

# TACOMA HOME +GARDEN SHOW

**JANUARY 25 - 28, 2024**

Tacoma Dome

**Thursday, Jan. 25 11 am – 7 pm**

**Friday, Jan. 26 11 am – 7 pm**

**Saturday, Jan. 27 11 am – 7 pm**

**Sunday, Jan. 28 11 am – 5 pm**

[tacomahomeandgardenshow.com](http://tacomahomeandgardenshow.com)

## SHOW MANAGEMENT

Marketplace Events, LLC (MPE)

[marketplaceevents.com](http://marketplaceevents.com)

[tacomahomeandgardenshow.com](http://tacomahomeandgardenshow.com)

206.231.0140

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## SHOW TEAM

**Show Manager:** Jeff Swenson, [JeffS@mpeshows.com](mailto:JeffS@mpeshows.com)

**Show Coordinator:** Michelle Derbes, [MichelleD@mpeshows.com](mailto:MichelleD@mpeshows.com)

**Exhibit Sales Consultant:** Greenane Davison, [GreenaneD@mpeshows.com](mailto:GreenaneD@mpeshows.com)

**Garden Coordinator:** Lloyd Glasscock, [LloydG@mpeshows.com](mailto:LloydG@mpeshows.com)

**Seminars:** LaManda Joy, [LamandaJ@mpeshows.com](mailto:LamandaJ@mpeshows.com)

Show Management will maintain an on-site office from January 22 to January 28, 2024. The Show Office is located on the East side of the building on Lounge 1A. If any emergencies arise you can contact the show office at 206.620.0938, or Jeff Swenson directly at 206.817.5841.

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## SHOW FACILITY

**Tacoma Dome**

2727 E. D St, Tacoma WA 98421

253.272.3663

[tacomadome.org](http://tacomadome.org)

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## EXHIBITOR SERVICES

**Discount Ordering Deadline: January 12, 2024**

**Show Decorator**

Furniture and carpet rental, forklift service, show site freight shipments, and exhibit cleaning. Tradeshow Supply House will maintain a service desk in the Northeast side of the building in lounge 1A, next to the Show Office.

**Tradeshow Supply House, Inc.**

[Click here for order form](#)

[bryan@thedecorator.net](mailto:bryan@thedecorator.net)

360.624.4498

**Electricity**

Each booth comes with a standard 500-watt outlet (190- volt duplex). If more power is needed, please contact CORT Pro Services directly.

**CORT Pro Services**

[cortpartyrental.com/tacoma-home-and-garden-show](http://cortpartyrental.com/tacoma-home-and-garden-show)

[customercare@cort.com](mailto:customercare@cort.com)

877.939.7368

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## 1. ACCOMMODATION + TRAVEL

Recommended Hotels:

[Courtyard by Marriott Tacoma Downtown](#) (1.2 miles to the Tacoma Dome)

1515 Commerce St, Tacoma, WA 98402  
253.591.9100

[Marriott Tacoma Downtown](#) (1.3 miles to the Tacoma Dome)

1538 Commerce St, Tacoma, WA 98402  
253.294.9200

[La Quinta Inn & Suites by Wyndham](#) (1.0 miles to the Tacoma Dome)

1425 E. 27th St, Tacoma, WA 98421  
253.383.0146

## 2. ALCOHOLIC BEVERAGES AND FOOD

- The consumption of alcoholic beverages in the exhibitor's booth is prohibited. Alcoholic beverages may only be consumed in designated lounge areas (The Garage).
- Only authorized caterers and dedicated concessionaries may bring or serve foods, alcohol, or other beverages, on the premises of the Tacoma Dome.
- You cannot have meals delivered or brought in from a restaurant.
- You are allowed to bring food prepared at home in a non-descript lunch bag and/or containers.
- Tacoma Dome does not allow any glass or aluminum bottles or cans, including personal water bottles.

If you are cooking or demonstrating – including all food samples – you must contact the **Tacoma-Pierce County Health Department (TPCHD) at 253.798.6500** to set up and operate in a sanitary manner, and to minimize the possibility of foodborne illness. Applications and permits are required to be submitted no later than 14 days prior to the event. Every specialty food product must be approved by the Tacoma Dome concessionaire, pre-packaged, and prepared for home consumption, and sampling size no larger than 2 oz.

## 3. ALTERED EXHIBIT PLANS

Management reserves the right at any time, without prior notification, to alter exhibits, aisles, common carpet, feature sizes and locations to best serve the interest of the show. Their decision will be final.

## 4. ANIMALS

Animals that are approved by Show Management are permitted in the Tacoma Dome if part of an exhibit, activity or performance that legitimately requires the use of animals. Only trained service animals or service animals in training are allowed into the Tacoma Dome. All other animals, including pets and comfort animals, are prohibited. Permitted animals must always be on a leash, within a pen, or under similar controls. The owner takes full responsibility for his/her own animal.

