



**OCTOBER 26 – 29, 2023**  
**TACOMA DOME**

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Thursday	10:00 am – 7:00 pm
Friday	10:00 pm - 7:00 pm
Saturday	10:00 am - 7:00 pm
Sunday	10:00 am - 6:00 pm

**HolidayGiftShows.com**  
MARKETPLACE | **EVENTS**

## SHOW MANAGEMENT

Marketplace Events, LLC (MPE)

[marketplaceevents.com](http://marketplaceevents.com)

[holidaygiftshows.com](http://holidaygiftshows.com)

206.231.0140

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## SHOW TEAM

**Show Manager:** Jeff Swenson, [JeffS@mpeshows.com](mailto:JeffS@mpeshows.com)  
**Show Coordinator:** Michelle Derbes, [MichelleD@mpeshows.com](mailto:MichelleD@mpeshows.com)  
**Exhibit Sales Consultant:** Greenane Davison, [GreenaneD@mpeshows.com](mailto:GreenaneD@mpeshows.com)  
**Customer Service:** Sarah Carr, [SarahC@mpeshows.com](mailto:SarahC@mpeshows.com)  
**Operations:** Stephanie Gatzionis, [StephanieG@mpeshows.com](mailto:StephanieG@mpeshows.com)  
**Show Staff:** Lloyd Glasscock, [LloydG@mpeshows.com](mailto:LloydG@mpeshows.com)

Show Management will be located on the East side of the building on Lounge 1A. If any emergencies arise you can contact the Show Office at 206.620.0938, or Greenane directly at 206.620.0660.

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## SHOW FACILITY

**Tacoma Dome**

2727 East D St, Tacoma WA 98421

253.272.3663; [tacomadome.org](http://tacomadome.org)

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## EXHIBITOR SERVICES

**Discount Ordering Deadline: October 13, 2023**

### Show Decorator & Electricity

Order furniture and carpet rental, show site freight shipments, exhibit cleaning, and additional electricity. Each booth comes with a standard 500-watt outlet (190- volt duplex). If additional or 24-hour power is needed, please contact CORT Pro Services directly.

CORT Pro Services will be located in Lounge 1A, next to the Show Office. During move-in, they will maintain a desk by the NE load-in doors in the Arena.

**CORT Pro Services**

[cortpartyrental.com/exhibitor-order-forms](http://cortpartyrental.com/exhibitor-order-forms)

[customercare@cort.com](mailto:customercare@cort.com); 877.939.7368

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## IMPORTANT DATES

- **Final Booth Payment Due:** Friday, September 15
- **Exhibitor Services Discount Deadline:** Friday, October 13
- **Move-In Exhibition Hall:** Tuesday, October, 24
- **Move-In Arena:** Wednesday, October 25
- **Show Days:** October 26 – 29
- **Move-Out:** Sunday, October 29, 6 pm - 10 pm

HOLIDAY FOOD & GIFT FESTIVAL  
October 26 – 29, 2023

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## 1. ACCOMMODATION + TRAVEL

Hotels offering show discounts. Click on hotel name to book (call La Quinta directly to book):

[Courtyard by Marriott Tacoma Downtown](#) – deadline to book 9/26/23

*(1.2 miles to the Tacoma Dome)*

1515 Commerce St, Tacoma, WA 98402

253.591.9100

\$169.00 USD per night, Self-parking \$19/night; Valet parking \$21/night

[La Quinta Inn & Suites by Wyndham Tacoma](#) – deadline to book 10/13/23

*(1.0 miles to the Tacoma Dome)*

1425 E. 27<sup>th</sup> St, Tacoma, WA 98421

**Call directly to book - 253.383.0146 x5**

\$99.00 USD per night, includes parking and continental breakfast

[Comfort Inn & Suites Downtown Tacoma](#) – deadline to book 10/2/23

*(Walking distance to the Tacoma Dome)*

2611 East E St, Tacoma, WA 98421

253.272.7737

\$159.00 USD per night king/\$169.00 USD per night 2 queens

## 2. ALCOHOLIC BEVERAGES AND FOOD

- The consumption of alcoholic beverages in the exhibitor's booth is prohibited. Alcoholic beverages may only be consumed in designated lounge areas (The Garage Bar).
- Only authorized caterers and dedicated concessionaries may bring or serve foods, alcohol, or other beverages, for onsite consumption in the Tacoma Dome.
- You cannot have meals or beverages delivered or brought in from a restaurant.
- You are allowed to bring food prepared at home in a non-descript lunch bag and/or containers.
- The Tacoma Dome does not allow any glass or aluminum bottles or cans.

If you are selling food, including all food samples, you must contact the **Tacoma-Pierce County Health Department (TPCHD) at 253.798.6500** to set up and operate in a sanitary manner, and to minimize the possibility of foodborne illness. Applications and permits are required to be submitted no later than 14 days prior to the event. Every specialty food product must be pre-packaged and prepared for home consumption, and sampling size no larger than 2 oz.

