

**ATTENTION
EXHIBITORS:
MOVE-OUT
TIMES HAVE
CHANGED.**

**ALL EXHIBITS
MUST BE OUT OF
THE DOME BY
11:59PM, SUNDAY,
JANUARY 28.**

**ATTENTION
EXHIBITORS:
MOVE-IN TIME
CHANGES.**

**PLEASE READ
OUR UPDATED
MOVE-IN
SCHEDULE AND
MAP ON PAGE 8.**

**PLEASE BE ADVISED
THAT YOU MAY NOT
BE ABLE TO DRIVE
YOUR VEHICLE
DIRECTLY TO YOUR
BOOTH AT ANY
GIVEN TIME. EVEN
DURING YOUR
DESIGNATED
MOVE-IN TIMES.**

**BE PREPARED TO USE OUR
FREE FORKLIFT SERVICE OR
HAND CARRY YOUR CONTENTS
TO YOUR BOOTH.**

**IF YOU PLAN ON UNLOADING
YOUR VEHICLE IN FRONT OF
YOUR BOOTH, DO SO IN A
TIMELY MANNER.**

**YOU ARE NOT ALLOWED TO
SETUP YOUR BOOTH FROM
YOUR VEHICLE.**

**YOU MUST UNLOAD
THE ENTIRE CONTENTS
OF YOUR BOOTH AND
REMOVE YOUR VEHICLE
FROM THE BUILDING
IMMEDIATELY.**

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DATES AND TIMES

SHOW DAYS

January 25 - 28, 2018

MOVE-IN**

WE HAVE STRICT MOVE-IN TIMES THIS YEAR. PLEASE LOOK AT THE MOVE-IN MAP AND READ ABOUT OUR NEW MOVE-IN TIMES ON PAGE 8.

VEHICLE DRIVE-IN

See page 8

MOVE-OUT

Sunday, January 28, 5:00 pm = **11:59 pm (midnight)**. All materials and Exhibits must be out of the building by 11:59 pm (midnight). **NO EXCEPTIONS.**

EXHIBITOR HOURS

The building and Show Office will be open for Exhibitors **ONE (1) HOUR** prior to the daily public hours. Should a situation arise where an Exhibitor requires admittance to the building earlier than the prescribed time, special permission must be granted by stopping by the Show Office before closing the night before. Please be advised that when the building is open to the public, all areas are available to them. Booths and bulk space should be manned for protection of products.

PUBLIC EXHIBIT HOURS

THURSDAY (Opening Day)	11:00 am – 7:00 pm
FRIDAY	11:00 am – 7:00 pm
SATURDAY	11:00 am – 7:00 pm
SUNDAY	11:00 am – 5:00 pm

SHOW OFFICE

The Show Office is located in the Sports Hall between the Lobby and the Arena. The Show Office number will be **(253) 238-3807** (effective Tuesday, January 23). We can also be reached at infotac@otshows.com during show hours or prior to show opening.

SHOW PREPARATION

DECORATOR

The Arena will have black and silver drapes with green carpet. If an Exhibitor requests special color drapes other than the ones Show Management furnishes, a charge will be made by the Decorator to the Exhibitor.

For rental of carpets, furniture, sign-making, and cleaning of displays, please fill out the enclosed forms or contact the Show Decorator, Trade Show Supply House, Inc., PO Box 999, Vancouver, WA 98666, (360) 624-4498.

ELECTRICIAN

Each booth (10' x 10') is furnished with one fused 190-volt duplex receptacle outlet of up to 500 watts capacity without charge. If more than 500 watts of power are drawn, the Exhibitor will have to arrange for power at their own expense. Please note the wattage use of your devices, i.e. 500 watts will not also support the use of a vacuum cleaner, some space heaters, a microwave, etc.

For additional electrical requirements, see the enclosed forms or contact the Show Electrical Contractor, Hollywood Lights, 660 S Dakota St., Seattle, WA 98108-5224 or by phone (206) 292-2353. You can fill out the order form online at hollywoodlights.biz. If not ordered in advance, services and equipment will be subject to "floor order" rates.

REMINDER: Decorator and electricians only work standard 9-5 hours during move-in and move-out. Make sure you have your orders in before the show. Electrical power may not be available during move-in, so come prepared with cordless power tools and extension cords.

TELEPHONES & INTERNET

The Tacoma Dome now offers free Wi-Fi throughout the dome. It is fast and reliable. This should be enough for most companies exhibiting; however, there is no guarantee of upload or download speeds available.

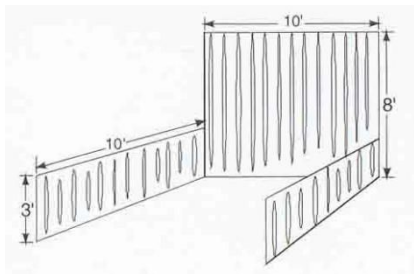
Should an exhibitor wants a dedicated level of up/download speeds they should consider purchasing dedicated bandwidth. **If a phone/fax or hard line is desired, you must contact CenturyLink directly at (855) 446-2509.**

EXHIBITS

EXHIBIT SPECIFICATIONS

BOOTH SPACE: Standard booths are 10' x 10' and furnished with one 500-watt electrical outlet. A booth consists of cloth drapes on aluminum bars, 8' high back with 3' high sides. Total height at the rear shall not exceed 10' including sign without the permission of Show Management. Side walls of your exhibit may be extended four feet out at eight feet high. Past four feet, the side wall may be no higher than three feet to facilitate viewing of all displays—especially your own. If any Exhibitor requests special color drapes other than the ones Show Management furnishes, a charge will be made by the Decorator to the Exhibitor.

When setting up your booth, be sure to make any part showing into your neighbor's booth look professional. **ANY UNFINISHED EXPOSED AREA MUST BE FINISHED.** You will be billed if Management has to order it done.



PROPER AISLE FLOW

The aisles are property of Show Management, and should be free for easy flow of traffic throughout the entire show area. The Fire Marshall requires that your entire display must be within your designated area. Aisles must not be obstructed at any time. Exhibitors **MUST** stay inside their exhibit area when working. Exhibitors are **NOT** allowed to work the aisles/lobby or place literature/cards outside their booth.

SIGNS

Show Management recommends a maximum sign of 28" x 44".

EXHIBIT DISPLAY RULES

The following are exhibit display guidelines which **MUST** be strictly adhered to and will be enforced. Any violations not corrected during the Show will be kept in your file and may affect your participation in next year's Show. Any exceptions to these guidelines must be approved by Show Management.

- **The total height of a booth at the rear shall not exceed 10', including sign.**
- **The sidewalls of an exhibit shall not extend over four feet out at eight feet high in order to facilitate viewing of all displays to the right and left of the booth, unless you have your neighbor's permission.**
- **All parts of an exhibit showing into a neighbor's booth will look professional; any unfinished exposed areas will be finished or draped by you, or the decorator will do it at your expense.**
- **If a display is an end cap, the back wall shall not exceed 12' in length, leaving 4 feet on each side for the Exhibitor's booth behind them.**
- **If employees are using a microphone and speakers as part of the product demonstration, the volume will be kept to a minimum.**
- **Carpet is not provided in your space. If the concrete floor of your booth is visible to the general public (as either a walk-in booth, or a booth where the floor can be seen from behind a front table), then floor covering is required in your booth. Any floor covering cannot extend into the aisle beyond the front of your booth. You may order from the decorator, or bring your own. If you provide your own and the public can enter your booth, you must make sure the edges of the floor covering are taped down and do not present a tripping hazard.**
- **Professional signs only (no handmade signs).**
- **All surfaces in the display must be finished. No exposed plywood displays.**
- **Wood conference or dining tables, if in good condition without obvious scratches, are allowed. All plastic folding tables and rented tables must be draped or skirted.**
- **No visible cardboard boxes.**
- **If using a metal folding chair, please make sure it is clean and unblemished.**
- **Booth MUST be staffed at all times during the public hours of the show.**

Our goal is to upgrade the look of the Show, not to cause any monetary hardship. Please contact our office if you have any questions or concerns.

Please pass this information along to your appropriate display set-up personnel.

MOVE-IN

SEE MAP PAGE 8 FOR THE FULL MOVE-IN SCHEDULE.

GENERAL INFORMATION

SEE MAP ON PAGE 8 FOR THE FULL MOVE-IN SCHEDULE. Most Exhibitors may begin moving into the Dome Tuesday, January 23, at 8:00 am; however, some Exhibitors cannot move in until Wednesday. **(Please see schedule and map on page 8 for your move-in time.)** If you are unable to move in before Wednesday at 4 pm, you must contact your salesperson at the Show Office at 253-238-3807.

The Show does **not** supply hand-trucks, carts, dollies, brooms or vacuums. If you have an item of display requiring special handling due to size, weight, etc., contact the Show Decorator (see page 4). **There is no on-site storage space available at the Tacoma Dome.**

No pets are allowed in the building during move-in and move-out. City Ordinance prohibits pets being loose on the complex during show time unless they are part of a show display.

Do not bring children during move-in and move-out as you are personally responsible if your children are injured or if they damage another person's materials.

VEHICLE DRIVE IN

If you have a Tuesday/Wednesday move-in time, it is recommended that you move in on Tuesday, January 23, if you need to drive a vehicle to your booth. We can't guarantee vehicle access on Wednesday. **ONLY SMALL VEHICLES (NO BIG BOX TRUCKS) WILL BE ALLOWED INTO THE ARENA ON WEDNESDAY, JANUARY 24,** and there isn't any guarantee how close you will be able to drive to your booth. If your vehicle cannot make it all the way to your booth, be prepared to hand-carry or forklift your display. The free forklifting services will be available until noon on Wednesday.

NO VEHICLES WILL BE ALLOWED IN THE ARENA AFTER 4:00 PM WEDNESDAY, JANUARY 24, at which time the building will be swept and **AISLE CARPET WILL BE PUT DOWN.** It is mandatory that all packing cases be removed by this time. It is important you observe the "clean up" deadline as debris not ready for removal by this time will be picked up at the Exhibitor's expense.

Vehicles with **STUDED TIRES ARE NOT ALLOWED IN THE BUILDING.**

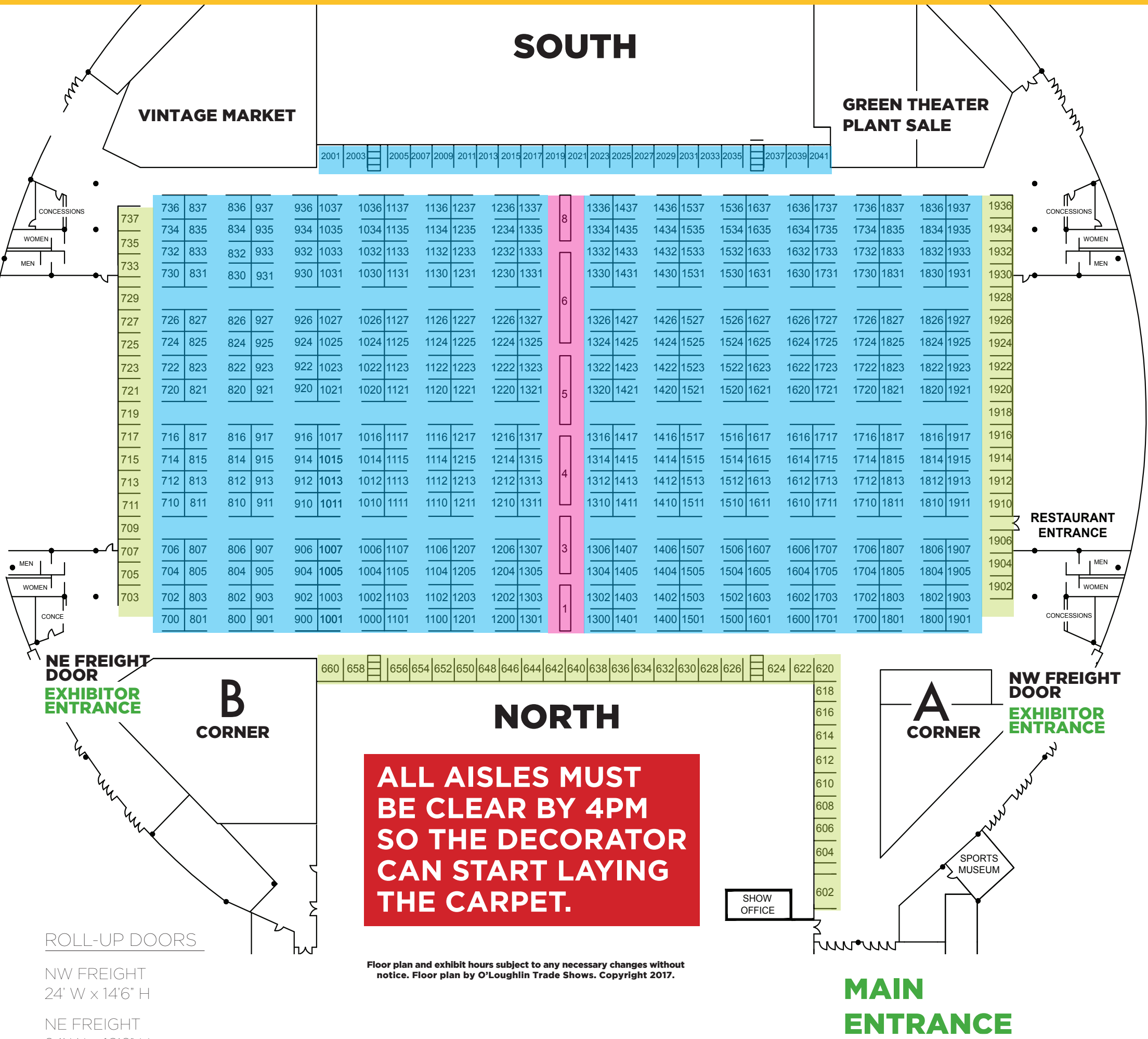
FORKLIFT SERVICES

O'Loughlin Trade Shows will provide **FREE** forklift services for move-in and move-out. Due to insurance restrictions and facility requirements, all forklift services must be contracted through the show decorator, Trade Show Supply House, (360) 624-4498.

Although forklift service is available, a waiting period is generally required. Your waiting time will decrease if your delivery truck has hydraulic tail lifts.

TACOMA HOME and GARDEN SHOW®

MOVE-IN MAP & SCHEDULE



Floor plan and exhibit hours subject to any necessary changes without notice. Floor plan by O'Loughlin Trade Shows. Copyright 2017.

ROLL-UP DOORS

NW FREIGHT 24' W x 14'6" H

NE FREIGHT 24' W x 18'6" H

LEGEND

ARENA (CENTER)

Move-in starts promptly at 8am, TUESDAY, January 23.

January 23, from 8am - 8pm
January 24, from 8am - 8pm

No vehicles allowed in this area after 4pm Wednesday, January 24. Hand carry only! NO EXCEPTIONS.

IT IS RECOMMENDED THAT YOU MOVE IN ON TUESDAY IF YOU NEED TO DRIVE A VEHICLE TO YOUR BOOTH. WE CAN'T GUARANTEE ACCESS FOR YOUR CAR TO YOUR BOOTH ON WEDNESDAY. IF YOUR VEHICLE CAN'T MAKE IT ALL THE WAY TO YOUR BOOTH, BE PREPARED TO HAND CARRY OR FORKLIFT YOUR DISPLAY.

ARENA (OUTER RIM)

Move-in starts promptly at 8am, WEDNESDAY, January 24.

January 24, from 8am - 8pm

No vehicles allowed in this area after 4pm Wednesday, January 24. Hand carry only! NO EXCEPTIONS.

WE CAN'T GUARANTEE ACCESS FOR YOUR CAR TO YOUR BOOTH ON WEDNESDAY. IF YOUR VEHICLE CAN'T MAKE IT ALL THE WAY TO YOUR BOOTH, BE PREPARED TO HAND CARRY OR FORKLIFT YOUR DISPLAY.

CENTER AISLE

Move-in starts promptly at 8am, WEDNESDAY, January 24.

January 24, from 12pm - 8pm

No vehicles allowed in this area after 4pm Wednesday, January 24. Hand carry only! NO EXCEPTIONS.

WE CAN'T GUARANTEE ACCESS FOR YOUR CAR TO YOUR BOOTH ON WEDNESDAY. IF YOUR VEHICLE CAN'T MAKE IT ALL THE WAY TO YOUR BOOTH, BE PREPARED TO HAND CARRY OR FORKLIFT YOUR DISPLAY.

OPENING DAY

The building will be open at 8:00 am on Thursday, January 25, for Exhibitors only. You must have either a Master Pass or Vendor Pass to enter the building (see page 10). All items must be hand-carried or carted, as **no vehicles will be allowed in the building and no roll-up doors will be opened**. Please contact Show Management for your nearest restocking or move-in entrance.

Your display must be completed and in place by 8:00 am opening day of the show. If your exhibit is not ready, Show Management has the right to cancel your contract, resell your space, keep all monies paid and collect any unpaid balances.

The placing, moving, altering, or dismantling of exhibits after the official show opening, Thursday, January 25, will not be permitted without the permission of the Management.

Please note that the building will not be fully heated by opening day, so please dress warmly. We recommend you dress in layers throughout the length of the Show, especially if your space is located by an outside door.

NOTE: Exhibitor hours for the rest of the show are one hour before show opening. This will be strictly enforced unless you make prior arrangements with Show Management.

STORAGE

Exhibitors are expected to arrange for storage of empty crates at their own expense off premises. Fire Marshal Regulations prohibit the storage of boxes, crates, packing materials, etc., and not over one day's supply of literature in the Exhibitor's space. The Tacoma Dome does not have available storage space on site.

EXHIBITOR ENTRY PASSES

EXHIBITOR ENTRY INTO BUILDING PRIOR TO SHOW OPENING

The Tacoma Dome and Show Office will open to Exhibitors only one (1) hour prior to the daily public hours. Electrical power will be turned on at that time. If you have a circumstance that requires admittance at an earlier time, you must obtain special permission by stopping by the Show Office before closing the night before.

If you wish to come into the building prior to the public show hours, you must come through the Exhibitor's entrance (located at the northeast corner of the Arena) or 24 Hour Security (located through the security/delivery H Lot), depending on which parking lot you use.

'MASTER' PASS

The Master Pass allows the Exhibitor to enter the building **ONCE EACH DAY**, and each pass is good for one person during the entire length of the show. The gate attendant will punch your pass when you enter the building. If you wish to leave the building and then return the same day, you must have the door guard stamp your hand upon leaving. This stamp will be your re-entry pass.

The following number of passes will be issued. Each pass is good for one person during the entire length of the show.

Five **(5) MASTER PASSES** for the first 100 square feet of exhibit space.

One **(1) additional MASTER PASS** for each 100 square feet of exhibit space thereafter.

PICKING UP YOUR MASTER PASSES

Your Master Passes are given out at the Show Office during move-in, so you must have someone from your company check-in at the Show Office on Tuesday or Wednesday to pick up your Master Passes. Once the passes are picked up, you are responsible for distributing the passes to your booth workers. If these passes are used by persons other than those immediately connected with the staffing of exhibits, they will be withdrawn. **The Show Office will not release any passes until the balance on your space is paid in full - NO EXCEPTIONS.**

If your booth is paid in full and you do not have someone who can come by the Show Office during move-in to pick up your Master Passes, you **must** contact the Show Office before Thursday, opening day of the Show. Your Master Passes are not automatically put into Will Call if you do not pick them up. Please contact our office at (253) 238-3807 prior to or during move-in to make arrangements with us to put your Master Passes in Will Call for you. We will need the first and last names of each worker to receive a Master Pass, or a schedule of your workers if you have more workers than the allotted number of passes. It is not recommended that you put all your Master passes in one envelope with just the company name.

'VENDOR' PASS

If you have more workers than the allotted number of Master Passes, then you will be issued Vendor Passes, which are a one-day pass for Exhibitors only. These passes are for a one-time use and will be taken by the door guard. To receive these passes, you must provide a schedule of the workers to our office before Thursday, opening day of the Show. You can fax it to our office at (253) 756-6898, email to infotac@otshows.com, or bring to the Show Office at the Tacoma Dome during move-in. Please indicate how many times each worker will be at the Show, as they will receive a one-time pass for each shift they are working. You can either hand out the Vendor Passes to your workers, or they can be left at Will Call under your company name and be picked up each day they attend the Show.

'SPECIAL GUEST' PASS

This is a special pass available for the Exhibitor to purchase when an interested customer would like to return to the show on a different day to further discuss your products, services, etc. You can also purchase this pass for friends and family, as the Master Pass and Vendor Pass are for your workers only. Passes may be purchased at the Show Office anytime during move-in and show hours for a cost of \$4.00 each - **NO REFUNDS**.

WILL CALL

This service is available to leave passes for pickup if you are not going to see your show workers to issue them their entry pass, or you want to leave a Special Guest pass for a customer to return to the Show. Will Call is located outside the Dome in a kiosk by the ticket window and is open one hour prior to Show opening.

Exhibitors are responsible for setting up passes for their workers, customers, and guests. If you fail to distribute them prior to Show opening or leave them in Will Call, admission must be purchased. Show Management is not responsible for lost or misplaced passes at Will Call.

TO LEAVE SINGLE PASSES IN WILL CALL:

During the show, unless previously arranged with the Show Office, Exhibitors are responsible for putting passes into Will Call for their workers or guests.

- Passes must be in a sealed envelope. No loose passes or tickets will be accepted.
- Each envelope is for a single pick-up and ALL contents will be given to the person requesting the envelope.
- The person's full name who is to receive the ticket(s) is to be PRINTED on the envelope. The envelope will be filed under their last name. If you put all your Master Passes in one envelope with your company name and no individual name, there is no control over who picks up the passes and no guarantee they will be at Will Call for all the individuals who need them.
- No passes will be held in the Show Office after move-in. You are entirely responsible for passes once they have been picked up and signed for.

TO SET UP PICKING UP PASSES AT WILL CALL WITH A SCHEDULE OF WORKERS:

If you have more workers than the allotted number of Master Passes, please send a schedule of your Exhibitor workers to O'Loughlin Trade Shows before Thursday, opening day by email at infotac@otshows.com or fax to (253) 756-6898. During Tuesday and Wednesday of move-in, you can also bring the schedule of workers to the Show Office at the Tacoma Dome. During the show, your employees will pick up their Pass at the Will Call booth under your Company name and will be taken by the door guard. If your employee is working more than one day, please make sure that his/her name appears for each day they are working. **Your booth space must be paid in full before we can put any worker passes in Will Call for you.**

****NOTE: SHOW MANAGEMENT IS NOT RESPONSIBLE FOR LOST OR MISPLACED PASSES AT WILL CALL.**

PARKING

EXHIBITOR PARKING

The Tacoma Home & Garden Show is happy to announce that **ALL parking at the show is FREE**. Both Attendees and Exhibitors will receive FREE PARKING throughout the event.

OVERNIGHT PARKING OF RVS

The Tacoma Dome does have on-site RV Parking. For the latest rates, please call them directly. During business hours, permits may be obtained from Staff Pro at (253) 274-8320; after business hours, contact 24-Hour Security for permits at (253) 593-7652.

These spaces are a courtesy extended by the Tacoma Dome for the convenience of Exhibitors use for overnight accommodations and cannot be used for commercial purposes. No more than two spaces will be rented to a single Exhibitor; there are a total of 21 full hook-up spaces in I-Lot and 50 spaces without hook-up services in 'G' Lot, and they are reserved on a first-come basis. They cannot be purchased prior to move-in.

ABOVE PRICES SUBJECT TO CHANGE PER CITY OF TACOMA REGULATIONS.

MOVE-OUT

MOVE OUT GENERAL INFORMATION

****You may begin move-out at 5:00 pm, Sunday, January 28, once the Show has closed. Please do not start packing up your booth prior to 5:00 pm as there are still customers in the building.**

No vehicles will be allowed in the building until the Decorator has removed the aisle carpets. At no time may vehicles block truck entrances as some displays must be removed before any vehicles and/or trailers come into the building.

Due to the tight scheduling of Tacoma Dome events, **all materials and Exhibits must be out of the building by 11:59 pm (midnight), Sunday, January 28 - NO EXCEPTIONS.**

TACOMA DOME INFORMATION

SHIPPING/RECEIPT OF EXHIBITS

Goods delivered by commercial carrier will be received at the Dome from 8:00 am to 4:00 pm, Tuesday, January 23 thru Wednesday, January 24, and during show hours only.

Shipping Address:

TACOMA HOME AND GARDEN SHOW

Exhibitor's Name

Booth Number

c/o Tacoma Dome

24 Hour Security

2727 East "D" Street

Tacoma, WA 98421-1299

All shipments are to be **PREPAID**. If you have an item of display requiring special handling due to size, weight, etc., contact the Show Management now. Forklift service is available, however; a waiting period is generally required. Your waiting time will decrease if your delivery trucks have hydraulic tail lifts.

Following the event, you are responsible for shipping out all your items. Any items remaining after the show will be treated as lost and disposed of by the decorator, Tacoma Dome, or Show Management.

The Show Office or Tacoma Dome does not supply hand trucks, carts, dollies, brooms, or vacuums.

DOOR HEIGHTS AND WIDTHS

Arena Northeast Freight Door - 24' 0" Wide; 18' 6" High

Arena Northwest Freight Door - 24' 0" Wide; 14' 6" High

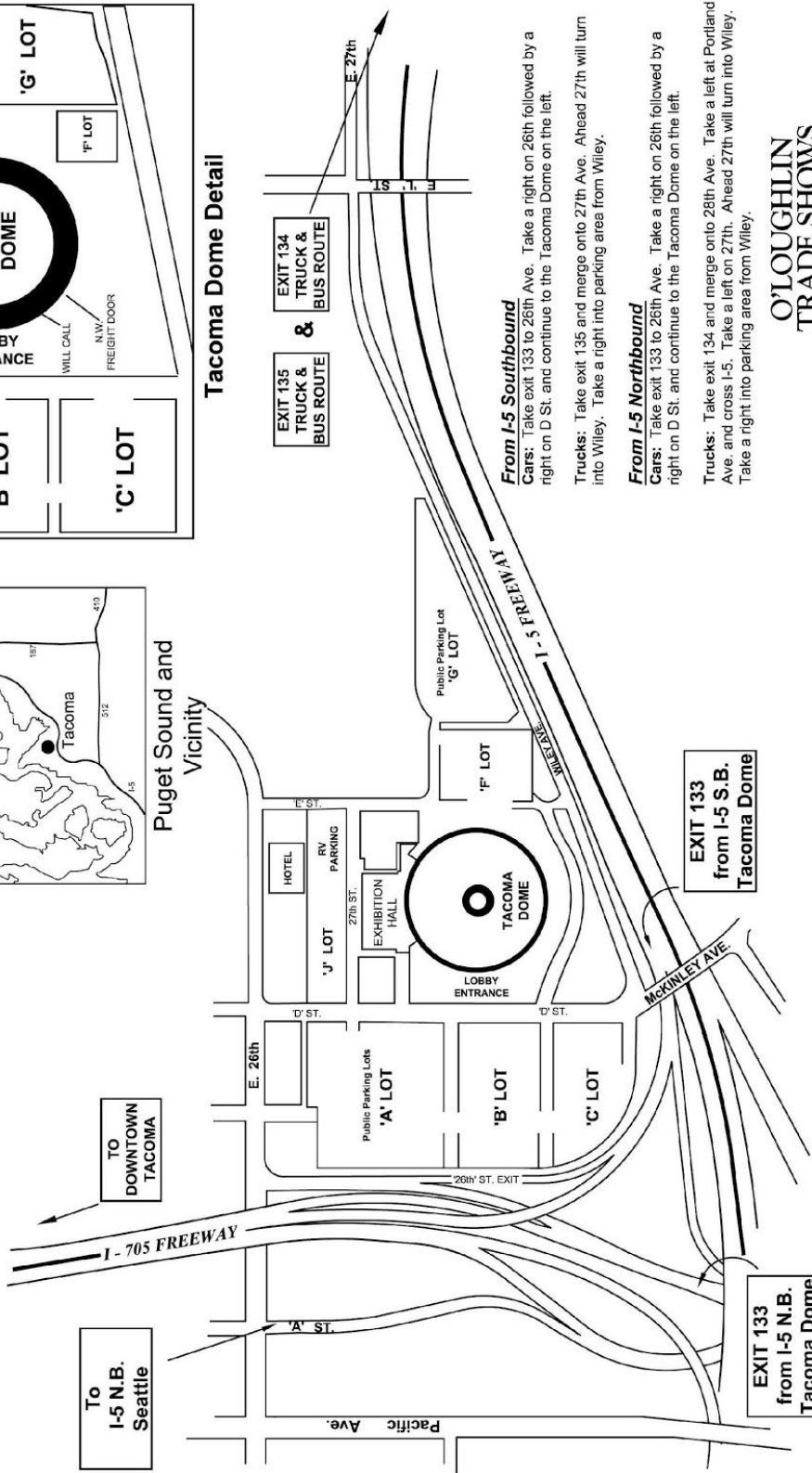
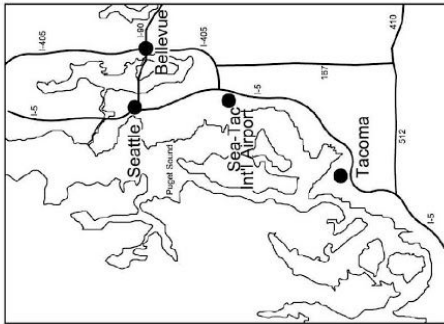
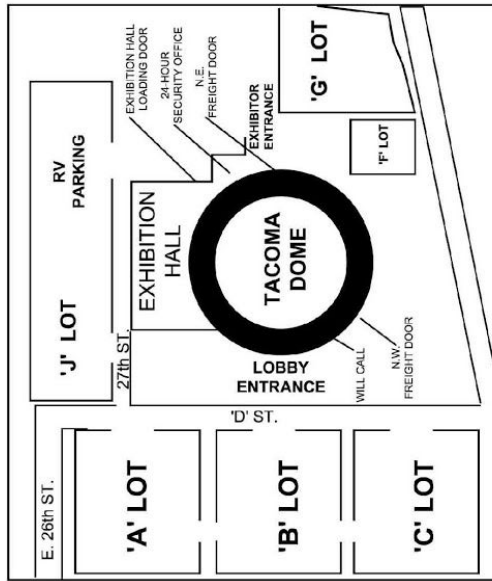
SWEEPING

The Dome Crew will sweep out the building at 4:00 pm, Wednesday, January 24. At that time, all vehicles must be removed from the building. It is mandatory that all packing cases be removed and vitally important you observe this "clean up" deadline as debris not ready for removal by this hour will be picked up at the Exhibitor's expense.

Should an Exhibitor have to clean their display before show time, please do not exceed your available wattage if you are going to use a vacuum as you could trip the power for an entire row of booths. Each booth (10' x 10') is furnished 500 watts capacity without charge, and if you exceed that you may have to order more electricity through Hollywood Lights (see page 4).

Neither the Dome nor the Show Management has brooms or vacuum cleaners available. If you wish to hire cleaning service during the Show, please contact the Show Decorator.

MAP TO THE TACOMA DOME



From I-5 Southbound
Cars: Take exit 133 to 26th Ave. Take a right on 26th followed by a right on D St. and continue to the Tacoma Dome on the left.
Trucks: Take exit 135 and merge onto 27th Ave. Ahead 27th will turn into Wiley. Take a right into parking area from Wiley.

From I-5 Northbound
Cars: Take exit 133 to 26th Ave. Take a right on 26th followed by a right on D St. and continue to the Tacoma Dome on the left.
Trucks: Take exit 134 and merge onto 28th Ave. Take a left at Portland Ave. and cross I-5. Take a left on 27th. Ahead 27th will turn into Wiley. Take a right into parking area from Wiley.

**O'LOUGHLIN
 TRADE SHOWS**

RULES & REGULATIONS

SECURITY ATTENTION: The Tacoma Dome has started a new search policy to all attendees of any event. All attendees must go through a metal detector at the main Lobby Entrance. Exhibitors will be able to bypass this by using one of the designated Exhibitor Entrances. If an Exhibitor does try to come through the main Lobby Entrance, they will have to stand in a line and go through a metal detector. So please **tell your employees to use the Exhibitor ONLY Entrances located in the Lower A & F corners of the dome.**

Even at these special Exhibitor entrances, your bags, backpacks, purses, briefcases, etc., will be subject to search prior to entering the facility, regardless of whether it is a show day or a move-in day. A complete copy of the Tacoma Dome's policy is available through our office.

WEAPONS AND FIREARMS

Under no circumstances are firearms, knives, tasers, stun guns, etc., are allowed in the Tacoma Dome. This includes persons with a concealed weapons permit. A complete copy of the Tacoma Dome's policy is available through our office.

EVACUATION POLICY

The decision to evacuate is a collective effort on the part of the Tacoma Dome administrators, supervisors, event promoter, and Tacoma police and fire personnel. If an evacuation is necessary, you will be instructed on how to exit the building. Once the evacuation is completed, and all patrons and staff are removed from the area of concern, the police and fire personnel will evaluate the situation. The decision to have the event postponed, re-scheduled or cancelled will be a collective one made in the command center. No patrons may be allowed back inside the facility. Items left by patrons may be obtained the following day(s). Items will be labeled and stored by Staff Pro personnel. Otherwise, you will be allowed back in the building once it has been cleared and deemed safe for re-entry. A complete copy of the Tacoma Dome's policy is available through our office.

DELIVERIES

The Tacoma Dome's 24 Hour Security office does not sign for deliveries on behalf of Exhibitors. Exhibitors must make arrangements to have their shipments delivered during move-in periods or show hours when either Show Management or the Exhibitor can sign for, and accept, the shipments. The Tacoma Dome will not store shipments that arrive prior to move-in, and couriers will be instructed to take the shipments back to their storage facilities for delivery during move-in.

RESTOCKING

Please contact Show Management about restocking your booth. Exhibitor restocking hours are one hour before show opening unless prior arrangements with Show Management have been made. Not all doors can be used for restocking. Please check with Show Management before you open any doors that are not Exhibitor entrances.

SOUVENIRS

To avoid possible injury, we ask that you do not distribute yardsticks, or any other item in this category.

NOTE: No helium inflated balloons will be allowed in the Tacoma Dome Arena or Exhibition Hall. (Building Regulation)

NOTE: No stickers will be allowed to be passed out. (Building Regulation)

MERCHANDISE REMOVAL

Merchandise Sold to the Public - If you are selling items that can be hand-carried, please see that your customer receives a Bill of Sale. This will serve as proof of ownership in the event the customer is questioned by security.

The public pays to see an entire Show. No exhibits or part of the exhibit may be removed until after the show closes at 5 pm on the last day.

LIQUOR & FOOD

Your attention is respectfully called to the fact that only authorized caterers and designated concessionaires may bring or serve foods, alcoholic or other beverages, on the premises of the Tacoma Dome.

For all temporary food vendors, in order to set up and operate in a sanitary and healthful manner, and to minimize the possibility of foodborne illness, you must contact the Tacoma-Pierce County Health Department (TPCHD) for information. Please call Rose Silloway at 253-798-6456 if you are cooking, demonstrating, including all temporary food samples/vendors. Applications and permits are required to be submitted no later than 14 days before the event.

MISCELLANEOUS SUPPLIES

The Show Office does not supply office supplies, stationery, equipment, cleaning equipment, etc. There are no facilities for cashing checks, copy machines or fax machines. Please plan accordingly.

SOUND DEVICES

The use of sound devices, megaphones, loud speakers, sideshow tactics, or undignified methods of attracting attention are prohibited.

SIGNAGE

No banners, ads, or poster boards are allowed for units a dealer is not contracted to bring into the Show, even if that dealer carries them. This will be strictly enforced. Tacoma Dome policy forbids the hanging of signage from the building structure. However, free-standing signage is allowed as long as it is kept less than ten feet in height. The aisles are the property of the show management and no signs may be hung over them.

LIABILITY

The Exhibitor is entirely responsible for the space leased by them, and agrees to reimburse the Tacoma Dome for any damage to the floors, walls, or equipment occurring in the space leased by them. Automobiles, trucks, and similar conveyance shall have a drip pan and/or protective material under them to safeguard the floor from dirt, oil stains, etc. All matters not covered in these conditions are subject to the decision of the Management.

Safety Reminders: For general safety purposes, guard rails, platforms, stairs, etc., must be constructed well enough to prevent injury to show patrons. This includes rails that visitors (especially children) cannot fall through, stairs that have proper riser heights, platforms strong enough to correctly support weight of visitors, and carpeting taped down so no one trips.

NO SMOKING POLICY

In accordance with Tacoma City Ordinance, smoking is not permitted in the Tacoma Dome or Exhibition Hall during public events.

WATCHMEN

The Tacoma Dome will provide necessary watchmen during the life of the Show. No other persons will be permitted in the building after the closing hour. Management and the Tacoma Dome cannot guarantee Exhibitors against loss of any nature (see your insurance policy). Small and valuable exhibit materials should be packed away each night.

MUSIC

Exhibitors must not play music in any form without the proper license of copyrighted music. Exhibitors shall protect, defend, indemnify and hold harmless the Management and the Tacoma Dome from and against any and all claims, damages, losses and expenses including attorneys fees arising out of or resulting from performance of live or recorded music or other copyrighted works with the exhibit, or the officers, contractors, licensees, agents, employees, guests, invitees or visitors of the Exhibitor

PAGING

As per Tacoma Dome regulations, the only unscheduled announcements made over the paging system will be for lost children or emergencies. Other than Show Staff using the P.A. system for seminar announcements, no other announcements will be made while the show is open to the public.

WATERING PLANTS

If you need to water/care for plants in your display, you must supply your own tools and hose. Please do not empty your dirty water or wash dirty tools or muddy hands in the bathroom sinks.

CONTRACTORS REGISTRATION

All Contractors need to be registered as a contractor with the Department of Labor and Industry in accordance with RCW 18.27. For registration information, please contact: Assistant Chief of Contractor Compliance, 360-902-6303 weekdays; www.wa.gov/lni

ASCAP

GENERAL INFORMATION

The American Society of Composers, Authors and Publishers (ASCAP), and other music licensing agents, have been cracking down on Exhibitors that have music playing in their booths which has not been licensed. This includes music on videos and tapes played in booths for advertising your products and/or services.

“Under the Copyright Law, Title 17 of the United States Code, the Public Performance of Copyrighted Music requires permission from the copyright owner or its licensing agent, such as ASCAP. Just as you pay for use of other forms of property, you must pay for the use of musical property.”

The fine for each instance of copyright infringement ranges from \$500.00 to \$20,000.00, plus attorney’s fees. Your innocence or lack of intent to infringe is not a defense to the imposition of legal liability. Consequently, both the Show and you are at risk if ASCAP-controlled music is played in your booth.

If you have an advertisement video or other form of music in your booth, do not assume it is properly licensed unless you have a license agreement in hand. ASCAP licensing agents may be at the show checking on music usage. Accordingly, unless your music usage has been cleared by ASCAP beforehand, or you can supply satisfactory proof that a license has been granted for your use, we reserve the right to insist that you do not use any music in any form in your booth.

Your prompt and full compliance with these requirements concerning music usage will avoid potentially serious legal problems for us both arising from ASCAP’s surveillance of the usage of music at this trade show.

Thank you for your cooperation. If you have any questions, please call our office at (253) 756-2121.



FOOD SERVICE POLICY

Vendors/Exhibitors will be allowed to bring in their personal food items and beverages in nondescript packaging while working the Tacoma RV Show. Personal food items and personal beverages are defined as items that Vendors/Exhibitors bring in with them for consumption in their Vendors/Exhibitors space during the event. Vendors/Exhibitors will be allowed to bring in small “lunch sacks” and small personal coolers (no larger than 12” x 12” in size). Vendors/Exhibitors will not be allowed to bring in large coolers for their personal food/beverage items.

Vendors/Exhibitors are not allowed to bring in “fast food” (i.e. Subway, Jack in the Box, etc.) or any restaurant food that they have purchased outside the Tacoma Dome in lieu of purchasing food at the facility. Pizza deliveries to the Tacoma Dome are prohibited in all cases. We understand the desire for Vendors to bring in their own food items, but that argument is lost if Vendors bring in other “restaurant type” food that they purchase outside the facility.

Vendors/Exhibitors will be allowed to bring in an individual coffee or non-alcoholic beverage if they have one in their hands when they arrive at the facility.

As always, event attendees/patrons will not be allowed to bring in any food and/or beverages into the facility at any point in time during the event.

Exhibitors are allowed to give out wrapped candy from their booth. No cookies, popcorn, or other unwrapped or pre-packaged food. If you are Vendor and have a valid Health Card and Food Serving Permit, you are only permitted to serve portions as large as two ounces. This goes for both food and beverages.

TACOMA FIRE DEPARTMENT

BOOTH VENDOR REQUIREMENTS

1. All skirting, curtains and display coverings, including cardboard and paper, shall be flame retardant (Class 1). Proof of flame retardancy is the responsibility of the owner. 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. 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.
3. Any collection of empty cardboard boxes or combustible waste inside is prohibited, except when stored in metal containers with metal covers.
4. Storage of "extra" stock in cardboard boxes will be in locations approved only by the Tacoma Fire Dept. and the promoters.
5. 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.
6. 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.
7. Smoking: The Tacoma Dome is a non-smoking building. This includes concessionaires. City ordinance #24207 mandates a \$100 citation to be issued to smokers.
8. 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.
9. 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.
10. 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.
11. 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.

12. 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.
13. 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.).
14. Fire Extinguishers and other fire-protection appliances shall be provided in every tent, canopy, and temporary membrane structure as follows:
 - A. Minimum fire-extinguisher coverage shall be provided in every tent, canopy and temporary membrane structure as follows:
 - a. 200 to 500 square feet (18.5 to 46.4 M2) of floor area: One 2-A:10-B:C.
 - b. 501 to 1,000 square feet (47 to 93 M2) of floor area: Two 2-A:10-B:C.
 - c. 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.
15. All cut Christmas trees shall conform to the Tacoma Fire Dept. Christmas Tree Policy and shall be fire retardant.
16. 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.
17. 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.
18. Open Flame or Burning: No open flame, burning or use of any device that emits heat is permitted within without a Fire Dept. Permit.
19. All pressurized gases permitted shall be adequately secured to prevent falling or being knocked over.
20. 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.

