



## Exhibitor Instruction Letter

Advanced Discount Deadline Date: September 11, 2026

Delaware Bridal  
Chase Center  
September 27, 2026

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### Dear Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **Delaware bridal show being held at the Chase Center on September 27, 2026.**

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 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](http://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 Exhibit Code: **DEBRIDAL**

**At the Sign In page, you will be prompted to sign in with an existing exhibitor account. If you do not have an account set up with General Exposition Services, you will be prompted to create one.**

**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 option 1, mention the upcoming **Delaware Bridal Show**, and one of our Event Services Representatives will be happy to assist you.



Light Action  
1145 E. 7<sup>th</sup> St.  
Wilmington, DE. 19801

Telephone: 302.425.3929 x164  
www.lightaction.com



PLEASE Email to [orders@lightaction.com](mailto:orders@lightaction.com)

## EXHIBITOR ORDER FORM

Event Name: \_\_\_\_\_ Date(s): \_\_\_\_\_

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

Company Name: \_\_\_\_\_ Booth Name or #: \_\_\_\_\_

Email: \_\_\_\_\_ On-Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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.

|                                                     | QUANTITY        | LENGTH OF RENTAL | TOTAL     |
|-----------------------------------------------------|-----------------|------------------|-----------|
| Electricity: 110V 15 Amp Standard Booth Service     | _____ x \$100ea | x SHOW           | = \$_____ |
| Electricity: 110v 20 Amp Power Service*             | _____ x \$125ea | x SHOW           | = \$_____ |
| Electricity: 115v 3x30 amp Power Box                | _____ x \$175ea | x _____ DAYS     | = \$_____ |
| High Speed Internet Connection - LAN                | _____ x \$95ea  | xSHOW            | = \$_____ |
| High Speed Internet - SSID(requires 3+ days notice) | _____ x \$400ea | x _____ DAYS     | = \$_____ |
| Laptop Computer                                     | _____ x \$125ea | x _____ DAYS     | = \$_____ |
| Cable TV connection*                                | _____ x \$125ea | x _____ DAYS     | = \$_____ |
| Sound system: Powered speaker, Stand, Wireless Mic  | _____ x \$300ea | x SHOW           | = \$_____ |
| 50" LED Display                                     | _____ x \$200ea | x _____ DAYS     | = \$_____ |
| 65" LED Display*                                    | _____ x \$350ea | x _____ DAYS     | = \$_____ |
| OTHER _____                                         | _____ x \$ CALL | x _____ DAYS     | = \$_____ |
| AUDIO VISUAL SERVICES TOTAL                         |                 |                  | \$_____   |

### PAYMENT METHOD

\*\*Please email this form to us at [orders@lightaction.com](mailto:orders@lightaction.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 Light Action Productions. I understand that payment is due *prior* to the event and will make payment online. 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@lightaction.com](mailto:orders@lightaction.com) Any questions can also be answered at this email.