

1. Accommodation +Travel

Official Hotel:

Courtyard by Marriott Tacoma Downtown
1515 Commerce Street
Tacoma, WA 98402
253.591.9100

2. Alcoholic Beverages and Food

The consumption of alcoholic beverages in the exhibitor's booth is prohibited. Alcoholic beverages may only be consumed in designated lounge areas.

Only Authorized caterers and dedicated concessionaries may bring or serve foods, alcohol, or other beverages, on the premises of the Tacoma Dome.

For all temporary food vendors, in order to set up and operate in a sanitary and healthful manner, and to minimize the possibility of foodborne illness, you must contact the Tacoma-Pierce County Health Department (TPCHD) for information. Please call the health department at 253.798.6500 if you are cooking or demonstrating – including all food samples. Applications and permits are required to be submitted no later than 14 days prior to the event.

3. Altered Exhibit Plans

Management reserves the right at any time, without prior notification, to alter exhibits, aisles, common carpet, feature sizes and locations in an effort to best serve the interest of the show. Their decision in this regard will be final.

4. Animals

No animals are permitted in the Tacoma Dome except as part of an exhibit, activity or performance, approved by Show Management, that legitimately requires the use of animals. Seeing Eye dogs and hearing impaired dogs are accepted. Such animals or pets must be on a leash, within a pen, or under similar controls at all times. The owner takes full responsibility for his/her own pet.

5. Audio Visual

For competitive rates on the rental of sound systems, large screen video and computer display, closed circuit TV and special effects for multi media staging, please contact Audio Visions Plus, Inc at

541.312.6464

6. Balloons + Stickers

Helium-filled balloons and other inflatable items are NOT permitted in the Tacoma Dome as per building regulations.

As per building regulation, no stickers may be passed out.

7. Booth Cleaning / Janitorial

Show Management provides daily janitorial service to aisles and common areas only. If you require general and/or special booth cleaning (scrap containers, vacuuming, shampooing), please contact Trade Show Supply House, Inc.

8. Shipping + Deliveries

***The Tacoma Dome's 24 hour security office does NOT sign for deliveries on behalf of exhibitors, nor do they store shipments. Any shipments arriving before January 22nd will not be accepted and will be returned at the exhibitor's expense.**

Trade Show Supply House Inc can accept deliveries on behalf of the exhibitor for a fee. All direct shipments are billed at \$35 per cwt of 100 pounds. **Shipments delivered before January 22nd will NOT be accepted.**

All shipments must be addressed as follows:

Tacoma Home + Garden Show

(your company name + booth number)
C/O Trade Show Supply House, Inc
Tacoma Dome
2727 East D Street
Tacoma, WA 98421

You must also provide Trade Show Supply House, Inc with shipping information. Please refer to their order form, which can be found in the Exhibitor Kit.

9. Competitions, Draws + Contests

Sales promotions and competitions conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the competitions must be approved by Show Management at least three weeks before the Show

and comply with all the existing government regulations. Contest winner must be drawn for at the show. Any contests conducted must not violate any state or federal laws or regulations in effect at that time.

10. Conducting Business In Your Booth

Distributing literature or general solicitation of business is forbidden outside your exhibit area. All business must be conducted within the booths that have been assigned to you.

11. Weapons and Firearms

Under no circumstances are firearms, knives, tasers, stun guns etc allowed in the Tacoma Dome. This includes persons with a concealed weapons permit.

12. Damage To Premises

Exhibitors are liable for any damage to the Tacoma Dome, its equipment or furnishings, including nail holes, spilled paint, defacing, breakage, etc. The exhibitor is also liable for the removal of any adhesive tapes or materials from property.

