



**The Kirkley Hotel | 2900 Candler's Mountain Rd, Lynchburg, VA | 24502
www.vabridal.com**

Dear Vendor:

Welcome to the Central Virginia Bridal Showcase taking place on Sunday, January 6 at The Kirkley Hotel, 1 p.m. - 4 p.m. This year's event will be an exciting way for you to showcase your business and we are thrilled that you are participating. Early ticket sales are going very well and we expect a great turnout!

Below is a listing of important details that you will need in order to make your event a success. You may also access the vendor packet online at www.vabridal.com. Please read this information thoroughly so that we can expect smooth preparations.

Set Up Time: Set up begins on Sunday, January 6 beginning at 9 a.m. Staff will be on site to direct you to your booth location. We will have vendor signs placed on each booth to make it easier to locate your booth. Set up **MUST** be completed on Sunday **NO LATER** than 12:30 p.m. Doors will open promptly at 1 p.m. For your convenience we will be providing colorful bead necklaces for each bride-to-be so that it will be easy for you to recognize them.

Break Down Time: To ensure our vendors receive every opportunity to meet with our brides-to-be and for the safety of our guests, we ask that all vendors refrain from breaking down their booths until 4 p.m.

Inclement Weather or Road Blocks: We will contact vendors by way of Facebook, website and emails in the event of bad weather. Decisions, should they be needed, for inclement weather will be made by 5 p.m. Friday.

Door Prizes: If you have committed to donating a door prize, please be sure to bring the prize(s) with you on the day of the event. Other vendors who are interested in donating a door prize, please contact Sarah Storminger at 757-422-8979 ext 123 or sarah@vgnet.com.

Extension Cords/Internet Availability: You will need to bring any extra extension cords needed for electricity, etc. Wireless is available and no password is needed.

Parking/Loading-in: The Kirkley Hotel is located at 2900 Candler's Mountain Rd, Lynchburg, VA. All vendors are required by the hotel to load in and out through the back loading dock. To access the loading dock, enter into the main entrance, keep straight to the left side of the building. You will go down a small hill and you will see the loading dock. Please remove your vehicle from the loading dock area once you have unloaded so that others may access that area. Parking is available in the front or back of the hotel.

Booths:

All booth spaces include skirted 6 ft. rectangle tables and two chairs.

Magazine staff will be on site Sunday morning at 9 a.m. They will be wearing staff nametags and will be happy to assist you. For questions prior to event day you may contact me by email at pam@vgnet.com and for questions when you arrive to set up please contact Missy Celli-Thoma at 434-941-6506 or Mike Lewis at 434-818-2823. We look forward to seeing you at the show.

Sincerely,
Pam

Pamela Hopkins
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