## 3. ALTERED EXHIBIT PLANS

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

## 4. ANIMALS

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

## 5. BALLOONS + STICKERS

**Helium-filled balloons and other inflatable items are NOT permitted in the Tacoma Dome** as per building regulations. No stickers may be given out to attendees.

## 6. BOOTH CLEANING / JANITORIAL

Show Management provides daily janitorial service to aisles and common areas only. If you require general and/or special booth cleaning (scrap containers, vacuuming, shampooing), please contact the show decorator, CORT Pro Services, at [www.cortpartyrental.com/exhibitor-order-forms](http://www.cortpartyrental.com/exhibitor-order-forms).

## 7. COMPETITIONS, DRAWS + CONTESTS

Sales promotions and competitions conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the competitions must be approved by Show Management at least three weeks before the Show and comply with all the existing government regulations. Contest winner must be drawn for at the show. Any contests conducted must not violate any state or federal laws or regulations in effect at that time.

## 8. CONDUCTING BUSINESS IN YOUR BOOTH

Distributing literature or general solicitation of business is forbidden outside your exhibit area. **All business must be conducted within your assigned booth space** – please do not talk to customers in the aisles.

## 9. DAMAGE TO PREMISES

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

## 10. DISPLAY DECORATOR

**CORT Pro Services** is the official Holiday Food & Gift Festival decorator. For any display décor, carpet or show furniture rental, please contact:

**CORT Pro Services**

[www.cortpartyrental.com/exhibitor-order-forms](http://www.cortpartyrental.com/exhibitor-order-forms)

customercare@cort.com

877.939.7368

[CLICK HERE](#) for their order form. You can also find their order form on the online Exhibitor Kit at [holidayfoodandgift.com/exhibitor-kit](http://holidayfoodandgift.com/exhibitor-kit).

**Discount Ordering Deadline: October 13, 2023.** If not ordered in advance, subject to floor order rates.

The Exhibitor Services Desk will be located on the NE side of the building in lounge 1A, by the Show Office. During move-in, they will maintain a desk by the NE load-in doors in the Arena.

## 11. DISPLAY STANDARDS

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

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

**Table Covering and Skirting** – It is **mandatory** that all tables are covered, and the covering extends to the floor. Please make sure tablecloths/skirting is pressed and clean; use of plastic tablecloths, sheets, shower curtains or any type of "makeshift" tablecloth is not permitted. You can order table coverings and skirting from CORT Pro Services. Please contact Show Management to approve any table to you do not wish to cover.

**Booth Pipe and Drape** – MPE provides each inline exhibitor an 8' high pipe and drape backwall, and 3' high side walls. Corner booths do not have side walls, unless requested during move-in. One 500 watt 120-volt duplex receptacle will be provided for each booth.

**High Side Walls\*** – The Show is capped for high side walls. If you had been preapproved for high walls, you are responsible for providing the materials necessary for your high wall display such as shelving, grid, furniture, décor, etc. All unfinished portions of displays must be draped or finished to be pleasant to the public view, as well as your neighbor. Show Management may require exhibitors to purchase drape if display is not finished adequately.

**Lighting** – The lighting in the Tacoma Dome during the Holiday Food & Gift Festival will be ambient. The overhead show lights will not be adjusted during show days, and do not assume that the show lighting will provide enough illumination for your display. We strongly recommend that all exhibitors add additional lighting. Please provide your own lighting or order from CORT Pro Services.

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

**Display Material** – All exhibits must be free standing and self-supporting. Free standing bulletin boards, signs, etc. may be used providing exhibits are not hidden from view. Unfinished sides or backgrounds must be draped. Racks and display shelves must not unduly obstruct visibility of adjacent exhibits. Tables must be professionally skirted (no plastic) with floor-length skirting on all visible sides. All stored items must be out of sight.

**Booth Décor** - Booths must be decorated in a holiday theme and should reflect the holiday spirit. Create a visually attractive and inviting display to draw the customer in. Think of your booth like a picture window at a department store and decorate appropriately, with an easy flow into your booth space.

**Sample Size Requirements** – All samples must not exceed the facilities' (Tacoma Dome) 2oz. sample size when distributing samples.

## 12. DISPLAY VEHICLES

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

- Vehicle must be approved by Show Management at least 2 months in advance of show.
- Battery must be disconnected and taped.
- Fuel tanks must not be more than ¼ full. Vehicles with no fuel gauge or broken fuel gauge will not be allowed on show floor.
- Fuel caps must be taped or locked shut.
- Drip pans must be placed under vehicle.
- Ignition must be disabled, or the vehicle locked and hood inoperable from the outside of the vehicle.
- Keys must be left with Show Management.

## 13. DISTRACTING DEVICES

Any attention arousing devices, such as noisemakers, flashing lights, movies, music, broadcasting, television, drawings, etc., are subject to Show Management approval. Devices which are obviously distracting and annoying to exhibitors are prohibited (Hardwall systems must be used for stereo equipment to reduce noise).