13. Display Contractor

Tradeshows Supply House, Inc is the official **Tacoma Home + Garden Show** display contractor. For any display décor, carpet or show furniture requirements, please contact:

Trade Show Supply House, Inc
P.O. Box 1536 Brush Prairie, WA 98606

360.624.4498
tradeshowsupplyhouse@comcast.net

You may also find their order form on the Exhibitor Kit

14. Display Standards

Show Management reserves the right to refuse entry or to have removed at the exhibitor's expense any display, which is not in accordance with these display standards. If any doubt exists, or where a special case exists, the exhibitor must provide details and obtain approval from Show Management prior to move-in. Show Management reserves the right to make final decisions with regard to the following:

Floor Covering - It is mandatory for exhibitors to have floor covering (carpet or other appropriate alternative) completely covering the exact dimensions of the space designated so that no concrete is exposed. Exhibitors with floor coverings of poor quality and appearance, or inaccurate dimensions will be required to provide a replacement of acceptable standards.

REMINDER – Booths are standard 10x10 increments

Lighting – the lighting in the Tacpoma Dome during the **Tacoma Home + Garden Show** will be ambient. Please provide your own lighting.

Exhibit Boundaries - Nothing, including carpet may project past the outer boundaries of an exhibit into the aisles or an adjoining booth. Display material must not obstruct visibility of adjacent booths and should not exceed eight (8) feet in height. Exceptions to the eight feet limit for display of merchandise may be obtained from Show Management prior to the move-in. Any portion of a display or signage above 8' must be professionally finished on the reverse.

Display Material - All exhibits must be free standing and self-supporting. Free standing bulletin boards, signs, etc. may be used providing exhibits are not hidden from view. Unfinished sides or backgrounds must be draped. Racks and display shelves must not unduly obstruct visibility of adjacent exhibits.

Sample Size Requirements - The exhibitor agrees to abide by the facilities (Tacoma Dome) 2oz. sample size when distributing samples. See the Food Sampling Guidelines in the exhibitor kit.

15. Display Vehicles

Any vehicles to be displayed are subject to the following conditions:

- Vehicle must be approved by Show Management at least 2 months in advance of show
- Battery must be disconnected
- Fuel tanks must not be more than ¼ full
- Fuel caps must be taped or locked shut
- Drip pans must be placed under vehicle
- Ignition must be disabled or the vehicle locked and hood inoperable from the outside of the vehicle
- Keys must be left with Show Management

16. Distracting Devices

Any attention arousing devices, such as noisemakers, flashing lights, movies, music, broadcasting, television, drawings, etc. are subject to Show Management approval. No approval will be given to devices, which are obviously distracting and annoying to exhibitors ******(i.e. Hardwall systems must be used for stereo equipment to reduce noise distractions).

17. Dollies/Handcarts

There are limited handcarts available – you will be required to leave a driver's license or credit card to borrow a handcart through Trade Show Supply House, Inc. Exhibitors are advised to bring their own dollies and handcarts.

18. Early Entry

Exhibitors are permitted to enter the premises one-hour before show opening via the exhibitor entrance on show days. Security check will be in effect; therefore, you must wear your exhibitor badge at all times after move in and before move out. Exhibitors may be subject to a search prior to entering the facility. This can include bags, backpacks, purses, briefcases etc.

If you require access to the premises earlier than one hour before the show, you must obtain authorization from the Show Office the day before. If the facility requires special arrangements for extra security during this early access, **the cost of this security will be charged to the exhibitor.**

Note: Security personnel will not permit access to the premises prior to one hour before show opening without this authorization.

19. Electrical & Lighting

Each booth comes with a standard 500 watt outlet (190- volt duplex). If more power is needed, please contact **Hollywood Lights** at 206.292.2353, or fill out the online form at hollywoodlights.biz. If not ordered in advance, services and equipment will be subject to floor order rates.

***Please note power may not be available during move in, please come prepared with cordless power tools and extension cords.**

***Show decorator and electricians work standard 9am -5pm hours during move in and out.**

20. Exhibitor Badges

Exhibitor badges will be prepared in advance according to your square footage. You are not permitted to order badges for personnel who will not be working within your exhibit.

Your badges are to be picked-up from the Show Office during Move-In. **They will not be mailed.**

Exhibitor personnel will have access to their booth one hour prior to show opening each day of the exhibition. **Security guards are instructed to refuse admittance to anyone not wearing an exhibitor badge.**

If an additional or a replacement badge is required during move-in and during the show, proper identification will be required and there will be a charge of **\$7.00 per badge**. All exhibitor personnel must be 16 years of age or older. **REPLACEMENT BADGES are also \$7.00.**

21. Exhibitor Services

The Exhibitor Services Desk is located on the Northeast side of the building in lounge 1A, by the Show Office.

