

DECORATOR ORDER FORM

Show Information

Show Name: Ohio Bridal & Wedding Expo

Show Code: BSG F26

Venue: Glass City Center

Show Dates: October 11, 2026

Exhibitor Information

Company Name: _____

Phone Number: _____

Contact Name: _____

Email Address: _____

Order

To receive the advance rate, this form must be submitted via email no later than **October 7, 2026**.

All forms must be submitted no later than the Wednesday before the show starts to ensure your order is processed.

Onsite orders are subject to availability and cannot be guaranteed—placing your order before the submission date is strongly recommended.

Service	Floor Rate	Quantity	Total (Includes Tax)
White Folding Chair	\$15.00		
6' Plain Table	\$40.00		
6' Skirted Table Black or White	\$60.00		
8' Plain Table	\$45.00		
8' Skirted Table Black or White	\$65.00		
Round Cocktail Table: Black or White	\$50.00		
Carpet is unavailable	N/A		

Total Charges: _____

Payment

Payments can only be made online. Please visit acsshow.com > I Am An Exhibitor > Pay For Your Booth Online or click the link below:

www.acsshow.com/current-exhibitors/pay-for-your-booth/1

Please select the show you are exhibiting in. In the "Invoice Number" field, enter "Deco" as your invoice number.

A confirmation email will be sent to you once the payment has been processed. All orders must be paid in full before services will be provided.

Submit Your Completed Form

Once you've completed this form, please email it to ACS via the email and subject line below.

Email Address: orders@acsshow.com

Email Subject Line: BSG F26 - Decorator Order Form

For questions or assistance, please feel free to reach out to info@acsshow.com.



GLASS CITY
CENTER

Glass City Center

401 Jefferson Avenue - Toledo, OH 43604
phone: 419-255-3300 fax: 419-255-7731
www.glasscitycenter.com

FOR OFFICE USE ONLY

RECEIVED BY	DATE RECEIVED
AUTHORIZATION NUMBER	FORM OF PAYMENT

120 VOLT ELECTRICAL CONNECTIONS*

QTY	AMOUNT	PHASE single three	neutral required	ADVANCE > 7 days out	STANDARD < 7 days out
	500 watt	(Standard outlet)	N/A	\$60.00	\$80.00
	1000 watt	N/A	N/A	\$65.00	\$85.00
	2000 watt	N/A	N/A	\$75.00	\$95.00
	3000 watt	N/A	N/A	\$85.00	\$105.00
	Outlet Splitter (4 additional outlets)			\$10.00	\$15.00

*All Electrical Connections Come with 1 Extension Cord that has 1 Outlet

208 VOLT ELECTRICAL CONNECTIONS**

QTY	AMOUNT	PHASE single three	neutral required	ADVANCE > 7 days out	STANDARD < 7 days out
	20 amp			\$100.00	\$130.00
	30 amp			\$110.00	\$140.00
	40 amp			\$120.00	\$155.00
	50 amp			\$130.00	\$165.00
	60 amp			\$175.00	\$200.00

** 100, 200 & 400 amp services available. Please call for information & pricing.

**208/480 hardwire connections are included provided unit has cord attached

** Additional electrical service needs require a labor rate of **\$45.00 per hour.**

OTHER UTILITIES**

QTY	SERVICE	STANDARD
	Water/Drain: Constant Flow	\$150.00 ea
	Water/Drain: 1 time fill (3,000 gallons or less)	\$70.00 ea
	Water/Drain: 1 time fill (Above 3,000 gallons)	\$0.02/gallon
	Water/Drain services is a 5/8" hose supply	

****Please call for location and availability on all services offered****

INTERNET SERVICES *

QTY	SERVICE	STANDARD
	Hardline Internet Connection	\$200 for event
	Wireless Internet Connection	\$50.00 per day

The Glass City Center does NOT have free public wireless internet

AUDIO / VISUAL EQUIPMENT

The Glass City Center can offer a full line of audio/visual equipment & services.
For additional information or to receive a quote, please contact the Event Coordinator.

