



915 W. 5th Street, Azusa, CA 91702 | Phone: 626-795-5131
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www.dolphinevents.biz



California Bridal & Wedding Expo September 27, 2026

Sunday 11 am - 5 pm

OC Fair & Event Center - Costa Mesa Building
88 Fair Dr, Costa Mesa, CA, 92626

Exhibitors Information Packet

SHOW TIMES:	September 27th	11am to 5pm
GENERAL MOVE IN:	September 26th	12pm to 4:00pm
Decorator service desk:	September 27th	8am to 11am
MOVE OUT:	September 27th	5:00 pm - 8:00 pm

YOUR FREIGHT IS FORCED OFF SHOW FLOOR ON: September 27th before 8pm

PLEASE NOTE DEADLINE DATE TO ORDER SERVICES AT DISCOUNT RATES: September 21st before 3pm

DOLPHIN EVENT SERVICE'S
915 W. 5th street, Azusa, CA 91702 Office: (626) 660-0227
email: art.s@dolphinevents.biz

A Message from the Decorator

Dolphin Event Service's has been selected as The Official Service/Drayage contractor for **Bridal and wedding Expo** being held at the **OC Fair & Event Center, Costa Mesa Building**. We welcome the opportunity to assist you in every way possible to ensure a successful presentation.

This exhibitor kit contains important information regarding the show. Please review all the information that is included in this exhibitor kit. If there is another service you may need, please feel free to call us.

SPECIAL NOTES

To keep the appearance of the show; no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape.

DISCOUNT PRICING

For **DISCOUNT PRICES** full payment **MUST** be included with your advance order. All deadlines are indicated at the top of each order form. Please note in order to receive **DISCOUNT PRICING**. The deadline for discount pricing is **September 21st before 3pm**.

SHIPPING INFORMATION

All shipping information including shipping dates and times for advance warehouse and direct shipping can be found with the Material Handling Order Form. Please review these dates and times accordingly. Dolphin Event Service's realizes that exhibiting in a convention can be complicated and confusing. Therefore, please read all materials carefully. If you should need further assistance or additional information not covered in the exhibitor kit, please contact us at **(626) 795-5131**.

We look forward to serving you.

**The Staff at
Dolphin Event Service's**

Frequently Asked Question

MOVE-IN & MOVE-OUT PROCEDURES

DOLPHIN EVENT SERVICE'S

Company Name _____ Booth # _____

Exhibit Move-in Procedures:

- ***Please refer to the Material Handling Sheets for:***
 1. Advance & Direct Shipments
 2. Proper labeling for Advance and Direct Shipments
 3. Dates & Times
 4. Advance shipments will be delivered directly to your booth; ready for you to begin set up.
 5. Direct shipments will be delivered to your booth when they are received.
- ***Please refer to the front page for move in dates & times***
 1. DOLPHIN EVENT SERVICES employees will unload commercial freight haulers from 8:00am – 4:30 pm on dates specified.
 2. To avoid overtime charges; remind drivers that they should be in line before 2:00 pm in order to be unloaded by 4:30 pm.

Exhibit Move-out Procedures:

Upon show closing, if applicable the aisle carpet will be rolled and removed allowing forklifts to return all empty crates and storage materials to the booths.

- ***Bill of Ladings for outbound shipments via your choice of carrier:***
 1. Please have your carrier arrive in plenty of time to have your freight loaded before the deadline
 2. Have your driver check in at the check-in area
 3. When you are completely packed and ready to go; please turn in a Bill of Lading at the Service Desk
- ***For Exhibitors with privately owned vehicles who cannot hand carry all booth materials:***
 1. When all materials are packed up and ready to go drive your vehicle to the loading dock area
 2. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.
- ***For Exhibitors with Company or Rented Trucks:***

1. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed
If your booth materials are not completely packed up and ready to be loaded when the staff arrives at your booth, you will be politely asked to go to the end of the line.

ALL EXHIBIT MATERIALS MUST BE REMOVED BY: 8pm – Sunday September 27th

At this time, DOLPHIN EVENT SERVICES' will re-route your freight via the house carrier at the exhibitors' expense.

No vehicles of any type will be allowed to park on the loading dock without permission.

No vehicles will be allowed to drive into buildings without prior permission from Show Management

PAYMENT POLICY FORM
Must be Included with all orders

DOLPHIN EVENT SERVICE'S

915 W. 5th street, Azusa, CA 91702

(626) 795-5131

email: art.s@dolphinevents.biz

Company Name: _____ Booth # _____

Contact Name: _____

Address: _____

City/ State/ Zip: _____

Phone # _____ Fax # _____

Email: _____

- This form must be completed and enclosed with all order forms and on file with DOLPHIN EVENT SERVICES prior to any service(s) being performed regardless if another form of payment is being used.
- Cancellation Policies: Please note cancellation policies on the various forms.
- In order to receive DISCOUNT PRICING full payment *must* be included with order form! If paying by check; make payment in U.S. funds drawn on a U.S. bank. If paying by credit card; please fill out the enclosed authorization form.
- Customer is responsible for loss or damage to equipment.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.
- ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE OPENING OF SHOW.
- THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.

