



WELCOME KIT

Thank you for exhibiting at 2017 *Seattle Bike Show & The Travel, Adventure & Gear Expo, March 4-5, 2017*. We know you have choices for your marketing dollars and we are very excited you chose to participate in this show. We welcome your participation and look forward to working with you.

All Exhibitor Forms for additional services are available on our website, CascadiaEvents.com under the Exhibitor Resources tab as they become available to us. Should you have any questions, please feel free to contact us.

Shows Overview

The Seattle Bike Show features the best of biking – no matter your destination – with more than 125 exhibitors, a stand out line-up of speakers & presenters – and it is a great way to support the biking community of our region.

The Travel, Adventure & Gear Expo showcases the best of each with more than 100 exhibitors from throughout the west. The two-day Expo is VERY INTERACTIVE with plenty to do as well as see. Again this year, The Seattle Bike Show, Travel, Adventure & Gear Expo and Seattle Golf & Travel Show are part of the Outdoor Recreational Festival, three shows under one roof. The entire show will now be a two day event. (Seattle Golf Show was 3 days in the past.)

SHOW PRODUCER John Tipping, Cascadia Events john@cascadiaevents.com
877.485.2899 206.659.5703 Fax: 866.697.5532

SHOW COORDINATOR Mara Lim, Cascadia Events mara@cascadiaevents.com

SHOW LOCATION CenturyLink Field Event Center
800 Occidental Ave South, Seattle, WA 98134
Contact: TBA

EXPO HOURS Saturday March 4, 10:00 am – 5:00 pm
Sunday March 5, 10:00 am -4:00 pm

Exhibitors are required to staff their booths during these public hours listed above.

UPDATE OR ADD ADDITIONAL CONTACT INFO

If you need to update or add contacts to receive show information and updates, please email us at mara@cascadiaevents.com. Please add this email address to your address book.

MOVE IN **Friday March 3rd, 7am – 9pm**
Saturday March 4th, 7am – 9am – by prior arrangement only

We will once again be following the **NFL Directed Safety Protocol** for the CenturyLink Field Event Center. Basically this means that each person who comes to participate in the move-in must be checked in when they arrive.

PLEASE...

- * Be Patient - we will all get in and get the show going on time
- * Bring a government issued ID – driver's license, etc.

If you have specific needs, questions, travel that complicates issues – we will be happy to work out the details with you specifically. Send Mara an email (mara@cascadiaevents.com) with the best phone number and we will contact you as soon as possible

MOVE-OUT

Sunday, March 5th 4pm – 9pm

The Expo closes Sunday at 4:00pm and that is when we will begin move-out. Early removal of exhibits and displays is strictly forbidden and subject to a \$100 fine. All exhibits must be moved out by 9pm.

FAILURE TO SET UP

Failure to set up within specified move-in times will result in forfeiture of exhibit space and all monies paid to date. Exhibit space can be reassigned at Show's discretion.

LOCATION OF YOUR EXHIBIT

A link to a map of the facility is available on the Exhibitor Resources page. The map will be updated with booth assignments in early January. Link is on the Exhibitor Resources.

You do NOT need to have a booth number to order additional services from either the show decorator or electrical contact.

Cascadia Events reserves the right to make modifications and change exhibit space assignments as may be necessary and to adjust the floor plan at any time to meet the needs of the sponsors, exhibitors, exhibits and traffic flow.

BOOTH SPACE

Description

Exhibitors purchase booth space and the accessories packages as needed. Booth space start at 10' x 10' and additional 10' lengths can be purchased. All booths include 3' high drapery sidewalls between booths and 8' high drapery back wall. Booth space does not include any other accessories.

Booth Accessories

The Accessories Package for purchase includes: carpet, 1ea 6' x 2' skirted (black) table and 2 folding chairs for each 10 x 10 space. For each additional 10' of booth space the price increase adds additional carpet, a 6' x 2' skirted (black) table and 2 chairs.

Additional Accessories

If you need/want more accessories, high cocktail tables, carpet padding, colored linens, etc. please contact our expo decorator, Triumph Expo & Events. You will be billed directly from Triumph. (form on Exhibitor Resources page)

ELECTRICAL SERVICES

To have electricity in your booth you need to order directly from Edlen Inc. (form on Exhibitor Resources page) Edlen has a new policy this year regarding energy conservation and supplying power 24 hours a day. Please read over before making your final decision on power. A booth number is not necessary to complete your order. Order by February 11th to receive best price.