22. Exhibitor Conduct

Show Management reserves the right to refuse admission to the Show facility to any exhibitor, or exhibitor's employee who, in the opinion of Show Management, is unfit, intoxicated, or is in any way creating a disruption to the show.

23. Exhibitor Entrance

Exhibitors may enter the Show from the Northeast corner of the arena via the Exhibitor Entrance (one hour before show opening). Show hours are as follows:

January 24th to January 27th, 2019:

Thursday	11:00 am - 7:00 pm
Friday	11:00 pm - 7:00 pm
Saturday	11:00 am - 7:00 pm
Sunday	11:00 am - 5:00 pm

You must wear your exhibitor badge for entrance to the show halls.

24. Fire Extinguishers

All exhibitors are strongly advised to have a minimum of one (1) hand held fire extinguisher in their booth. This safety precaution enhances the efforts of Show Management and The Tacoma Dome to satisfy Fire Marshall requirements.

25. Flame Proofing

See Fire Regulations.

26. Garbage Removal During Move-Out

When the displays have been dismantled, exhibitors must remove all garbage and placed in the provided receptacle bins. Failure to do so can result in fines issued by Show Management.

27. Internet Access

The Tacoma Dome provides free wifi throughout the Dome. It is fast and reliable and should be enough for most companies exhibiting. However, there is no guarantee of upload or download speeds.

If a dedicated level of up/download speed are needed, please contact **CenturyLink** directly for purchasing dedicated bandwidth:

855.446.2509

28. Insurance/Liability

Neither Show Management nor the building owners will accept responsibility for injury to persons, loss of, or damage to, products, exhibits, equipment or decorations, by fire, accident, theft, or any other causes while in the building. Exhibitors, or their agents, must provide adequate insurance for their own personnel, the public, exhibits and materials against all such hazards.

EVEN THOUGH WE HAVE SECURITY ON DUTY, Marketplace Events, LLC inc. AND THE TACOMA DOME WILL NOT ACCEPT RESPONSIBILITY FOR LOSS OR DAMAGE OF MERCHANDISE DURING THE MOVE-IN, SHOW, OR MOVE-OUT OF THE TACOMA HOME + GARDEN SHOW.

PLEASE INSURE YOUR OWN MERCHANDISE AND EXHIBIT SPACE!

29. Latecomers/No Shows

Any space not claimed and occupied or for which no special arrangements have been made by 9:00 am on Thursday, January 24th may be resold or reassigned by

Show Management without any obligation on the part of the **Tacoma Home + Garden Show** or Marketplace Events, LLC for any refund whatsoever. Please advise us if you have a last minute emergency. Any unclaimed freight will be returned to a "no-show" firm at the end of the show via ground transportation at the firm's sole risk and expense. No refunds will be granted for unused display space.

30. Material Handling + Equipment

Marketplace Events staff provides material handling at The Tacoma Dome. Show Management will absorb the cost of forklift service to a specific display area; however, any extended or special usage will be at the exhibitor's expense. For individual special needs, exhibitors are advised to contact Trade Show Supply House, Inc in advance.

31. Mechanical Conveyances

Mechanical conveyances such as electric carts, scooters or bicycles will not be allowed in the aisles during the show hours. The only exception to this rule will be in the case of handicapped persons visiting the show and in the case of authorized show duty staff.

32. Media + Public Relations

The Bartlett Group has been appointed the Official Show Publicist. Official press kits, releases and promotions are generated from this office. Should you be sending your own media releases, please ensure that a copy is sent to:

Barry Bartlett

Tel: 206.335.4694

Email: barry@bartlettgroup.com

33. Merchandise Removal

Anything that is to be removed from the show floor once the show is open, will require a release form which will be signed by Show Management at the time of exit (this includes personal items). Release forms are obtained from the Show Office at the closing of the Show each day. These forms are not required after the show closes on the final day. If an item is to be taken from the building each day after show closing and returned the following morning, a release form will be required for each day. This is to protect the belongings of all exhibitors.

