



WASHINGTON STATE EVERGREEN SPRING HOME SHOW

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

Friday, April 26 12pm - 6pm
Saturday, April 27 10am - 6pm
Sunday, April 28 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

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) before April 12th 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 23rd until Monday afternoon on April 29th.

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) before April 12th if you have any questions or needs not addressed in this Guide so we can best serve your needs.

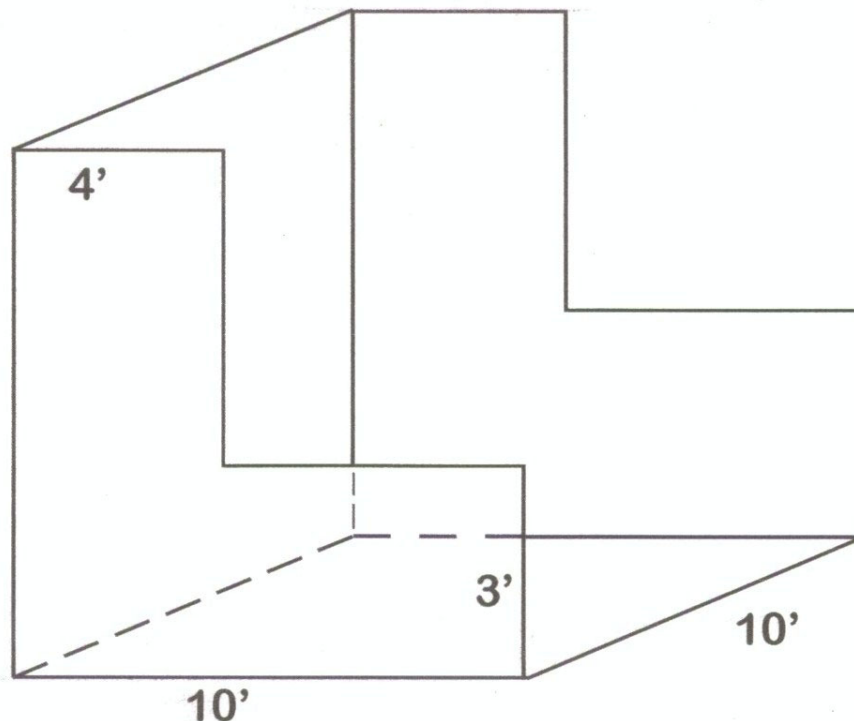
PLAN AHEAD TO AVOID LAST MINUTE FRUSTRATIONS

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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 if you need 500 watts or less and have not already ordered. (\$75 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. 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 26th 12pm - 6pm

Saturday, April 27th 10am - 6pm

Sunday, April 28th 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

\$8 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.

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 23rd.

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

ATTN: Evergreen Home Show and your Company Name

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, OR NEEDING FORKLIFT ACCESS AS PART OF THEIR DISPLAY, WILL NEED TO LOAD IN ON TUESDAY APRIL 23rd 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.

<u>BOOTH #</u>	<u>LOAD IN DATE</u>	<u>EARLIEST LOAD IN TIME</u>
Main Tent Spaces	Wednesday April 24th	2pm to 7pm
200-255	Thursday April 25th	12 noon to 7pm
222, 231, 248,	Thursday April 25th	4pm to 7pm
300-333	Wednesday April 24th	2pm to 7pm
350-433	Wednesday April 24th	9am to 2pm
450-483	Wednesday April 24th	2pm to 7pm

MOVE OUT SCHEDULE

ALL SPACES MAY BEGIN MOVE OUT AT 5PM ON SUNDAY APRIL 28th AND WILL NEED TO BE CLEAR OF THE FACILITY BY 5PM ON MONDAY APRIL 29th, WITH THE EXCEPTION OF ANY DISPLAYS IN FRONT OF LOAD DOORS THAT WILL NEED TO CLEAR DOORS QUICKLY AT 5PM ON SUNDAY SO OTHERS WILL HAVE EXIT ACCESS.

AS IT WILL TAKE TIME TO CLEAR ACCESS TO THE DRIVE THRU ROLL UP DOORS. DISPLAYS WITH VEHICLES OR TRAILERS INSIDE WILL NEED TO MOVE OUT AFTER 6PM ON SUNDAY OR ON MONDAY APRIL 29th ANYTIME BETWEEN 8AM AND 3PM.