SHIPPING

Shipping to and from the event is also handled by Triumph Expo & Events. (form on Exhibitor Resources page)

TELEPHONE /INTERNET /CABLETV /AUDIO /VIDEO ORDERS

There is FREE WIFI at CenturyLink Field Event Center. If you would like to order secure wifi, or additional A/V items, please place an order with CenturyLink. (form on Exhibitor Resources page)

EMAIL & WEB ASSETS

We have updated our promotional materials for 2017. We appreciate any and all support from our exhibitors with regards to show promotion. Link is on Exhibitor Resources page. If you have any difficulties with the materials please let me know.

LET US PROMOTE YOU

If you have show deals, current promotions or new products that you would like to include in our attendee newsletters and on our social media pages please fill out the Exhibitor Promotions form on Exhibitor Resources page.

EXHIBITOR BADGES (Wristbands)

As many of you who have been to the show previously know, we do not provide name badges to our exhibitors or their staffs. We provide wristbands that are to be worn **AT ALL TIMES DURING THE SHOW.**

There is a different wristband each day – and each exhibitor will be allotted 2 per 10 feet of space purchased for the show per day. If you require additional wristbands – they may be purchased in advance for \$5 ea. You can contact us via email to get these in advance – or you may purchase those during show set up on Friday.

HOTEL INFORMATION

Cascadia Events works with surrounding hotels for show room rates. Details on Exhibitor Resources page. There is another large convention in Seattle on the same weekend. Please reserve your lodging as soon as possible.

FOOD / BEVERAGE SAMPLING

CenturyLink does accommodate some samples. (form on Exhibitor Resources page)

EXHIBITOR PARKING

Parking is an ongoing challenge at CenturyLink Field Event Center. They offer no discounts to us on parking and so we don't include it in any of our materials for purchase through us. Pricing for the CenturyLink Field parking lot and SAFECO Field parking garage will be posted as soon as it is confirmed.

HANGING SIGNS AND GRAPHICS

The Decorator will furnish hooks for signage you want to hang in your booth from the pipe at your back drape. Approval for the use of hanging signs and graphics from the ceiling should be received from Management prior to move-in. It is your responsibility to retrieve your banners or signs when they are dismantled.

Fast Signs Inc of West Seattle is available for printing any banners or signs you may need for the event. (link on Exhibitor Resources page)

SECURITY

Security is provided for the venue, however, we suggest you take precautions and do not leave personal valuables in your booth overnight. Door guards and perimeter guards are on duty during overnight.

SHOW REGULATIONS AND REQUIREMENTS

- Exhibit booths must be staffed and fully operational during published show hours.
- Exhibitors must wear wristbands to gain entry and on the floor during Show hours.
- Exhibits that include sound equipment or audio/visual equipment must be arranged so the noise level does not disrupt the activities of neighboring exhibitors. Show management reserves the right to lower all sound equipment.
- Exhibit space must be large enough to contain a reasonable audience if presentations are planned within your exhibit space. The aisles cannot be blocked.
- Promotional materials may not be distributed outside your exhibit space.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- The sale, sampling or distribution of food for consumption on the premises must be approved by Show Management and licenses or permits required by the Health Dept. obtained by the Exhibitor.
- Stage shows or seminars using products or services of a non-exhibiting company must have written approval from Show Management.
- All exposed parts of displays must be finished so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Side-walls taller than the 3' side drape of exhibit booths may not come out past 5' from back drape.
- Signs in inline booths will not be permitted to extend more than 8' above the floor. Signs in island showcases will not be permitted to extend more than 16' above the floor.
- Exhibitors may not share booth space without the approval of Show Management.
- Exhibit space should be kept in good order with storage boxes placed under tables or in designated storage areas.

- All display vehicles must have less than ¼ tank of gas, at least one battery cable disconnected from each set of batteries, and the gas tank sealed or locked. A set of keys need to be given to Show Management.
- It is expressly understood and agreed by the Exhibitor that no claim of any kind against Show Management for loss, damage, theft or destruction of goods or exhibit; nor any injury that may occur to himself or his employees while at the show; The exhibitor shall be solely responsible to his own agents and employees and to all third persons, including invitees and the public for all claims, liabilities, actions, costs, damages and expenses arising out of or relating to the custody, possession, operation, maintenance or control of leased space or exhibit. Exhibitor is also held responsible for agents and employees performing on show Stages. Exhibitor's insurance shall indemnify and hold harmless Show Management against any and all claims as may be asserted against it.