## 14. DOLLIES/HANDCARTS

The show decorator provides a minimal number of handcarts to help with move-in; however, exhibitors are strongly advised to bring their own dollies and handcarts. Please remember to label all your personal property – such as handcarts and tools.

## 15. EARLY ENTRY ON SHOW DAYS

- Exhibitors are permitted to enter the premises daily at 8 am for restocking purposes via the Exhibitor Entrance, located at the NE door by the F parking lot. [Click here](#) for Tacoma Dome parking map.
- Security check will be in effect; you must wear your Exhibitor Badge at all times during show days.
- If you leave the building for any reason, even to go to your car or Will Call, you must be wearing your badge to re-enter the building.
- Exhibitors may be subject to a search prior to entering the facility. This can include bags, backpacks, purses, briefcases, etc. **Please be prepared for this on opening day and arrive early.**

If you require access to the premises earlier than two hours before the show, you must obtain authorization from the Show Management the day prior. Security personnel will not permit access without this authorization. If the facility requires special arrangements for extra security during this early access, **the cost of this security will be charged to the exhibitor.**



## 16. ELECTRICAL & LIGHTING

Each booth comes with a standard 500-watt outlet (190- volt duplex).

If additional or 24-hour power is needed, please fill out the online form at [www.cortpartyrental.com/exhibitor-order-forms](http://www.cortpartyrental.com/exhibitor-order-forms). Any questions, please contact:

### **CORT Pro Services**

[customercare@cort.com](mailto:customercare@cort.com)

877.939.7368

**Discount Ordering Deadline: October 13, 2023.** If not ordered in advance, services and equipment will be subject to floor order rates starting at \$119.

- Please note **power may not be available during move in**, please come prepared with cordless power tools and extension cords.
- 500 watts are included with your booth cost. **Please check the wattage of all your power needs to determine if you need more power.** For instance, appliances such as vacuums, microwaves, and space heaters may exceed 500 watts and you will trip the breaker for your booth entire row if used.
- Show decorator and electricians work standard 9am - 5pm hours during move in and out. The show electricians will not be on-site during show days.

## 17. EXHIBITOR BADGES

Exhibitor badges are the entry passes into the building. Each company receives 5 badges for their booth workers - you are not permitted use badges for anyone who will not be working your exhibit.

**Your badges must be picked-up at the Registration Desk at the NE Corner of the Arena during Move-In. They will not be mailed.** Once picked up, you are responsible for distributing the badges to your staff prior to entering the building. Do NOT leave them in your booth. A badge is required for admittance to the building during show days. [CLICK HERE](#) for a show map.

If you have more workers than the allotted number of badges, you may leave the badges in the Show Office, located in Lounge 1Q, to be rotated daily by your staff. Please instruct your staff to daily drop off and pick up their badges at the Show Office, and to park and enter from the F-Lot in the NE corner of the building to reach the Show Office. No exhibitor will be allowed through the main entrance of the show without a badge. If at any time all your badges are missing, you will be charged \$7.00 for a replacement badge. Any questions, please email [michelled@mpeshows.com](mailto:michelled@mpeshows.com).

Exhibitors can enter the building to restock by 8 am each show day. **Security guards are instructed to refuse admittance to anyone not wearing an exhibitor badge.**

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

## 18. EXHIBITOR CONDUCT

Show Management reserves the right to refuse admission to or ask to leave the facility to any exhibitor or exhibitor's employee who is deemed by Show Management to be unfit, intoxicated, or is in any way creating a disruption to the show.

## 19. EXHIBITOR ENTRANCE

All exhibitors should park in **J & F** Tacoma Dome parking lots, as the attendees will be parked in all the other lots. Please use the NE Entrance during Show Days as that is the designated Exhibitor Entrance. The Tacoma Dome ADA accessible lot is located in Lot K. [CLICK HERE](#) for a map of the Tacoma Dome parking lots.

**You must wear your Exhibitor Badge for entrance to the show.** If you don't have your Exhibitor Badge – let the security guard know what company you are with and then go directly to the SHOW OFFICE to pick up a badge. This will only work at the Exhibitor Entrance in the NE corner. If you go to the main entrance without a badge, you will be directed to the Exhibitor Entrance at the rear of the Dome.

Show hours are as follows:

**October 26 – 29, 2023:**

Thursday	10:00 am - 7:00 pm
Friday	10:00 pm - 7:00 pm
Saturday	10:00 am - 7:00 pm
Sunday	10:00 am - 6:00 pm

We recommend you dress in layers throughout the length of the Show, especially if your space is located by an outside door. **Do not use a space heater in your booth unless you have ordered additional power.**

## 20. FIRE EXTINGUISHERS

Exhibitors are strongly advised to have one handheld fire extinguisher in their booth. This safety precaution enhances the efforts of Show Management and the Tacoma Dome to satisfy Fire Marshall requirements. Do not block or cover any fire extinguishers.

## 21. FIRE REGULATIONS

Go to end of this document for booth requirements from the Tacoma Fire Department.