## 5. AUDIO VISUAL

For competitive rates on the rental of sound systems, large screen video and computer display, closed circuit TV and special effects for multimedia staging, please contact **Audio Visions Plus at 541.312.6464**.

## 6. BALLOONS + STICKERS

Helium-filled balloons and other inflatable items are NOT permitted in the Tacoma Dome as per building regulations. No stickers may be given out to attendees.

## 7. BOOTH CLEANING / JANITORIAL

Show Management provides daily janitorial service to aisles and common areas only. If you require general and/or special booth cleaning (scrap containers, vacuuming, shampooing), please contact the show decorator, Trade Show Supply House at [bryan@thedecorator.net](mailto:bryan@thedecorator.net).

## 8. COMPETITIONS, DRAWS + CONTESTS

- Sales promotions and competitions conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner.
- Prize winners must not be required to place an order before collecting the prize offered.
- The schedule of prizes and terms of the competitions must comply with all the existing government regulations.
- Contest winner must be drawn for at the show. Show management will neither promote or make announcement of winners.
- Any contests conducted must not violate any state or federal laws or regulations in effect at that time.

## 9. CONDUCTING BUSINESS IN YOUR BOOTH

Distributing literature or general solicitation of business is forbidden outside your exhibit area. **All business must be conducted within your assigned booth space** – please do not talk to customers in the aisles.

## 10. DAMAGE TO PREMISES

Exhibitors are liable for any damage to the Tacoma Dome, its equipment, or furnishings, including nail holes, spilled paint, defacing, breakage, etc. The exhibitor is also liable for the removal of any adhesive tapes or materials from property.

## 11. DISPLAY DECORATOR

Tradeshow Supply House, Inc. is the official Tacoma Home + Garden Show decorator for any display décor, carpet or show furniture rental.

### Trade Show Supply House

P.O. Box 1536, Brush Prairie, WA 98606

360.624.4498; [bryan@thedecorator.net](mailto:bryan@thedecorator.net)

[Click Here](#) for Trade Show Supply House order form.

**Discount Ordering Deadline: January 12, 2024.** If not ordered in advance, subject to floor order rates.

The Exhibitor Services Desk will be located on the NE side of the building in lounge 1A, by the Show Office.

## 12. DISPLAY STANDARDS

Show Management reserves the right to refuse entry or to have removed at the exhibitor's expense any display, which is not in accordance with these display standards. If any doubt exists, or where a special case exists, the exhibitor must provide details and obtain approval from Show Management prior to move-in. Show Management reserves the right to make final decisions with regard to the following:

### Floor Covering – Floor covering is required in booth spaces.

- Your exhibit must have floor covering completely covering the exact dimensions of your designated space so that no concrete is exposed. No partial floor coverings are permitted.
- You can provide your own flooring or rent carpet from [Trade Show Supply House](#).
- Exhibitors with floor coverings of poor quality and appearance, or inaccurate dimensions will be required to provide a replacement of acceptable standards.
- You must secure the front edge of your carpet to the concrete floor using a double back tape to avoid any tripping hazard. **DO NOT** use duct tape.

### REMINDER – Booths are standard 10' x 10' increments.

**High Side Walls** – All booths will have 8 ft. black draped side and back walls, except corner and end cap booths.

**Lighting** – The lighting in the Tacoma Dome during the Tacoma Home + Garden Show will be ambient.

- The overhead show lights will not be adjusted during show days, and do not assume that the show lighting will provide enough illumination for your display.
- We strongly recommend that all exhibitors add additional lighting. The 8ft black drape high side walls tend to make booths a little in the shadows, especially if you have a 10' x 10' inline.
- Please provide your own lighting or order from [CORT Pro Services](#).

### Exhibit Boundaries –

- Nothing, including carpet, may extend past the outer boundaries of an exhibit into the aisles or an adjoining booth.
- Display material must not obstruct visibility of adjacent booths and should not exceed eight (8) feet in height. Exceptions to the eight feet limit for display of merchandise may be obtained from Show Management prior to the move-in.
- Any portion of an approved display or signage above 8' must be professionally finished on reverse side.

### Display Material –

- All exhibits must be free standing and self-supporting. Free standing bulletin boards, signs, etc. may be used providing exhibits are not hidden from view.
- Unfinished sides or backgrounds must be draped. Racks and display shelves must not unduly obstruct visibility of adjacent exhibits.
- All signs must be tasteful and professional.
- Tables must be professionally skirted (no plastic) with floor-length skirting on all four sides. All stored items must be out of sight.

**Sample Size Requirements** – All samples must not exceed the facilities' (Tacoma Dome) 2oz. sample size when distributing samples.

