

TACOMA HOME +GARDEN SHOW

JANUARY 30 – FEBRUARY 2, 2025
TACOMA DOME

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

SHOW MANAGEMENT

Marketplace Events, LLC (MPE)

marketplaceevents.com

tacomahomeandgardenshow.com

206.231.0140

SHOW TEAM

Show Manager: Jeff Swenson, JeffS@mpeshows.com

Show Coordinator: Michelle Derbes, MichelleD@mpeshows.com

Exhibit Sales Consultant: Greenane Davison, GreenaneD@mpeshows.com

Garden Coordinator: Lloyd Glasscock, LloydG@mpeshows.com

Seminars: LaManda Joy, LamandaJ@mpeshows.com

Show Management will maintain an on-site office from January 27 to February 2, 2025. The Show Office is located on the East side of the building on room AQ3, accessed by hallway in NE corner of the Arena. If any emergencies arise you can contact the Show Office at 206.620.0938, or Jeff Swenson directly at 206.817.5841.

SHOW FACILITY

Tacoma Dome

2727 E. D St, Tacoma WA 98421

253.272.3663

tacomadome.org

EXHIBITOR SERVICES

Discount Ordering Deadline: January 17, 2025

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 AQ4, next to the Show Office.

Tradeshow Supply House, Inc.

[Click here for order form](#)

bryan@thedecorator.net

360.624.4498

Electricity

Each booth comes with a standard 600-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

customercare@cort.com

877.939.7368

IMPORTANT DATES

FINAL BOOTH PAYMENT DUE:

Sunday, December 15, 2024*

*Please make sure your payment method on account is current for the final payment. Any outstanding balances will be automatically run on this day. If there are any issues with your payment, you will receive an email notification, with a link to make the payment. Show credentials will be issued once a booth is paid in full. Show Management reserves the right to refuse entry to any exhibitor for whose account has not been paid in full.

EXHIBITOR SERVICES ORDER DISCOUNT DEADLINE:

Friday, January 17, 2025

MOVE-IN: [CLICK HERE FOR MOVE-IN MAP](#)

VEHICLE DRIVE-IN*

Tuesday, January 28

8:00 am – 12:00 pm

Arena - South Booths

Exhibition Hall - West Booths

1:00 pm – 8:00 pm

**Arena - North Booths + West &
North Wall Perimeter**

Exhibition Hall - East Booths

**Once unloaded, you can set up until 8 pm. If you don't need to drive into the Dome to unload and don't need two days to set up, you can move in on Wednesday*

GENERAL MOVE-IN - No vehicles allowed

Wednesday, January 29

8:00 am – 8:00 pm

**All Booths + Arena - East Wall
Perimeter**

SHOW DATES:

January 30 – February 2, 2025

MOVE-OUT:

Sunday, February 2

5:00 pm – 10:00 pm

EXHIBITOR CHECK LIST

- ✓ **Have you enhanced your Online Exhibitor Listing?**
You received a basic exhibitor listing when you booked your space. The listing goes on our website, and during the show, a QR code that links to your listing will be placed at your booth. If you did not receive an email with a link to add to your listing, email michelled@mpeshows.com. For more information, see page 20.
- ✓ **Do you need to order booth decorating and/or setup needs?**
Furniture, carpet, table skirting, show site material handling, booth cleaning services. See page 8.
Floor covering is required, and all tables must be professionally skirted (no plastic).
[CLICK HERE](#) to download decorator order form.
Discount deadline is Friday, January 17, 2025.
- ✓ **Have you ordered electrical & lighting needs?**
Each booth comes with a standard 600-Watt 120-volt (5amp) outlet. Additional booth lighting is highly recommended. If additional power or booth lighting is needed, please fill out the online form at www.cortpartyrental.com/exhibitor-order-forms. See page 8.
Discount deadline is Friday, January 17, 2025.
- ✓ **Do you need to order secure Wi-Fi connection?**
\$50 for the show. Note that the Tacoma Dome has free Wi-Fi throughout the Dome; which should be sufficient for most connection needs. To order a secure connection, contact MichelleD@mpeshows.com. See page 9.
- ✓ **Do you need to flameproof any of your booth decorating items?**
You must provide a valid Certificate of Flame Resistance if you hang/suspend drape/fabric within your booth as part of your display. See page 9.
- ✓ **Did you check when your Move-in Day and time is?**
Move-in map located on the website at tacomahomeandgardenshow.com/exhibitor-kit
See page 14.
- ✓ **Do you need hotel reservations?**
See page 21 for local hotel recommendations.
- ✓ **Do you have show insurance?**
Email proof of insurance to michelled@mpeshows.com. See page 23.
- ✓ **Did you register for a UBI#?**
Email your UBI# to michelled@mpeshows.com. See page 23.
- ✓ **Check the current Tacoma Sales Tax?**
Check the Sales Tax Chart at webgis.dor.wa.gov/taxratelookup/SalesTax.aspx.
Input Tacoma Dome address - 2727 East D Street, Tacoma, WA 98421.
- ✓ **Click on the following to download:**
 - [Move-in Map](#)
 - [Tacoma Dome Parking Map](#)

