



Welcome Exhibitor!

The Northwest Flower & Garden Festival presents ***Gardens Of The World*** – a celebration of the Show's 31st Event! The Show runs **February 20-24, 2019**, at the Washington State Convention Center. Show hours are Wednesday through Saturday, 9 am – 8 pm; and Sunday, 9 am – 6 pm.

Please take time to carefully read the enclosed information. It can save you time, money, and hassles. The more informed you are, the smoother and successful things will go.

This package contains all the information you need to prepare for arrival, show days, and departure. Exhibitor Move-In is on February 17, 18, and 19. Our Exhibitor Move-In Packet will be mailed to you in January with your scheduled Move-In date and time for your booth, along with entry passes for you and your workers. Please adhere to your specific Move-In time, and be patient during move-in.

Important:

- **UBI Number:** All Exhibitors must provide the Show with their UBI# by January 11, 2019.
- **Order WSCC Exhibitor Services** by January 25, 2019 to receive discounted prices on Electrical, water and WiFi to name a few. **Order** all other needs from **DWA Trade Show & Expositions** by the same date. WSCC information sheet and DWA Exhibitor Kit are available online at gardenshow.com/exhibitor-kit.
- **Flameproofing:** If you have flame retardant items hanging or suspended in your booth, you must provide a valid **Certificate of Flame Resistance** at the Show. *pg 4-6*

Watch for your Exhibitor Move-In Packet in the mail early January. It contains your work passes, wristbands, load-in pass, maps, and oversized vehicle parking form request. **DO NOT** misplace your envelope of wristbands - replacements will cost \$10.00 per wristband.

If you have any questions, email me at LindaKn@MPeshows.com, or call 425.330.0300 or 206.620.2573. It is my pleasure to be your Exhibits Manager. On behalf of the entire Northwest Flower & Garden Festival staff, my sincere thanks for your support and participation! I look forward to seeing you all in February 2019!

Happy Gardening!

Linda Knudsen

Exhibits Manager

Follow the Show's social media on Twitter, Instagram, and Pinterest at [@nwfgs](https://twitter.com/nwfgs);
and find us at [Facebook.com/nwfgs](https://www.facebook.com/nwfgs)!

IMPORTANT NOTES and CHANGES

- **DWA Trade Shows & Expositions:** Exhibitor Services will once again be in the **South Hall**, across from Show Office. **Remember to order** services from DWA Trade Shows & Expositions Services by **Friday, January 25, 2019** to receive their discounted prices. DWA order info available at gardenshow.com/exhibitor-kit
- **Overhead Lighting:**
 - **NORTH HALL:** Lighting will be regular show lights. Extended Garden Artisan booths in spaces 2152 – 2160 & 2251 – 2259 will be dimmed overhead. Those across the aisle from this group should assess your lighting needs. **pg 7**
 - **SOUTH HALL - Garden Artisans Area:** The lights will be dimmer on the carpeted area, so we highly encourage you to use extra lighting.
- **Live Music** - Instrumental music will play in the North Hall near Container Wars.
- **Internet with Electrical Option** - *Order now to receive best pricing.* **pg 7**
- **Adhere to Flame Retardant Rules** - You must provide a valid Certificate of Flame Resistance if you hang/suspend drape/fabric within your booth as part of your display. **pg 4-6**
- **Edlen Electric Rates (through WSCC Exhibitor Services)** - Discount pricing ends **Friday, January 25, 2019**. **pg 7**
- **Opportunity to Move-In on Sunday** - If you find you need extra Move-In time, we may be able to accommodate. Please contact LindaKn@MPEShows.com ASAP. **pg 10**
- **Hand-Carried Freight Hours** – Move-In, elevators close at 9 pm; Sun 10:30 pm. **pg 11**
- **Wristband Allocations** – We take your security seriously at our Show – please supply wristbands exclusively to your working staff only. **pg 12-13**
- **Exhibitor Parking Discount Coupons** – Pick up at Exhibitor Help Desk during Move-In. **pg 14**
- **Oversized Parking Passes** – **Limited** number of spaces available, \$100 per vehicle. **pg 16**
- **Large Item Load Out (LILO)** – Show will assist your customers in moving large purchased items to the customer's vehicles. **pg 17**
- **Move-Out Instructions** – Details for Sunday's Move-out. **pg 19**
- **Monday Move-Out** – **Required** sign-up by January 21st. **pg 20**

Attachments: WSCC Priority Exhibitor Services, Oversized Parking Pass Order Form, Seattle Fire Marshal Flameproof code, American Flamecoat Order Form, DWA Exhibitor Kit, Retail Sales Tax Schedule

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Important documents available on gardenshow.com/exhibitor-kit

WSSC Priority Exhibitor Services; Seattle Fire Flameproof instructions; American Flamecoat ordering form; Oversized Parking Pass Order Form; Retail Sales Tax Schedule.

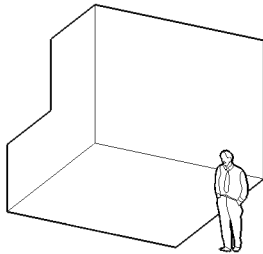
Section 1 – Creating Your Exhibit

WASHINGTON STATE CONVENTION CENTER IS AIR CONDITIONED, SO DRESS ACCORDINGLY.

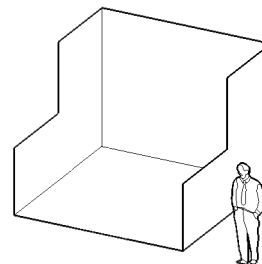
EXHIBIT GUIDELINES: In addition to your actual floor space, the Show provides an 8' high pipe and drape backwall, and 3' high side drapes. DWA Trade Shows & Expositions Services will install a one-line exhibitor identification sign (7" x 44") with your company name on the back drape of your exhibit space (see page 8). Exhibitors are responsible for all other aspects of their exhibit space, including floor coverings, electricity, lighting, and decoration. Marketplace exhibits should reflect the ambiance of the overall Show— garden-related, fun, and festive!

Your assigned exhibit space will be marked out with pipe and drape by DWA Trade Shows & Expositions Services, the show decorator, according to the floor plan provided by Show Management. Allow 4" leeway when installing hard wall displays. Even 4" can hurt if a vendor has a prefabricated booth display. Please help us avoid these unnecessary situations during Move-In. **All merchandise and materials must be contained within the exhibit space throughout all Show days.**

Maximum height for the back drape and back 5' of the side drape is 8' for aisle and corner booths. Maximum height of the front 5' of the side drape is 4' for product or display on both sides to allow for good sightlines down the aisle.



Corner Booth Sightlines



Aisle Booth Sightlines

Freeform and tall wall exhibits have no height limitations. *Displays exceeding 8' limit must be finished on reverse side, unless matched height of your neighbor.

FIRE SAFETY REGULATIONS: The Northwest Flower & Garden Festival (NWFGF) must pass a fire safety inspection by the Seattle Fire Marshal to open its doors to the public.

IMPORTANT: You **MUST** provide a Certificate of Flame Resistance if you **hang/suspend personal drapes/fabric material, within your booth or from the ceiling, whether there is a source of ignition (electricity) or not!**

If you plan to build a roof system between 100 and 300 square feet you must install a smoke detector on the ceiling and have a fire extinguisher in your booth. Building a consecutive roof system over 300 square feet is prohibited without a sprinkler system installed.

All decorations, drapes, curtains, hangings, items such as carpeting, turf used in the vertical position, combustibles, etc., **must be flame retardant**. Items that require treatment with a flame-retardant product may be subject to a flame test prior to Show hours.

THIS DOES NOT INCLUDE PRODUCTS THAT ARE FOR SALE in your booth.

To facilitate verification that an item described above is flame retardant; the following options may be used:

1. During Move-In, a copy of the Certificate of Flame Resistance for the item may be left in the booth when the vendor does not occupy it. The Certificate of Flame Resistance must indicate the item meets the requirements of either **National Fire Protection Association 701 (NFPA 701) and/or the State of California Fire Marshal** approved standard for flame proofing (Note: Certificates of Flame Resistance are **valid for one (1) year** after which time they must be renewed. Unless the certificate shows an expiration date stating otherwise or indicates the treatment cannot be removed when laundered).
2. A tag or label affixed to the item indicating it meets either the NFPA 701 and/or The State of California Fire Marshal approved standard for flame proofing, or is noncombustible.
3. Only certificates from a third-party certifier or manufacturer of the product(s) are acceptable. Treating the item(s) yourself is NO longer acceptable. **You must have this Certificate on-site at the Show, visible in your booth.** Your cooperation is necessary and appreciated.

Painted back-drops/signage utilizing oil based or water-based paints, if provided with backing materials, must be accompanied by a Certificate of Flame Resistance indicating the item is flame retardant or it must be removed.

Materials used for outdoor ground coverings, such as beauty bark, shredded tires must be accompanied by a Certificate of Flame Resistance indicating the item is flame retardant or it must be removed.

The use of oilcloth, tarpaper, sisal paper, nylon, Orlon and certain other synthetic materials that cannot be made flame resistant is strictly prohibited.

Items which are not accompanied by a valid Certificate of Flame Resistance shall be removed. If the item(s) is unable to be removed from the show floor prior to the show opening, the show doors may be held and/or the exhibitor's booth may be closed!

COMBUSTIBLE STORAGE

Combustible storage –repacking material, etc. is prohibited throughout the public assembly area. This includes areas in and behind individual booth spaces. NOTE: Small amounts of brochures and other literature for distribution may be stored under tables fronting the booth space when approved by a representative of the Fire Marshal's Office.

For more information about flame-proofing and combustible storage, call **206.386.1450**, or check the Seattle Fire Marshal document at the end of this kit.

FLAME PROOFING: To prepare your decorating items to pass Seattle Fire Marshal requirements, we recommend the following fire-retardant company:

American Flamecoat of the Pacific Northwest

1143 NW 52nd St, Seattle, WA 98107

Kurt Berschauer, 206-789-9404

northwestfirecoat@gmail.com

The American Flamecoat form for ordering this service is located at the end of this Exhibitor Kit. This service is referred to above as option 3. Keep in mind that this is a 3 to 5-day process, so order early!

We will **NOT** have an on-site fire-retardant service during Move-In. It is your responsibility to contact American Flamecoat or another certified fire-retardant third party to have your items treated properly

AISLE RESTRICTIONS: ALL business activity must only take place within the leased space and AT NO TIME be conducted in the aisles. **Vendors must also refrain from yelling and shouting into the crowd to draw attention away from other businesses. Please represent your company in a professional manner.** All merchandise must be displayed inside your booth. The NWFGF reserves the right to remove any merchandise exhibited in the aisles. It is also against show policy for exhibitors to hand out literature, samples or obtain leads, etc., in the aisles, bathrooms, or in other exhibitor's booths. These activities must be done inside your own exhibit space(s).

FLOOR: The floor of the Convention Center is sealed painted concrete. Your exhibit should have some form of floor covering. You can provide your own carpet or rent it from DWA Trade Shows & Expositions Services. If you provide your own carpet, it is advisable to secure the front edge of the carpet to the concrete floor using a double back tape. If you don't bring your own, you can purchase it from the decorator at show rates.

Do NOT Use Duct Tape on the floor! Duct tape does not remove easily, and we are charged by the foot to have it cleaned off the convention floor. The double back tape must be used so that it can easily be removed after the Show.

Note for Exhibitors on the Carpet Area in the South Hall: Exhibitors on the carpeted Garden Artisan area are responsible for any damage to the carpet in their exhibit area. Should a square(s) need to be replaced in your space, each carpet square cost **\$95** plus labor; that cost will be billed directly to the vendor. If your exhibit contains material that could soil or spot the carpet, be sure to put non-permeable visqueen under the item to protect the carpet.

CARPET, LIGHTING, ELECTRICITY, INTERNET & OTHER: The following items may be ordered in advance from DWA Trade Shows & Expositions Services or from WSCC Exhibitor Services (SmartCity and Edlen):

DWA Trade Shows & Expositions Services:

- Furniture
- Carpet
- Forklift Service
- Advance Warehouse & Show Site Freight Shipments
- Exhibit Space Cleaning
- Labor / Material Handling; Installation & Dismantling

Order from SMARTCITY:

- Phone Service
- Internet Service

Order from WSCC/Edlen Electrical:

- Electrical Service – Please note that Edlen will drop your electrical box in the back of your inline or island booth. You may request to have it placed in a different location; HOWEVER, they will charge for labor/materials. We recommend you bring your own extension cords and surge protectors – please label all your equipment.

Order from DWA and WSCC by January 25, 2019 to receive discounted pricing.

The DWA Exhibitor Kit order form was sent along with this document and is available on gardenshow.com/exhibitor-kit. All WSCC Exhibitor Services are now ordered online at wsc.com/exhibitorservices.

LIGHTING: Some exhibitors may feel that the lighting level in the Convention Center is not adequate for their exhibit. Any such exhibitors can design supplemental lighting into their exhibit and order the appropriate electrical needs from **WSCC Exhibitor Services**.

North Hall: Lighting will be regular show lights **except** a few lights over extended Garden Artisan Spaces 2152-2160 & 2251-2259 will be dimmed. Those across the aisle from this group should assess your lighting needs.

Note to exhibits bordering the Show Garden Displays in South Hall: Due to the theatrical lighting focused on these garden displays, your area will be darker than most sections of the Marketplace. You are advised and encouraged to order additional lighting for your display. **Garden Artisans carpeted area:** we highly encourage you to use extra lighting as the overhead lights will be dimmed in this area.

WIRELESS INTERNET OPTIONS: If you require the use of internet to do business at the Show, whether it be to process payments or access to the web, **do not rely on your phone provider service**. Order Wi-Fi or a hard-wired connection through the WSCC provider SmartCity

- **Show Special** – Point of Sale Internet Package: For a nominal fee of \$205 plus tax, this package provides you with 5 amps of power (at the back-drape line if you have an inline booth - labor charges apply for distribution/island booths), and 2 WiFi connection codes intended for point of sale and checking email. WiFi codes are not transferrable between devices.

Place your order at wsc.com/exhibitorservices

DWA TRADE SHOWS & EXPOSITIONS SERVICES: During move-in, show public hours, and move-out, DWA Trade Shows & Expositions Services will have a Service Center located in the South Hall directly across from Show Office for all exhibiting needs such as tables, chairs, lights, shelving, furniture, and carpets. Items not ordered in advance of the Show will be subject to additional charges. **For the best prices, be sure to order everything you need online, by phone or fax by Friday, January 25, 2019.** Order forms are located in DWA's Exhibitor Kit available on gardenshow.com/exhibitor-kit.

SIGNAGE: DWA Trade Shows & Expositions Services will provide a 7" x 44" white, cardboard sign with your company name, city, and booth number that will hang on the pipe and drape back wall of your exhibit. You may hang your own company signage if that works better within your display concept. **Professional printed signs only; hand-written signs are NOT permitted for your company name or anywhere in your booth.** Please display **your booth number** for the benefit of attendees looking for a specific booth if you are using your own banners. Locating your booth number is one of our biggest complaints from attendees.

Your personal sign of your company name or product listing should only be seen facing toward the inside of your booth space. The sign can be above the 8', finished back with NO verbiage facing your neighbor to the back or side.

HEADSETS AND MICROPHONES: Headsets and hand-held microphones are **NOT** permitted in any exhibit area. **No exceptions!**

NOISE: Exhibitors shall not permit continuous sound in any form emitting from his/her booth which will disrupt the show or interfere with neighboring exhibitors. Exhibitor agrees to comply with any requests by Show Management to correct the volume of sound. Please report any disturbance to Show Management immediately.

CITY OF SEATTLE PLASTIC BAG BAN: Single-use plastic bags are banned in the City of Seattle. Please go to www.seattle.gov/util/MyServices/Recycling/ReduceReuse/PlasticBagBan/index.htm for more information on this.

Thank you for your cooperation!

Section 2 – Move-In Day and Exhibit Set-up

MOVE-IN SCHEDULE: Some exhibitors will Move-In on Sunday, February 17th; however, the majority of exhibitors will move in on Monday, February 18th or Tuesday, February 19th and will be assigned a specific time and day. This will appear on your **Move-In Pass (mailed January) of the Exhibitor Move-In Packet**. This is the time you should arrive at the Convention Center. Local vendors in the surrounding area will be scheduled for Sunday or Monday. All vendors moving in on Tuesday in the North Hall: there will be **minimal vehicles allowed on the floor**. Please note: there are no children under age 16 permitted on-site during move-in.

If you are a local vendor or someone who needs extra time for Move-In, contact me for a **possible Move-In time on Sunday, February 17th**; exceptions apply. Make these arrangements early to receive the correct Move-In Pass. Not all booth locations have this option.

MOVE-IN PASS: Your **Exhibitor Move-In Packet**, mailed to you in early January, will contain a colored Move-In Pass for your vehicle with your specific Move-In day, Move-In time, and sign name printed on it. Please add your cell phone number in the space provided on the pass. To drive into the building, you will need to have the MOVE-IN PASS face up on your dashboard, and any secondary vehicles must also have a copy of the pass on their dashboard. **The Move-In Pass will be required for entry at the Loading Dock and Hand-Carried Freight elevators.** No pass, NO ENTRY! If you need more than one Move-In pass, contact me for extras. Remember... we have over 375 exhibitors, 20 Display Gardens and 12 City Living Displays to Move-In in three short days.

You may be turned away from the Loading Dock if you arrive prior to your appointed Move-In time. Help us make the Move-In process as smooth as possible – please adhere to your scheduled Move-In time! A lot of time and effort goes into planning our Move-In schedule to make the process efficient for everyone, so please stick to your appointed time. Your patience and cooperation are needed and appreciated!

LOADING DOCK ARRANGEMENTS: If your vehicle is **6' 5"** or taller, you must use the Loading Dock off Hubbell Place. The Loading Dock is for loading ONLY. You will be required to leave your keys in your vehicle while off-loading **and have your colored Move-In pass clearly displayed on the dashboard with the following information; Sign name, booth number and cell phone number.** There will be staff on the Loading Dock enforcing these rules. As soon as you have off-loaded, you must move your vehicle from the Loading Dock area. Only after parking the vehicle elsewhere will the driver be permitted to begin setting up the exhibit.

USE OF HAND-CARRIED FREIGHT ELEVATORS: If your vehicle is small enough (under 6'5") to park in the Convention Center Garage, please transport your materials through the Hand-Carried Freight elevators. There are two Hand-Carried Freight elevators, one in the Convention Center's parking garage at the 8th Avenue entrance off Pike Street (accessing all South Halls 4 A, B, and C) and the other on the west side of 9th Avenue, just north of Pike Street (accessing North Halls 4 E and F). Flatbed hand-carts are available for your use. Driving direction maps to each of the Hand-Carried Freight elevators will be included in your Move-In Packet.

During Move-In and Move-Out, when the Hand-Carried Freight elevator is operating, exhibitors can park for up to **one hour free**. Have your parking ticket validated at the freight elevator entrance, garage level. There is no discount for vehicles exiting after one hour. If your vehicle is parked longer than one hour, the regular parking rates apply.

Please note that Move-In via Hand-Carried Freight elevator is always faster than via the Loading Dock, due to congestion at the Loading Docks. Vehicles 6’5” or shorter can enter the Convention Center’s garage, and gain access to the South Hand-Carried Freight elevator. *Vehicles 6’6” – 8’ should use North Hand-Carried Freight elevator, west side of 9th Ave, just north of Pike St.* Please measure the height of your vehicle (empty of freight) before coming to the Convention Center.

From the Convention Center’s garages, the Hand-Carried Freight elevator doorway for the North Hall is **11’ wide X 20’ deep X 14’ high**; South Hall, **12’ wide X 24’ deep X 14’ high**. Therefore, whatever you transport on the elevator cannot exceed those dimensions. **You are encouraged to bring a hand truck or dolly to help facilitate Move-In and Move-Out.**

There are a limited number of flatbed hand-carts available near the Hand-Carried Freight elevator entrances during Move-In and Move-Out. Many exhibitors will need to use these flatbed hand-carts so please limit to using no more than two, and return them to the Hand-Carried Freight elevator entrances immediately when you are finished using them. Sharing is good for ALL!

HAND-CARRIED FREIGHT ELEVATOR SCHEDULE - NORTH AND SOUTH

<u>Move-In</u>	<u>From</u>	<u>To</u>
Sunday, February 17 (South)	8:00 am	8:00 pm
Monday, February 18 (N & S)	8:00 am	9:00 pm
Tuesday, February 19 (N & S)	8:00 am	9:00 pm
<u>Move-Out</u>	<u>From</u>	<u>To</u>
Sunday, February 24 (N & S)	6:01 pm	10:30 pm
Monday, February 25		
South Hall	8:00 am	Noon
North Hall	NOT OPERATING	
<u>*Show Days</u> <i>(Wednesday-Sunday)</i>	<u>From</u>	<u>To</u>
South Hall	8:00 am	9:00 am
North Hall	NOT OPERATING	

***No Convention Center flatbed hand-carts will be available on Show Days.**

UNLOADING AND TRANSPORTING MATERIALS TO EXHIBIT SPACE: Freight can enter and leave only by way of the Hand-Carried Freight elevators and Loading Docks. Security personnel will not permit freight transport through the Convention Center lobby. There will be an attendant stationed in the 4th floor lobby beginning at 7:00 am during Move-In days and on show days.

EXHIBIT SET-UP DEADLINE: All exhibits must be staffed and ready for the public by Wednesday morning at 9:00 am. Exhibitors located in the South Hall on the Carpet Area and right side of gardens should be close to “Show Ready” by 4 pm on Tuesday, February 19th. The Opening Night Party held on the garden floor begins at 5 pm. You may continue to set up, but please, no loud noise after 4 pm.

WRISTBANDS: Wristbands are required and must be worn for all exhibitor admission to the Convention Center during all hours of the Show. There are no exceptions to this policy. You may wear personal badges to identify your company, but these are not a substitute for the wristband needed for Show entrance. Please note that each day’s wristband is a different color and has the day of the week printed on it. You cannot show an unattached wristband for entry; it must be properly attached to your wrist or you **WILL NOT** be admitted into the Show.

Wristband Colors by Day:

<u>Day</u>	<u>Wristband Color</u>
Wednesday	Gold
Thursday	Wine
Friday	Neon Highlight
Saturday	Ocean Blue
Sunday	Light Purple

Wristband distribution is your responsibility. Arrangements must be made in advance for distributing wristbands to those staffing the exhibit booth. **Please inform your employees that they will not be allowed in the Show without a wristband. If a wristband is forgotten or lost, the exhibitor will have to pay the admission fee to get in – NO EXCEPTIONS and NO REFUNDS!** Wristbands are for exhibitor staffing **ONLY** and are not transferable. Friends and family who are not working the booth must purchase a ticket to enter the Show. Additional tickets can be purchased for \$17.00 (Group rate) per ticket by contacting our Show Office at 206.620.2573 prior to January 19th. Half Day Ticket 3pm-close is only \$12.00. Please make sure your staff understands the policy for admittance to the Show. Return any unused wristbands to the Show Office. Any exhibitor violating the Show’s wristband policy will have your allotted 2019 wristbands confiscated and you will need to purchase tickets for entry for the remaining show days.

WRISTBAND ALLOCATION: Wristbands are allocated based on the size of your exhibit space. Wristbands and work pass decals are included in **Exhibitor Move-In Packet** (mailed January) or will be sent to you with your Move-In Pass once your exhibit booth fees are **paid in full**. If you have a past due balance at the time of the mailing of the **Exhibitor Move-In Packet**, we will hold your wristbands at the Show Office; you can pick them up when you pay your exhibit booth fees in full. It is the sole responsibility of each exhibitor to secure and distribute the wristbands and work passes to your staff. **Contact us if you are traveling and can’t receive wristbands at your mailing address by January 15, 2019.**

Commercial and Plant exhibitors receive the following allocation:

50 square foot exhibit	3 wristbands per day
100 square foot exhibit	4 wristbands per day
200 square foot exhibit	6 wristbands per day
300+ square foot exhibit	8 wristbands per day

If commercial exhibitors need more wristbands, please contact Linda Knudsen, Exhibits Manager. Please provide the name and shift of the person using the extra wristbands. The maximum number of extra wristbands granted will be:

- 1 extra wristband for 100 sq ft space
- 2 extra wristbands for 200 or more sq ft space

Vintage Garden Market exhibitors receive the following: 4 wristbands per day.

Educational exhibitors receive the following allocation: 8 wristbands per day.

The number of wristbands for Non-profit, educational/garden resource is based on two people in a 100 sq ft booth, working four three hour shifts per day. For non-profit and educational organizations that choose to offer less than three-hour shifts, a limit of two extra wristbands per day per 100 sq ft can be purchased for \$10.00 each.

WORK PASS STICKERS: Must be worn by **ALL** during Move-In and Move-Out. Security into the Convention Center during Move-In and Move-Out, and wristbands during Show days are strictly enforced. A worker without a Work Pass Sticker will be turned away. These stickers will be included in **Exhibitor Move-In Packet** (mailed early January) or sent with your wristbands once your exhibit booth fees are **paid in full.**

FREIGHT HANDLING AND FORKLIFT SERVICES: **DWA Trade Shows & Expositions Services**, the Show's official decorator, will be providing all freight handling and forklift services, including pallet-jacks. Please see the advance order forms included in the DWA Trade Shows & Expositions Services kit if you need these services (available at gardenshow.com/exhibitor-kit). If you have any freight, forklift, or pallet-jack questions, please contact DWA Trade Shows & Expositions Services at 503-228-6800 or email bblixt@dwatradeshow.com. **DWA's discounted rates expire Friday, January 25, 2019.**

RESTOCKING: Your inventory may be restocked Wednesday through Sunday mornings prior to Show opening, between 8 am and 9 am by using the Loading Dock or South Hand-Carried Freight elevator. The freight elevator will be closed at all other times.

The Convention Center will **not** have flatbed handcarts available for restocking, so please bring your own. Hand trucks and dollies are not permitted on the Show floor during Show hours to avoid the risk of injuring attendees. Restocking during actual Show hours from storage areas is only permitted by hand-carrying the product.

STORAGE:

- Storage areas will be accessible to you during the Show and restocking hours.
- Reserved storage spaces are guaranteed, labeled, and taped off for each exhibitor who pre-purchased storage space.
- Storage is at your own risk. The Show is not responsible for lost, stolen or broken items.
- Exhibitors cannot store items outside their assigned space.
- The cost for reserved storage space is \$3.00 per square foot.

- Multiple spaces may be ordered.
- Spaces are 6 X 4 (24 sq. ft.) Storage A, C, E, F. There are also a very limited number of 4 x 4 (16 sq ft, Storage D) spaces available. Located in the North Hall are warm, protected inside storage spaces, sizes are 6 X 4 (24 sq ft) Storage A. Please call for more details and to find out storage availability. **Storage D, E and F are SOLD OUT.** Storage A & C still have a few spaces available.

Your storage assignment will appear on the Move-In Pass in your Exhibitor Move-In Packet (mailed early January) if you have already ordered and paid for storage space.

CONVENTION CENTER GARAGE PARKING: The Convention Center parking garage is open from 5:30 am to midnight every day, staffed 7am to midnight. Main entrance is on 8th Ave, between Pike and Seneca. The capacity of the garage is limited. The ceiling height is only 6 ft. 5 in.

Wednesday, Thursday, and Friday only: The Convention Center Parking Garage is offering a special price of \$15.00 to exhibitors who arrive before 9:00 am and stay for 8+ hours. During move-in, stop by the Exhibitor Help Desk, Sunday, Monday, or Tuesday, to pick up your parking coupons or at the Show Office during show days (Wed-Fri). At the end of the day, take the parking ticket and the discount parking coupon to the ticket Kiosks located on level 3 and follow payment process. (Insert parking ticket, then discount coupon, and pay only \$15.00.) This is ONLY for vendors parking at the Convention Center Parking Garage AND Freeway Parking Garage on Wednesday, Thursday, and Friday. *This rate does not include in/out privileges and does not guarantee a parking spot in the Convention Parking Garage of Freeway Parking Garage.*

If you are **not** planning to stay more than 8+ hours, the following rates (**subject to change**) for the WA State Convention Center garage will apply.

These prices are effective as of January 1, 2016 at WSCC Parking Garage

0 - 1/2 hr	\$ 5.00	6 – 7 hrs	\$16.00
1/2 – 1 hr	\$ 6.00	7 – 8 hrs	\$17.00
1 – 1.5 hrs	\$ 7.00	8 – 10 hrs	\$18.00
1.5 – 2 hrs	\$ 8.00	10 – 12 hrs	\$19.00
2 – 3 hrs	\$10.00	12 – 14 hrs	\$22.00
3 – 4 hrs	\$12.00	14 – 24 hrs	\$29.00
4 – 5 hrs	\$14.00	Evenings (in after 5:00 pm)	\$ 7.00
5 – 6 hrs	\$15.00	Lost Ticket	\$29.00

These rates do not include in/out privileges and are **subject to change**.

Pay before going to your vehicle and don't lose your ticket!

Upon returning to your vehicle to exit the garage, payment can be made at one of the three pay-on-foot stations or central cashier conveniently located on the 3rd floor of Convention Center parking entrance.

Three Easy Steps to Pay for Parking Ticket:

1. **Take a parking ticket** as you enter the garage. Keep this ticket with you after you leave your vehicle. You will be charged a flat fee of \$29.00 if you lose your ticket.

2. Before returning to your vehicle, **insert your ticket in one of the pay-on-foot stations** or take to the central cashier located at the Convention Center (3rd floor) and garage entrance. You can use cash or major credit cards to pay the parking fee. Upon payment, the pay-on-foot stations or cashier will validate your ticket and return it to you.
3. **Insert your validated ticket in the machine at the exit gate** as you leave the garage, with the arrow and number side of ticket face up pointing towards exit verifier machine. The gate will open.

During Move-In and Move-Out when the Hand-Carried Freight elevator is operating, exhibitors can park for up to one hour free. Have your parking ticket validated at the freight elevator entrance, garage level. There is no discount for vehicles exiting after one hour. If your vehicle is parked longer than one hour the regular parking rates apply.

Freeway Park Garage entrance between Pike St and Seneca on Hubbell Place – clearance is 6’9” with a convenient walk-through into the Convention Center. You will be able to use the vendor discount parking ticket of \$15.00 for 8+ hours on Wednesday, Thursday and Friday. On Saturday or Sunday, normal parking rates will apply. We urge you to use this facility to allow more parking spaces for attendees using the Convention Center Parking Garage.

The hours of the **Freeway Park Garage** are Wednesday through Sunday, 5:30 am to 10:00 pm. Attendant leaves around 7:00 pm, but the gate will be open for pre-paid vehicles to exit.

Freeway Park Garage Rates:

0 – ½ hr	\$ 4.00	6 – 7 hrs	\$15.00
1/2 – 1 hr	\$ 5.00	7 – 8 hrs	\$16.00
1 – 1.5 hrs	\$ 6.00	8 – 10 hrs	\$17.00
1.5 – 2 hrs	\$ 7.00	10 – 12 hrs	\$18.00
2 – 3 hrs	\$ 9.00	12 – 14 hrs	\$21.00
3 – 4 hrs	\$12.00	14 – 24 hrs	\$28.00
4 – 5 hrs	\$13.00	Evenings	No Evening Rate
5 – 6 hrs	\$14.00	Lost Ticket	\$28.00

OTHER PARKING: There are other parking garages and lots near the Convention Center. During peak Show hours and on weekdays when downtown workers use parking facilities, parking is difficult to find. You are encouraged to use alternate garages and lots.

OVERSIZED PARKING – \$100: Spaces are **extremely** limited. The oversized parking lot is located at 84 S Atlantic St, Seattle, WA, Lot 57, by the Seattle stadiums behind the Pyramid Brewery. All stalls are singles. If you have a trailer you will need to detach, lock and park it next to your vehicle. Cost for parking is **\$100.00** per vehicle (*trailer included*) from Move-In on Sunday Feb 17th to final Move-Out on Monday Feb 25th. Detailed information will be in your Move-In Packet. Order form included at the end of this packet. Please submit early!

Section 3 – Show Time!

STAFFING AND SHOW HOURS: Exhibits must be staffed during all Show hours. Show hours are Wednesday through Saturday 9 am to 8 pm, and Sunday 9 am to 6 pm. Exhibitors are expected to have booths open and staffed **by 8:50 am** each morning. A minimum staffing level of two people per 100 square feet is recommended to cover breaks and meals. Exhibitors are not permitted to vacate their spaces until the Show closes each evening. In case of an emergency and you need to leave your booth, please find a Show staff member to contact the on-site Show Office Management regarding the vacancy of your booth, so we may secure your area.

EXHIBITOR AWARDS: Twelve awards of merit will be presented to exhibitors during the Show for Outstanding Exhibit Display. The award categories are for Outstanding Visual Presentation (4), Outstanding Marketing Display (4), Exhibitor Best in Show (1), Outstanding Plant Market (1), Outstanding Educational Display (1) and Outstanding Vintage Garden Market Display (1).

FOOD SERVICE: **Receive 10% off any food or beverage within the Show**, excluding alcohol, by showing your current day wristband to the cashier. The Convention Center will operate several new and original food service areas throughout the Show. The Solera Wine Bar (11am-7pm) is located on the garden floor at the back wall of the Display Gardens. There will be no food and beverage service offered in the Exhibit Halls during Move-In and Move-Out, but a variety of food vendors can be found in the building's retail levels 1, 2, and 4.

SMALL PACKAGE CHECK: We have a free package check station that can be used to store packages during Show hours on the same day of purchase. Please encourage your customers to use it!

Red Package Check is located at the South end of the Skybridge, across from the Skybridge Lobby Show entrance. Open all show hours. Customers must pick up their packages from Package Check by same day show closing. There will be NO overnight storage at Package Check.

LARGE ITEM LOAD OUT (LILO): NEW PROCEDURES - PLEASE READ

A free service, located at the **LILO desk on the Skybridge**, to give assistance to your customers to transport heavy or unwieldy items they have purchased into their car. Our load-out staff will help move the item from LILO to the customer's vehicle on the upper Loading Dock of the Convention Center.

- **Hours of Operation for LILO:**
 - **Wednesday – Saturday:** 11:00 pm – 7:30 pm
 - **Sunday:** 11:00 am – 4:30 pm
- If your customers need assistance with their purchases, whether it is too heavy or too many packages to carry, they must use this service. Due to security issues on the Loading Dock, **vendors can no longer make their own arrangements to meet customers on the Loading Dock.**
- **Direct your customer to LILO to make an appointment.** LILO staff will arrange the details of the pick-up, and give your customer a map to the Loading Dock and a temporary loading pass.

- **FIRST COME, FIRST SERVE.** Depending on how busy they are, the customer may have to wait for assistance. Please be patient.
- It is preferred that the purchase(s) be brought to LILO by the customer or the vendor. However, if the vendor brings the purchases to LILO, **the customer must make an appointment with LILO BEFORE item(s) are dropped off.** Do not drop off purchases before an appointment is made or if there is no staff on duty to take responsibility for item(s).
- If the customer or vendor needs assistance in moving the item(s) from the vendor's booth, we will do our best to assist **if** we have the staff or time available. If moving staff determines that an item is excessively large, it may have to be moved after peak attendance hours (*after 5 pm Wed – Sat, or Sunday after 3 pm*). **Please make sure your customer knows your company name and booth number** if moving staff must pick up purchase(s) from your booth.
- **There is no overnight storage at LILO.**

Northwest Flower & Garden Festival assumes no responsibility for damage or loss once the item leaves a vendor's booth. The customer and the vendor enter into the agreement at their own risk. Moving staff has the right to refuse moving any item they deem to be too large or heavy to safely move. In such a case, the customer must make alternative arrangements for delivery of item.

If a Customer must come back a different day to pick up Purchase: If an attendee took public transportation to the Show, or they purchased items that won't fit in their vehicle, they may need to come back on a different day to pick up their purchase. **Please note that the Show does not store any packages overnight.** The vendor should store the item in their booth and the customer **must** go to LILO staff to make an appointment for when they can pick up their purchases. Please make sure the customer has your company name and booth number when they come to make their appointment. It is preferred that the vendor deliver the purchases to LILO the day of pick up **during the hours of operation, prior to the pick-up time.**

If you have any questions or concerns prior to the Show, please call our office at 206.620.0938. During Show Hours, come to our onsite Show Office, room 401.

HOTEL RESERVATION: Sheraton Hotel block for Exhibitors rooms has been **SOLD OUT**. You can still get our exclusive show rates on our website, gardenshow.com. Under the INFORMATION tab, click on the Hotels tab to view our hotel listings - most are within short walking distance to the show and offer discounts on parking and food.

If you have any questions, please call GTA Travel Associates directly at **(800) 821-0339**. It is advised to make reservations as soon as possible.

Section 4 - Move-Out

TRASH - ATTENTION: Many of you may not know this, but I'm NOT your janitor. ☺ The Show adheres to a "pack it in, pack it out" philosophy. We have cardboard dumpsters, as well as a clean green dumpster for soil and plant material, on both the North & South Loading Docks. Please don't leave your garbage in your neighbor's space or storage area, take it with you.

MOVE-OUT INSTRUCTIONS: DO NOT dismantle or remove exhibit materials before 6 pm on Sunday when the Show closes - **This policy will be strictly enforced.** Any exhibitor violating this rule is violating their contract and **will lose seniority** for booth placement and potentially more. Absolutely no freight (except small, hand-carried boxes) will be allowed to exit through the front lobby doors into the Galleria. All exhibit materials must be removed via the Loading Dock or Hand-Carried Freight elevators to the parking garage. Convention Center flatbed handcarts will be available after the Show closes at 6 pm. Please be courteous by only taking no more than one flatbed hand-cart per exhibit space.

<u>Booth Move-Out Hours are:</u>	<u>From</u>	<u>To</u>
Sunday, February 24	6:01 pm	11:00 pm
*Monday, February 25 – Early scheduling is required to obtain Monday Move-Out privilege. Contact Linda for any available openings.	7:00 am	11:00 am - South Hall Noon - North Hall

A flyer explaining Move-Out procedures will be in your Move-In packet and placed in your booth Sunday morning of the Show for your review.

6:01 PM, Sunday February 24: All exhibitors should follow these procedures:

- Give yourself a standing ovation for a successful 5 days!
- Dismantle and pack up your exhibit completely.
- Dispose of your garbage (we have cardboard dumpsters) or TAKE IT WITH YOU!
- **MOVE-OUT PASS** REQUIRED FOR MOVE-OUT using Loading Dock or North Hand-Carried Freight elevators. **The South Hand-Carried Freight Elevator DOES NOT require a pass.**
- Exhibitors using the Loading Dock or North Hand-Carried Freight elevator will need to obtain a **MOVE-OUT PASS** from Show Staff; stations will be placed in a central location in each hall. Other Show Staff will be roaming each hall for your convenience. Show Staff will give you a **MOVE-OUT PASS** after they have visually verified that your booth and its contents are dismantled and ready to be loaded into your vehicle.
- Take your **MOVE-OUT PASS** with you to retrieve your vehicle and proceed to either the Loading Dock or the North Hand-Carried Freight Elevator area.

- **Show the Pass** to the Dock Master (wearing a **red coat**) at the ramp of Loading Dock or North Hand-Carried Freight area.
- Communicate with your co-worker (if applicable) who is staying with your product when you are about to enter the Loading Dock area, at which time she/he can begin to carry your materials to the Loading Dock.
- If moving out alone, park your vehicle on the Loading Dock or Hand-Carried Freight elevator parking garage, quickly load your vehicle and depart.
- Exhibitors **will not** be allowed to park cars on Hubbell Street near the bottom of the ramp prior to **6:00 pm** when move-out begins.
- Because of the limited space available in the Loading Zone, vehicles cannot be parked while move-out is in progress.
- **IF YOUR DRIVER IS OFF-SITE:**
 1. Tell our staff that your driver is off-site with no way to hand over the Move-Out Pass.
 2. Our Staff member will write your company name on the Move-Out Pass.
 3. You will then go to the Loading Dock, connect with the Dock Master and show him/her the Move-Out Pass.
 4. They will call down to the lower ramp to get your name/company on a list.
 5. Contact your driver to get in line at the bottom of Loading Dock for entry. When they arrive, the driver tells the ramp person the name of the company he/she is there for.

MONDAY MOVE-OUT REQUIRES EARLY SCHEDULING!

- Vendors with large and heavy displays will have priority for a Monday morning Move-Out.
- Should you feel you cannot complete your entire Move-Out on Sunday, February 24th by 11:00 pm, please make an appointment for a scheduled Move-Out time by calling or emailing LindaKn@mpeshows.com Exhibits Manager, before January 21st.
- If you fail to make an appointment before January 21st, stop by at the NWFGF Exhibitor Help Desk during Move-In to see if there are openings.
- **Book early! You will not be permitted up the Loading Dock without a pass for Monday, February 25th. The Halls* must be cleared by 11 am South Hall or noon North Hall, Monday, February 25th.**

***Time slots limited to 12 per hour in North Hall and begin at 7am with the last scheduled time at 11am on Monday, February 25th.**

***Time slots limited to 10 per hour in SOUTH HALL beginning at 7 am with the last scheduled hour at 10 am on Monday, February 25th.**

Section 5 – For Your Information

IMPORTANT NAMES AND PHONE NUMBERS:

Northwest Flower & Garden Festival

PO Box 110849
Tacoma, WA 98411-0849
Phone: 206.231.0140
Fax: 253.756.6898

Show Producer: Marketplace Events
Jill Kivett, Regional VP & VP Sponsorship
JillK@mpeshows.com

Show Manager: Jeff Swenson
JeffS@mpeshows.com

Operations Manager: Courtney Goetz
CourtneyG@mpeshows.com

Garden Coordinator: Lloyd Glasscock
LloydG@mpeshows.com

Exhibits Manager: Linda Knudsen
LindaKn@mpeshows.com

Seminar Manager: Janet Endsley
JanetE@mpeshows.com

Show Admin:
Michelle Derbes
MichelleD@mpeshows.com

DWA Trade Shows & Expositions Services

Decorating / Freight
6700 NE 5th Place, Portland, OR 97218
Contact: Bjarne Blixt
Office: 503.228.6800
Cell: 503.595.1451
Fax: 503.228.6808
E-mail: bblixt@dwatradeshow.com
Web: www.dwatradeshow.com
Order form available at gardenshow.com/exhibitor-kit

WSCC Priority Exhibitor Services

Temporary Utilities: powered Edlen (**electrical, air/water/drain**)
Data & Telecom: provided by SmartCity (**internet, Wi-Fi, phones**)
Washington State Convention Center
705 Pike Street, Seattle, WA 98101
Contact: Rae Podrebarac, CMP, Senior Exhibitor Services Mgr
Office: 206-694-5015
Cell: 206-786-8662
Fax: 206-212-2328
E-mail: rae.podrebarac@wscc.com
Web: wscc.com/exhibitorservices

OPENING NIGHT PARTY: On February 19th, (night before opening day of Show) the Arboretum Foundation sponsors a fundraising party to benefit Seattle's 230-acre Washington Park Arboretum. ***Exhibits are not open during the Opening Night Party.*** Should you wish to attend the Opening Night Party, please contact the Arboretum Foundation at 206-325-4510 or visit arboretumfoundation.org

SALES TAX INFORMATION: All retail sales at the Show must include State sales tax, which each exhibitor must remit to the State of Washington. Sales tax can change at any time. As of December 2018, **Washington Sales tax in King County is 10.1%**. A chart is included in this packet to assist you in your calculations. If the sales tax rate does change, you are responsible for collecting and reporting the current % to the State. The State of Washington is a self-reporting tax state; therefore, each exhibitor is responsible for remitting the sales tax to the State. The State of Washington enforces compliance with its sales tax requirements.

The Washington State Department of Revenue requires a UBI (WA State Tax ID) number for every Exhibitor who participates in the Northwest Flower & Garden Festival. **You will not be allowed to move into your booth without supplying us with a UBI number. NO EXCEPTIONS.**

This must be supplied to Linda by **January 11, 2019** in order to participate.

Call 1-800-647-7706 to obtain a temporary UBI at no cost.

If you have any questions about this procedure visit: www.dor.wa.gov/content/taxes/