

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS



Dear **Delaware Bridal and Wedding Show Exhibitor:**

Welcome to the online exhibitor service kit for the upcoming **Delaware Bridal and Wedding Show** being held at the Chase Center on February 20, 2022.

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

Online Exhibit Kit Instructions:

To access our ONLINE kit for the **Delaware Bridal and Wedding Show** you have 2 options.

DIRECT LINK

<https://www.generalexposition.com/online-servicekit.php> (click to follow link)

MANUAL ENTRY

Please click the following link or copy and paste the link into your browser's window - www.generalexposition.com

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

AT THE LOG IN PAGE - Enter the password: **DEBRIDAL**

At the Sign In page, you will be prompted to sign in with an existing exhibitor account, or if you do not have an account setup, you will be prompted to setup a new account.

Now that you are signed in with the show, you can read through the important show information. Scroll down to the bottom of the screen to see the links for which services you wish to order, including carpet, furnishings, labor, etc.

For any additional custom forms you may need, please click on the appropriate links listed under "References".

As you place orders for your items, all furnishings and services will be placed in your shopping cart, and you will be prompted for payment information upon checkout.

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866, mention the upcoming **Delaware Bridal and Wedding Show**, and one of our Customer Service Reps will be happy to assist you.



PLEASE Email to Orders@Riverfrontav.com

EXHIBITOR ORDER FORM

Event Name: ACS Delaware Bridal and Wedding Show Date(s): 02/20/2022

Booth/Exhibitor Contact: Phone:

Booth Name: Booth #:

Email: Fax:

All orders will be confirmed via email, please include email address.

SERVICE NEEDS: (Please mark as needed)

Please call for any additional audio visual equipment needs not listed here.

Table with columns: SERVICE, QUANTITY, LENGTH OF RENTAL, and TOTAL. Rows include Electricity (110V, 115v, 208v), High Speed Internet Connection, Router / Hub, Laptop Computer, Cable TV connection*, Telephone connection per line, Sound system, and various LED Displays.

*Installation for these services may have additional labor charges. Not all channels may be available. Please Call If you need this service!

AUDIO VISUAL SERVICES TOTAL \$

PAYMENT METHOD: (Please mark) CHECK* (payable to Riverfront Audio Visual) CREDIT CARD**
*If paying by check please be sure to mail your payment TWO WEEKS prior to the event. You will be required to pay on site if your check has not reached us in time. Please mail the check with this form to our BUSINESS office: Riverfront AV, 31 Blevins Dr. New Castle, DE, 19720. You will receive a confirmation order by email.
**If paying by credit card please email this form to us at ORDERS@RiverfrontAV.com. You will then receive an order email back from us which the customer can then use the attached order number to pay online at https://lightactioninc.com/pay-online/ Your order will be confirmed and delivered only after the payment has been processed online.
Please reach us at the numbers below if there are any concerns about payment

I hereby authorize this order for equipment/services from Riverfront Audio Visual. I understand that payment is due prior to the event and have indicated my/our method above. I understand that this contract is for rental of the equipment except as noted. I understand I am responsible for the safe keeping of this equipment during this rental period. I also understand that I am responsible for any damage/replacement to/of the equipment during this period. Reasonable wear and tear is expected.

Signature Date

PLEASE Email to Orders@Riverfrontav.com or MAIL WITH CHECK 2 WEEKS PRIOR TO EVENT DATE