## 22. FOOD SAMPLING - HEALTH DEPARTMENT REQUIRMENTS

Please go to: [www.tpchd.org/healthy-places/food-safety/temporary-events](http://www.tpchd.org/healthy-places/food-safety/temporary-events) to apply and pay fee for the **Temporary Food Establishment Permit** as well as the **Sampling/Tasting Courtesy Application** (if applicable). You can apply online or email to [food@tpched.org](mailto:food@tpched.org). Must be submitted **14 days prior to event**.

Every exhibitor selling or sampling any type of food or drink must submit a Temporary Food Establishment (TFE) application to the Tacoma-Pierce County Health Department (TPCHD) along with payment if required. Use the Temporary Food Establishment Permit application to help you discern whether you need to complete the Sampling/Tasting Courtesy Application.

**Please note:** Food or beverage products cannot be plated or served for onsite consumption. Every specialty food product must be pre-packaged and prepared for home consumption, and sampling size no larger than 2 oz.

A 3-compartment sink for hot and cold water will be available near the roll up doors in the NE corner of the Dome. These dedicated sinks will be supplied with hot and cold water.

## 23. GARBAGE REMOVAL DURING MOVE-OUT

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

## 24. GUEST PASSES

Invite your special clients and prospects – each exhibitor will be given **4 admission tickets** during move-in, good any one day of the show. Additional passes can be purchased for only \$10.00 each (general admission is \$17.50). Contact [michelled@mpeshows.com](mailto:michelled@mpeshows.com) or purchase on-site at the Show Office.

## 25. INTERNET ACCESS

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

If a dedicated level of up/download speed are needed, the Tacoma Dome has their own in-house internet service. Please contact the **Tacoma Dome** directly for purchasing dedicated bandwidth:

John McClees  
[jmcclees@tacomavenues.org](mailto:jmcclees@tacomavenues.org)  
253-593-7628

## 26. INSURANCE/LIABILITY

Neither Show Management nor the Tacoma Dome will accept responsibility for injury to persons, loss of or damage to products, exhibits, equipment, or decorations, by fire, accident, theft, or any other causes while in the building. Exhibitors, or their agents, must provide adequate insurance for their own personnel, the public, exhibits and materials against all such hazards. Please email a copy of your Certificate of Insurance to [michelled@mpeshows.com](mailto:michelled@mpeshows.com).

You must list Marketplace Events as additional insured.

**Marketplace Events LLC**  
**2000 Auburn Dr Ste 200**  
**Beachwood, OH 44122**

If you need to purchase temporary show insurance, there are several companies which offer short term insurance for events. Here a few – [John Buttine Insurance](#), [ACT insurance](#), or [Hartford Insurance](#).

Even though we have security on duty, MARKETPLACE EVENTS, LLC AND THE TACOMA DOME WILL NOT ACCEPT RESPONSIBILITY FOR LOSS OR DAMAGE OF MERCHANDISE DURING THE MOVE-IN, SHOW, OR MOVE-OUT OF THE HOLIDAY FOOD & GIFT FESTIVAL. **PLEASE INSURE YOUR OWN MERCHANDISE AND EXHIBIT SPACE!**

## 27. LATECOMERS/NO SHOWS

Any space not occupied or for which no special arrangements have been made by 8:00 am on Thursday, October 26<sup>th</sup>, may be resold or reassigned by Show Management without any obligation on the part of the **Holiday Food & Gift Festival** or Marketplace Events, LLC for any refund whatsoever.

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Please inform us if you have a last-minute emergency. Any unclaimed freight will be returned to a "no-show" firm at the end of the show via ground transportation at the firm's sole risk and expense. No refunds will be granted for unused display space.

## **28. MATERIAL HANDLING + EQUIPMENT**

The show decorator will provide material handling at the Tacoma Dome during move-in. If you need forklift services or shipping/material handling, please contact **CORT Pro Services** prior to October 20, 2023, at [www.cortpartyrental.com/exhibitor-order-forms](http://www.cortpartyrental.com/exhibitor-order-forms).

## **29. MECHANICAL CONVEYANCES**

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

## **30. MEDIA + PUBLIC RELATIONS**

West Coast Entertainment Marketing (WCEM) is the Official Show Publicist. Official press kits, releases and promotions are generated from this office. Should you be sending your own media releases, please ensure that a copy is sent to:

Christian Gerling, [christian@wcem.net](mailto:christian@wcem.net)

## **31. MISCELLANEOUS SUPPLIES**

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

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

## **32. MOVE-IN TIMES**

### **TUESDAY, OCTOBER 24 – EXHIBITION HALL ONLY**

**8 AM – 8 PM:** **No vehicles are allowed in the building.** Move-in through side doors only on East 27<sup>th</sup> Street.

- No booth move-in for main Arena on Tuesday.

### **WEDNESDAY, OCTOBER 25 – ARENA & EXHIBITION HALL**

**8 AM – 8 PM:** **No vehicles are allowed in the building.** Exhibition Hall can continue to set up their displays.

- Aisle carpet will be installed in both Exhall and Arena. **ALL AISLES MUST BE KEPT CLEAR.**

The decorator will have limited carts available for use; however, we do recommend you bring your own. Label all your tools, cords, carts, etc.

