



# WASHINGTON STATE EVERGREEN SPRING HOME SHOW

EVERGREEN STATE FAIRGROUNDS EVENT CENTER  
14405 179TH AVE SE, MONROE WA. 98272

Friday, April 22nd 12pm - 7pm  
Saturday, April 23rd 10am - 7pm  
Sunday, April 24th 10am - 5pm

## THIS GUIDE INCLUDES:

Action Items

Booth Exhibit Details and Restrictions

Frequently Asked Questions

Move In and Move Out Schedule

Exhibitor Badge Info

Directions & Lodging

Fire Marshal Regulations

SHOW MAP

Home Show Sponsored By:



For questions contact Bill Bradley: 206-248-8430  
or for quickest response, email [bbwestlake@seanet.com](mailto:bbwestlake@seanet.com)

# ACTION ITEMS

1. Please read through this information carefully as you will need to know what is in this Guide.
2. Give copies of this information to any of your staff that will need it.
3. Review Move In/ Move Out Schedule and call if there is a problem so we can make an adjustment if possible.
4. Plan for your set up and tear down needs and make sure you have the equipment you need.  
If your display cannot be loaded or unloaded without a forklift, contact Bill Bradley ([bbwestlake@seanet.com](mailto:bbwestlake@seanet.com)) before April 8th to coordinate assistance.
5. Prepare a supply list and have ready other items you may need (marking pens, scotch tape, scissors, garbage bags and broom for cleanup, etc.)

**NOTE:** Our Show Staff will be on site at the EVENT CENTER from Tuesday April 19th until Monday afternoon on April 25th.

Phone messages at our office will be checked throughout the day but response time during this period will be delayed.

**It is critical that you contact Bill Bradley ([bbwestlake@seanet.com](mailto:bbwestlake@seanet.com)) before April 15th if you have any questions or needs not addressed in this Guide so we can best serve your needs.**

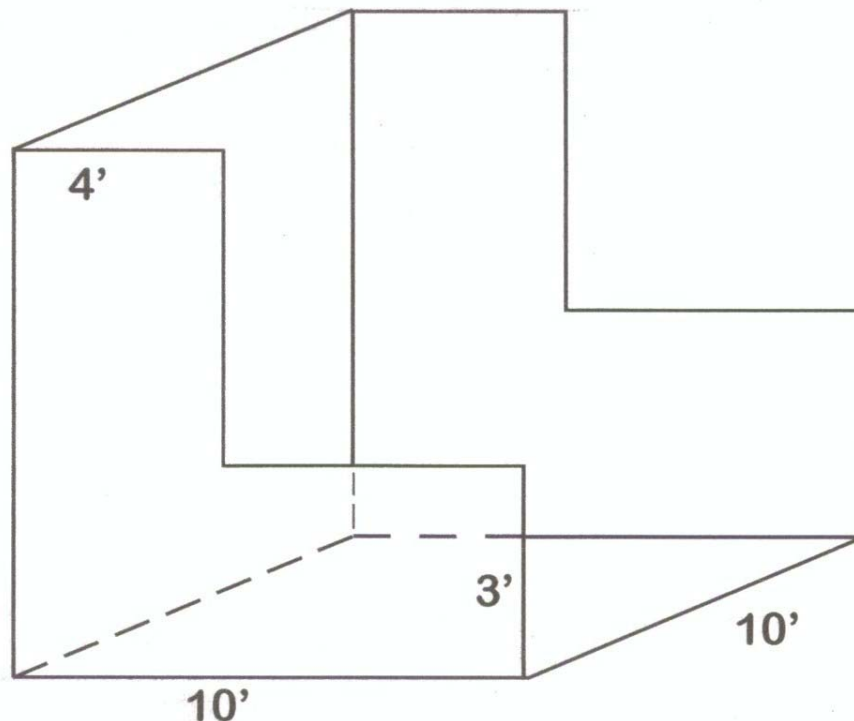
## PLAN AHEAD TO AVOID LAST MINUTE FRUSTRATIONS

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# BOOTH EXHIBIT DETAILS

1. All Booths have an 8 foot high drape at the back. There is a cross support pole where you may hang banners, etc. Wire hooks are available for no charge at the on-site Show Office during set up.
2. Side Drapes are 3 feet high.
3. Electrical outlet is **NOT** provided with your booth. Contact Bill Bradley [bbwestlake@seanet.com](mailto:bbwestlake@seanet.com) if you need 500 watts or less and have not already ordered. (\$55 charge).
4. Tables and Chairs are **NOT** provided with your booth. If you would like to order table, chairs, carpet, or other booth items. Contact Bryan Brammer, Trade Show Supply House at 360-624-4498

## BOOTH HEIGHT RESTRICTIONS



All Exhibits, unless pre approved in advance, must observe the Height Restrictions on both sides of your Display. This is to make sure that neighboring Displays are not obstructed.