## 13. DISPLAY VEHICLES

Any vehicles to be displayed are subject to the following conditions:

- Vehicle must be approved by Show Management at least 2 months in advance of show.
- Battery must be disconnected and taped.
- Fuel tanks must not be more than ¼ full. Vehicles with no fuel gauge or broken fuel gauge will not be allowed on show floor.
- Fuel caps must be taped or locked shut.
- Drip pans must be placed under vehicle.
- Ignition must be disabled, or the vehicle locked and hood inoperable from the outside of the vehicle.
- Keys must be left with Show Management.

## 14. DISTRACTING DEVICES

Any attention arousing devices, such as noisemakers, flashing lights, movies, music, broadcasting, television, drawings, etc., are subject to Show Management approval. No approval will be given to devices which are obviously distracting and annoying to exhibitors (Hardwall systems must be used for stereo equipment to reduce noise distractions).

## 15. DOLLIES/HANDCARTS

The show decorator provides a minimal number of handcarts to help with move-in; however, exhibitors are strongly advised to bring their own dollies and handcarts. Please remember to label all your personal property – such as handcarts and tools.

## 16. EARLY ENTRY ON SHOW DAYS

- Thursday, opening day of the show, Exhibitors are permitted to enter the premises at 8 am via the Exhibitor Entrance, located at the NE door by the F parking lot. [Click here](#) for Tacoma Dome parking map.
- The remaining show days, Exhibitors can enter the building **one-hour** before show opening.
- Security check will be in effect during show days; please allow for extra time to enter the building. You must wear your Exhibitor Badge at all times during show days.
- If you leave the building for any reason, even to go to your car or Will Call, you must be wearing your badge to re-enter the building.
- Exhibitors may be subject to a search prior to entering the facility. This can include bags, backpacks, purses, briefcases, etc. Please allow extra time for entry.

If you require access to the premises earlier than one hour before the show, you must obtain authorization from the Show Management the day prior. Security personnel will not permit access without this authorization. If the facility requires special arrangements for extra security during this early access, **the cost of this security will be charged to the exhibitor.**



## 17. ELECTRICAL & LIGHTING

Each booth comes with a standard 600-Watt 120-volt (5amp) outlet.

If additional or 24-hour power is needed, please fill out the online form at [www.cortpartyrental.com/exhibitor-order-forms](http://www.cortpartyrental.com/exhibitor-order-forms). Any questions, please contact **CORT Pro Services** directly at 877.939.7368 or [customercare@cort.com](mailto:customercare@cort.com).

**Discount Ordering Deadline: January 12, 2024.** If not ordered in advance, services and equipment will be subject to floor order rates starting at \$119.

- Please note **power may not be available during move in**, please come prepared with cordless power tools and extension cords. Label all your personal tools and equipment.
- 500 watts are included with your booth cost. **Please check the wattage of all your power needs to determine if you need more power.** For instance, appliances such as vacuums, microwaves, and space heaters may exceed 600 watts and you will trip the breaker for your booth entire row if used.
- Show decorator and electricians work standard 9am - 5pm hours during move in and out. The show electricians will not be on-site during show days.

## 18. EXHIBITOR BADGES

Exhibitor badges are the entry passes into the building during show days and will be issued according to your square footage as follows. You are not permitted to order badges for personnel who will not be working within your exhibit.

0 – 100 square feet	=	5 badges
150 – 200 square feet	=	7 badges
300+ square feet	=	9 badges

**Your badges are to be picked-up from the Show Office in AQ 3 during Move-In.** They will not be mailed. Once picked up, you are responsible for distributing the badges to your staff prior to entering the building. Do NOT leave them in your booth. [Click here](#) to view the show floor map to show the location of the Show Office.

If you have more workers than the allotted number of badges, you may leave the badges in the Show Office to be rotated daily by your staff. Please instruct your staff to daily drop off and pick up their badges at the Show Office, and to park and enter from the F-Lot in the NE corner of the building to reach the Show Office. No exhibitor will be allowed through the main entrance of the show without a badge. If at any time all your badges are missing, you will be charged \$10.00 for a replacement badge. Any questions, please email [michelled@mpeshows.com](mailto:michelled@mpeshows.com).

Exhibitor personnel will have access to their booth one hour prior to show opening each day of the exhibition (with the exception of opening day of the show, Exhibitors can enter the building by 8 am). **Security guards are instructed to refuse admittance to anyone not wearing an exhibitor badge.**

If an additional or a replacement badge is required during move-in and show days, proper identification will be required and there will be a charge of **\$10.00 per badge**. All exhibitor personnel must be 16 years of age or older.

**EXHIBITOR BADGES MAY NOT BE USED AS ADMISSION TICKETS.** Each exhibitor will receive 10 complimentary tickets which are to be used for family, friends, and clients.

## 19. EXHIBITOR CONDUCT

Show Management reserves the right to refuse admission to or ask to leave the facility to any exhibitor or exhibitor's employee who is deemed by Show Management to be unfit, intoxicated, or is in any way creating a disruption to the show.