**ALL BOOTHS MUST BE SET UP BY 8 PM, WEDNESDAY, OCTOBER 25**

Vehicles will not be allowed in the building. For the Arena, Tacoma Dome security will be using a numbering system to route trucks to the load-in areas. **THE FIRST 200 VEHICLES TO ARRIVE WILL "TAKE A NUMBER" AND BE STAGED IN ORDER TO UNLOAD.**

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If you do not need to drive your vehicle to a loading door, you will not need a number. You can simply hand truck your products to your booth from Lower NW and Lower NE doors. Parking is free during move-in. [CLICK HERE](#) for map of Tacoma Dome.

Be sure you know your booth number upon arriving to unload and move into your booth space.

### Set-up Hours are Tuesday (ExHall) and Wednesday (Arena) 8 am – 8 pm

- You are assigned a specific move-in day whether you are in the ExHall or Arena. You can continue to set-up in your display after your initial move-in time. Move-in days are based on if your booth location is in the Arena or Exhibition Hall – please check your day on the move-in map at [holidayfoodandgift.com/exhibitor-kit](http://holidayfoodandgift.com/exhibitor-kit).
- Do not arrive prior to your move-in day.
- Once you have unloaded, you can continue to set up your booth until 8 pm.
- After 8 pm, the building is locked down. You may continue to work in your booth; however, you cannot leave your display area. Once you leave the building, you cannot re-enter.
- Before leaving, please check in at the Registration Desk in the NE corner of the Arena to pick up your exhibitor badges, which must be picked up during move-in. [CLICK HERE](#) for a show map..
- All booths must be set up by 8 pm, Wednesday, October 25.

### 33. MOVE-IN & MOVE-OUT - CHILDREN NOT ALLOWED

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

### 34. MOVE-IN OFF LOADING

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

Any use of forklifts, i.e., to assist in set up of display, or unloading unusually heavy or awkward shipments, are at the exhibitor's expense and may be arranged by contacting CORT Pro Services at [customercare@cort.com](mailto:customercare@cort.com) in advance of the Event.

### 35. MOVE-OUT REGULATIONS

**No exhibitor may dismantle, pack, or remove any part of their display until 6:00 p.m. on Sunday, October 29, 2023.**

All goods and displays must be removed from the facility by 10:00 pm, Sunday October 29, 2023. Any exhibitor material remaining within the premises of the Tacoma Dome after 10:00 pm, Sunday, October 29, will be removed and placed in storage at the exhibitor's expense.

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

**The decorators will begin rolling up the carpet as soon as the show closes. PLEASE KEEP AISLES CLEAR.** Please do not roll carts over the carpet – hand carry only. This usually takes approx. 1.5 hours after show closing.

For the Arena booths, if you need to use one of the loading areas at move-out, **first pack up your booth.** After you have packed up your booth, contact a staff member by the roll up doors to verify you are ready to go and they will give you a move-out number. Then you can retrieve your vehicle and bring to the loading door. If you do not need to use the loading area, you may pack up your booth and proceed moving out.

**EXHIBITORS ARE STRONGLY ADVISED TO BRING THEIR OWN DOLLIES AND HANDCARTS. LABEL YOUR PROPERTY.**

## 36. OVER-SIZED TRUCKS + TRAILERS

Large and accumulated shipments arriving by major carriers in large trucks are encouraged to arrive as early as possible on Wednesday after regular move-in commences at 8 am. Tacoma Dome security will be using a numbering system to route trucks to the load-in areas in the Arena. The first 200 vehicles to arrive will “take a number” and be staged in order to unload.

## 37. PAGING

Per Tacoma Dome regulations, unscheduled announcements made over the paging system will be for emergencies only. Other than staff using the p.a. system and pre-recorded show announcements, no other announcements will be made while the show is open to the public.

## 38. PARKING

**Parking is \$15.00 per day, per vehicle.** You may purchase a **\$48 Parking Pass** or pay \$15 per day. A parking pass allows in and out privileges and is transferrable. 4-day parking passes may be purchased inside the NE entrance of the Dome from 8am – 5pm on Wednesday and 8am – 4pm on Thursday; credit card or check made out to City of Tacoma. No cash, please.

Exhibitor Parking is in Lot F (Arena booths) and Lot J (Exhall booths). The Exhibitor Entrance is located at the NE Door of the Tacoma Dome. During show days you can only come through the main entrance if you have your Exhibitor Badge. [CLICK HERE](#) for a Tacoma Dome parking map.

**RV Parking: \*\*Please note the Tacoma Dome does NOT have RV parking or hookups.** With a 4-day parking pass, you can park your trailers or vehicles overnight in the F lot **AT YOUR OWN RISK.** One pass per vehicle or trailer per space. There is not any security in the parking lots. **No one can sleep or stay overnight in any Dome lot.**

Majestic RV Park is 10 minutes away and offers nightly rates. Standard rate for 2 people is \$79 + tax/night. Good Sam or military \$71.10 + tax/night. Full hook up 30 & 50-amp, free cable, Wi-Fi, water, sewer, garbage, laundry, restrooms & showers. Book early at 253.845.3144 or [majesticvipgliving.com](http://majesticvipgliving.com). Located at 7022 River Rd E., Puyallup 98371.

## 39. PAYMENT OF ACCOUNT

Full and final payment for exhibit space must be made by **September 15, 2023.** Show Management reserves the right to refuse entry to any exhibitor for whose account has not been paid in full.

## 40. PLUMBING

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The Tacoma Dome provides water; however, due to restricted access to water sources on the exhibit floor, it is crucial that exhibitors provide their own hoses that may reach hook ups and drains. Drains are exclusively provided for the drainage of wastewater. It is prohibited to use drains for the disposal of grease, solids, solvents, hazardous materials, or organic materials of any kind.

## **41. PROPANE**

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

## **42. PUBLIC ADMISSION**

**General Admission – Box Office \$17.50**

**General Admission – Online: \$16.50 + Ticketmaster fees**

**13 years and under: FREE**

Download a \$1 Discount Coupon, good any one day: [holidaygiftshows.com](http://holidaygiftshows.com)

## **43. SAFETY MEASURES**

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

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

## **44. SECURITY SERVICE**

Show Management will provide uniformed watchman personnel for 24-hour patrol of building and grounds during move-in, show hours and move-out. At the end of each day, we suggest that you cover your booth, tables and products with a covering or completely close off the front of your booth with some sort of tarp or sheet. Lock up or take your highly valuable items with you. Do not leave valuables in your vehicle.

The Tacoma Dome and the Show Management are not responsible for loss of stolen articles or products. Report any loss immediately to the on-site Show Office, so we can alert Dome security and have them file a report.

## **45. SHIPPING + DELIVERIES**

**The Tacoma Dome's 24-hour security office does NOT sign for deliveries on behalf of exhibitors, nor do they store shipments. Any shipments arriving before October 23<sup>rd</sup> will not be accepted and will be returned at the exhibitor's expense.**

All shipments must be addressed as below.

**Holiday Food & Gift Festival**

HOLIDAY FOOD & GIFT FESTIVAL  
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Tacoma Dome/24 Hour Security  
2727 East D St, Tacoma, WA 98421  
Your company name & booth number

You must also provide CORT Pro Services with shipping information. Please refer to their order form, which can be found in the online at [www.cortpartyrental.com/exhibitor-order-forms](http://www.cortpartyrental.com/exhibitor-order-forms).

## 46. SHOW MANAGEMENT

The Holiday Food & Gift Festival is produced by:

MARKETPLACE | EVENTS

[marketplaceevents.com](http://marketplaceevents.com)

[www.holidaygiftshows.com](http://www.holidaygiftshows.com)

(206) 231.0140

**Show Manager:** Jeff Swenson, [JeffS@mpeshows.com](mailto:JeffS@mpeshows.com)

**Show Coordinator:** Michelle Derbes, [MichelleD@mpeshows.com](mailto:MichelleD@mpeshows.com)

**Exhibit Sales:** Greenane Davison, [GreenaneD@mpeshows.com](mailto:GreenaneD@mpeshows.com)

**Customer Service:** Sarah Carr, [SarahC@mpeshows.com](mailto:SarahC@mpeshows.com)

**Operations:** Stephanie Gatzionis, [StephanieG@mpeshows.com](mailto:StephanieG@mpeshows.com)

**Show Staff:** Lloyd Glasscock, [LloydG@mpeshows.com](mailto:LloydG@mpeshows.com)

Show Management will maintain an on-site office from October 23 – 29, 2023. The Show Office is located on the East side of the building on Lounge 1A. During move-in, we will also have a Registration Desk in the NE Corner of the AREA. [CLICK HERE](#) to view a show map.

## 47. SIGNS

All signs must be tasteful and professional. The use of handwritten signs, paper banners, large discount pricing cards or other such material is not permitted. Signage may not impede adjacent booths. Signs identifying your booth, company or products must be clear and informative. No signs over 8 feet high are allowed. Any booth signs or product should not block show signage or other displays.

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

## 48. SMOKING

The Tacoma Dome is a non-smoking building, including concessionaires and Exhibition Hall. In accordance with the City of Tacoma, city ordinance #24207, any person smoking in a place in which smoking is prohibited is subject to a civil penalty of up to \$100.00.

## 49. SOLICITATION PROHIBITED

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



## 50. STAFFING OF EXHIBITS

It is mandatory that exhibitors staff their exhibits during all hours of the show. Security is an added problem when exhibits are not staffed. Exhibitors are reminded that Show Management does not assume responsibility for losses; therefore, you should take precautions to protect your display, including obtaining insurance. All exhibitor personnel must be 16 years of age or older.

## 51. STORAGE

Storage is available on a first come first served basis and is located in the locker rooms. Please see Show Office for location. Storage areas are located in locker rooms “A” & “E”, dry storage in locker room “C”, and empty box storage areas are located in locker rooms “B” & “D”. Please note these rooms will not be staffed and storing your property is at your own risk.

## 52. SUBLETTING BOOTH SPACE

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

## 53. TRESPASSING

Exhibitors are granted access to the Tacoma Dome only at designated times, i.e., show hours, and two (2) hours before show opening. Entering another exhibitor’s booth without their permission is **STRICTLY PROHIBITED**.

## 54. WASHINGTON STATE TAX ID - REQUIRED

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. Please email your UBI number to [michelled@mpeshows.com](mailto:michelled@mpeshows.com).

If you are an out of state/country exhibitor and need a temporary number, register online at [dor.wa.gov/open-business/types-businesses/temporary-businesses](http://dor.wa.gov/open-business/types-businesses/temporary-businesses), or call 253-382-2000 for assistance. A "temporary business" is a business that has no more than two events per year in Washington, with each event lasting no longer than one month. Each temporary registration certificate is valid for one event only. You are not charged for obtaining a temporary registration certificate.

Persons who make sales in Washington outside of the two events may be responsible for additional tax liability and may be required to get a “tax registration endorsement” instead of a temporary registration certificate. Visit [dor.wa.gov/education/industry-guides/out-state-businesses-reporting-thresholds-and-nexus](http://dor.wa.gov/education/industry-guides/out-state-businesses-reporting-thresholds-and-nexus) for more information on registration and tax reporting requirements.

Once a number has been assigned to you, please email the number to [michelled@mpeshows.com](mailto: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.

**Sales Tax Chart:** [webgis.dor.wa.gov/taxratelookup/SalesTax.aspx](http://webgis.dor.wa.gov/taxratelookup/SalesTax.aspx). Input Tacoma Dome address - 2727 East D Street, Tacoma, WA 98421.

## 55. WEAPONS AND FIREARMS

Under no circumstances are firearms, knives (even pocketknives), tasers, stun guns, etc., allowed in the Tacoma Dome. This includes persons with a concealed weapons permit. Attendees cannot bring any previously purchased sharp items, such as kitchen knives or garden tools, into the Tacoma Dome. Please note that metal water bottles are not allowed.

## 56. WILL CALL

Will Call will be located outside by the main front entrance and **is open one (1) hour prior to Show opening**. If you need to leave Tickets for a visitor, please place in an envelope with their first and last name clearly written on the front and instruct your visitor to pick up their pass at Will Call.

Exhibitor Badges are required for an Exhibitor to enter the building. Please do not leave badges in Will Call, as this causes long lines and confusion. If you need to leave a pass for a worker or need to rotate your passes each day with shifts, please leave them at the Show Office and instruct your workers to park and enter from the F-Lot in the NE corner of the building to reach the Show Office.

Show Management is not responsible for lost or misplaced tickets at Will Call.

## 57. FIRE REGULATIONS

1. **All decorations, drapes, signs, banners, plastic displays, split bamboo, items such as carpeting, artificial turf used in the vertical position, combustibles**, etc. within 18 inches of ignition sources, such as light fixtures, heaters, electrical outlets, electrical connections and flame-producing devices must be flame-retardant. Curtains, drapes, hangings, and other decorative materials suspended from walls or ceilings must be flame resistant. Skirting, curtains, and display coverings not proven to be flame retardant are not allowed and will be ordered to be removed immediately by the Fire Marshal.
2. **Painted back-drops/signage** utilizing oil based or water-based paints if provided with backing materials such backing material that is located within 18 inches of ignition sources must be accompanied by a Certificate of Flame Resistance indicating the item is flame retardant, or it must be removed.
3. **Materials used for outdoor ground coverings**, such as beauty bark, shredded tires that is located within 18 inches of ignition sources must be accompanied by a Certificate of Flame Resistance indicating the item is flame retardant, or it must be removed.
4. **All lattice, peg board and any other thin wood material** less than 1/4" thick shall be covered with flame retardant covering. Proof of flame retardancy is the responsibility of the owner. Items not proven to be flame retardant are not allowed and will be ordered removed immediately by the Fire Marshal.
5. **Any collection of empty cardboard boxes or combustible waste** inside is prohibited, except when stored in metal containers with metal covers.
6. **Storage** of "extra" stock in cardboard boxes will be in locations approved only by the Tacoma Fire Dept. and the promoters.
7. **Propane**: The use of propane is by Fire Dept. Permit only. Inside booths permitted to use propane will be limited to one 1.2-gallon tank. Tanks will be removed nightly; fire extinguishers will be required based on each booth's hazard; tanks will be shut off when not in use; under no circumstances will any burnable objects (paper, plastics, wood) be allowed within 18" of propane flames. Greater distances may be required. Empty propane bottles displayed shall have their overflow stem valve removed to verify their condition. Any variance must be approved by the Fire Marshal.
8. **Electrical**: If extension cords are used, a minimum of 14-gauge grounded cord is required. If the cord on the appliance being powered is larger than 14 gauge, the extension cord shall be at least the same gauge as the power cord. Electrical installation shall be in accordance with nationally recognized safety practice. No ungrounded "zip" cords are allowed. Extension cords and flexible cords shall not extend through the ceiling, floors, and walls or under doors or floor covering. Frayed or worn electrical cords are not allowed.

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9. **Surge protectors/power taps** shall be of the polarized or grounded type, equipped with over current protection, and shall be listed in accordance with UL 1363. Power supply for surge protectors/power taps shall be directly connected to a permanently installed receptacle. DO NOT use extension cords to power a surge protector. Power tap cords shall not extend through walls, ceilings, floors, under doors or floor coverings, or be subjected to environmental or physical damage.
10. **Smoking:** The Tacoma Dome is a non-smoking building. This includes concessionaires. City ordinance #24207 mandates a \$100 citation to be issued to smokers.
11. **Cords, wires, ropes, or other obstructions** shall not be strung on the floor where people normally travel unless special provisions have been made with the Fire Marshal, so danger of tripping is eliminated. Jumpers or wire protection ramps are recommended.
12. **Flammable Liquids** in any container are prohibited unless permitted by the Fire Marshal and are necessary to carry out some function. Sale or display of flammable paints, resins, etc., is prohibited.
13. **Autos:** Shall not be displayed or located inside the building without prior Fire Marshal approval. All fuel tank opening shall be locked or taped to prevent escape of fuel vapors. Fuel in the tank shall not exceed one-quarter of the tank capacity or 5 gallons, whichever is less. Battery cables shall be disconnected, and the leads taped. Autos will not be located so that exits are blocked in case of fire in accordance with NFPA 10, section 3.4.4, Class B. Hazard.
14. **Heating Devices:** Cooking warming and heating appliances will be allowed by permit only. Combustible clearance of 18" is necessary; fire extinguisher based on hazard will be necessary.
15. **No burning of solid fuels;** i.e., wood or wood pellets, is allowed in the building. Burning of LPG or natural gas stoves, inserts, fireplaces, or barbecues is also prohibited.
16. **Grease Frying** (grill or deep fat): Cooking with grease will be by permit only. The same conditions listed under Heating Devices will be mandatory. In addition, a hood and duct exhaust fan and extinguishing system is required for frying in a trailer. In the open, a metal wall minimum 18" in height on the rear and sides is required for deep fat frying; grills will be similarly walled with a minimum of 6" walls. A 40 BC fire extinguisher is required (approx. 6 lbs.).
17. **Fire Extinguishers** and other fire-protection appliances shall be provided in every tent, canopy, and temporary membrane structure as follows:
  - a. A. Minimum fire-extinguisher coverage shall be provided in every tent, canopy and temporary membrane structure as follows:
    - i. 200 to 500 square feet (18.5 to 46.4 M2) of floor area: One 2-A:10-B:C.
    - ii. 501 to 1,000 square feet (47 to 93 M2) of floor area: Two 2-A:10-B:C.
    - iii. Each additional 2,000 square feet (186 M2) of floor area or fraction thereof: One 2-A:10-B:C.
  - b. Fire extinguishers shall be provided for each kitchen, mess hall, power generator or transformer, locations where flammable or combustible liquids are used, and other locations in accordance with U.F.C. Standard 10-1.
  - c. At least one 40-B:C-rated fire extinguisher shall be provided for each kitchen, mess hall, power generator or transformer, and at locations where flammable or combustible liquids are used, stored, or dispensed.
  - d. Other fire appliances shall be maintained at the site as required and approved by the Chief.
18. **All cut Christmas trees** shall conform to the Tacoma Fire Dept. Christmas Tree Policy and shall be fire retardant.

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19. **Ground Coverings:** All rugs shall be made of flame-retardant material; wood chips or shavings are prohibited; dampened beauty bark will be permissible in limited quantities and shall at no time cover electrical wires or connections.
20. **Tents and Enclosed Covered Spaces:** Any tent or enclosed and covered room having floor space greater 350 sq. ft. or chairs for more than 50 people is required to have two separate means of exit from the area. Those exits which are not obvious, shall have posted exit signs. Tents, including their sidewalls, shall be of flame-retardant material or shall be made fire retardant in an approved manner.
21. **Open Flame or Burning:** No open flame, burning or use of any device that emits heat is permitted within without a Fire Dept. Permit. **No candle burning.**
22. **All pressurized gases** permitted shall be adequately secured to prevent falling or being knocked over.

A violation of any of the above policies could result in the removal of the exhibit and/or a citation being used. If you have any questions, special situations, or need a permit, contact the Fire Prevention Bureau at (253) 591-5740 prior to set up.

Any questions or further clarification for the Fire Marshal regulations, please visit [www.cityoftacoma.org/government/city\\_departments/fire/divisions/fire\\_prevention\\_div/special\\_events](http://www.cityoftacoma.org/government/city_departments/fire/divisions/fire_prevention_div/special_events)