



# EXHIBITOR GUIDELINES

## Exhibitor Guidelines

### Exhibitors Hiring Labor

Exhibitors who hire other than the official show decorator for booth installation and dismantling, must notify Show Management of the names of their I&D staff in writing not less than 30 days in advance of the event. Access of I&D staff must be coordinated through the official show decorator. There is no on-site storage at the Convention Center.

### Floor Tape

The use of single sided or double stick foam tape, single sided or double stick cellophane tape, or masking tape is prohibited on any floor surface in the WSCC.

### Please Be Timely

Goods/materials may not be delivered in advance of the show, or left after the show's official move-out time.

### Exhibitor Utilities

Utilities must be ordered 30 days prior to the event, i.e. Air/Water/Drain, electrical and telephone services. Service order forms are available through your decorator. All multiple booth areas should include a layout with utility locations with the order. This will help everyone set the area accurately.

### Exhibitor Fire Safety and Decoration

All fire, safety and Convention Center regulations must be strictly followed. No propane, acetylene or other flammable or explosive materials are allowed. Gasoline-powered vehicles may be displayed with a maximum of one gallon of gas. **(There are no exceptions.)** The vehicle gas cap must be taped or locked and the battery disconnected. Tanks of compressed air or gas must be chained and secured at all times.

### Exhibitor Signs, Decorations or Banners

Decorations may not be affixed to any surfaces in the building. No holes may be drilled, cored or punched into the building. All equipment used must be stable without bolting or anchoring to floors or walls. Decorations may not include balloons, crepe paper, cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs/trees, glitter, sheaves of grain, streamers, straw, paper, vines, etc.

### Exhibitor Food Samples

Subject to Show Management approval, those who manufacture, process or distribute food as their normal course of business and wish to distribute food samples, may be allowed. This is provided food samples are no larger than bite-size and beverage sizes no larger than three ounces. Please contact Show Management for prior approval of food distribution.

An exhibitor who does not manufacture, process or distribute food as their normal course of business and would like to distribute food items, must purchase these items from ARAMARK Food Services. Please contact ARAMARK at (206) 694-5085 to make these arrangements or to purchase food and beverage from the exhibitor menu. No selling of food or beverage is permitted.

**Exhibitor Give-Aways**

Samples may not include stick-on decals, balloons, etc.

**Smoking Policy**

This is a smoke-free environment. Please do not smoke in the facility.

**Gratuity Policy**

We are here to serve you. No gratuities should be offered to employees.

**For Safety**

Children under 16 are NOT permitted on the show floor during move-in and move-out times.