TABLE OF CONTENTS

Section 1 – Creating Your Exhibit.....	6
Booth Guidelines.....	7
Aisle Restrictions.....	7
Flooring.....	7
Lighting.....	7
Table Coverings.....	8
Ordering Exhibit Services: Carpet, Lighting, Electricity, Etc.....	8
Internet.....	9
Fire Safety Regulations.....	9
Flame Proofing.....	11
Combustible Storage.....	12
Signage.....	12
City of Tacoma Plastic Bag Ban.....	12
Contests and Drawings.....	13
Display Vehicles.....	13
Headsets and Microphones.....	13
Section 2 – Move-In Day and Exhibit Set-up.....	14
Move-In Schedule.....	14
Move-In/Move-Out Facilities.....	15
Move-In & Move-Out - Children Not Allowed.....	16
Exhibit Set-Up Deadline.....	16
Freight Handling and Forklift Services.....	16
Restocking.....	16
Storage.....	17
Parking.....	17
Section 3 – Show Time!.....	18
Staffing and Show Hours.....	18
Exhibitor Badges.....	18
Exhibitor Entrance.....	19
Will Call.....	20
QR Codes - Online Exhibitor Listing.....	20
Exhibitor Awards.....	20
Food Service.....	20
Security.....	21
Hotel Reservations.....	21
Animals.....	21
Section 4 - Move-Out.....	22
Trash.....	22
Move-Out Instructions.....	22
Section 5 – For Your Information.....	23
Exhibitor Insurance.....	23
Required Business Licenses.....	23
Exhibitor Insurance.....	23
Sample Food and/or Beverage Distribution.....	24
Social Media.....	24

Section 1 – Creating Your Exhibit

TACOMA DOME IS AIR-CONDITIONED, DRESS ACCORDINGLY

BOOTH GUIDELINES

- All inline exhibitors will have an 8' high black pipe and drape sidewalls and backwall, as well as an exhibitor identification sign (see page 10) with your company name and booth number.



- A corner booth has only back drape and side wall with adjoining exhibitor, open on the corner.
- An island booth, open on all sides, does not have any pipe and drape or ID sign.
- Exhibitors are responsible for all other aspects of their exhibit space, including floor coverings, electricity (if more is needed than included 600 watts), lighting, decoration, and tables/chairs.
- **Helium-filled balloons and other inflatable items are NOT permitted in the Tacoma Dome as per building regulations.** Please do not give out stickers to attendees.
- Allow 4" leeway when installing hard wall displays.
- All merchandise and materials must be contained within the exhibit space throughout all Show days.
- No exhibitor may sublet any portion of their booth to another supplier without the written consent of Show Management.
- Maximum height, including signage, for the back and side drape is 8 feet in height.
 - Signs exceeding booth height requirements must be approved by Show Management or exhibitor may be asked to remove the sign.
 - Feather flags or similar attention-getting advertisements are not allowed unless they do not exceed the 8ft height and are completely within your booth space; they may not hang out into the aisles or be above the drape.
 - All unfinished portions of displays must be draped or finished to be pleasant to the public view. Show Management may require exhibitors to purchase drape if display is not finished adequately.
 - 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.
 - Use of a tent canopy must be approved by Show Management.
 - Structures cannot be over 299 sq ft, and any structure with walls must have a fire extinguisher (Class C) and smoke detector.
 - Exhibitors are strongly advised to have one handheld fire extinguisher in their booth.

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.

AISLE RESTRICTIONS

- **All business must be conducted within your assigned booth space and AT NO TIME be conducted in the aisles.** Please do not talk to customers outside of your booth.
- Exhibitors must refrain from calling out into the crowd to draw attention away from other businesses. Please represent your company in a professional manner.
- All merchandise must be displayed inside your booth. Please do not extend past the outer boundaries of your exhibit into the aisles or an adjoining booth, including your booth carpet.
- Marketplace Events reserves the right to remove any merchandise exhibited in the aisles.
- It is against show policy for exhibitors to hand out literature, samples or obtain leads, etc., in the aisles, bathrooms, or in other exhibitor's booths. These activities must be done inside your own exhibit space(s).
- Entering another exhibitor's booth without their permission is **STRICTLY PROHIBITED**.

FLOORING

Floor covering is required in all 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](#).
- If you provide your own carpet, please use some type of clean, professional-looking covering, like carpet, AstroTurf, hardwood, tile, vinyl flooring, etc.
- 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. If you do not bring your own tape, you can purchase it from the decorator at show rates.
- The floor of the Tacoma Dome is sealed painted concrete. Do **NOT** use Duct Tape on the floor, as it does not remove easily, and you will be charged to have it cleaned off the Tacoma Dome floor.

