

**2022 Northwest Flower
& Garden Festival**

**EXHIBITOR
MANUAL**



gardenshow.com

MARKETPLACE
EVENTS

SHOW MANAGEMENT

The Northwest Flower & Garden Festival is produced by:

Marketplace Events, LLC

marketplaceevents.com

gardenshow.com

206.231.0140

SHOW TEAM

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Show Management will maintain an on-site office from February 5 – 15, 2022, located in room 401, 4C. If any emergencies arise you can contact the show office at 206.620.0938, or Megan directly at 864.915.9931.

SHOW FACILITY

Washington State Convention Center

705 Pike St, Seattle WA 98101

206.694.5000

www.wsccl.com

EXHIBITOR SERVICES

Discount Ordering Deadline: January 18, 2022

Show Decorator

Furniture and carpet rental, forklift service, advance warehouse & show site freight shipments, exhibit cleaning, and labor/material handling, installation & dismantling.

Fern Expo Services

fernexpo.com/exhibitor-services

exhibitorservices@fernexpo.com

800.774.1251

Utilities

Electricity, air/water, internet, WI-FI, phone service, and catering must all be ordered in-house through WSCC.

WSCC Exhibitor Services

www.wsccl.com/exhibitor-services

exhibitor.services@wsccl.com

206.694.5015

Both Fern and WSCC maintain a Service Desk during move-in, show hours, and move-out located in the South Hall by the Show Office. Ordering on-site will be subject to additional charges.

EXHIBITOR CHECK LIST

- ✓ **Have you enhanced your Online Exhibitor Listing?** You automatically have a basic exhibitor listing when you book your space. If you didn't receive an email with a link to enhance your listing, please email michelled@mpeshows.com to send you another link.
- ✓ **Have you ordered booth decorating and setup needs?** Furniture, carpet, table skirting, forklift service, advance warehouse & show site freight shipments, booth cleaning services – see page 6. Floor covering is required, and all tables must be professionally skirted (no plastic).
Fern Expo will send you an email with ordering information. If you have not received an email from Fern, let our staff know. **Discount deadline is Tuesday, January 18, 2022.**
- ✓ **Do you have floor covering for your booth?** (This does not apply to the exhibitors in the Plant Market or on the carpeted Garden Artisan area in the South Hall) See Page 8.
- ✓ **Have you ordered phone & internet, electrical & lighting needs?** Additional booth lighting is strongly recommended. Order electrical and lighting through the WSCC Exhibitor Services. See page 6.
WSCC Show Special – New “WSCC Pay” Package (5amp + 1 Wi-Fi): For \$179 plus tax, this package provides your booth with access to one (1) login credential to a dedicated Wi-Fi network and one (1) 5-amp outlet at the back of your booth to charge your phone or payment device. Additional login credentials to the “WSCC Pay” network available separately. (WSCC is not responsible for configuring or troubleshooting your hardware or device issues.). Wi-Fi codes are not transferrable between devices. Purchased separately is \$206.
Place your order directly at wsc.com/exhibitor-services. **Discount deadline is Friday, January 18, 2022.**
- ✓ **Do you need any decorating items in your booth flame proofed?** You must provide a valid Certificate of Flame Resistance if you hang/suspend drape/fabric within your booth as part of your display. See page 11
- ✓ **Have you made your hotel reservations?** See page 18 for exclusive hotel deals.
- ✓ **Do you have show insurance?** Email proof of insurance to michelled@mpeshows.com. Don't have an insurance provider? Buttine Insurance offers coverage for show specific date at \$80. Apply online at www.buttine.com/eventExhibitor.html
- ✓ **Do you need to order an Oversized Parking Pass?** Limited number of spaces available, \$100 per vehicle. See page 15
- ✓ **Please go to our website at gardeshow.com/exhibitor-kit to download:**
 - Official “I’m exhibiting at...” image
 - Driving Direction Maps to WSCC Loading Dock, Hand-Carried Freight Elevators & Parking Garage

COVID-19 REGULATIONS

MASK MANDATE: Washington State Secretary of Health is requiring that everyone five years of age and older wear a mask in public indoor settings, regardless of vaccination status.

You must wear a mask at all times when you are in the building - the mask mandate will be enforced, and we thank you for your cooperation.

VACCINATION STATUS: During public show days, everyone ages 12 and older will be checked for vaccination status. Per [King County and Washington State health regulations](#), any individual 12 years of age or older who is attending an indoor event in King County must show proof of full vaccination against COVID-19 or a negative result from a FDA-approved PRC or antigen COVID-19 test within 72 hours preceding attendance to the Event.

There will be COVID check points on the 1st, 3rd, and 4th floor (at both show entrances). We are asking all show participants enter through the Skybridge show entrance, and the attendees will be directed through the Atrium Lobby. This does not mean you can't go in through that entrance; however, it might be quicker through the Skybridge Lobby. As soon as your status has been checked, you will receive a handstamp. If you are wearing your daily wristband, you can have them stamp the wristband. This shows you have been checked for that day and do not need to be rechecked if you leave the building; however, you will be checked daily.

ACCEPTABLE PROOF OF FULL VACCINATION* AGAINST COVID-19: Attendees 12 and older must provide proof of full vaccination against COVID-19 by presenting the original, a copy, or a photo of one of the following:

- A [CDC vaccine card](#).
- Documented proof of vaccination from medical record or vaccine provider.
- Proof of vaccination from another state or county.
- Printed certificate or digital record from [MyIRMobile.com](#) or other apps.
- Digital copy of your COVID-19 vaccination record from [WA Verify](#).

*Full vaccination means two weeks after they have received the second dose in a two-dose series or single-dose. Additional proof of an individual's identity, such as a driver's license, is not required under this Order.

ACCEPTABLE PROOF OF A NEGATIVE COVID-19 TEST RESULT: Attendees 12 and older must provide proof of a negative COVID-19 test result by presenting the original, a copy, or a photo of a document or other communication from the test provider or laboratory that shows:

- The first and last names of the individual tested;
- The type of test performed (must be molecular or antigen);
- The date the specimen was collected (must be within the 72 hours preceding the individual's participation in or attendance at the Large Event); and
- A negative result.

At-home tests will not be accepted.

ON-SITE PCR TESTING: Curative has an on-site testing kiosk conducting self-collected swab PRC tests with a 1–2-day turnaround time on the first floor of the Convention Center. They are open Monday – Friday from 7:30am – 3:00 pm. If you need to be tested, we recommend you make an appointment to be conducted during move-in, and another one later in the week to guarantee your 72-hour window. At this time, their tests are no-charge.

[Click here](#) to book an appointment on-site at the Washington State Convention Center.

Two blocks away at the Paramount Theatre, 911 Pine St, there is another Curative testing site for a PCR test. They are open Wednesday – Sunday from 12:00pm – 7:00pm.

[Click here](#) to book an appointment at the Paramount Theatre.

Please see the following page for more Curative testing sites in the Seattle area.

COVID TESTING SITES MAP

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Section 1 – Creating Your Exhibit

WASHINGTON STATE CONVENTION CENTER IS AIR CONDITIONED, SO DRESS ACCORDINGLY

BOOTH GUIDELINES

MPE provides each inline exhibitor an 8' high black pipe and drape sidewalls and backwall, as well as a one-line exhibitor identification sign (7" x 44") on the back drape of your exhibit space (see page 8) with your company name and booth number. A corner booth has only back drape. An island booth, open on all sides, does not have any pipe and drape or ID sign.

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! **We request that all non-garden exhibitors decorate their booth with extra plant or floral material.**

Your assigned exhibit space will be marked out with pipe and drape by Fern Expo Services, the show decorator. Allow 4" leeway when installing hard wall displays. All merchandise and materials must be contained within the exhibit space throughout all Show days.

Maximum height, including signage, for the back and side drape is 8 feet in height. Signs exceeding booth height requirements must be approved by Show Management or exhibitor may be asked to remove the sign.

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. All unfinished portions of displays must be draped or finished to be pleasant to the public view. Show Management may require exhibitors to purchase drape if display is not finished adequately.

AISLE RESTRICTIONS

ALL business activity must take place only within the leased space and AT NO TIME be conducted in the aisles. Vendors must also refrain from calling out 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. Marketplace Events 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).

FLOORING

Floor covering is required in booth spaces. Your exhibit must have floor covering completely covering the exact dimensions of your designated space so that no concrete is exposed. No partial floor coverings are permitted. This does not apply to the exhibitors in the Plant Market or on the carpeted Garden Artisan area in the South Hall. You can provide your own carpet or rent it from Fern Expo Services. If you provide your own carpet, please use some type of clean, professional-looking covering, like carpet, AstroTurf, hardwood, tile, vinyl flooring, etc. The South Hall exhibit aisles will be fully carpeted in black carpet.

The floor of the Convention Center is sealed painted concrete. Do NOT use Duct Tape on the floor, as it does not remove easily, and you will be charged to have it cleaned off the convention floor. You must secure the front edge of your carpet to the concrete floor using a double back tape to avoid any tripping hazard. If you don't bring your own tape, you can purchase it from the decorator at show rates.

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, place non-permeable visqueen under the item to protect the carpet.

TABLE COVERINGS

It is mandatory that all tables are properly skirted. Skirting must go from the edge of the table to the floor on all VISIBLE sides. All skirting must be pressed and clean. Use of plastic tablecloths, sheets, shower curtains or any type of “makeshift” tablecloth is not permitted. Management will skirt all incorrectly skirted tables at the exhibitor’s expense. You can order table skirting from Fern Expo Services.

ORDERING EXHIBIT SERVICES: CARPET, LIGHTING, ELECTRICITY, INTERNET, ETC.

Order from Fern Expo Services and WSCC Exhibitor Services by January 18, 2022, for discounted pricing.

You must order all services directly through Fern Expo Services at fernexpo.com/exhibitor-services/ and WSCC Exhibitor Services at wsc.com/exhibitor-services.

Order from Fern Expo Services:

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

During move-in, show public hours, and move-out, Fern Expo Services will have a Service desk for all exhibiting needs located in the South Hall directly across from Production Office. Items not ordered in advance will be subject to additional charges.

Order directly from Fern Expo. Fern will send you an email with ordering information. For discounted pricing, order online by Tuesday, January 18, 2022.

Order from WSCC Exhibitor Services:

SmartCity:

Phone & Internet Service – 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.

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 in a different location; however, they will charge for labor/materials. We recommend you bring your own extension cords and surge protector – label all your own equipment.

Lighting – We encourage all exhibitors to add lighting to their exhibit. You can bring your own or order supplemental lighting from WSCC Exhibitor Services.

- South Hall: Due to the theatrical lighting focused on the Show Garden Displays, exhibits bordering the Garden Displays will be darker than most sections of the Marketplace. You are advised to order additional lighting for your display.
- Garden Artisans carpeted area in South Hall: We highly encourage you to use extra lighting as the overhead lights will be dimmed in this area for the duration of the show.

WSCC Show Special – New “WSCC Pay” Package (5amp + 1 Wi-Fi): For \$179 plus tax, this package provides your booth with access to one (1) login credential to a dedicated Wi-Fi network and one (1) 5-amp outlet at the back of your booth to charge your phone or payment device. Additional login credentials to the “WSCC Pay” network available separately. (WSCC is not responsible for configuring or troubleshooting your hardware or device issues.). Wi-Fi codes are not transferrable between devices. Purchased separately is \$206.

Place your order directly at wsc.com/exhibitor-services. For discounted pricing, order online by Tuesday, January 18, 2022.

FIRE SAFETY REGULATIONS

The Northwest Flower & Garden Festival 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 indicating the following items are flame retardant or they must be removed:

- All decorations, drapes, curtains, fabric material, hangings, items such as carpeting, turf used in the vertical hanging/suspending position within your booth or from the ceiling, whether there is a source of ignition (electricity) or not.
- Painted back-drops/signage utilizing oil based or water-based paints, if provided with backing materials.
- Materials used for outdoor ground coverings, such as beauty bark, shredded tires.
- The use of oilcloth, tarpaper, sisal paper, nylon, Orlon, and certain other synthetic materials that cannot be made flame resistant is strictly prohibited.

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.

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.

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

- 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).
- 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.
- Only certificates from a third-party certifier or manufacturer of the product(s) are acceptable. Treating the item(s) yourself is not acceptable. You must have this Certificate on-site at the Show, visible in your booth. Your cooperation is necessary and appreciated.

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. Visit www.seattle.gov/fire/business-services/special-events/tents-and-flameproofing for further clarification.

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
206.789-9404; northwestfirecoat@gmail.com

For a list of other flame proofing and flame-retardant companies, please visit www.seattle.gov/Documents/Departments/Fire/Business/FlameRetardantSources.pdf. This list is for informational purposes only and is not an endorsement of their products or services. Please check out the vendors to determine which will best meet your needs for flame retardant products or materials. Keep in mind that this is a 3 to 5-day process, so order early.

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 out of sight 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, contact the Seattle Fire Dept – Fire Prevention Division at 206.386.1450.

SIGNAGE

Fern Expo 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. As this is meant to be a place holder and locator for your booth during move-in; we recommend you also display your own company signage. Professional printed signs only; hand-written signs are NOT permitted 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. Signs exceeding booth height requirements must be approved by Show Management, 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!

CITY OF SEATTLE PLASTIC BAG BAN

Single-use plastic bags are banned in the City of Seattle. For more information, visit www.seattle.gov/utilities/services/recycling/reduce-and-reuse/plastic-bag-ban.

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

MOVE-IN SCHEDULE:

Exhibitors move-in times are on Sunday, Monday, and Tuesday, February 6 - 8, and are scheduled based on your location in the North or South Hall. Please refer to the [Move-in Map](#) for your specific move-in day and timeframe. **These are the times you can first start setting up and drive to the Loading Dock.** After your assigned timeframe, you can continue to set up your booth and can use the Hand-Carried Freight elevators, if you need to bring in more product or supplies. See Hand-Carried Freight elevator schedule below.

For all vendors moving in on Tuesday in the North Hall: there will be minimal vehicles allowed on the show floor. Please note that there are **no pets and no children under age 16 permitted on-site** during move-in. This will be strictly enforced by the Convention Center staff.

VEHICLE LOADING DOCK PASS

You will receive a VEHICLE PASS when you arrive to the Loading Dock at your scheduled move-in time – they will no longer be mailed ahead of time. Refer to the [Move-in Map](#) to see your scheduled time. Please add your company name and cell phone number on the pass. To drive into the building, you will need to have the VEHICLE PASS face up on your dashboard. While on the Loading Dock or in Exhibit Halls, you must leave keys in vehicle. DO NOT lock your doors.

Due to extreme congestion on Loading Dock and show floor, only one vehicle per 10' x 10' space is allowed. All other vehicles must use the parking garage and North or South Hand-Carried Freight Elevator. Please see Freight Elevator schedule on page 13.

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. Remember... we have over 375 exhibitors and 25 Display Gardens to move-in in three short days. Your patience and cooperation are needed and appreciated. If you are unsure of your booth number or move-in time, please email meganb@mpeshows.com.

LOADING DOCK

If your vehicle is 6' 5" or taller, you must use the Loading Dock or North Hand-Carried Freight Elevator. The Loading Dock is for unloading ONLY. You will be required to leave your keys in your vehicle while off-loading and have your Move-In pass clearly displayed on the dashboard of your vehicle. There will be staff enforcing these rules. As soon as you have off-loaded, you must move your vehicle from the Loading Dock area. Do not set up your display with your vehicle still parked in the Loading Dock area. Driving direction maps to the Loading Dock is located on our website at gardenshow.com/exhibitor-kit

HAND-CARRIED FREIGHT ELEVATORS

Move-in via Hand-Carried Freight elevators is always faster than the Loading Dock, due to traffic congestion.

South Hand-Carried Freight Elevator (accessing all South Halls: 4A, B, and C)

Located in the Convention Center's main parking garage at the 8th Avenue entrance off Pike Street

Elevator Dimensions: 12' wide x 24' deep x 14' high

Maximum Vehicle Height: 6'5" (No full-size vans or trailers)

North Hand-Carried Freight Elevator (accessing North Halls: 4E and F)

Located on the west side of 9th Avenue, just north of Pike Street

Elevator Dimensions: 11’ wide x 20’ deep x 14’ high

Maximum Vehicle Height: 9’8” (No full-size vans or trailers)

There are limited flatbed hand-carts available for your use; however, we encourage you to bring a hand truck or dolly to help facilitate Move-in and Move-out. Please label all your personal belongings clearly. Driving direction maps to each of the Hand-Carried Freight elevators are located on our website at gardenshow.com/exhibitor-kit.

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.

Hand-Carried Freight Elevator Schedule - North and South

<u>Move-In</u>	<u>From</u>	<u>To</u>
Sunday, February 6 (South only)	8:00 am	8:00 pm
Monday, February 7 (N & S)	8:00 am	9:00 pm
Tuesday, February 8 (N & S)	8:00 am	9:00 pm
<u>Move-Out</u>	<u>From</u>	<u>To</u>
Sunday, February 13 (N & S)	6:01 pm	10:30 pm
Monday, February 14		
South Hall	8:00 am	Noon
North Hall	NOT OPERATING	
<u>*Show Days (Wednesday-Sunday)</u>	<u>From</u>	<u>To</u>
South Hall	8:00 am	9:00 am
North Hall	NOT OPERATING	

*No Convention Center flatbed handcarts will be available on Show Days.

UNLOADING AND TRANSPORTING MATERIALS TO EXHIBIT SPACE

Freight can enter and leave the building 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. Vaccination status will be checked.

EXHIBIT SET-UP DEADLINE

All exhibits must be staffed and ready for the public by Wednesday morning, February 9, at 9:00 am. Please contact Show Management if you have a last-minute emergency. Any space not claimed and occupied or for which no special arrangements have been made by 9:00 am on Wednesday may be resold or reassigned by Show Management without any obligation on the part of the Northwest Flower & Garden Festival or Marketplace Events, LLC.

WORK PASS STICKERS

Must be worn by ALL during Move-In and Move-Out. Anyone 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

Fern Expo Services, the Show's official decorator, will be providing all freight handling and forklift services, including pallet-jacks. **Order directly from Fern at www.fernexpo.com/exhibitor-services/. Fern's discounted rates expire Tuesday, January 18, 2022.**

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 on show days, 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 \$3.49 per square foot, in sizes of 4 x 6 (24 sq. ft.), 4 x 12 (48 sq ft), and 6 x 12 (72 sq ft) spaces. Contact meganb@mpeshows.com for availability. Multiple spaces may be ordered.
- If you had storage space in the 2020 show, please check with meganb@mpeshows.com or michelled@mpeshows.com to see if it is assigned to you for the 2022 show. It is not always automatically carried over from the previous show.
- Spaces are located either on the North or South Loading Dock and in the North and South Service Corridors. All storage areas are covered but are exposed to the outside temperature.

If you have already ordered and paid for storage space, your storage assignment will appear on the Exhibitor Move-In Packet envelope (mailed early January).

PARKING

The Convention Center has two parking garages. The Main Garage is located under the Convention Center and is accessed by the 3rd Floor. The Freeway Park Garage is adjacent to the Convention Center with a convenient walk through from the 3rd Floor.

NEW FOR 2022: The Convention Center no longer offers the weekday discount coupons for \$15. Instead, they have lowered the prices in the garages during weekdays to \$10 for the Freeway Park garage and \$12 for the main WSCC main garage for the day. Please note that they have contracted with other businesses to use their parking garages during the week, so space will be limited and fill up quickly. **These prices only apply to the weekdays;** weekend prices will be their regular posted prices – for current parking rates, please visit wsc.com/parking-garage-details-passes.

WSCC Main Parking Garage: The Convention Center parking garage is open from 5:30 am to midnight every day, staffed 7 am to midnight. Main entrance is on 1380 8th Ave, between Pike and Seneca. The capacity of the garage is limited. The ceiling height is 6'5". Evenings after 5 pm are \$7; and a lost ticket is \$35.00. For current weekend parking rates, please visit wsc.com/parking-garage-details-passes.

- Parking rates do not include in/out privileges and are subject to change.
- Take a parking ticket as you enter the garage. **Keep this ticket with you after you leave your vehicle.** Pay before going to your vehicle and don't lose your ticket! You will be charged a flat fee of \$35.00 if you 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. Take your validated ticket with you to exit the garage.

Freeway Park Garage: Entrance located on 1301 Hubbell Place, between Pike St and Seneca – clearance is 6'9" with a convenient walk-through into the Convention Center. 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 Saturday, 5:30 am to 8:00 pm. Please note this garage is closed on Sunday. Attendant leaves around 7:00 pm, but the gate will open for pre-paid vehicles to exit. Parking rates are typically one dollar less per hour than the main WSCC garage. No evening rates; lost tickets are \$34.00.

Disabled Parking: There are 16 disabled parking spaces in both garages. There is no elevator access inside the WSCC Main Garage. In the Freeway Park Garage, there are four spaces on each of the four levels, all located near the elevators.

Electric Vehicle Parking: Four EV charging stations are available in the WSCC Main Garage (Aisle A). These stations can charge all new generation electric and plug-in hybrid vehicles. Charging is free for the first two hours, and \$2 per each additional hour. **Regular parking rates apply.**

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 other garages and lots, or alternate methods of transportation.

OVERSIZED PARKING

The oversized parking lot we have used in past shows is no longer available, and open-air parking is quickly disappearing in Seattle. We have rented a secure lot at 9645 Martin Luther King Jr Way S, Seattle WA 98118, which is 10 miles from the Convention Center. The lot is fenced and locked, with an alarm. The lot will be staffed for specific hours – this will be strictly enforced. When the guard leaves, the gate is locked, and the alarm is set. You will not have access to your vehicle outside of these hours:

Move-In:

- Sunday & Monday, February 6 – 7: 8 am – 8 pm
- Tuesday, February 8: 8 am – 10 pm

Show Days:

- Wednesday - Saturday, February 9-12: 7 am – 11 am and 7 pm – 11 pm

Move-Out:

- Sunday, February 13: 7 am – 11 am, 4 pm – 11 pm
- Monday, February 14: The lot will be unlocked at 7 am for any remaining vehicles to be picked up.
All vehicles must be removed by 8 am on Monday, February 14th, or they will be towed.

Cost for parking is \$100.00 per vehicle (trailer included). If you have a trailer you will need to detach, lock and park it next to your vehicle. If you have already purchased oversized parking, your parking pass will be included in your move-in packet which will be mailed in January. To pay for oversized parking, please email michelled@mpeshows.com. Spaces are limited so please submit early! If spaces are still available, you can purchase a parking pass at the Exhibitor Help Desk during move-in.

Section 3 – Show Time!

STAFFING AND SHOW HOURS

Wednesday through Saturday: 9 am to 8 pm
 Sunday: 9 am to 6 pm

We recommend that exhibits be staffed during all Show hours, with booths open and staffed by 8:50 am each morning. Please let the Show office know if you need to leave your booth, so we are aware that you are gone and may help secure your area.

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 cannot show an unattached wristband for entry; it must be properly attached to your wrist, or you WILL NOT be admitted into the Show. You may wear personal badges to identify your company, but these will not gain you entry to the Show. Please note that each day’s wristband is a different color and has the day of the week printed on it.

WRISTBAND COLORS BY DAY

<u>Day</u>	<u>Wristband Color</u>
Wednesday	Green Stripes
Thursday	Blue Chevron
Friday	Purple Dots
Saturday	Green Leaves
Sunday	Red with White Hearts

Wristband distribution to your staff is your responsibility. Please inform your employees that they will not be allowed in the Show without a wristband. If lost, replacement wristbands are \$10 at the Ticket booth – 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. Any exhibitor violating the Show’s wristband policy will have your allotted wristbands confiscated and you will need to purchase tickets for entry for the remaining show days.

Exhibitors can purchase additional tickets for \$17.00 (Group rate) per ticket by contacting the Show Office at 206.231.0140 prior to February 4th or come to the onsite Show Office during move-in or show days. Another option is the Half Day Ticket is only \$13.00, good from 3pm-close, which you can purchase at gardenshow.com or at the onsite box office.

Wristbands are allocated based on the size of your exhibit space and will be mailed to you in the Exhibitor Move-In Packet (mailed January) 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.

50 - 200 square foot exhibit	6 wristbands per day
300+ square foot exhibit	8 wristbands per day
Educational/Non-Profit	8 wristbands per day

SECURITY

There will be enhanced security onsite at the show. Wearing a Work Pass during move-in and move-out and wearing a wristband during show days are mandatory – there will be no exceptions. If you have any questions, please contact our office at 206.231.0140.

EXHIBITOR AWARDS

Merit awards will be judged on the morning of opening day and presented to exhibitors with Outstanding Exhibit Displays.

The award categories are the following:

- Outstanding Small Space (100 sq ft or smaller)
- Outstanding Medium Space (101 - 200 sq ft)
- Outstanding Large Space (201+ sq ft)
- Exhibitor Best in Show, Outstanding Plant Market
- Outstanding Educational Display

FOOD SERVICE

During show days, the Convention Center maintains several food concessions within the show. Receive 10% off any food or beverage within the Show, excluding alcohol, by showing your current day wristband to the cashier. 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.

SMALL PACKAGE CHECK

We have a free package check station that can be used by attendees to store packages during Show hours on the same day of purchase. Package Check is located on the Skybridge. Customers must pick up their packages from Package Check before show closing. There will be NO overnight storage at Package Check.

LARGE ITEM LOAD OUT (LILO)

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 cannot make their own arrangements to meet customers on the Loading Dock.

Customers must make an appointment with LILO same day as purchase – there is no overnight storage. 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 our staff determines that an item is excessively large, it may have to be moved after peak attendance hours. Please make sure your customer knows your company name and booth number if moving staff must pick up purchase(s) from your booth.

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 the Information Booth on the Skybridge.

HOTEL RESERVATIONS

Show participants receive a **negotiated hotel rate of \$119 per night** at the downtown **Hilton Seattle Hotel**; available online only. To reserve, [click on this link](#). There is limited availability; once the block of rooms is booked this rate will no longer be available.

NEW THIS YEAR - For those show participants looking for a different option with a Full Kitchen, we have also negotiated a rate of \$159 a night with the **Residence Inn Marriott** – located about 4 blocks from the Convention Center at 1815 Terry Avenue Seattle. 1-844-374-8789. To book, [click on this link](#).

You can only receive these rates by booking through these links. You will not receive these rates anywhere else. However, if you have any specific questions, please call the hotels directly.

There are also several downtown hotels that offer discounts for anyone attending the Northwest Flower & Garden Festival. To see what hotels are participating and to make a reservation, go to [gardenshow.com](#) and click on the **PLAN YOUR VISIT – HOTEL DEALS** tabs. For most of the hotels **you must make your reservation through the website**. You may not receive the discounted rate by calling the hotel directly.

You will not get these rates anywhere else. Please note that the hotels set aside a specified number of rooms at the discounted rate, and once they are all reserved the rate is no longer available.

ANIMALS

Animals that are approved by Show Management are permitted in the show if part of an exhibit, activity or performance that legitimately requires the use of animals. Trained service animals or service animals in training will be allowed into the show. All other animals, including pets and comfort animals, are prohibited. Permitted animals must be on a leash, within a pen, or under similar controls at all times. The owner takes full responsibility for his/her own animal.

Section 4 - Move-Out

TRASH – ATTENTION

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 the following year. 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 handcart per exhibit space, as there is limited availability.

<u>Booth Move-Out Hours:</u>	<u>From</u>	<u>To</u>
Sunday, February 13	6:01 pm	11:00 pm

The Decorator will be rolling up all the aisle carpets as soon as the show is closed.

This process can take about an hour – please be patient.

DO NOT place any of your items on top of the aisle carpet or block the aisles.

***Convention Center carts will not be released until the carpet is all rolled up!**

Move-Out Procedures

6:01 pm, Sunday, February 13: All exhibitors should follow these procedures:

- 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 using Loading Dock or North Hand-Carried Freight elevator.

The South Hand-Carried Freight Elevator DOES NOT require a pass. As soon as you are ready to go, you can take use the South Hand-Carried Freight Elevator to move-out. Make sure your car is parked near the South Hand-Carried Freight Elevator in the parking garage.

- TO OBTAIN A MOVE-OUT PASS: You cannot obtain a pass until your booth is completely packed up and you are ready to get your vehicle. Once you are ready, find Show Staff who be stationed in each hall. 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. You can also check in at the Show Office and they will radio Staff to meet you at your booth.
- 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 (No pass needed for the South Hand-Carried Elevator).

- If possible, have a co-worker stay at your booth while you retrieve your vehicle. Communicate with your co-worker 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:
If your driver is off-site, text a picture of the pass to them so they can get in line at the bottom of the ramp. When they arrive, they can show a picture of the pass.

No Forklift Service On Sunday Evening Unless Previously Scheduled

Arrangements for forklift service must be made with **Fern Expo** at their on-site desk prior to Sunday.

MONDAY MOVE-OUT RESERVATION

There is limited availability for Monday morning move-outs. Only Vendors with large and heavy displays will have priority to move-out Monday morning, and a reservation for a time slot is required. Please make a Monday reservation on-site at the Exhibitor Help Desk during Move-In or at the Show Office during show days. Time slots are limited and fill up fast.

Section 5 – For Your Information

LIVE MUSIC

Live instrumental music will play through the day on the stage on the garden floor, next to Solera Café.

DISPLAY GARDEN JUDGING

For exhibitors setting up in the South Hall on Tuesday afternoon, February 8th, from 1 – 5 pm, the garden floor will be closed for judging. We ask that you do not cross the garden floor when the black curtains are up. Also, the Atrium Lobby will be closed from 6 pm – 9 pm for a private function.

South Hall 4A (booths 100 – 969): You will not be allowed to cross the main garden floor (South Hall 4B) after 1 pm, and you will not have access to the Atrium Lobby after 6 pm. To exit the building after 6 pm, you can go through the Exhibitor Storage Hallway to the Skybridge Lobby, or the South Loading Dock or South Hand-Carried Freight Elevator. The elevator runs until 9:00 pm.

South Hall 4C (booths 1000 – 1418): You will not be allowed to cross the main garden floor (South Hall 4B) after 1 pm.

Thank you for your cooperation and we apologize for the inconvenience.

REQUIRED BUSINESS LICENSES

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. Effective October 1, 2021, Washington Sales tax in Seattle is 10.25%. 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.

UBI (WA State Tax ID License)

The Washington State Dept. of Revenue requires every exhibitor who participates at the show to provide a UBI number (WA State Tax ID) to conduct business in the state of Washington, or they will not be allowed to exhibit.

The show must submit all UBI numbers to the state. If you are a new exhibitor to the Northwest Flower & Garden Festival, please email your UBI number to michelled@mpeshows.com. If you have exhibited in the past, we should have your UBI # on file.

If you are an out of state/country exhibitor and need a temporary number, register online at dor.wa.gov/forms/temporary-registration-certificate, or call 800.647.7706 for assistance. There is no charge for a temporary certificate. Once a number has been assigned to you, please email the number to michelled@mpeshows.com. Please note that you need to report all revenue from the show to the state 10 days after the close of the show.

Seattle Business License (SBI)

If you are already conducting business in Seattle, then you are required to have a Seattle Business License. This license must be renewed annually, so please make sure it is current for 2022.

If you do not have a Seattle Business License, then you must purchase a temporary one at the cost of \$50, which will be included on your Exhibit Space Contract. The Show will take care of the reporting and transferring of all payments to the Department of Revenue.