34. Move-In/Move-Out Facilities

Measurements of roll-up doors are as follows:

Arena Northeast freight door: 24' 0" wide, 18' 6" high
Arena Northwest freight door: 24' 0" wide, 14' 6" high

35. Move-In Hours

PRIORITY MOVE IN (for large booths only):

Tuesday, January 22nd 6:00 am – 10:00 am
(No vehicles after 7:00 pm)

REGULAR MOVE-IN

Tuesday, January 22nd 10:00 am – 8:00 pm
(No vehicles after 7:00 pm)

****Please refer to move in schedule for your designated time**

Wednesday, January 23rd 8:00 am – 8:00 pm
(No vehicles after 5pm)

No vehicles will be allowed into the building after 5:00 pm on Wednesday January 23rd as the carpet will be installed at that time.

36. Move-In, Move-Out No Children

For safety reasons during the move-in/move-out hours, children under 16 years of age (this includes infants) are **prohibited** inside and around the show halls and parking lot. This precaution is taken due to vehicles operating in the building, including forklifts and machinery that are dangerous. Injuries to children would not likely be covered by insurance because of this regulation.

THIS WILL BE STRICTLY ENFORCED!

37. Move-In Off Loading

All major shipments, i.e. crates, will be off-loaded with forklifts and delivered to designated booth locations. IT IS EXTREMELY IMPORTANT THAT EXHIBITORS ARE ON HAND TO RECEIVE THEIR SHIPMENTS. This avoids damage and theft of goods and ensures delivery to correct booths. Exhibitors not on hand to receive their shipments may find that they have not been accepted and have remained with the carrier.

Show Management provides forklift service from the truck to the exhibit booth location. Any specialty use of forklifts, i.e. to assist in set up of display, or unloading unusually heavy or awkward shipments, are at the exhibitor's expense and may be arranged by

contacting Trade Show Supply House in advance of the Event.

38. Move-Out Regulations

No exhibitor may commence to dismantle, pack or remove any part of his or her display until 5:01 p.m. on Sunday, January 27th, 2019.

All goods and displays must be removed from the facility by 12:00 pm (**noon**), Monday January 28th, 2019. Any exhibitor material remaining within the premises of the Tacoma Dome after 12:00 pm (**noon**) on Monday, January 28th will be removed and placed in storage at the exhibitor's expense.

WARNING: THEFTS MAY OCCUR DURING the confusion of move-out. Watch your display carefully.

No vehicles will be allowed entry to the facility until the aisle carpet has been rolled up and the masking tape has been removed. This usually takes approx. 2 hours after show closing.

Vehicles will be directed into the facility for loading only when their display is fully dismantled and ready for loading. This is to ensure that as many exhibitors as possible can move out without congesting the facility.

THERE ARE LIMITED DOLLIES AND HANDCARTS AVAILABLE. EXHIBITORS ARE ADVISED TO BRING THEIR OWN DOLLIES AND HANDCARTS.

39. Over-Sized Trucks + Trailers

Large and accumulated shipments arriving by major carriers in large trucks are encouraged to sign up for early move-in (see Section 57) or to arrive as early as possible after regular move-in commences in order that entry and maneuvering may be carried out as easily as possible.

40. Parking

Parking for attendees AND exhibitors is free throughout the the show courtesy of Western Washington Toyota! Parking is first come, first served.

****Please note the Tacoma Dome does NOT allow overnight parking**

41. Payment of Account

Full and final payment for exhibit space must be made 60 days prior to show opening, (full payment by November 19th, 2018). After this date, if any cheques are accepted they must be certified - **no exceptions**. Show Management reserves the right to refuse entry to any exhibitor for whose account full payment has not been received.

42. Plants

Exhibitors may bring their own live plants and other similar decorations. If you need to water/care for your plants you must supply your own tools and hose. Please do not empty your dirty water or wash dirty tools or muddy hands in the bathroom sinks.

43. Plumbing

The Tacoma Dome is able to provide water, however, due to restricted access to water sources on the exhibit floor, it is crucial that exhibitors provide their own hoses that may reach hook ups and drains.

