



## Exhibitor Ordering Guide

To simplify ordering and provide a faster checkout experience, exhibitors may place orders directly through our website: <https://captivateeventrentals.com/product-category/tradeshow/>

### Important Notes Before Ordering

- This page includes curated items approved for the show
- You may browse other categories, but items are subject to availability
- All items must comply with venue and show regulations

### Required Checkout Setup (IMPORTANT)

#### 1. Select Rental Dates

Use the provided dates listed in your exhibitor instructions during checkout.

**Note:**

These dates are used for pricing purposes only to prevent additional rental charges. Your rental will cover the **full duration of the event**, including setup and teardown as required.

#### 2. Enter Customer Information

Please use the following format:

- **Name:** Company Name – Booth #  
(Example: ABC Florals – Booth 214)
- **Email:** Company email
- **Address:** Billing address
- **Phone:** Best contact number during the event

### Delivery vs. Pickup Instructions

## Delivery to Event Location

To request delivery, enter the event venue name and city/state/zip in the delivery and pickup address fields.

### Important:

- Do NOT select a delivery option from the dropdown menu
- Delivery fees will be manually added after checkout

## Warehouse Pickup (Will Call)

To pick up items yourself, enter:

Captivate Event Rentals  
Tempe, AZ 85282

### Note:

Some items may not be eligible for pickup, including large, heavy, or fragile items. If you are unsure, please contact us before placing your order.

## Pricing & Timing Notes

- Delivery will be priced at \$50 for order placed more than 5 days in advance of the show. Orders with delivery after this will be charged \$150.
- Promotional codes may be available for early reservations
- Inventory is limited and orders are fulfilled on a first-come, first-served basis
- Event Flooring and Carpet must be purchased at least 10 business days in advance. Orders placed after this for flooring will not be fulfilled.

## Avoid Additional Charges

- Do NOT change the rental dates provided in your instructions
- Do NOT select delivery from the website dropdown menu
- Do NOT enter an incorrect delivery address

## After You Place Your Order

- Your order will be reviewed by our team
- Delivery (if requested) will be manually added
- You will receive confirmation with final details

## Need Help?

If you have any questions about items, availability, or setup:

**Call or Text: 480-645-9267**

# BRIDAL & WEDDING EXPO

Arizona State Fairgrounds  
Exhibit Building  
1826 W. McDowell Road  
Phoenix, AZ 85007

## **IMPORTANT ELECTRIC INFORMATION**

Electric Orders are made online at the Arizona State Fairgrounds.  
Orders cannot be placed after 10am on Show Day.

Please visit: [Arizona Bridal & Wedding Expo - Electrical Orders](#)  
to place your order for the show.

If you have any questions about ordering online, please feel free  
to reach out to Arizona State Fairgrounds: 1 (602) 252-6771

Have a great show!  
ACS Show Management

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## **IMPORTANT SAMPLING INFORMATION**

All health permit requests should be made online.

Please Visit:

[Special Events/Farmers' Markets | Maricopa County, AZ](#)

Have a great show!  
ACS Show Management



## SAMPLING REQUEST FORM

Show Name: \_\_\_\_\_ Show Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Suite/Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**\*If different from above, please fill in info for the on-site contact.\***

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Product(s) to sample:**

**Brief description of dispensing method:**

### Sampling Guidelines:

- All food and beverage sampling must be pre-approved by the venue.
- Food and beverage samples are limited to 2 oz or less.
- Alcohol is not permitted to be sampled or sold on-site.
- Samples must be provided at no charge.
- Exhibitor must provide proof of liability insurance.
- A temporary health permit from Maricopa County is required.

[Temporary Food Application](#)

*\*Show Management reserves the right to remove any items which do not meet these requirements.\**

### **\*\*IMPORTANT\*\***

When submitting this form, you must use " BAS Sampling Request Form " as the subject line.

This will ensure the request has been received by ACS.

All Sampling Request Forms **must** be submitted to [ops@acsshows.com](mailto:ops@acsshows.com).

If you have any questions please contact us at (516) 422-8100.

American Consumer Shows

Phone: (888) 433.EXPO (3976) (516) 422.8100 Fax: (888) 580.3977

Web: [acsshows.com](http://acsshows.com) | Email: [info@acsshows.com](mailto:info@acsshows.com)