are not to teardown prior to the official end of Bridal Boot Camp (5:30pm).