Drains are exclusively provided for the drainage of waste water. It is prohibited to use drains for the disposal of grease, solids, solvents, hazardous materials or organic materials of any kind.

44. Propane

The use of propane is by Fire Department permit only. Booths permitted to use propane will be limited to one 1.2 gallon tank. Tanks will be removed nightly; fire extinguishers will be required based possible hazards; tanks will be shut off when not in use; under no circumstances will any burnable objects (paper, plastics, wood) be allowed within 18" of propane flames. Greater distances may be required. Empty propane bottles displayed shall have their overflow stem valve removed to verify their condition. Any variance must be approved by the Fire Marshal.

45. Public Admission

Adult	\$12.00
Senior (60+)	\$10.00
Child 12 yrs or under	FREE

46. Safety Measures

Every exhibitor is responsible for the protection of the public as it relates to any hazard that exists within the exhibit space, i.e. shock, electrocution, heat, fire, sharp objects, machinery, etc. Adequate screening or protection must be in place and Show Management reserves the right to declare any exhibit unsafe and order its correction or removal.

Lack of such declaration does not release the exhibitor from final responsibility for any harm or damage to the public and/or their property.

47. Security Service

Show Management will provide uniformed watchman personnel for 24-hour patrol of building and grounds during move-in, show hours and move-out.

NOTE: During move-in and move-out you are responsible for the security of your merchandise and exhibit. Please watch your display accordingly. Report any loss immediately, on site at the the Show Office.

50. Show Management

Tel: (206)785.0440

Show Manager: Tyson Kidd ext. 223

Assist. Show Manager: Stephanie Gatzionis ext. 224

Show | Office Administrator: Zoe Watters ext. 225

Tel: (206)620.0660

Exhibit Sales Consultant: Greenane Davison

Show Management will maintain an office, on site, from January 22nd to January 28th, 2019. The Show Office is located on the East side of the building on lounge 1A.

Show Producer

The Tacoma Home + Garden Show is produced by:

Marketplace Events, LLC

Web: www.marketplaceevents.com

P.O. Box 110849

Tacoma, WA

98411

51. Signs

All signs must be tasteful and professional. The use of handwritten signs, paper banners, large discount pricing cards or other such material is unacceptable.

Signage may not impede adjacent booths. Signs identifying your booth, company or products must be clear and informative. Any signage over 8 feet must have a professional finish on the backside, with no advertising.

****Please note the Tacoma Dome policy forbids the hanging of signage from the building structure.**

52. Smoking

The Tacoma Dome is a non-smoking building, including concessionaires and Exhibition Hall. In accordance with the City of Tacoma, city ordinance #24207 mandates a \$100 citation to be issued to smokers.

53. Solicitation Prohibited

Solicitation in the aisles and other public areas other than your booth is strictly prohibited.

54. Staffing of Exhibits

It is mandatory that exhibitors staff their exhibits during all hours of the show. Security is an added problem when exhibits are not staffed. Exhibitors are reminded that Show Management does not assume responsibility for losses, therefore you should take precautions to protect your display, including obtaining insurance.

55. Storage

Exhibitors are expected to arrange for storage of empty crates offsite, at their own expense. Fire Marshal regulations prohibit the storage of boxes, crates, packing materials etc, and not over one day's supply of literature in the exhibitors booth space.

The Tacoma Dome does not have available storage.

56. Subletting Booth Space

No exhibitor may sublet any portion of his/her booth to another supplier without the written consent of Show Management.

57. Trespassing

Exhibitors are granted access to the Tacoma Dome only at designated times, i.e. show hours, and one (1) hour before. Entering another exhibitor's booth without their invitation or permission is **STRICTLY PROHIBITED**.

58. Miscellaneous Supplies

The Show Office does not supply office supplies, stationary, equipment etc, nor does it offer/allow printing or copy services.

There are no facilities to cash checks or receive faxes. Please plan accordingly.

59. Paging

As per Tacoma Dome regulations, the onlunscheduled announcements made over the paging system will be for emergencies. Other than the staff using the P.A. system and pre-recorded show announcements, no other announcements will be made while the show is open to the public.