GLASS CITY CENTER - INVOICE & RECEIPT

ORDERS CANNOT BE PROCESSED WITHOUT PAYMENT - (mail to above address or email katie.annarino@meettoledo.org)

EVENT NAME Ohio Bridal & Wedding Expo EVENT DATE Sunday, October 11, 2026

COMPANY _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

ORDERED BY _____ TITLE _____

TOTAL ORDER AMOUNT \$ _____

BOOTH NUMBER (required) _____

☐ Check Enclosed (check payable to Glass City Center)

☐ Credit Card (fax form to 419-255-7731)

Email Complete Form to: **katie.annarino@meettoledo.org**

ACCOUNT NUMBER _____

NAME ON CREDIT CARD _____

EXPIRATION DATE _____ SEC. CODE _____

TODAY'S DATE _____

(Must be 7 days prior to show to qualify for "Advance Rate")

AUTHORIZED SIGNATURE _____

I agree to the terms on the back of this form

SPECIAL NOTES/INSTRUCTIONS

Or Email receipt to:

GENERAL UTILITY/EQUIPMENT TERMS AND CONDITIONS

1. PAYMENT FOR SERVICE MUST ACCOMPANY ALL ORDERS.
2. All equipment, regardless of the source of power, must comply with all federal, state and local safety codes and standards including ANSI, OSHA & FCC. Any equipment that does not comply will be disconnected.
3. Prices are based upon current wage rates and are subject to change without notice.
4. All material and equipment that is furnished by the Glass City Center for this service order shall remain Glass City Center property and shall be removed ONLY by the Glass City Center at the close of the show.
5. Only Glass City Center personnel may connect/disconnect or make adjustments to provided service(s).
6. Utilities will be turned on 1-hour prior to show opening time and off at show close time daily.
7. Credit will NOT be given for service installed and not used.
8. Claims will NOT be considered unless filed by the exhibitor prior to close of show.
9. The charge for service includes installation in the most convenient location and removal at the close of the show.

ELECTRIC SPECIFIC

1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. Rates quoted for all connections, cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
4. Under no circumstances shall anyone other than "house electrician" make electrical connections.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician", however, all service connections and overload protection to such equipment must be made by "house electricians" only.
6. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, etc.
7. Unless otherwise directed, Glass City Center electricians are authorized to cut floor coverings to permit utility installation.
8. All exhibitors' cords must be of the 3-wire ground type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. Glass City Center is not responsible for level fluctuations / circuit failure due to temporary or local electric company conditions.
10. The Glass City Center cannot guarantee service prior to show opening for "floor orders".

INTERNET SPECIFIC

1. Glass City IT is the exclusive provider of internet connections for the Glass City Center.
2. Incomplete telecommunication requests may delay processing. Labor charges will be added in the event of changes made after initial installation.
3. Exhibitor will be fully responsible for the protection and safekeeping of hardline internet equipment.
4. Glass City Center is not responsible for loss of service due to temporary or local internet conditions.
5. Rates quoted for service cover only the bringing of service to the booth in the most convenient manner.
6. All inquiries for hardline internet service & other special needs should be directed to the Glass City Center Event Coordinator.
7. Shows with heavy forklift traffic may prevent hardline internet connections from being installed until shortly before the show opens.
8. Legends Global staff are not responsible for technical support of client or vendor devices utilizing broadband or wireless internet connections.
9. If a user has problems accessing the Internet over these connections, staff will not assist in making changes to the user's network settings or perform any troubleshooting on the user's own computer.
10. Wireless Access Points are configured to isolate devices and prevent against certain types of bandwidth misuse including peer-to-peer file sharing and most torrent applications
11. Legends Global is not responsible for content accessed via broadband or wireless internet connections
12. Legends Global will try to ensure wireless access is available throughout the requested area. However, users may encounter occasional "dead spots" where wireless reception may be limited or too many users are attempting to access from a particular access point
13. Wireless access is by nature an insecure medium. As with most public wireless networks, any information being sent or received over Legends Global's wireless network could potentially be intercepted by another wireless user.