## 20. EXHIBITOR ENTRANCE

All exhibitors should park behind the Tacoma Dome in **F & G** parking lots. This gives the attendees more room to park in the front "A" lot of the Tacoma Dome. Please use the NE Entrance during Show Days as that is the designated Exhibitor Entrance. Please note that all Dome entrances will have security check/bag search on show days – please plan accordingly. [CLICK HERE](#) for a map of the parking lots and [CLICK HERE](#) for exhibitor entrance location.

**You must wear your Exhibitor Badge for entrance to the show.** If you don't have your Exhibitor Badge – let the security guard know what company you are with and then go directly to the SHOW OFFICE to pick up a badge. This will only work at the Exhibitor Entrance in the NE corner. If you go to the main entrance without a badge, you will be directed to the Exhibitor Entrance at the rear of the Dome.

### SHOW HOURS:

#### January 25 to January 28, 2024:

Thursday	11:00 am - 7:00 pm
Friday	11:00 pm - 7:00 pm
Saturday	11:00 am - 7:00 pm
Sunday	11:00 am - 5:00 pm

**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. **Do not use a space heater in your booth unless you have ordered additional power.**

## 21. FIRE EXTINGUISHERS

Exhibitors are strongly advised to have one handheld fire extinguisher in their booth. This safety precaution enhances the efforts of Show Management and the Tacoma Dome to satisfy Fire Marshall requirements.

## 22. FIRE REGULATIONS

Go to end of this document for booth requirements from the Tacoma Fire Department.

## 23. GARBAGE REMOVAL DURING MOVE-OUT

Once the displays have been dismantled, exhibitors must remove all garbage and place in the provided receptacle bins. Failure to do so can result in fines issued by Show Management.

## 24. COMPLIMENTARY GUEST PASSES

Invite your special clients and prospects – each exhibitor will be mailed 10 complimentary tickets, good any one day of the show. Additional passes can be purchased for only \$7.00 each. Contact [michelled@mpeshows.com](mailto:michelled@mpeshows.com) or purchase on-site at the Show Office.

## 25. INTERNET ACCESS

The Tacoma Dome provides free Wi-Fi throughout the Dome; connect to **Dome-Public**. It is fast, reliable and should be sufficient for most companies exhibiting. However, there is no guarantee of upload or download speeds.

If a dedicated level of up/download speed are needed, the Tacoma Dome has their own in-house internet service. Please contact the **Tacoma Dome** directly for purchasing dedicated bandwidth:

John McClees, [jmcclees@tacomavenues.org](mailto:jmcclees@tacomavenues.org)

## 26. INSURANCE/LIABILITY

Neither Show Management nor the Tacoma Dome will accept responsibility for injury to persons, loss of or damage to products, exhibits, equipment, or decorations, by fire, accident, theft, or any other causes while in the building. Exhibitors, or their agents, must provide adequate insurance for their own personnel, the public, exhibits and materials against all such hazards. Please email a copy of your Certificate of Insurance to [michelled@mpeshows.com](mailto:michelled@mpeshows.com).

You must list Marketplace Events as additional insured.

**Marketplace Events LLC**  
**2000 Auburn Dr Ste 200**  
**Beachwood, OH 44122**

If you need to purchase temporary show insurance, there are several companies which offer short term insurance for events. Here a few – [John Buttine Insurance](#), [ACT insurance](#), or [Hartford Insurance](#).

Even though we have security on duty, MARKETPLACE EVENTS, LLC AND THE TACOMA DOME WILL NOT ACCEPT RESPONSIBILITY FOR LOSS OR DAMAGE OF MERCHANDISE DURING THE MOVE-IN, SHOW, OR MOVE-OUT OF THE TACOMA HOME + GARDEN SHOW. **PLEASE INSURE YOUR OWN MERCHANDISE AND EXHIBIT SPACE!**

## 27. LATECOMERS/NO SHOWS

Any space not occupied or for which no special arrangements have been made by 8:00 pm on Wednesday, January 24<sup>th</sup>, may be resold or reassigned by Show Management without any obligation on the part of the **Tacoma Home + Garden Show** or Marketplace Events, LLC for any refund whatsoever.

Please inform us if you have a last-minute emergency. Any unclaimed freight will be returned to a "no-show" firm at the end of the show via ground transportation at the firm's sole risk and expense.

## 28. MATERIAL HANDLING + EQUIPMENT

The show decorator will provide material handling at the Tacoma Dome during move-in. Show Management will absorb the cost of forklift service to a specific display area; however, any extended or special usage will be at the exhibitor's expense. For individual special needs, please contact Trade Show Supply House in advance.

## 29. MECHANICAL CONVEYANCES

Mechanical conveyances such as electric carts, scooters or bicycles will not be allowed in the aisles during the show hours. The only exception to this rule will be in the case of handicapped persons visiting the show and in the case of authorized show duty staff.

