



EVERETT FALL HOME SHOW & EVERETT GIFT SHOW

**ANGEL OF THE WINDS ARENA DOWNTOWN EVERETT
(FORMERLY XFINITY ARENA)
SEPTEMBER 28, 29, 30, 2018**

2018 EXHIBITOR GUIDE ANGEL OF THE WINDS ARENA IS A ICE HOCKEY RINK

Exhibit Floor consists of insulated panels over the ice. Light condensation can sometimes form on the floor. Bring a sheet of thin plastic if you plan on placing anything on the floor that can not get damp such as cardboard boxes, carpet, etc.

A disposable plastic drop cloth can be purchased at Home Depot etc. for about \$2 as a precaution.

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

**EVERETT FALL HOME SHOW
AND EVERETT GIFT SHOW
ANGEL OF THE WINDS ARENA DOWNTOWN EVERETT
(FORMERLY XFINITY ARENA)**

2018 EXHIBITOR GUIDE

**Friday, September 28th 12pm - 7pm
Saturday, September 29th 10am - 7pm
Sunday, September 30th 10am - 5pm**

THIS BOOKLET INCLUDES:

Action Items

Booth Exhibit Details and Restrictions

Frequently Asked Questions

Concourse Move-In /Move-Out Schedule

Main Arena Move -In /Move-Out Schedule

Exhibitor Badge Info

Directions to Arena

Fire Marshal Regulations

SHOW MAP

For questions contact Bill Bradley: 206-248-8430
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ACTION ITEMS

1. Please read through this information carefully as you will need to know what is in this Booklet.
2. Give copies of this information to any of your staff that may 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 September 17th to schedule 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 Arena from Wednesday September 26th until Monday October 1st. 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 September 17th if you have any questions or needs not addressed in this Booklet.

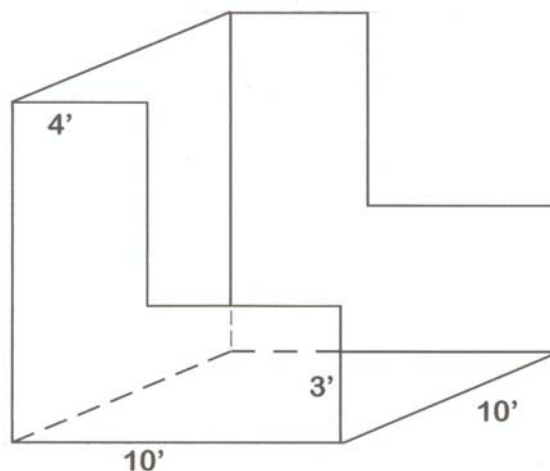
PLAN AHEAD TO AVOID LAST MINUTE FRUSTRATIONS

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BOOTH EXHIBIT DETAILS

1. All Booths have 8 foot high drapes 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. No Electric is provided with your booth. Contact Bill Bradley if you need 500 watts or less (\$35 charge).
4. NO POP UP TENTS, AWNINGS, ROOF STRUCTURES, ETC. LARGER THAN 100 SQUARE FEET CAN BE USED TO COVER YOUR DISPLAY UNLESS PRE -APPROVED BY EVENT FIRE MARSHAL. IF YOU HAVE ANY COVERINGS OVER YOUR DISPLAY LARGER THAN 100 SQUARE FEET, CONTACT BILL BRADLEY :bbwestlake@seanet.com before September 7th so that we can work on getting approval from Fire Marshal.

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 thePublic:

Friday, September 28th 12pm - 7pm

Saturday, September 29th 10am - 7pm

Sunday, September 30th 10am - 5pm

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

EXHIBIT STAFFING

All Exhibits must be completely set up a minimum of 2 hours before opening on Friday. All Exhibits must remain in place and staffed until 5pm on Sunday. It is your responsibility to plan ahead to meet this requirement.

INSURANCE

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

SECURITY

There is 24 hour security at the Arena. Exhibitors must take extra care to remove or store valuables out of sight every evening when the Show closes.

TELEPHONE AND INTERNET HOOK UP

Both are available. See westlakepromo.com - Washington State Everett Gift Show - Exhibitor Sign Up & Info - 2018 Exhibitor Guide - 2018 Wi-Fi Order Form.

PARKING PASS

There is Free Off Site Parking available in areas surrounding the Arena if you are fine with walking a block or two. If you want to park close there is pay parking on the street and in lots surrounding the Arena.

FREQUENTLY ASKED QUESTIONS

MUSIC POLICY

No music of any kind is allowed without ASCAP License and pre-approval from Management

MICROPHONES

Microphones will only be allowed if pre-approved by Management

SHIPPING AND FREIGHT

The Arena will not begin receiving freight until Wednesday September 26th.