FOOD AND BEVERAGE

1. The Glass City Center's in-house caterer has the exclusive rights to all food and beverages inside the facility.
2. If a food product is germane to the show, the exhibitor is permitted to pass out 2 oz. (toothpick portion) samples from within the booth space or sell the product for off-site consumption with a minimum retail price of \$8.00.
3. This policy also prohibits outside food & beverages such as McDonalds, Pizza Hut, etc., and packed lunches from being brought into the facility.
4. **All vendors wishing to use fryers or ovens for cooking and preparation purposes must abide by the following guidelines:**
 - Appropriate clearance for cooking during show hours must be obtained from show manager or promoter prior to consulting building personnel for power or cooking locations. Even if clearance has been granted by the show manager or promoter the building reserves the right to restrict cooking access.
 - All cooking apparatuses MUST be electric in nature; **NO gas cooking** will be allowed in regard to fryers or stoves.
 - All oil/"deep fryer" cooking locations will be located OUTSIDE along N. Superior Street side of the loading dock of the Glass City Center.
 - All cooking locations will be off carpeted surfaces.
 - All cooking is to be done on hard top tables, and at no time will plastic/vinyl top tables be acceptable.
 - All vendors cooking MUST have a K-type fire extinguisher next to their cooking station.
 - At NO time are vendors to use restroom sinks or garbage receptacles for grease/oil dumping. A grease/oil trap drum is located on the loading docks.
 - If, at any point, the Glass City Center Event Coordinator has determined that the vendors cooking procedures are unsafe and in violation of the guidelines outlined above, the Glass City Center Event Coordinator has the right and authority to disconnect the vendors power until provisions have been made by said vendor to accommodate the outlined above.

OTHER UTILITIES

1. Water service supply is a standard 5/8" garden hose. Exhibitor is responsible for providing specific equipment adapters



Exhibitor Information

Shipping and Receiving

The Glass City Center recognizes the importance of an exhibitor's shipping and receiving schedule. However, our facility does not have dedicated storage space for exhibitor materials whether they are inbound or outbound.

Because of this, strict guidelines have been established for freight being received or shipped out.

The Glass City Center will receive exhibitor's shipments only **TWO** days prior to their event. All items arriving earlier **will be refused**. Deliveries arriving on the contracted move-in day(s) will be placed inside the main exhibit hall.

****All shipments must be labeled with: Show Name, Company Name, Contact Number & Booth Number****

**Inbound Freight will be accepted starting on:
Thursday, October 8, 2026**

If you require your shipment to be received earlier or would like to ensure its timely delivery, we recommend calling the decorator or general contractor for the show. They will allow you to ship freight directly to them in advance; they will transport it to the Glass City Center and unload it to your booth. Additionally, for any extra tables, chairs, carpet, or drape needs contact the decorator to assist you in acquiring these products.

**The decorator for the show is Skyline Party Rentals
Their number is 419-836-8368**

The exhibitor must coordinate to have the freight removed from the facility by the end of the scheduled move out of the event. If your shipper (including UPS & FedEx) has not picked up your freight by the end of the scheduled move-out, it will be forced to the decorator or general contractor, and they will ship it by the most available means.

The exhibitor will then be responsible for all drayage and/or shipping charges. **The Glass City Center is not responsible for freight left unattended after the close of show.** The Glass City Center does not provide air bills or bills of lading to vendors or exhibitors; they must bring their own.

**Outbound Freight must be removed by:
Monday, October 12, 2026**

Vehicles

All gasoline powered vehicles (including lawn mowers, tractors, etc.) must arrive with less than ¼ tank of gas in the vehicle's tank and have the battery disconnected. Once the vehicle is inside, it cannot be moved (unless pushed) until the show closes each day. The show decorator might have some additional requirements in order to protect their carpet.

Vehicles being left in the Glass City Center must turn in their keys to Glass City Center security.

Signs, Banners & Posters

Exhibitors/clients who wish to attach signs, banners or posters to the facility's walls, pillars, airwall or floor please use blue painters tape or poster putty, which can be found at any office supply store. **The use of duct tape, scotch tape, masking tape or any other self-adhesive is strictly prohibited.**

Helium Tanks

Any helium tanks that are brought into the Glass City Center for use prior to or during an event, **MUST** be secured to an upright hand cart designed for the tank and its size. The cart **MUST** be equipped with straps that can secure the tank to the cart. Free standing tanks without the cart **WILL NOT** be permitted inside the Glass City Center. Any questions can be directed to the Glass City Center Event Coordinator.

Helium Balloons & Blimps

Helium balloons are permitted inside the facility; however, there is a minimum \$100 fee for recovery of balloons that have risen to the ceiling. If a **show exhibitor** has handed out balloon(s) to an attendee who later looses the balloon to the ceiling, **show management** is responsible for the fee. Small-motorized helium blimps are permitted in the building if the Show Manager has given his/her approval. If approved, the blimp must stay at least 10' from the ceiling. The same \$100 fee will be charged if retrieval from the ceiling is required.