## 30. MEDIA + PUBLIC RELATIONS

Revolution PR is the Official Show Publicist. Official press kits, releases and promotions are generated from this office. Should you be sending your own media releases, please ensure that a copy is sent to:

**Carolyn Riesinger, Revolution PR**

503.312.4265

[mpe@revolutionpr.com](mailto:mpe@revolutionpr.com)

## 31. MISCELLANEOUS SUPPLIES

The Show Office does not supply office supplies, stationary, equipment etc., nor does it offer/allow printing or copy services. There are no facilities to cash checks or receive faxes. Please plan accordingly.

## 32. MOVE-IN/MOVE-OUT FACILITIES

Measurements of roll-up doors are as follows:

**Arena Northeast freight door:** 24'0" wide, 18'6" high

**Arena Northwest freight door:** 24'0" wide, 14'6" high

## 33. MOVE-IN TIMES

**\*\* FOR YOUR DESIGNATED TIME, [CLICK HERE](#) FOR THE MOVE-IN SCHEDULE MAP**

**Driving into the Tacoma Dome to unload will only be available on Tuesday, Jan. 23, from 8 am – 8 pm**

To help mitigate the heating issues with the Tacoma Dome in January, we will not be opening the large rollup doors on Wednesday of move-in. Personal and company vehicles will not be allowed inside the Dome – no exceptions. We offer free forklift services on Tuesday and Wednesday, and the decorator will have limited carts available to help facilitate move-in.

### Set-up Hours on Tuesday and Wednesday are 8 am – 8 pm

- If you need to drive into the building to unload, you must unload on Tuesday. **EXCEPTION** – all booths along the East wall (114 – 144) can only move-in on Wednesday; your booth will NOT be set up on Tuesday and that area will be used as a drive lane. You are assigned a specific move-in time for Tuesday. You can continue to set-up in your display after your initial move-in time. Move-in times are based on your booth location – please check your time on the [Move-in Map](#).
- You can continue to set up your display on Wednesday. If you do not need to drive into the building to unload and you only need one day to set up, you can arrive anytime on Wednesday between 8 am and 8 pm. Please note the carpet will be laid on Wednesday at 4 pm and forklift services ends – all aisles must be clear to lay carpet.
- Do not arrive prior to your move-in time; your booth row may be a designated drive lane and your booth drape may not be set up.
- Please consider the free forklift service and pushcart usage when determining if you must drive into the Dome to unload.

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- Once you have unloaded, remove your vehicle from the building and park it in the lot. You can continue to set up your booth until 8 pm.
- After 8 pm, the building is locked down. You may continue to work in your booth; however, you cannot leave your display area. Once you leave the building, you cannot re-enter.

**TUESDAY, JANUARY 23**

**8 AM – 1 PM:** South half of Dome – After 1 pm, you can continue to set up your display.

**1 PM – 8 PM:** North half of Dome, perimeter booths west and north wall – no vehicles after 8 pm

**\*Booths along the East wall (booths 114-144) cannot move in on Tuesday. Area will be used as a drive lane.**

- If you must drive into the building to unload, you can only do so on Tuesday.
- Please unload your vehicle, then remove it from the building and park it in the lot.
- **DO NOT** park your vehicle next to your exhibit space while you set up.
- Once vehicle is moved, you can continue to set up and construct your display.
- Please keep aisles clear for vehicles to drive.

After 8 pm, the building is locked down and no vehicles will be allowed. You may continue to work in your booth; however, you cannot leave your display area. Once you leave the building, you cannot re-enter.

**WEDNESDAY, JANUARY 24**

**No vehicles are allowed in the building.**

**8 AM – 8 PM:** All booths set-up – handcart & hand carry only.

**4 PM:** Aisle carpet will be installed. ALL AISLES MUST BE CLEAR. Forklift service ends.

We will offer free forklift service through the small rollup doors. The decorator will have limited carts available for use; however, we do recommend you bring your own. Label all your tools, cords, carts, etc.

**34. MOVE-IN & MOVE-OUT - CHILDREN NOT ALLOWED**

For safety reasons during the move-in/move-out hours, children under 16 years of age (this includes infants) are prohibited inside and around the show halls and parking lot. This precaution is taken due to vehicles operating in the building, including forklifts and machinery that are dangerous. Injuries to children would not likely be covered by insurance because of this regulation.

**THIS WILL BE STRICTLY ENFORCED!**

## 35. MOVE-IN OFF LOADING

All major shipments, i.e., crates, will be off-loaded with forklifts and delivered to designated booth locations. IT IS EXTREMELY IMPORTANT THAT EXHIBITORS ARE ON HAND TO RECEIVE THEIR SHIPMENTS. This avoids damage and theft of goods and ensures delivery to correct booths. Exhibitors not on hand to receive their shipments may find that they have not been accepted and have remained with the carrier.

**Show Management provides forklift service from the truck to the exhibit booth location.** Any specialty use of forklifts, i.e., to assist in set up of display, or unloading unusually heavy or awkward shipments, are at the exhibitor's expense and may be arranged by contacting Trade Show Supply House at [bryan@thedecorator.net](mailto:bryan@thedecorator.net) in advance of the Event.