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# FREQUENTLY ASKED QUESTIONS

## SHOW HOURS

Open to the Public:

Friday, April 22nd 12pm - 7pm

Saturday, April 23rd 10am - 7pm

Sunday, April 24th 10am - 5pm

EXHIBITORS CAN ENTER THE SHOW ON FRIDAY at 8am and one hour before show opens to public on Saturday and Sunday.

## PUBLIC ADMISSION

\$7 Adults \$6 Seniors, Under 18 Free

## EXHIBIT STAFFING

All Exhibits must be completely set up a minimum of 2 hours before opening on Friday. Plan accordingly. **All Exhibits must remain in place until 5pm on Sunday.**

## WI-FI

Free Wi-Fi is provided. If you would like an internet hard line installed. Contact Bill Bradley a minimum of 2 weeks before Show time to discuss installation charges and scheduling.

## PARKING

Parking is Free for Exhibitors and Show Attendees.

## INSURANCE

Each Exhibitor will assume full responsibility for their participation in the Event. This will include providing your own theft and liability insurance.

## SECURITY

The EVENT CENTER is locked every night after Show closes. Exhibitors must take extra care to remove or store valuables out of sight every evening when the Show closes.

## MUSIC POLICY & MICROPHONES

No music of any kind is allowed without ASCAP License and the use of Microphones in displays is prohibited unless pre-approved by Management.

## SHIPPING AND FREIGHT

The EVENT CENTER will not begin receiving freight until Tuesday April 19th.

SHIPPING ADDRESS : Evergreen State Fairgrounds  
14405 179th Ave SE  
Monroe WA. 98272  
ATTN: Evergreen Home Show

## TRASH REMOVAL

Cardboard ONLY may be placed in the proper recycling bin located outside the Move- In Door of the Arena. All other Garbage including paper and plastic, must be taken with you on move out.

## PROMOTIONAL GIVEAWAYS

Promotional Giveaways and Contests are acceptable provided there are no fees required.

# MOVE IN SCHEDULE

ANY EXHIBITS INVOLVING VEHICLES OR TRAILERS AS PART OF THEIR DISPLAY, WILL NEED TO LOAD IN ON TUESDAY APRIL 19TH BETWEEN 2PM AND 6PM, SO YOU WILL HAVE THE ABILITY TO DRIVE INTO THE BUILDING BEFORE THE BOOTH DRAPES ARE SET UP.

ALL OTHER SPACES WILL MOVE IN PER SCHEDULE BELOW. TIMES SHOWN ARE THE SOONEST YOU CAN MOVE IN, AND WILL BE THE LEAST CONGESTED TIMES FOR YOU. YOU CAN ALSO MOVE IN LATER THAN SCHEDULED TIME, JUST NOT BEFORE.

BOOTH #	LOAD IN DATE	EARLIEST LOAD IN TIME
200-255	Thursday April 21st	12 noon to 7pm
300-335	Wednesday April 20th	2pm to 7pm
350-435	Wednesday April 20th	9am to 2pm
450-485	Wednesday April 20th	2pm to 7pm

# MOVE OUT SCHEDULE

ALL SPACES MAY BEGIN MOVE OUT AT 5PM ON SUNDAY APRIL 24TH AND WILL NEED TO BE CLEAR OF THE FACILITY BY 5PM ON MONDAY APRIL 25TH, WITH THE EXCEPTION OF ANY DISPLAYS IN FRONT OF LOAD DOORS THAT WILL NEED TO BREAK DOWN AT 5PM ON SUNDAY SO OTHERS WILL HAVE EXIT ACCESS.

AS IT WILL TAKE TIME TO CLEAR ACCESS TO THE DRIVE THRU ROLL UP DOOR. DISPLAYS WITH VEHICLES OR TRAILERS WILL NEED TO MOVE OUT ON MONDAY APRIL 25TH ANYTIME BETWEEN 8AM AND 5PM.

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# EXHIBITOR BADGE INFO & BADGE QUESTIONS

**BADGES WILL BE AVAILABLE FOR PICK UP DURING MOVE IN AT THE SHOW OFFICE**

**EXHIBITOR BADGES ARE ONLY FOR THOSE THAT ARE STAFFING AN EXHIBIT AT THE SHOW. WE ARE UNABLE TO GIVE OUT BADGES FOR FRIENDS, FAMILY, OR OTHER NON- EXHIBIT STAFF.**

## **NUMBER OF BADGES PROVIDED**

Each 10x10, 8x10, or 5x10 Exhibit will receive **FOUR (4)** Exhibitor Badges.

Larger Exhibits will receive **SIX (6)** Exhibitor Badges.