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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

EVERGREEN SPRING HOME SHOW

SPACE PRICING

(Drapes are included)

10 deep x 10 wide - \$995

8 deep x 11 wide - \$895

ADDITIONAL

Corners \$75 Extra

Electrical (500 watts) \$75

SHOW HOURS

Friday April 26 - Noon to 6pm

Saturday April 27 - 10am to 6pm

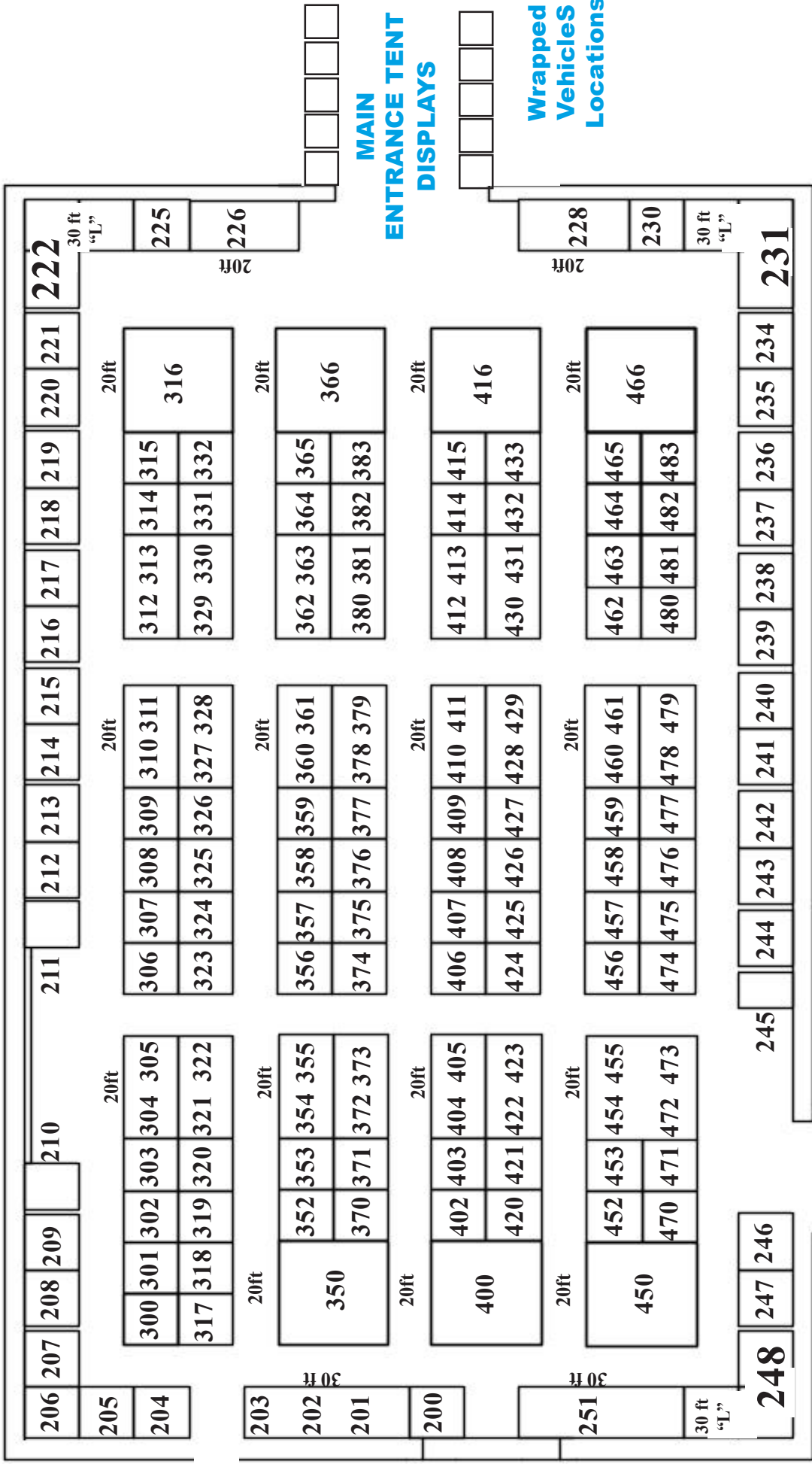
Sunday April 28 - 10am to 5pm

April 26, 27, 28, 2024
Evergreen State Fairgrounds
EVENT CENTER

Bill Bradley 206-248-8430
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CONCESSIONS & SEATING



EVENT CENTER