



Exhibitor's Rental Guide

Free In-Booth Delivery
Review equipment types below & [Online](#)
Request Quotes [Online](#) or Call for Assistance

Prices are subject to change without notice due to rapidly changing market conditions.

Service Information

STANDARD BOOTH EQUIPMENT

The Wedding Experience offers several booth sizes to chose from. Consult Wedding Experience booth information for details on booth sizes. A standard booth is a 10' x 10' booth set with 8' high black back drape, 3' high black side drape, an identification sign. By order of the Fire Marshal, NOTHING MAY BE ATTACHED TO THIS DRAPE.

EXHIBIT HALL CARPET

The exhibit area is not carpeted.

PROMOTIONAL PRICE DEADLINE DATE

Order early to take advantage of advance order promotional rates. Place your order before August 15, 2023 for 10% off rentals.

Show Schedule

Greater Richmond Convention Center
Sunday, August 27, 2023 - 11:00am - 4:00pm

EXHIBITOR MOVE-IN

Need help with move-in? Call Ampa at (804) 358-5451. Reference Show for move-in schedule.

EXHIBITOR MOVE-OUT

Need help with move-out? Call Ampa at (804) 358-5451. Reference Show for move-out schedule.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility after the event is over. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in 1 hour before move-out deadline

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

TRADE SHOW RENTALS: BASIC



Brochure Rack
\$45.00



Small Waste Basket
\$10.00



Dry Erase Board
\$275.00



Aluminum Fold Easel
\$15.00



White Folding Chair
\$1.50



Gladiator Folding Chair
\$4.00



Large Raffle Drum
\$65.00



Restoration Chalk Board
\$75.00



Rope & Stanchion
\$25.00



Red Arrow Chalk Board
\$50.00



Restoration Chalk Board
\$50.00



Small Chalk Board
\$50.00

LOUNGE SEATING

To review all Sofas, click link:

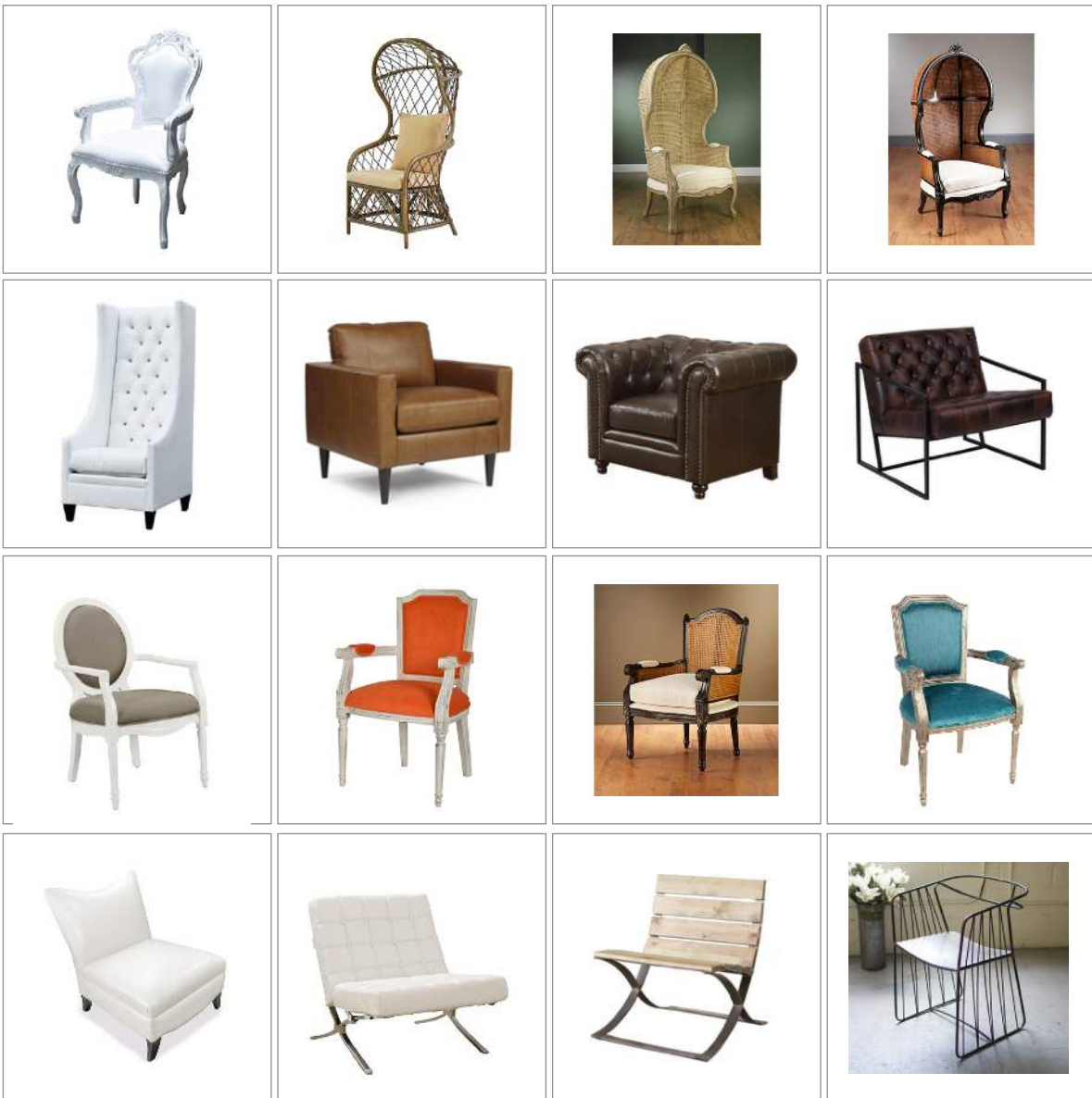
[Sofa Rentals](#)