Amount Enclosed \$ _____ Amount to be charged to Credit Card \$ _____

If paying by Check; please fill out the following information:

Check Number: _____ Driver's License Number: _____

Address _____

City _____ State _____ Zip Code _____

If paying by Credit Card; please provide the following information:

Credit Card Number: _____

Please Check: __AMERICAN EXPRESS __MASTERCARD __VISA __ CVC Code _____

Expiration Date: _____ Name as it Appears on Card _____

Authorized By: _____ Cardholder's Signature: _____

Cardholders **Billing** Address _____ City _____ State _____ Zip Code _____

Email Address: _____

FURNITURE RENTAL ORDER FORM
Deadline for discount: September 21st before 3pm

DOLPHIN EVENT SERVICE'S

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Company Name _____ Booth # _____

Tables & Counter Tables	Discount	Floor	Quantity	Total
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Tables: 30" W x 30" H

4 ft. undraped table	\$45.00	\$65.00	_____	_____
6 ft. undraped table	\$55.00	\$75.00	_____	_____
8 ft. undraped table	\$65.00	\$85.00	_____	_____

Prices includes top covered in white plastic and 3 sides draped.

4 ft. draped table	\$85.00	\$105.00	_____	_____	_____ Blue _____ White
6 ft. draped table	\$95.00	\$115.00	_____	_____	
8 ft. draped table	\$115.00	\$125.00	_____	_____	_____ Black _____ Silver

4th sided table skirt	\$35.00	\$45.00	_____	_____	
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Counter Tables: 30" W x 42" H

4 ft. undraped counter table	\$55.00	\$75.00	_____	_____
6 ft. undraped counter table	\$65.00	\$85.00	_____	_____
8 ft. undraped counter table	\$75.00	\$95.00	_____	_____

4 ft. draped counter table	\$95.00	\$115.00	_____	_____
6 ft. draped counter table	\$105.00	\$125.00	_____	_____
8 ft. draped counter table	\$115.00	\$135.00	_____	_____
4th side counter skirt	\$45.00	\$55.00	_____	_____

Cocktail Table 36"rd 42" High

Cocktail undraped round table	\$95.00	\$125.00	_____	_____		_____ Black
Cocktail draped round table	\$135.00	\$165.00	_____	_____	Color of linen	_____ White

Chairs

Wood bar stool	\$50.00	\$70.00	_____	_____
Padded Chair	\$40.00	\$50.00	_____	_____
Folding Chair	\$10.00	\$15.00	_____	_____
Padded Counter Stool	\$75.00	\$105.00	_____	_____

Accessories	Discount	Floor	Quantity	Total
Backwall Drape (8 ft.high)	\$9.50 per foot	\$10.50 per foot.	_____	_____
Crossbar / Spreader	\$15.00	\$25.00	_____	_____
Easel	\$50.00	\$60.00	_____	_____
Garment Rack (5' H x 5' H)	\$75.00	\$95.00	_____	_____
Stanchions with belt (black)	\$60.00	\$80.00	_____	_____
Side Rail Drape (3 ft. high)	\$5.50 per foot	\$6.50 per foot	_____	_____
Upright with Base	\$10.00	\$15.00	_____	_____
Wastebasket	\$12.00	\$19.00	_____	_____
10x10 canopy with bases	\$343.50	\$443.50	_____	_____
10x20 canopy with bases	\$608.00	\$708.00	_____	_____
15x15 canopy with bases	\$687.00.	\$787.00	_____	_____
20x20 canopy with bases	\$793.50	\$893.50	_____	_____

All items canceled will be charged at 50% of original price after move-in begins and 100% of original price after Dolphin Events installs, Prices include installation, rental, and removal.

SUBTOTAL FURNITURE RENTAL ORDER FORM \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

CARPET RENTAL ORDER FORM

Deadline for discount: September 21th before 3pm

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Company Name _____ Booth # _____

STANDARD BOOTH CARPET

Size	Quantity	Discount	Floor	Total	Please select color:
9 x 10 Ft.	_____	\$180.00	\$280.00	\$ _____	_____ Black
9 x 20 Ft.	_____	\$360.00	\$460.00	\$ _____	_____ Blue
9 x 30 Ft.	_____	\$540.00	\$640.00	\$ _____	_____ Red
9 x 40 Ft.	_____	\$720.00	\$820.00	\$ _____	

Rental includes installation, front edge taping and pickup at the close of the show. IF CARPET IS ORDERED IN MULTIPLIES OF TWO OR MORE, THE CARPETS ARE NOT GUARANTEED TO BE A COLOR MATCH. Standard Carpet canceled will be charged at 50% of original price after move-in begins and 100% of original price after installation. STANDARD CARPET *IS NOT* DESIGNED TO COVER COMPLETE BOOTH AREAS.

CUSTOM BOOTH CARPET

	Discount	Floor	Total
Complete Area Size _____ x _____ = _____ Sq. Ft. @ \$2.85 /		\$3.85 =	\$ _____

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, all necessary taping, and pickup at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet canceled after being cut will be charged at 100% .

CARPET PADDING - TAPE - PLASTIC COVERING

	Discount	Floor	Total
Carpet Padding _____ ft. x _____ ft. = _____ Sq. ft. @	\$1.25	\$1.65	\$ _____
Additional Taping _____ Linear ft. @	\$1.45	\$1.85	\$ _____
Plastic Covering _____ ft. x _____ ft. = _____ Sq. ft. @	\$1.15	\$1.55	\$ _____

All rental prices include installation & removal. Items canceled will be charged at 100% of original price after being cut.

SUBTOTAL CARPET RENTAL ORDER \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

FIRE DEPARTMENT REGULATIONS

DOLPHIN EVENT SERVICE'S

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For Exhibits, Exhibitions, Display, and Trade shows – Public or Private

BOOTH CONSTRUCTION

- Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to Fire Department representatives.
- Covering for counters or tables used within or as part of the booth shall be flame-retardant.
- All electrical wiring and apparatus will be of a wire UL type approved.

FIRE DEPARTMENT

A permit shall be required for the following:

- Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the Fire Department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display any internal combustion engine (special requirements available on request).

OBSTRUCTIONS

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations, and may be required to be posted with designating signs.

FIRE-RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12' horizontally and 24" vertically. Oil cloth, tar paper, nylon, and certain other plastic materials cannot be made flame-retardant and their use is prohibited.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned Security program, motor vehicles are allowed to retain ¼ tank or less in fuel and gas caps must be taped. Batteries are to be disconnected and taped.

PROPANE CONTAINERS

Containers having a maximum capacity of 12 pounds (nominal 5 pounds LP Gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes.

BRIDAL & WEDDING EXPO

OC Fair & Event Center
Costa Mesa Building
88 Fair Dr.
Costa Mesa, CA 92626

IMPORTANT ELECTRICAL INFORMATION

There is no charge for electric in your booth.
Exhibitors will be required to bring their own extension
cords to plug in to the nearest outlet. The fairgrounds do
not provide extension cords to your booth.

Please plan accordingly.



INTERNET RENTAL SHEET

2026

First Name	Last Name		
Billing Address	City	State	Zip
Phone Number	Email Address		
Company Name	Show Name	Booth Space / Location	

INTERNET CONNECTIONS		Per Day	Qty	# of days
*VISA / MASTERCARD / AMEX ONLY. EMAIL internet@ocfair.com FOR MORE INFO / TO PLACE AN ORDER *				
Hard Line (Subject to availability. Hardlines may incur additional labor charges depending on location)				
☐	25mb Business Hard line Internet connection	\$250 / day		
☐	50mb Business Hard line Internet connection	\$450 / day		
☐	75mb Business Hard line Internet connection	\$650 / day		
☐	100mb Business Hard line Internet connection	\$850 / day		
	*Hardlines based on availability, please contact internet@ocfair.com for information			
Wireless				
☐	Business WiFi Internet Connection (1 user connected)	\$25 / day per device		
	*WiFi based on availability, please contact internet@ocfair.com for information			
Internet Total:				

**VISA / MASTERCARD / AMEX ONLY. EMAIL internet@ocfair.com FOR MORE INFO / TO PLACE AN ORDER **

ALL ORDERS MUST BE SUBMITTED 7 BUSINESS DAYS PRIOR TO EVEN DATE.

GENERAL CONDITIONS OF EQUIPMENT RENTAL AGREEMENT

Lessee shall defend, and -indemnify Lessor against, and hold Lessor harmless from, any and all claims, actions, suits, proceedings, costs, expenses, damages, and liabilities, including attorneys fee, arising out of, connected with, or resulting from the equipment of the Lease, including without limitation, the manufacture, selection, delivery, leasing, renting, control, harmless from all loss and damage to the equipment during the rental period. Lessee recognizes and agrees that included in this indemnity clause, but not by way of limitation, is Lessee's assumption of any and all liability for injury: disability and death of workmen and other persons caused by the operation, use, control, handling, or transportation of the equipment during the Rental Period. **Lessee leases the equipment "AS IS"**. No equipment shall be sublet by Lessee, nor shall they assign or transfer and interest in the Agreement without written consent of Lessor. The Term of this Service Agreement shall commence on the Effective Date and continue until the end of the Event that the Customer is participating in or as long as the 32nd DAA continues to provide the customer with any services hereunder, whichever is longest, unless otherwise agreed to for a longer term expressly noted in writing as an Attachment to this Agreement.

OFFICE STAFF ONLY		Customer Cell Phone
Install Date	Install Time	OCFEC Tech
Signature upon Install		Date

Notes: