

EVERGREEN RECREATIONAL VEHICLE SHOW

APRIL 12, 13, 14, 2019

PRODUCED BY WESTLAKE PROMOTION INC.



Exhibitor Information

Balance of contract due before move-in

APRIL 12, 10-6pm

APRIL 13, 10-6pm

APRIL 14, 10-5pm

Evergreen State Fairgrounds Monroe WA

1. **Show Schedule**
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4. **Internet Hard Line Order Form**
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6. **Fire Regulations**

RV exhibitors must send
"PROOF OF INSURANCE"

To Westlake Promotion Fax: 206-708-7406 e-mail bbwestlake@seanet.com
Naming Evergreen State Fair & Expo Center
and Westlake Promotion as additional insured

Questions?
BILL BRADLEY
Westlake Promotion Inc.
Phone 206-669-7375
Email bbwestlake@seanet.com

Show Schedule

Evergreen RV Show

April 12, 13, 14, 2019

Tuesday April 9

7:30-6pm **RV Staging**

All RV exhibitors may enter the Fairgrounds and stage rigs in main lot. **Do not move any rigs into show position at this time.**

Wednesday April 10

7:30 am **RV Move-in per individual schedules**

7pm

Thursday April 11 BOOTH EXHIBITORS NOT DISPLAYING VEHICLES MOVE- IN 9AM

8am Facility opens

9am Booth exhibitors move in. All exhibitors please check in at show office prior to set up.

8pm Facility closes

Friday April 12

8am Show office opens

10am Show opens to the public

6pm Show closes

Saturday April 13

9am Show office opens

10am Show opens to the public

6pm Show closes

Sunday April 14

9am Show office opens

10am Show opens to the public

5pm Show closes and move out begins

Monday April 15

7:30am Buildings open. Move out continues.

10am All rigs must be clear of buildings and Fairgrounds by 11am.

Questions?

BILL BRADLEY

Westlake Promotion Inc.

Phone 206-669-7375

Email bbwestlake@seanet.com

Web: www.westlakepromo.com

Exhibitor Quick Info

Evergreen RV Show
April 12, 13, 14, 2019

All Exhibitors

Show Office	Located in the Main Building. The office will be open 9am booth exhibitor move-in day and remain open through move out. The show office opens each morning one hour prior to show opening.
WI-FI	Free Wi-Fi is available Inside Main Building and within about 75 feet surrounding Main Building. If you need an Internet hard line or telephone hard line, there is an order form inside this booklet. Hard Lines must be ordered directly from Fairgrounds and not through Westlake Promotion. Order form to coordinate through Fairgrounds is on following page.
Parking	Parking is free.
Insurance	All exhibitors are required to provide Westlake Promotion Inc. with an insurance certificate. This certificate must list as names insured: Evergreen State Fair & Expo Center and Westlake Promotion Inc. If you have not already done so fax a copy of your insurance certificate to Westlake Promotion 206-708-7406 or e-mail bbwestlake@seanet.com.
Speakers	No loudspeakers or microphones are permitted in your exhibit space. Exhibits that depend on sound systems must be approved by Westlake Promotion in writing.
Music Policy	Absolutely no music of any kind is allowed without A.S.C.A.P. or B.M.I. written approval. That includes playing radios, stereos, CD's, etc. at any time during the show.
Admission	Adults \$7, Seniors (65+) \$6.00, Children 16 & under free if accompanied by an adult

Booth Exhibits Only

Move In	Thursday April 11th, 9am-5pm All exhibitors must check-in at show office before setting-up
Booth	Exhibit booth includes: 8 ft high backwall drape, 3 ft high siderail drapes, ID sign, 500 watt power service.

RV Exhibits Only

BE-BACK Passes	In past years we have honored dealer business cards for customers returning to the show and billed dealers after the show. We have not had any problems with this system except for the extra office work of billings. To streamline the process, instead of honoring business cards at the ticket gate there will be special passes available at the show office that can be purchased by the dealers for 1/ 2 price of \$3.50 each. These will be the only passes honored at all ticket gates
Cleaning	For those without self contained washing stations, There will be running water available at the Fairgrounds during move in on Tuesday and Wednesday. Bring a hose and cleaning supplies. NOTE: SOAP MAY NOT BE USED ON FAIRGROUNDS DUE TO DRAINAGE RESTRICTIONS.
Used RVs	Used RVs will be classified as those having a verifiable processed registration showing new owners (not just a temporary permit or warranty start).
RV Electrical Hookup ***	Power will be supplied to each of your units. Make sure you have correct adapters for standard plug in. Make sure you bring a few 25 ft extension cords in case you need a little extra line to reach the power distribution boxes. *** There is not enough power to support halogen lights, electric heaters, microwaves or other major accessories – use running lights only ***

Questions?
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Evergreen State Fairgrounds
TELEPHONE – FAX – CREDIT CARD
SERVICE LINES 2019 Rates
 (Equipment Not Provided)

Instructions:

1. **TELEPHONE SERVICES** - Snohomish County handles all telephone line service orders on the Fairgrounds.
2. **ORDERS:** Service orders should be received one (1) month or more in advance of event date.
Service orders 14 days or less before event may be assessed additional charges.
3. **EQUIPMENT** - Vendors must provide own analog equipment, credit card machines and connecting cords.
4. **DIAL OUT** - Phone Services require that a "9" be dialed to begin a call followed by the 10 digit number - dialing "1" is necessary for long distance calls.
5. **ORDER DEADLINE** - Complete the order form below and return to address above 30 days prior to event.
6. **PAYMENTS** - Payment must be attached to the service order form.

EVENT			
Event _____		Date Phone Service _____	
Dates: _____		Lines are needed: _____	
Company Name: _____			
Contact Name: _____			
Contact Day Time Phone Number: _____			
Booth Location: _____		Space Number: _____	
Date: _____		Name: _____	
(Please Sign)			
Local and 1-800 service orders - individuals need to provide own <u>analog equipment</u> programmed with "9" dial out capabilities.			
# LINES	DESCRIPTION	PER LINE COST	TOTAL COSTS
	Outgoing Services only (Local and credit card 1-800 calls only)	@ \$130 per line	\$
	Outgoing and Incoming Services (Long distance charges will be billed separately)	@ \$150 per line	\$
	Late fee (<i>orders less than 14 days prior to event</i>)	@ \$50 per line	\$
	Wireless Internet Service (Company needs own equipment - Fairgrounds will provide log-in code)	@ \$25	\$
PAYMENT ENCLOSED:			\$
Checks payable to the order of: <u>EVERGREEN STATE FAIRGROUNDS</u>			

CONTACT:

Brenda Granstrom
 360-805-6707

Brenda.granstrom@snoco.org

Fairground's mailing address: 14405 – 179th Ave SE, Monroe WA 98272

Exhibitor Badges

Evergreen RV Show
April 12, 13, 14, 2019

YOU MUST RETURN THIS COMPLETED FORM TO RECEIVE EXHIBITOR WORKING PASSES

ADDITIONAL BADGES CAN BE MADE ON SHOW SITE AS WELL

**E-MAIL OR FAX TO
WESTLAKE PROMOTION 206-708-7406**

or

bbwestlake@seanet.com

Important Note: Passes are for people working in your booth. Exhibitors must be prepared to identify themselves to security. Limit 6 badges per exhibit.

Your Company Name	_____	Your Space #	_____
Badges Ordered By	_____	Your Phone #	_____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Booth exhibitors can pick up badges in the show office.

Fire Marshal Regulations

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 and 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 retardate 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. Electrical equipment and installation shall be inspected and approved by the State Electrical Division.
6. The use, storage and handling of all flammable and combustible liquids shall be subject to written approval from the Fire Marshall.
7. The use and storage of Liquefied Petroleum Gas portable containers inside buildings or tents is prohibited.
8. All liquefied Petroleum Gas tanks located on the exterior of building or tents shall be secured in an approved manner, rigidly supported by brackets or secured to an upright member with chains.
9. Commercial cooking will only be allowed in approved locations and with approved equipment. Prior approval by the Fire Marshal is required.
10. 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 the building.
 - The battery or batteries must be disconnected and taped with electrical tape.
 - Vehicles must be inspected by the Fire Marshal.
11. Trash receptacles used in displays and exhibits shall be constructed of a non-combustible material.
12. Any display or exhibit requiring use of any type of open flame heating device is prohibited in any building or tent. 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, 10 BC rated fire extinguisher, mounted in a location accessible to occupants.
13. By order of the Fire Marshal, NO SMOKING will be allowed in the booths or inside the buildings.