LOUNGE CHAIRS

To review all Chairs, click link:

[Chair Rentals](#)



DINING CHAIRS

To review all Chairs, click link:

[Chair Rentals](#)



CHIAVARI CHAIRS

To review all Chiavari Chairs, click link:

Chair Rentals



BENCHES & OTTOMANS

To review all Benches, click link:

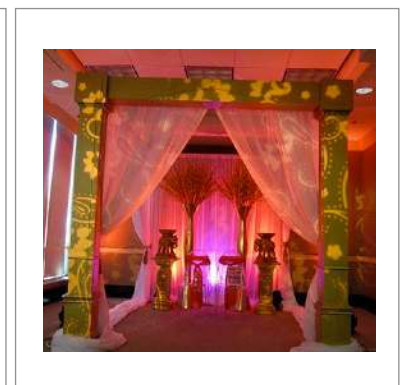
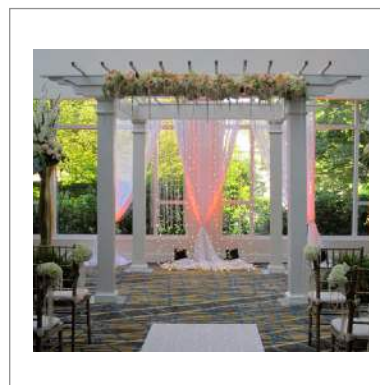
[Bench Rentals](#)



WEDDING STRUCTURES

To review all Benches, click link:

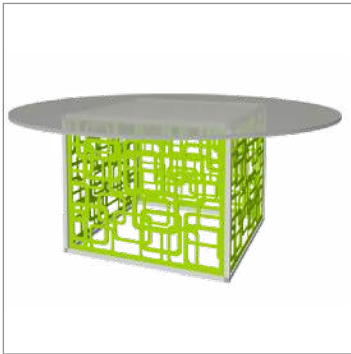
[Wedding Set Rentals](#)



DINING TABLES

To review all tables, click link:

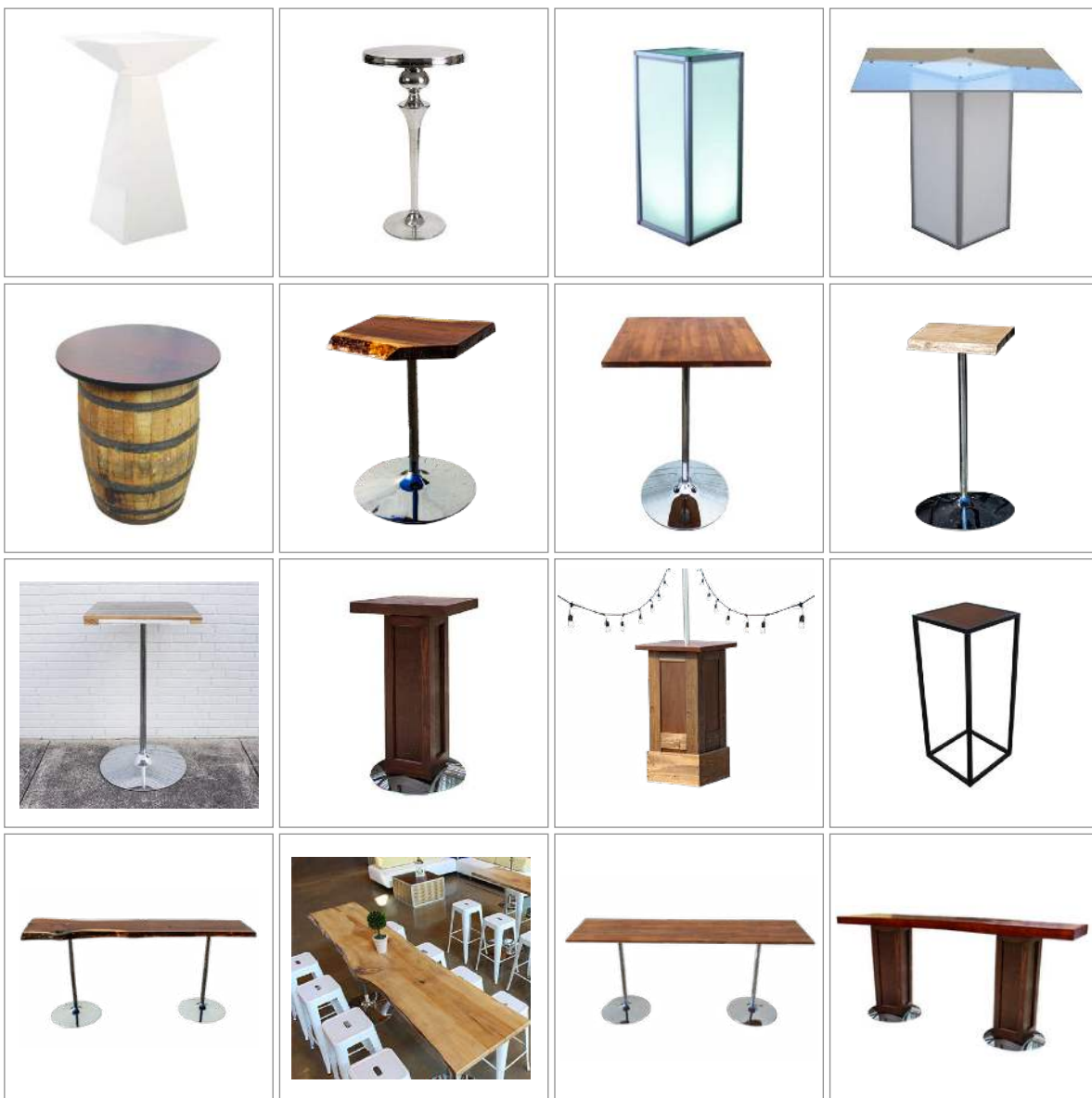
Table Rentals



COCKTAIL TABLES

To review all cocktail tables, click link:

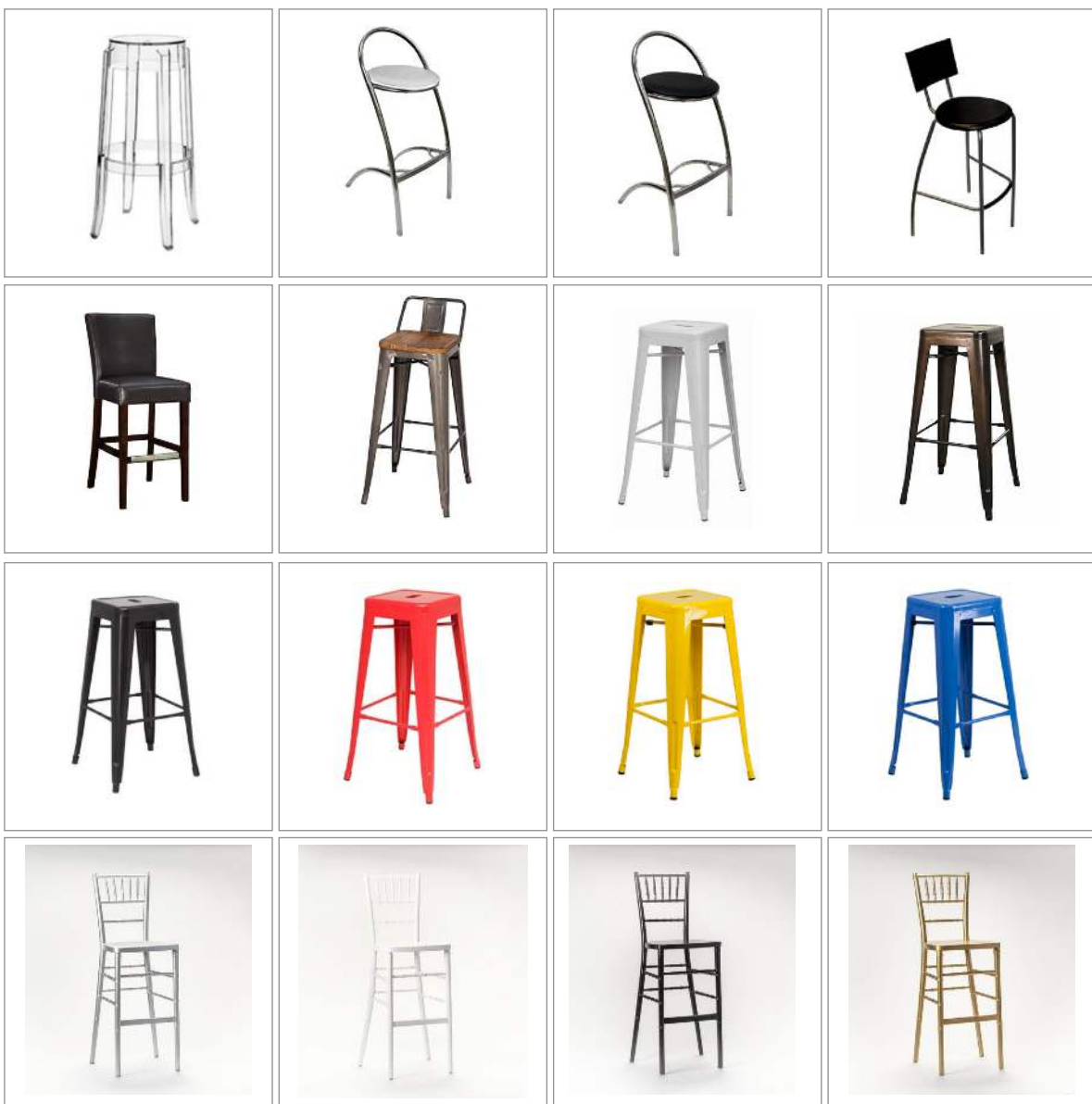
[Cocktail Table Rentals](#)



BARSTOOLS

To review all Barstools, click link:

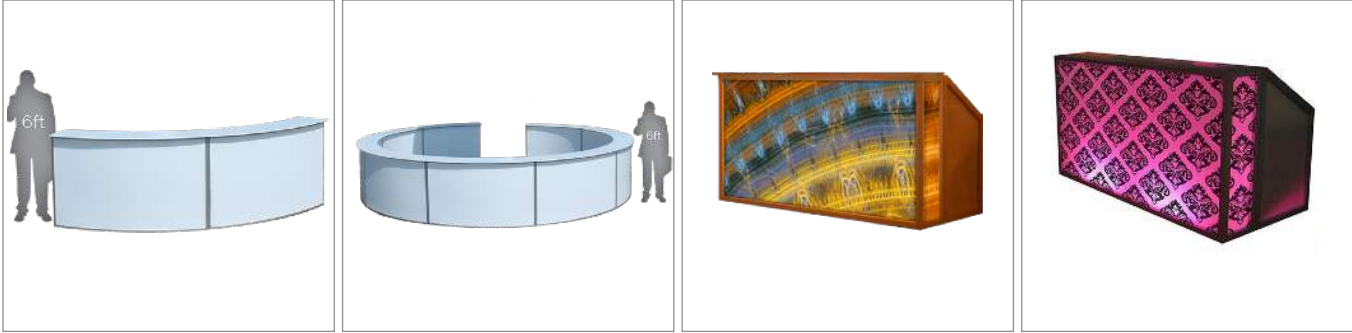
[Barstool Rentals](#)



DESIGNER BARS

To review all Bars, click link:

Bar Rentals



PARTY RENTALS

To review all Party Rentals, click link:

[Party Rentals](#)



6' Round Table



Serpentine Table



2' Round Low Table



2' High Table



5' Round Table



14' x 8' Classroom Table



30' x 6' Table



30' x 8' Table



2' x 2' Black Acrylic Table



Metal Table Set, Teal



Metal Table Set, Orange



2' x 2' Mahogany Table



Metal Table Set, Green



Metal Table Set, Purple



Metal Table Set, Yellow



Metal Table Set, Blue

GLASSWARE

To review all Glassware Rentals, click link:

[Glassware Rentals](#)



10 OZ Debutante Goblet Blush Pink



10 Oz Mondial Wine Glass



10.5 Oz Highball Glass



10.5 Oz Old Fashion Glass



11 Oz Pilsner Glass



11oz Mint Julep



12 Oz Double Old Fashion Glass



12 Oz Stemless Wine Glass



13 Oz Mondial All Purpose Glass



13 Oz Zombie Glass



13.8 Oz Tritan Wine Glass



15 Oz Tritan All Purpose Glass



4 Oz Martini Glass



4 Oz Stemless Martini Glass



6.5 Oz Mondial Champagne Flute



8.5 Oz Glass Irish Coffee Cup

CHINA

To review all China Rentals, click link:

[China Rentals](#)



10" Black Square Dinner Plate



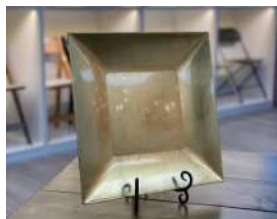
10" White Square Dinner Plate



13" Copper Beaded Lacquer Charger



13" Rose Gold Lacquer Charger



13" Gold Square Lacquer Charger



22.5" Round Glass Platter



21" Square Glass Platter



13" Wood Walnut Charger



White W/ Gold Rim Salad Plate



China - White Julia



China - Caroline



China - Julia Platinum Rim



China - Peacock



China - Regina



8" Triangular White Plate

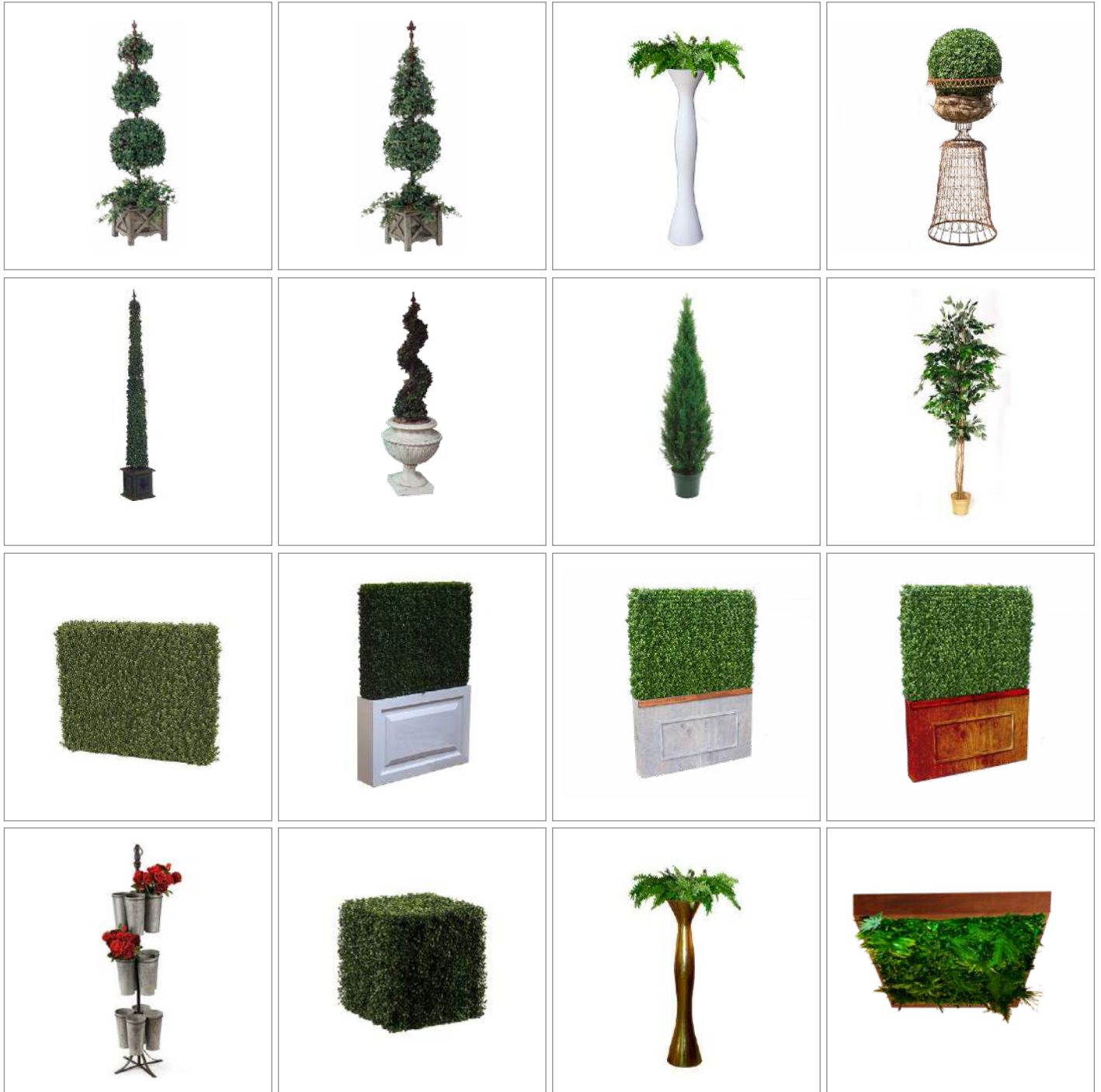


White W/ Gold Rim Dinner Plate

GREENERY

To review all Greenery Rentals, click link:

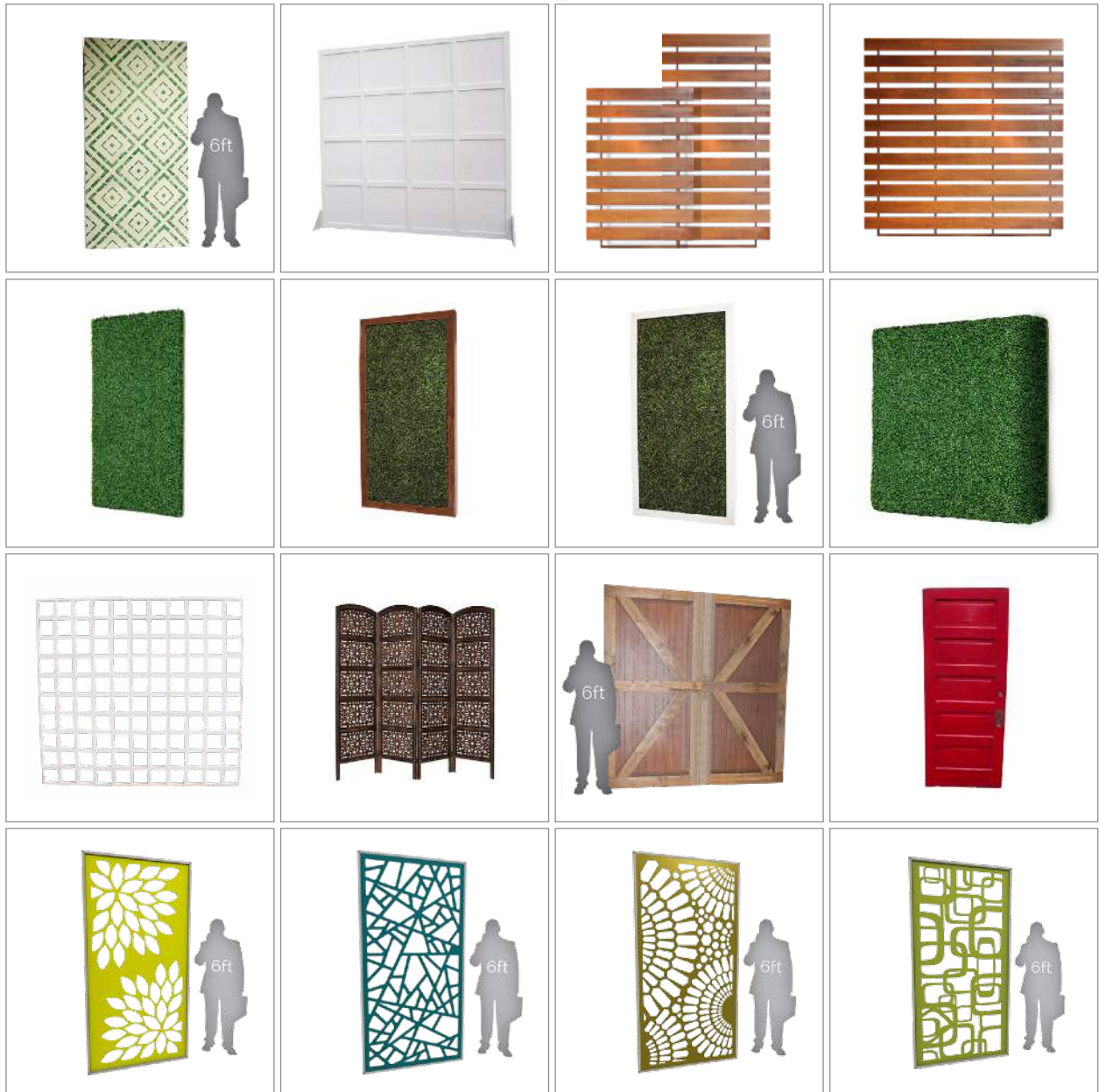
[Greenery Rentals](#)