SHIPPING ADDRESS Angel of The Winds Arena at Everett
2000 Hewitt Avenue
Everett WA. 98201

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, plastic, packaging, brochures, etc. must be taken with you on move out.

PUBLIC ADMISSION

ADULTS	\$7.00
SENIORS (62 and over)	\$6.50
16 and under	FREE

PROMOTIONAL GIVEAWAYS

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

LOCAL HOTEL ACCOMODATIONS

Travelodge 425-259-6141
Best Western Cascadia Inn 425-258-4141
Westcoach Everett Pacific Hotel 425-339-3333

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UPPER CONCOURSE MOVE IN / MOVE OUT INFORMATION

EASIEST ACCESS IS ON THE WALL STREET SIDE OF THE ARENA.

MOVE IN SCHEDULE

<u>BOOTH #</u>	<u>LOAD IN DATE</u>	<u>LOAD IN TIME</u>
ALL # 1 - 90	Wednesday September 26th or Thursday September 27th	12 noon - 7pm 10am - 7pm

MOVE OUT SCHEDULE

<u>BOOTH #</u>	<u>LOAD OUT DATE</u>	<u>LOAD OUT TIME</u>
ALL # 1 - 90	Sunday September 30th or Monday October 1st	5pm - 10pm 7am - 10am

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EVERETT
GIFT
SHOW

MAIN ARENA MOVE IN SCHEDULE

**ALL EXHIBITORS HAVE THE OPTION OF MOVING IN LATER,
(BUT NOT EARLIER), THAN TIMES SHOWN**

THESE ARE EARLIEST & MOST CONVENIENT ARRIVAL TIMES ONLY.

BROADWAY STREET LOADING GATE ENTRANCE

BE SURE TO BRING YOUR OWN HAND TRUCK / CARTS IF NEEDED.
SOME BOOTH AREAS WILL NOT BE MARKED OUT EARLIER
THAN TIMES SHOWN SO BE SURE TO CHECK WITH US.

THESE ARE ARRIVAL TIMES ONLY. ONCE CHECKED IN, ALL EXHIBITORS WILL
HAVE ACCESS TO THEIR DISPLAYS DURING ALL REMAINING SET UP HOURS.

<u>BOOTH #</u>	<u>LOAD IN DATE</u>	<u>LOAD IN START</u>
100-139	Wednesday Sept. 26	12 noon
140-175	Wednesday Sept. 26	2pm
180-209	Wednesday Sept. 26	4pm
210-239	Wednesday Sept. 26	5pm
240-250	Thursday Sept. 27	10am
251-255	Thursday Sept. 27	6pm
300-317	Thursday Sept. 27	9am
318-323	Thursday Sept. 27	6pm
324-329	Thursday Sept. 27	10am
400-405	Thursday Sept. 27	9am
406-429	Wednesday Sept. 26	12 noon
430-437	Thursday Sept. 27	9am
439-478	Wednesday Sept. 26	4pm
500-519	Wednesday Sept. 26	12 noon

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MAIN ARENA MOVE OUT SCHEDULE

BE SURE TO BRING YOUR OWN HAND TRUCK / CARTS IF NEEDED.

BEGINNING SUNDAY, SEPTEMBER 30th AT SHOW CLOSE TO MONDAY OCTOBER 1st 7 AM to 10AM DEADLINE.

THE TIMES SCHEDULED BELOW ARE ONLY FOR THOSE EXHIBITORS THAT NEED TO PULL A VEHICLE INTO THE LOADING DOCK PARKING AREA.

THOSE **NOT** NEEDING VEHICLE ACCESS TO THE LOADING DOCK AREA MAY MOVE OUT ANYTIME BEGINNING 5PM SUNDAY.

<u>BOOTH #</u>	<u>LOAD OUT DATE</u>	<u>LOAD DOCK ACCESS</u>
100-107	Sunday September 30th	Begin 6pm
108-131	Sunday September 30th	Begin 7pm
132-139	Sunday September 30th	Begin 6pm
140-175	Sunday September 30th	Begin 7pm
180-209	Sunday September 30th	Begin 6pm
210-239	Sunday September 30th	Begin 5pm
240-250	Sunday September 30th	Begin 5pm
251-255	Sunday September 30th	Begin 5pm
300-317	Sunday September 30th	Begin 5pm
318-323	Sunday September 30th	Begin 5pm
324-329	Sunday September 30th	Begin 5pm
400-405	Sunday September 30th	Begin 6pm
406-429	Sunday September 30th	Begin 6pm
430-437	Sunday September 30th	Begin 5pm
439-478	Sunday September 30th	Begin 6pm
500-519	Sunday September 30th	Begin 5pm

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EXHIBITOR BADGE INFO & BADGE QUESTIONS

BADGES WILL BE AVAILABLE FOR PICK UP DURING MOVE IN AT THE SHOW OFFICES LOCATED ON EACH FLOOR OF THE BUILDING AND ALSO AT THE MAIN TICKET ENTRANCE ON ALL DAYS WE ARE OPEN TO THE PUBLIC.

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 FREE BADGES PROVIDED

Each 10x10, 8x10, or 5x10 Exhibit will receive **FOUR (4)** Exhibitor Badges at no charge.

Larger Exhibits will receive **SIX (6)** Exhibitor Badges at no charge.

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 will have the name of the Event on them and will grant you access to the Building during all Show Hours.

TO ORDER ADDITIONAL BADGES AT A DISCOUNTED PRICE OF \$5 EACH

Contact Bill Bradley bbwestlake@seanet.com before September 14th.

Payment for Additional Badges must be made in advance or by check or cash at the time of pick up.

BADGES ARE NOT NEEDED FOR MOVE IN DAYS OF THE SHOW

However they can be picked up at either of the ON -Site Show Offices during move in days if you would like.

BADGE PICK UP DURING OPEN SHOW HOURS

You will **NOT** need to wait in line at the Main Ticket Entrance.

Use the Express Exhibitor Entrance on Hewitt Ave next to the Main Ticket Office. There will be an Exhibitor Service Desk just inside the doors.

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DRIVING DIRECTIONS

Angel of The Winds Arena Downtown Everett

NORTH TOWARDS EVERETT

Take I-5 North to the Pacific Avenue Exit Number 193.

Stay to far right on ramp.

Turn left onto Pacific Avenue towards the City Center.

Turn right onto Maple Street.

Turn left onto Hewitt Ave.

Proceed to Hewitt and Broadway and Angel of The Winds Arena.

SOUTH TOWARDS EVERETT

Take I-5 South to US-2/Everett Avenue Exit Number 194 (towards Wenatchee).

Stay far right to take the Everett Avenue off ramp.

Turn right onto Everett Avenue towards City Center.

Proceed 1 mile to Broadway Street and turn left onto Broadway Street.

Proceed 2 blocks to Angel of The Winds Arena

WEST TOWARDS EVERETT

Take US-2 West.

Stay in right lane approaching Everett.

Go under I-5 in center lane.

Turn left at first traffic light.

Proceed one block and turn left onto Hewitt Ave. towards City Center.

Proceed to Angel of The Winds Arena at the Intersection of Broadway and Hewitt.

FIRE MARSHAL REGULATIONS

POP UP TENTS, AWNINGS, OR STRUCTURES OF ANY KIND LARGER THAN 100 SQUARE FEET MUST BE PRE- APPROVED BY SHOW MANAGEMENT

ALL VEHICLES AS PART OF A 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

EVERETT GIFT SHOW

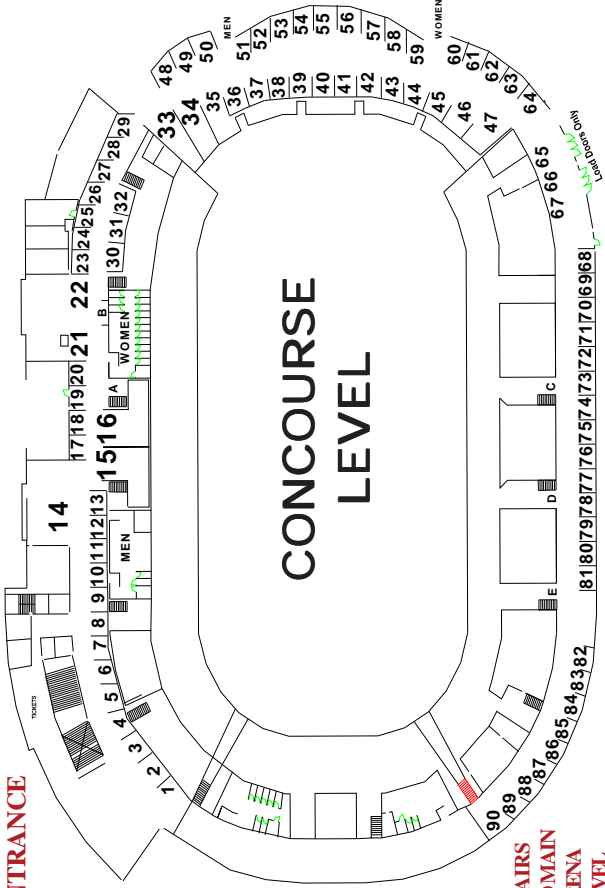
PLUS!

EVERETT FALL HOME SHOW



2 SHOWS ONE ADMISSION!

MAIN ENTRANCE



September
28, 29, 30, 2018

Angel of The Winds Arena
formerly Xfinity Arena
Downtown Everett WA

Sponsored by:



ANGEL OF THE WINDS
ARENA

