



2018 Ladies of Virtue Conference
Saturday, March 10, 2018
Webster Bank Arena, Bridgeport, CT

Vendor Timeline and Requirement Form

Time-line:

- 6:30 a.m.: Vendor tables setup. (**Tables MUST be completely setup by 7:30 a.m.**)
- 7:00 a.m.: Please note that the Arena doors for the attendees will be opened
- 7:30 a.m.: Vendors should be open to sell merchandise
- 8:15 a.m.: Morning Session Begins
- 11:00 a.m.: Attendees will be released for Lunch (**Vendors should be open to sell merchandise. No eating allowed at the tables during shopping hours**)
- 12:00 p.m.: Afternoon Session Begins
- 2:30 p.m.: Closing Statements/Raffle (**Vendors should be open to sell merchandise**)
- 4:30 p.m.: Clean up (**Vendors are responsible to clean up their section**)

These time lines will not limit the attendees to shop. They are free to visit vendors at any time during the day

Requirements:

- Set-up time will be from 6:30 a.m. - 7:30 a.m.
- 1 black tablecloth required. Tablecloth should be large enough to cover the merchandise in case you have to close your table for any reason.
- Due to the limited space, no more than 2 people per table will be allowed.
- Vendor must set up only in the space they paid for.

Loading Dock Location:

The “Shipping & Receiving” area is located off of South Frontage Road. You will pass the Arena and immediately after the Transit Garage at Harbor Yard there will be a driveway on your right hand side with a blue signs that says “shipping and receiving.” Follow this driveway to the loading dock freight doors.

Unloading Instructions:

When you are done unloading your vehicle from the loading dock, you are allowed to quickly drop off your merchandise at your booth. However, you cannot setup at this time because you will need to remove your vehicle immediately as there will be other cars waiting to unload as well.

Vendor Parking LOT A

*****Please note that the lunchtime and conference session times are subject to change. *****