WALLS

To review all Walls, click link:

Wall Rentals



COLUMNS

To review all Columns, click link:

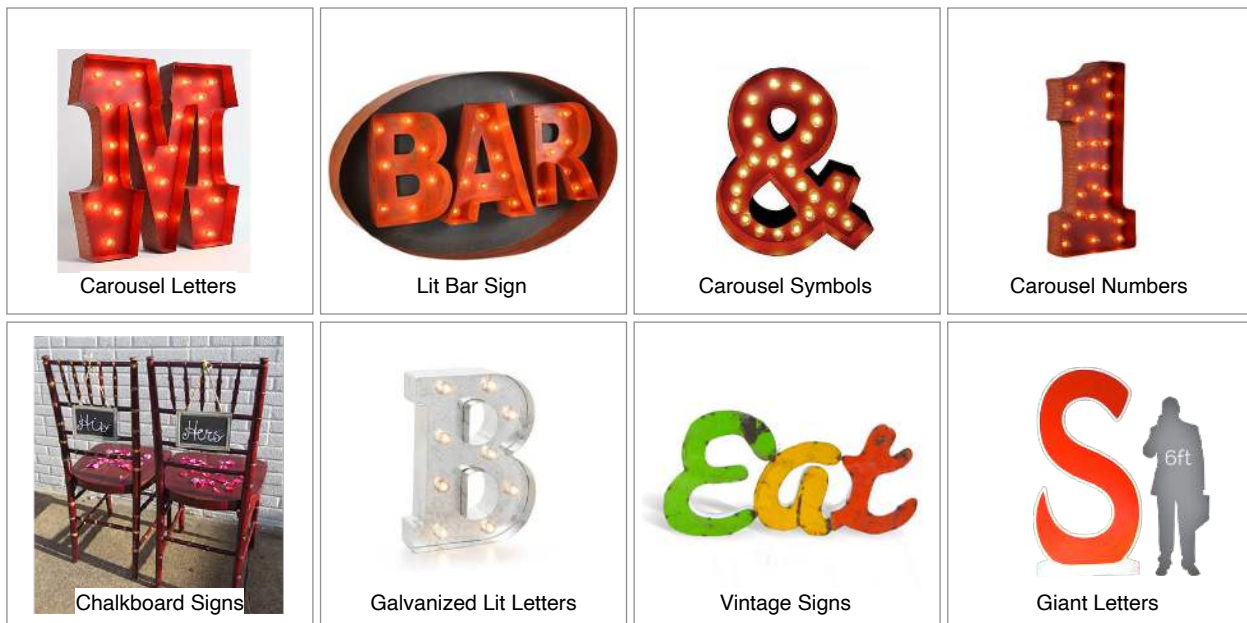
[Column Rentals](#)



SIGNS & LETTERS

To review all Signs, click link:

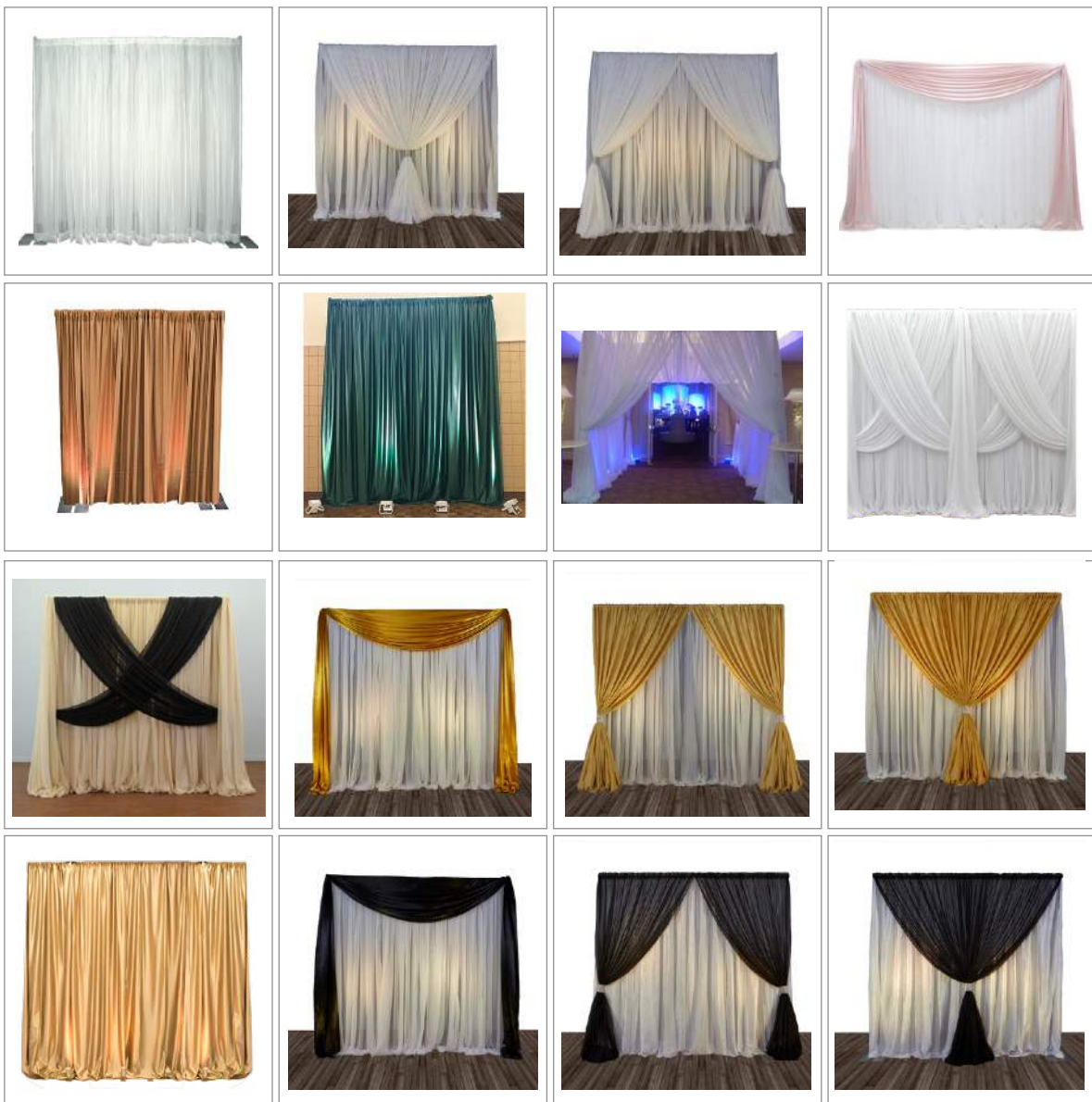
[Sign Rentals](#)



DRAPE

To review all Drape, click link:

[Drape Rentals](#)



General notes: Materials & Labor

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use of mechanical equipment, such as pallet jacks, however, is not permitted. Ampa will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

TIPPING

Ampa requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all Ampa employees. Any request for such should be brought to the attention of a Ampa representative at the Ampa Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. Ampa cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please order labor in the Installation & Dismantle Labor section in the Ampa order form and the necessary ladders and/or tools will be provided.

NOTE:

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Show Manager at Ampa. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

Name of Show: **Wedding Experience Richmond**

Company Name: _____ Booth #: _____

Address: _____ Booth Size _____ x _____

City/State/Zip: _____ Customer #: _____

Phone #: _____ Ext: _____ Fax #: _____

Signature: _____ Print Name: _____

Contact's E-mail _____

E-mail For Invoice _____

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM Ampa , YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ **COMPANY CHECK**

Please make check payable to: Ampa Events. Checks must be in U.S. funds drawn on a U.S. bank.

☐ **CREDIT/CREDIT CARD**

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Ampa companies, or any charges which Ampa may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ **AMERICAN EXPRESS**

☐ **MASTERCARD**

☐ **VISA**

Account No.: _____ Exp. Date: _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING	
RIGGING INSTALLATION	RIGGING DISMANTLE	HANGING SIGNS	SIGNS	EXHIBIT TRANSPORTATION			GRAND TOTAL

- Remember to order in advance to save time and money.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Invoices will be sent by email.
- If you have questions or need assistance with any items not listed, please call and ask for Ampa's Customer Service Operative.
- Graphic Design & Printing Services. Order services separately.