## 36. MOVE-OUT REGULATIONS

**No exhibitor may commence to dismantle, pack, or remove any part of their display until 5:00 pm on Sunday, January 28, 2024.**

All goods and displays must be removed from the facility by 10:00 pm, Sunday January 28, 2024. Any exhibitor material remaining within the premises of the Tacoma Dome after 10:00 pm, Sunday, January 28, will be removed and placed in storage at the exhibitor's expense.

**WARNING:** THEFTS MAY OCCUR DURING the confusion of move-out. Watch your display carefully.

**No vehicles will be allowed entry to the facility until the aisle carpet has been rolled up.** Please do not roll carts over the carpet – hand carry only. This usually takes approx. 1.5 hours after show closing.

Vehicles will be directed into the facility for loading only when their display is fully dismantled and ready for loading. This is to ensure that as many exhibitors as possible can move out without congesting the facility.

**EXHIBITORS ARE STRONGLY ADVISED TO BRING THEIR OWN DOLLIES AND HANDCARTS. LABEL YOUR PROPERTY.**

## 37. OVER-SIZED TRUCKS + TRAILERS

Large and accumulated shipments arriving by major carriers in large trucks are encouraged to arrive as early as possible after regular move-in commences in order that entry and maneuvering may be carried out as easily as possible. For your designated time, please refer to the move in schedule map in the online exhibitor kit at:

[tacomahomeandgardenshow.com/exhibitor-kit](http://tacomahomeandgardenshow.com/exhibitor-kit)

## 38. PAGING

Per Tacoma Dome regulations, unscheduled announcements made over the paging system will be for emergencies only. Other than staff using the p.a. system and pre-recorded show announcements, no other announcements will be made while the show is open to the public.

## 39. PARKING

**Parking for attendees AND exhibitors is free throughout the show! Parking is first come, first served.**

Exhibitor Parking is in Lot F and G. The Exhibitor Entrance is located at the NE Door of the Tacoma Dome. During show days you can only enter the building if you have your Exhibitor Badge. Please note all Dome entrances will have security checks. If you do not have your badge, you must enter through the NE doors by the F-Lot and proceed directly to the Show Office. [CLICK HERE](#) for a parking map.

**\*\*Please note the Tacoma Dome does NOT have RV parking or hookups.** You can leave your trailers or vehicles overnight in the F or G lot **AT YOUR OWN RISK**. There is not any security in the parking lots.

## 40. PAYMENT OF ACCOUNT

Full and final payment for exhibit space must be made by **December 15, 2023**. Show Management reserves the right to refuse entry to any exhibitor for whose account has not been paid in full.

## 41. PLANTS

Exhibitors may bring their own live plants and other similar decorations. If you need to water/care for your plants, 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. Come to the Show Office for the janitor closet locations.

## 42. PLUMBING

The Tacoma Dome can provide water; however, due to restricted access to water sources on the exhibit floor, it is crucial that exhibitors provide their own hoses that may reach hook ups and drains.

Drains are exclusively provided for the drainage of wastewater. It is prohibited to use drains for the disposal of grease, solids, solvents, hazardous materials, or organic materials of any kind.

## 43. PROPANE

The use of propane is by Fire Department permit only. 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 possible hazards; 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.

## 44. PUBLIC ADMISSION

Adult	\$15.00
12 years and under	FREE

Download a \$5 Discount Coupon, good any day: [tacomahomeandgardenshow.com](http://tacomahomeandgardenshow.com)

## 45. SAFETY MEASURES

Exhibitors are responsible for the protection of the public as it relates to any hazard within their exhibit space, i.e., shock, electrocution, heat, fire, sharp objects, machinery, etc., with adequate screening or protection. Show Management reserves the right to declare any exhibit unsafe and order its correction or removal.

Lack of such declaration does not release the exhibitor from final responsibility for any harm or damage to the public and/or their property.

## 46. SECURITY SERVICE

Show Management will provide uniformed watchman personnel for 24-hour patrol of building and grounds during move-in, show hours and move-out. All Dome entrances will have security checks/bag parcel search. At the end of each day, we suggest you cover your booth, tables and products with a covering or completely close off the front of your booth with some sort of tarp or sheet. Lock up or take your highly valuable items with you. Do not leave valuables in your vehicle; there is not any security in the parking lots.

The Tacoma Dome and the Show Management are not responsible for loss of stolen articles or products. Report any loss immediately to the on-site Show Office, so we can alert Dome security and have them file a report.

## 47. SHIPPING + DELIVERIES

**The Tacoma Dome's 24-hour security office does NOT sign for deliveries on behalf of exhibitors, nor do they store shipments. Any shipments arriving before January 22<sup>nd</sup> will not be accepted and will be returned at the exhibitor's expense.**

All shipments must be addressed as below.

**Tacoma Home + Garden Show**  
Tacoma Dome/24 Hour Security  
2727 East D St, Tacoma, WA 98421  
Your company name & booth number

You must also provide Trade Show Supply House with shipping information. Please refer to their [order form](#).

## 48. SHOW MANAGEMENT

### Marketplace Events, LLC

[marketplaceevents.com](http://marketplaceevents.com)

[tacomahomeandgardenshow.com](http://tacomahomeandgardenshow.com)

(206) 231.0140

**Show Manager:** Jeff Swenson, [JeffS@mpeshows.com](mailto:JeffS@mpeshows.com)  
**Show Coordinator:** Michelle Derbes, [MichelleD@mpeshows.com](mailto:MichelleD@mpeshows.com)  
**Exhibit Sales:** Greenane Davison, [GreenaneD@mpeshows.com](mailto:GreenaneD@mpeshows.com)  
**Garden Coordinator:** Lloyd Glasscock, [LloydG@mpeshows.com](mailto:LloydG@mpeshows.com)  
**Seminars:** LaManda Joy, [LamandaJ@mpeshows.com](mailto:LamandaJ@mpeshows.com)

Show Management will maintain an on-site office from January 22 to January 28, 2024. The Show Office is located on the East side of the building on Lounge 1A. [Click here](#) to view a show map.



## 49. SIGNS

All signs must be tasteful and professional. The use of handwritten signs, paper banners, large discount pricing cards or other such material is prohibited. Signage may not impede adjacent booths. Signs identifying your booth, company or products must be clear and informative. Any signage over 8-feet must have a professional finish on the backside, with no advertising.

**\*\*Please note the Tacoma Dome policy forbids the hanging of signage from the building structure.**

## 50. SMOKING

The Tacoma Dome is a non-smoking building, including concessionaires and Exhibition Hall. In accordance with the City of Tacoma, city ordinance #24207 mandates a \$100 citation to be issued to smokers.

## 51. SOCIAL MEDIA

We encourage you to use social media to not only promote your products, services, and exhibits, but to connect with attendees and with the Show as well. We recommend you add the show name and dates on your social media/newsletters. Link to the show website at [tacomahomeandgardenshow.com](http://tacomahomeandgardenshow.com).

If you tag us, we'll be able to find your posts share it with our thousands of followers.

**Hashtags:** #TacomaHomeShow #TacomaHomeGardenShow

[facebook.com/tacomahomeandgardenshow](https://facebook.com/tacomahomeandgardenshow); [instagram.com/tacomahomeshow](https://instagram.com/tacomahomeshow)

## 52. SOLICITATION PROHIBITED

**Solicitation in the aisles and other public areas other than your booth is strictly prohibited.**

## 53. STAFFING OF EXHIBITS

It is mandatory that exhibitors staff their exhibits during all hours of the show. Security is an added problem when exhibits are not staffed. Exhibitors are reminded that Show Management does not assume responsibility for losses; therefore, you should take precautions to protect your display, including obtaining insurance. All exhibitor personnel must be 16 years of age or older.

## 54. STORAGE

Exhibitors are expected to arrange for storage of empty crates off-site, at their own expense. 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 booth space. The Tacoma Dome does not have available storage.

## 54. SUBLETTING BOOTH SPACE

No exhibitor may sublet any portion of their booth to another supplier without the written consent of Show Management.

## 55. TRESPASSING

Exhibitors are granted access to the Tacoma Dome only at designated times, i.e., show hours, and one (1) hour before show opening. Entering another exhibitor's booth without their permission is **STRICTLY PROHIBITED**.

## 56. WASHINGTON STATE TAX ID - REQUIRED

**UBI #:** The Washington State Dept. of Revenue requires every exhibitor who participates at the show to provide a UBI number (WA State Tax ID) to conduct business in the state of Washington, or they will not be allowed to exhibit.

The show must submit all UBI numbers to the state. If you are a new exhibitor to the Tacoma Home + Garden Show, please email your UBI number to [michelled@mpeshows.com](mailto:michelled@mpeshows.com). If you have exhibited in the past, we should have your UBI # on file.

**Temporary UBI#:** If you are an out of state/country exhibitor and need a temporary number, register online at [dor.wa.gov/contact/temporary-registration-certificate](http://dor.wa.gov/contact/temporary-registration-certificate). For questions, please call 253-382-2000 for assistance. A "temporary business" is a business that has no more than two events per year in Washington, with each event lasting no longer than one month. Each temporary registration certificate is valid for one event only. You are not charged for obtaining a temporary registration certificate.

Persons who make sales into Washington outside of the two events may be responsible for additional tax liability and may be required to get a "tax registration endorsement" instead of a temporary registration certificate. Visit [dor.wa.gov/education/industry-guides/out-state-businesses-reporting-thresholds-and-nexus](http://dor.wa.gov/education/industry-guides/out-state-businesses-reporting-thresholds-and-nexus) for more information on registration and tax reporting requirements.

Once a number has been assigned to you, please email the number to [michelled@mpeshows.com](mailto:michelled@mpeshows.com). Anyone with a temporary number must report all revenue from the show to the state 10 days after the close of the show.

**Sales Tax Chart:** [webgis.dor.wa.gov/taxratelookup/SalesTax.aspx](http://webgis.dor.wa.gov/taxratelookup/SalesTax.aspx). Input Tacoma Dome address - 2727 East D Street, Tacoma, WA 98421.

## 57. WEAPONS AND FIREARMS

Under no circumstances are firearms, knives (even pocketknives), tasers, stun guns, etc., allowed in the Tacoma Dome. This includes persons with a concealed weapons permit. Attendees cannot bring any previously purchased sharp items, such as kitchen knives or garden tools, into the Tacoma Dome. Please note that metal water bottles are not allowed.

## 58. WILL CALL

Will Call will be located outside by the main front entrance and **is open one (1) hour prior to Show opening**. If you need to leave Special Guest Tickets for a visitor, please place in an envelope with their first and last name clearly written on the front and instruct your visitor to pick up their pass at Will Call. You can also put several tickets in one envelope with your company name on it; clearly write one the envelope to give one pass per person. There is no guarantee with this method as the entire envelope could be given to one person.

Exhibitor Badges are required for an Exhibitor to enter the building. Please do not leave badges in Will Call, as this causes long lines and confusion. If you need to leave a pass for a worker or need to rotate your passes each day with shifts, please leave them at the Show Office and instruct your workers to park and enter from the F-Lot in the NE corner of the building to reach the Show Office.

Show Management is not responsible for lost or misplaced tickets at Will Call.

## 59. FIRE REGULATIONS

1. **All decorations, drapes, signs, banners, plastic displays, split bamboo, items such as carpeting, artificial turf used in the vertical position, combustibles**, etc. within 18 inches of ignition sources, such as light fixtures, heaters, electrical outlets, electrical connections and flame-producing devices must be flame-retardant. Curtains, drapes, hangings, and other decorative materials suspended from walls or ceilings must be flame resistant. 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. **Painted back-drops/signage** utilizing oil based or water-based paints if provided with backing materials such backing material that is located within 18 inches of ignition sources must be accompanied by a Certificate of Flame Resistance indicating the item is flame retardant, or it must be removed.
3. **Materials used for outdoor ground coverings**, such as beauty bark, shredded tires that is located within 18 inches of ignition sources must be accompanied by a Certificate of Flame Resistance indicating the item is flame retardant, or it must be removed.
4. **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.
5. **Any collection of empty cardboard boxes or combustible waste** inside is prohibited, except when stored in metal containers with metal covers.
6. **Storage** of "extra" stock in cardboard boxes will be in locations approved only by the Tacoma Fire Dept. and the promoters.
7. **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.
8. **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. Extension cords and flexible cords shall not extend through the ceiling, floors, and walls or under doors or floor covering. Frayed or worn electrical cords are not allowed.
9. **Surge protectors/power taps** shall be of the polarized or grounded type, equipped with over current protection, and shall be listed in accordance with UL 1363. Power supply for surge protectors/power taps shall be directly connected to a permanently installed receptacle. DO NOT use extension cords to power a surge protector. Power tap cords shall not extend through walls, ceilings, floors, under doors or floor coverings, or be subjected to environmental or physical damage.
10. **Smoking**: The Tacoma Dome is a non-smoking building. This includes concessionaires. City ordinance #24207 mandates a \$100 citation to be issued to smokers.
11. **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.

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12. **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.
13. **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.
14. **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.
15. **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.
16. **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.).
17. **Fire Extinguishers** and other fire-protection appliances shall be provided in every tent, canopy, and temporary membrane structure as follows:
  - a. A. Minimum fire-extinguisher coverage shall be provided in every tent, canopy and temporary membrane structure as follows:
    - i. 200 to 500 square feet (18.5 to 46.4 M2) of floor area: One 2-A:10-B:C.
    - ii. 501 to 1,000 square feet (47 to 93 M2) of floor area: Two 2-A:10-B:C.
    - iii. 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.
18. **All cut Christmas trees** shall conform to the Tacoma Fire Dept. Christmas Tree Policy and shall be fire retardant.
19. **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.
20. **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.

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21. **Open Flame or Burning:** No open flame, burning or use of any device that emits heat is permitted within without a Fire Dept. Permit.
22. **All pressurized gases** permitted shall be adequately secured to prevent falling or being knocked over.

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.

Any questions or further clarification for the Fire Marshal regulations, please visit [www.cityoftacoma.org/government/city\\_departments/fire/divisions/fire\\_prevention\\_div/special\\_events](http://www.cityoftacoma.org/government/city_departments/fire/divisions/fire_prevention_div/special_events)