Booths with volunteer staff working short shifts may drop off their badges at the Main Entrance when leaving and we will re-distribute your Badge to the next people coming in.

## **BADGES ARE NOT NEEDED FOR MOVE IN DAYS OF THE SHOW**

However they can be picked up at the on-site Show Office during move in days if you would like.



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# **DRIVING DIRECTIONS & LOCAL LODGING**

## **Evergreen State Fairgrounds**

### **DIRECTIONS FROM THE NORTH VIA I-5**

Southbound on I-5, take Exit 194 to Hwy 2

Continue East for 14 miles

Fairgrounds are on left side, North of US Hwy 2, prior to entering Monroe.

### **DIRECTIONS FROM THE SOUTH VIA I-5**

Northbound on I-5, take Exit to Hwy 2

Continue East for 14 miles

Fairgrounds are located on left side North of Hwy 2, prior to entering Monroe

### **DIRECTIONS FROM THE SOUTH VIA 405**

North Bound on I-405

Take Exit 2A ( Woodinville) which connects to SR 522

Go East on SR 522 until it ends at the stoplight on Hwy 2

Turn right on Hwy 2 and take the first right on Cascade View Dr. to Fairgrounds

### **DIRECTIONS FROM US Hwy 2**

Located 50 milew West of Stevens Pass

Follow US Hwy 2 West Bound, past the Fred Meyer Shopping Center

Continue under the SR 522 overpass

Turn right on Cascade View Drive to Fairgrounds

## **LODGING**

**Best Western Sky Valley Inn**

19233 US-2

Monroe WA. 98272

360-794-3111

**Evergreen Inn & Suites**

19103 US-2

Monroe WA 98272

360-863-1900

**Fairgrounds Inn**

18950 US-2

Monroe WA 98272

360-794-5401

# FIRE MARSHAL REGULATIONS

## ALL VEHICLES AS PART OF AN INDOOR DISPLAY MUST BE PRE - APPROVED BY SHOW MANAGEMENT

1. No display or exhibit shall be installed or operated that will interfere in any way with access to any exit or any exit sign. No display shall block access to fire fighting equipment, such as fire extinguisher stations, fire hose cabinets, or fire hydrants.
2. Any displays, exhibit booth, or temporary construction in connection therewith shall not be built of highly combustible material. The use of any combustible construction material shall be approved by the Fire Marshal prior to use.
3. Any paper or fabrics used in construction of displays or exhibits shall be fire resistive or treated with an approved fire retardant solution prior to use in displays.
4. All electrical extension cords must be of the three wire #14 grounded hard usage type. No two wire extension wiring will be allowed. All extension wiring shall be protected from physical damage.
5. The use, storage and handling of all flammable and combustible liquids shall be subject to written approval from the Fire Marshal.
6. The use and storage of Liquified Petroleum Gas portable containers inside buildings or tents is prohibited.
7. All Liquified Petroleum Gas Tanks located on the exterior of building or tents shall be secured in an approved manner, rigidly supported by brackets or chains.
8. Commercial cooking will only be allowed in approved locations, with approved equipment, and prior approval from the Fire Marshal.
9. The use or exhibiting of **motorized vehicles** powered by gasoline internal combustion engines inside shall require the following:
  - all gasoline must be drained from the tank allowing only enough gasoline to enable vehicle to drive in and out of building.
  - The battery or batteries must be disconnected and terminals taped.
  - Vehicles must be inspected by Fire Marshal
10. Trash receptacles used in displays and exhibits shall be constructed of a non combustible material.
11. Any display or exhibit requiring use of any type of open flame heating device is prohibited in any tent or building. All units are required to be inspected prior to use. Any other open flame equipment must be used in an approved outside location. All such locations shall be provided with a minimum of 2A, 10BC rated fire extinguisher mounted in a location accessible to occupants.

**NO SMOKING IS ALLOWED INSIDE THE BUILDING**



REALTY**ONE**GROUP  
 ORCA  
**STAGE**

203

200

209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227
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320	321	322	323

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324	325	326	327	328	329

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330	331	332	333	334	335

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368	369	370	371	372	373

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374	375	376	377	378	379

362	363	364	365	366	367
380	381	382	383	384	385

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418	419	420	421	422	423

406	407	408	409	410	411
424	425	426	427	428	429

412	413	414	415	416	417
430	431	432	433	434	435

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468	469	470	471	472	473

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474	475	476	477	478	479

462	463	464	465	466	467
480	481	482	483	484	485

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Friday April 22 - Noon to 7pm  
 Saturday April 23 - 10am to 7pm  
 Sunday April 24 - 10am to 5pm

SHOW  
OFFICE

REST  
ROOMS

MAIN  
ENTRANCE

Concessions

EVENT CENTER

Home Show Sponsored By: