



WASHINGTON STATE EVERGREEN FALL HOME SHOW

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

www.evergreenfallhomeshow.com

Friday, October 20 12pm - 6pm
Saturday, October 21 10am - 6pm
Sunday, October 22 10am - 5pm

THIS GUIDE INCLUDES:

Action Items

Booth Exhibit Details and Restrictions

Frequently Asked Questions

Move In and Move Out Schedule

Exhibitor Badge Info

Directions & Lodging

Table-Chairs-Carpet Order Form

Fire Marshal Regulations

Home Show Sponsored By:



For questions contact Bill Bradley: 206-248-8430
or for quickest response, email bbwestlake@seanet.com

ACTION ITEMS

1. Please read through this information carefully as you will need to know what is in this Guide.
2. Give copies of this information to any of your staff that will need it.
3. Review Move In/ Move Out Schedule and call if there is a problem so we can make an adjustment if possible.
4. Plan for your set up and tear down needs and make sure you have the equipment you need.
If your display cannot be loaded or unloaded without a forklift, contact Bill Bradley (bbwestlake@seanet.com) before October 13th to coordinate assistance.
5. Prepare a supply list and have ready other items you may need (marking pens, scotch tape, scissors, garbage bags and broom for cleanup, etc.)

NOTE: Our Show Staff will be on site at the EVENT CENTER from Tuesday October 17th until Monday afternoon on October 23rd
Phone messages at our office will be checked throughout the day but response time during this period will be delayed.

It is critical that you contact Bill Bradley (bbwestlake@seanet.com) before October 6th if you have any questions or needs not addressed in this Guide so we can best serve your needs.

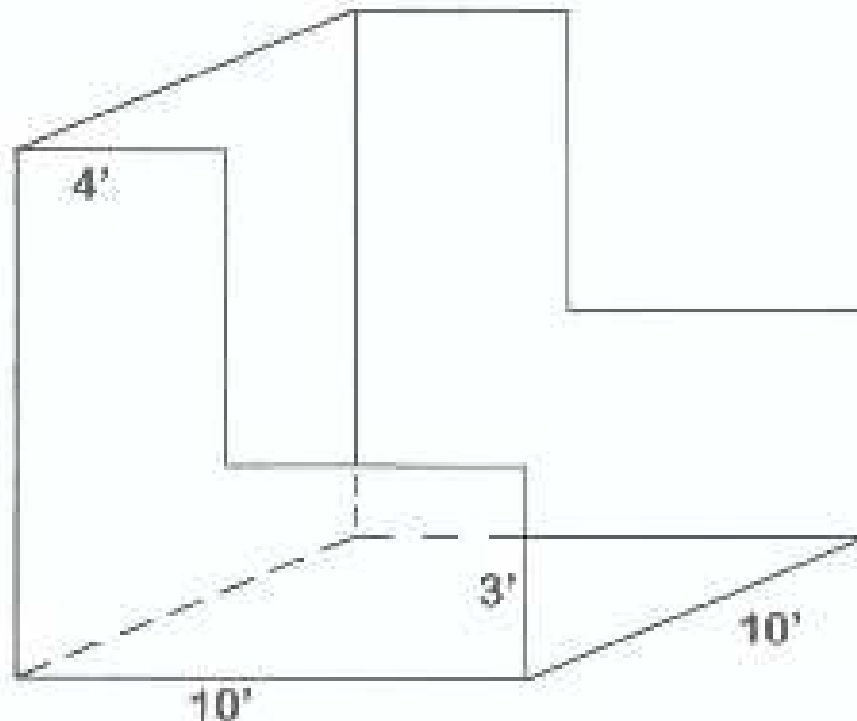
PLAN AHEAD TO AVOID LAST MINUTE FRUSTRATIONS

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BOOTH EXHIBIT DETAILS

1. All Booths have an 8 foot high drape at the back. There is a cross support pole where you may hang banners, etc. Wire hooks are available for no charge at the on-site Show Office during set up.
2. Side Drapes are 3 feet high.
3. Electrical outlet is **NOT** provided with your booth. Contact Bill Bradley bbwestlake@seanet.com if you need 500 watts or less and have not already ordered. (\$75 charge).
4. **Tables and Chairs are NOT provided with your booth.** If you would like to order table, chairs, carpet, or other booth items. Contact Bryan Brammer, Trade Show Supply House. 360-624-4498

BOOTH HEIGHT RESTRICTIONS



All Exhibits, unless pre approved in advance, must observe the Height Restrictions on both sides of your Display. This is to make sure that neighboring Displays are not obstructed.

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FREQUENTLY ASKED QUESTIONS

SHOW HOURS

Open to the Public:

Friday, October 20th 12pm - 6pm

Saturday, October 21st 10am - 6pm

Sunday, October 22nd 10am - 5pm

EXHIBITORS CAN ENTER THE SHOW ON FRIDAY at 8am and one hour before show opens to public on Saturday and Sunday.

PUBLIC ADMISSION

\$8 Adults \$7 Seniors, Under 18 Free

EXHIBIT STAFFING

All Exhibits must be completely set up a minimum of 2 hours before opening on Friday. Plan accordingly. **All Exhibits must remain in place until 5pm on Sunday.**

WI-FI

Free Wi-Fi is provided.

PARKING

Parking is Free for Exhibitors and Show Attendees.

INSURANCE

Each Exhibitor will assume full responsibility for their participation in the Event. This will include providing your own theft and liability insurance.

SECURITY

The EVENT CENTER is locked every night after Show closes. Exhibitors must take extra care to remove or store valuables out of sight every evening when the Show closes.

MUSIC POLICY & MICROPHONES

No music of any kind is allowed without ASCAP License and the use of Microphones in displays is prohibited unless pre-approved by Management.

SHIPPING AND FREIGHT

The EVENT CENTER will not begin receiving freight until Tuesday October 17th.

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

ATTN: Evergreen Home Show and your Company Name

TRASH REMOVAL

Cardboard ONLY may be placed in the proper recycling bin located outside the Move- In Door of the Arena. All other Garbage including paper and plastic, must be taken with you on move out.

PROMOTIONAL GIVEAWAYS

Promotional Giveaways and Contests are acceptable provided there are no fees required.

MOVE IN SCHEDULE

ANY EXHIBITS INVOLVING VEHICLES OR TRAILERS, OR NEEDING FORKLIFT ACCESS AS PART OF THEIR DISPLAY, WILL NEED TO LOAD IN ON TUESDAY OCTOBER 17th BETWEEN 2PM AND 6PM, SO YOU WILL HAVE THE ABILITY TO DRIVE INTO THE BUILDING BEFORE THE BOOTH DRAPES ARE SET UP.

ALL OTHER SPACES WILL MOVE IN PER SCHEDULE BELOW. TIMES SHOWN ARE THE SOONEST YOU CAN MOVE IN, AND WILL BE THE LEAST CONGESTED TIMES FOR YOU.

YOU CAN ALSO MOVE IN LATER THAN SCHEDULED TIME, JUST NOT BEFORE.

BOOTH #	LOAD IN DATE	EARLIEST LOAD IN TIME
Main Tent Spaces	Wednesday October 18th	2pm to 7pm
200-255	Thursday October 19th	12 noon to 7pm
222, 231, 248,	Thursday October 19th	4pm to 7pm
300-333	Wednesday October 18th	2pm to 7pm
350-433	Wednesday October 18th	9am to 2pm
450-483	Wednesday October 18th	2pm to 7pm

MOVE OUT SCHEDULE

ALL SPACES MAY BEGIN MOVE OUT AT 5PM ON SUNDAY OCTOBER 22nd AND WILL NEED TO BE CLEAR OF THE FACILITY BY 5PM ON MONDAY OCTOBER 23rd, WITH THE EXCEPTION OF ANY DISPLAYS IN FRONT OF LOAD DOORS THAT WILL NEED TO BREAK DOWN AT 5PM ON SUNDAY SO OTHERS WILL HAVE EXIT ACCESS.

AS IT WILL TAKE TIME TO CLEAR ACCESS TO THE DRIVE THRU ROLL UP DOORS. DISPLAYS WITH VEHICLES OR TRAILERS WILL NEED TO MOVE OUT ON MONDAY OCTOBER 23rd ANYTIME BETWEEN 8AM AND 3PM.

For questions contact Bill Bradley: 206-248-8430
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EXHIBITOR BADGE INFO & BADGE QUESTIONS

**BADGES WILL BE AVAILABLE FOR PICK UP DURING MOVE IN AT THE SHOW
OFFICE**

**EXHIBITOR BADGES ARE ONLY FOR THOSE THAT ARE STAFFING AN
EXHIBIT AT THE SHOW. WE ARE UNABLE TO GIVE OUT BADGES FOR
FRIENDS, FAMILY, OR OTHER NON- EXHIBIT STAFF.**

NUMBER OF BADGES PROVIDED

Each 10x10, 8x10, or 5x10 Exhibit will receive **FOUR (4)** Exhibitor Badges.

Larger Exhibits will receive **SIX (6)** Exhibitor Badges.

Booths with volunteer staff working short shifts may drop off their badges at the Main Entrance when leaving and we will re-distribute your Badge to the next people coming in.

BADGES ARE NOT NEEDED FOR MOVE IN DAYS OF THE SHOW

However they can be picked up at the on-site Show Office during move in days if you would like.



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DRIVING DIRECTIONS & LOCAL LODGING

Evergreen State Fairgrounds

DIRECTIONS FROM THE NORTH VIA I-5

Southbound on I-5, take Exit 194 to Hwy 2

Continue East for 14 miles

Fairgrounds are on left side, North of US Hwy 2, prior to entering Monroe.

DIRECTIONS FROM THE SOUTH VIA I-5

Northbound on I-5, take Exit to Hwy 2

Continue East for 14 miles

Fairgrounds are located on left side North of Hwy 2, prior to entering Monroe

DIRECTIONS FROM THE SOUTH VIA 405

North Bound on I-405

Take Exit 2A (Woodinville) which connects to SR 522

Go East on SR 522 until it ends at the stoplight on Hwy 2

Turn right on Hwy 2 and take the first right on Cascade View Dr. to Fairgrounds

DIRECTIONS FROM US Hwy 2

Located 50 milew West of Stevens Pass

Follow US Hwy 2 West Bound, past the Fred Meyer Shopping Center

Continue under the SR 522 overpass

Turn right on Cascade View Drive to Fairgrounds

LODGING

Best Western Sky Valley Inn

19233 US-2

Monroe WA. 98272

360-794-3111

Evergreen Inn & Suites

19103 US-2

Monroe WA 98272

360-863-1900

Fairgrounds Inn

18950 US-2

Monroe WA 98272

360-794-5401

**RENTAL ORDER FORM EXCLUSIVELY FOR:
WASHINGTON STATE EVERGREEN FALL HOME SHOW
October 10-12, 2023**

TERMS:

ALL ORDERS RECEIVED BY: October 10, 2023 WILL BE GIVEN A 20% DISCOUNT TO BE CALCULATED AT THE BOTTOM OF THIS ORDER FORM. ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT IN FULL. *ALL EQUIPMENT IS ON A RENTAL BASIS ONLY, WHICH INCLUDES DELIVERY TO AND PICK UP FROM BOOTH.

Qty	Description	Amount	Qty	Description	Amount
	DISPLAY TABLES - 30" HIGH x 30" WIDE			CHAIRS	
	4' UNSKIRTED TABLE 30" HIGH	\$25.00		PLASTIC SIDE CHAIR	\$10.00
	5' UNSKIRTED TABLE 30" HIGH	\$30.00		FABRIC SIDE CHAIR	\$20.00
	5' UNSKIRTED TABLE 30" HIGH	\$35.00		BARSTOOL	\$40.00
	4' SKIRTED TABLE	\$50.00			
	5' SKIRTED TABLE	\$55.00		ACCESSORIES	
	5' SKIRTED TABLE	\$60.00		WASTEBASKET	\$ 7.00
	TABLE SKIRT ONLY 30"H	\$25.00		EASEL	\$20.00
	DISPLAY COUNTERS - 42" HIGH x 30" WIDE			STANCHION	\$20.00
	4' UNSKIRTED COUNTER 42" HIGH	\$30.00		6' RED VELOUR ROPE	\$15.00
	5' UNSKIRTED COUNTER 42" HIGH	\$40.00		COCKTAIL ROUND 36"H x 36"D	\$40.00
	5' UNSKIRTED COUNTER 42" HIGH	\$50.00		COCKTAIL ROUND 42"H x 30"D	\$45.00
	4' SKIRTED COUNTER 42"H	\$55.00		BLACK OR WHITE ROUND LINEN	\$25.00
	5' SKIRTED COUNTER 42"H	\$60.00		CUSTOM DRAPE	
	5' SKIRTED COUNTER 42"H	\$65.00		3' HIGH DRAPE / PER LF	\$ 4.00
	COUNTER SKIRT ONLY 42"H	\$30.00		6' HIGH DRAPE / PER LF	\$ 5.00
	SKIRT COLORS AVAILABLE (CIRCLE CHOICE)			COLORS AVAILABLE (CIRCLE CHOICE)	
	BLUE, WHITE, BLACK, RED, GREEN, TEAL,			BLUE, WHITE, RED, BLACK, GREEN,	
	BURGUNDY, SILVER			SILVER, BURGUNDY	
	BOOTH CARPET				
Qty	Description	Amount			
	10' X 10' BOOTH CARPET	\$100.00		SUBTOTAL	\$
	10' X 20' BOOTH CARPET	\$200.00			
	10' X 30' BOOTH CARPET	\$300.00		-20% Pre-Order (By 10/10)	\$
	10' X 40' BOOTH CARPET	\$400.00			
	FOAM PADDING / SQ. FT	\$.60		TOTAL PAGE 2	\$
	VISQUEFFN / SQ. FT	\$.25			
	CARPET COLORS AVAILABLE (circle choice)				
	BEDE, RED, BLACK, GREEN, PEPPER				
	*IF YOU REQUIRE LABOR AND/OR FORKLIFT SERVICE PLEASE CONTACT OUR CUSTOMER SERVICE DEPARTMENT FOR ASSISTANCE. (360) 624-4498			Payment Information CHECK: TRADE SHOW SUPPLY HOUSE, INC CASH OR VISA, MASTERCARD AMEX	
				*Please refer to Credit Charge Authorization form included in this packet when paying by Visa, MasterCard or AMEX.	

EXHIBITOR INFORMATION

COMPANY: _____

CONTACT: _____

BOOTH #: _____

PHONE: _____

CREDIT CARD CHARGE AUTHORIZATION

EVENT: 2023 WASHINGTON STATE EVERGREEN FALL HOME SHOW

Company Name

Booth Number

Charge Authorization

Visa

MasterCard

AMEX

Account Number: _____

Expiration Date: _____

Security Code (Last 3 Digits on back of card): _____

TOTAL PAGE 2: _____

SALES TAX (9.4%): _____

TOTAL AMOUNT TO BE CHARGED: _____

Cardholder's Signature

Cardholder's Name – *Please Print*

Cardholder's Billing Address

City

State

Zip

Cardholder's Telephone Number

In order to serve you more efficiently, please complete all required information above legibly and double check for accuracy.

Please also include ALL PAGES THAT HAVE AN ORDER ON THEM along with this authorization form to insure proper billing.
TOTAL OF ALL PAGES MUST BE INCLUDED IF CHARGING TO YOUR CREDIT CARD.

FIRE MARSHAL REGULATIONS

ALL VEHICLES AS PART OF AN INDOOR DISPLAY MUST BE PRE - APPROVED BY SHOW MANAGEMENT

1. No display or exhibit shall be installed or operated that will interfere in any way with access to any exit or any exit sign. No display shall block access to fire fighting equipment, such as fire extinguisher stations, fire hose cabinets, or fire hydrants.
2. Any displays, exhibit booth, or temporary construction in connection therewith shall not be built of highly combustible material. The use of any combustible construction material shall be approved by the Fire Marshal prior to use.
3. Any paper or fabrics used in construction of displays or exhibits shall be fire resistive or treated with an approved fire retardant solution prior to use in displays.
4. All electrical extension cords must be of the three wire #14 grounded hard usage type. No two wire extension wiring will be allowed. All extension wiring shall be protected from physical damage.
5. The use, storage and handling of all flammable and combustible liquids shall be subject to written approval from the Fire Marshal.
6. The use and storage of Liquified Petroleum Gas portable containers inside buildings or tents is prohibited.
7. All Liquified Petroleum Gas Tanks located on the exterior of building or tents shall be secured in an approved manner, rigidly supported by brackets or chains.
8. Commercial cooking will only be allowed in approved locations, with approved equipment, and prior approval from the Fire Marshal.
9. The use or exhibiting of **motorized vehicles** powered by gasoline internal combustion engines inside shall require the following:
 - all gasoline must be drained from the tank allowing only enough gasoline to enable vehicle to drive in and out of building.
 - The battery or batteries must be disconnected and terminals taped.
 - Vehicles must be inspected by Fire Marshal
10. Trash receptacles used in displays and exhibits shall be constructed of a non combustible material.
11. Any display or exhibit requiring use of any type of open flame heating device is prohibited in any tent or building. All units are required to be inspected prior to use. Any other open flame equipment must be used in an approved outside location. All such locations shall be provided with a minimum of 2A, 10BC rated fire extinguisher mounted in a location accessible to occupants.

NO SMOKING IS ALLOWED INSIDE THE BUILDING