LIGHTING

We strongly recommend that all exhibitors add additional lighting to their display. 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.

- The lighting in the Tacoma Dome during show days will be ambient and not at full strength.
- 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.
- Please provide your own lighting or rent from [CORT Pro Services](#).

TABLE COVERINGS

- **It is mandatory that all tables are properly skirted.**
- Skirting must go from the edge of the table to the floor on all VISIBLE sides.
- All skirting must be pressed and clean.
- Use of plastic tablecloths, sheets, shower curtains or any type of “makeshift” tablecloth is not permitted.
- Management will skirt all incorrectly skirted tables at the exhibitor’s expense.
- You can order table skirting from [Trade Show Supply House](#).



EXHIBIT SERVICES: CARPET, LIGHTING, ELECTRICITY, ETC.

Order from Trade Show Supply and Cort Pro Services by January 17, 2025, for discounted pricing.

Decorator – Trade Show Supply House:

- Furniture (tables, chairs, easels, etc.)
- Carpet
- Booth Cleaning*
- On-site Freight Handling

*Show Management provides daily janitorial service in aisles and common areas only. If you require general and/or special booth cleaning, please contact the show decorator, Trade Show Supply House at bryan@thedecorator.net.

Trade Show Supply House

PO Box 1536, Brush Prairie, WA 98606
360.624.4498; bryan@thedecorator.net

[CLICK HERE](#) for Trade Show Supply House order form. The Exhibitor Services Desk will be located on the NE side of the building in AQ4, by the Show Office.

Discount Ordering Deadline: January 17, 2025. If not ordered in advance, subject to floor order rates.

Electrician - CORT Pro Services:

Each booth comes with a standard 600-Watt 120-volt (5amp) outlet. Outlets will be located in the back of your display.

If additional power or booth lighting is needed, order online at cortpartyrental.com/exhibitor-order-forms. Any questions, please contact **CORT Pro Services** directly at 877.939.7368 or customercare@cort.com.

Discount Ordering Deadline: January 17, 2025. If not ordered in advance, services and equipment will be subject to floor order rates starting at \$199.50.

- Please note **power may not be available during move in**, come prepared with cordless power tools and extension cords. Label all your personal tools and equipment.
- 600 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 entire booth 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.

INTERNET

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

If your payment platform requires a secure network instead of an open one, you can purchase secure Wi-Fi for \$50.00. To order, email MichelleD@mpeshows.com.

If a hardline connection is needed, the Tacoma Dome has their own in-house internet service. Please contact Morgan Nyren at MNYren@tacomaavenues.org for purchasing dedicated bandwidth at \$100/day.

FIRE SAFETY 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.
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.
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

FLAME PROOFING

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 must be flame resistant.

To pass Tacoma Fire Marshal requirements, we recommend the following fire-retardant company:

American Flamecoat of the Pacific Northwest
1143 NW 52nd St, Seattle, WA 98107
206.789-9404; northwestfirecoat@gmail.com

For a list of other flame proofing and flame-retardant companies, see **Flame Proofing Resources** at: www.cityoftacoma.org/government/city_departments/fire/divisions/fire_prevention_div/special_events

This list is for informational purposes only and is not an endorsement of their products or services. Please check out the vendors to determine which will best meet your needs for flame retardant products or materials. Keep in mind that this is a 3 to 5-day process, so order early.

COMBUSTIBLE STORAGE

Combustible storage –repacking material, etc., is prohibited throughout the public assembly area. This includes areas in and behind individual booth spaces. NOTE: Small amounts of brochures and other literature for distribution may be stored under tables fronting the booth space when approved by a representative of the Fire Marshal’s Office.

For more information about flame-proofing and combustible storage, contact the Tacoma Fire Prevention Division at 253-591-5740.

SIGNAGE

A white, cardboard ID sign with your company name and booth number will hang on the pipe and drape back wall of your exhibit.

As this is meant to be a place holder and locator for your booth during move-in; we recommend you also display your own company signage. All signs must be tasteful and professional; the use of handwritten signs, paper banners, large discount pricing cards or other such material is prohibited. Please display your booth number for the benefit of attendees looking for a specific booth if you are using your own banners.

Your personal sign of your company name or product listing should only be seen facing toward the inside of your booth space and may not impede adjacent booths. Signs exceeding 8-ft. booth height requirements must be approved by Show Management, finished back with NO verbiage facing your neighbor to the back or side.

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

CITY OF TACOMA PLASTIC BAG BAN

Single-use plastic bags are banned in the City of Tacoma. For more information, visit:

www.cityoftacoma.org/cms/one.aspx?objectId=79814



CONTESTS AND DRAWINGS

- 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 should not be required to place an order before collecting the prize offered.
- Please comply with all existing government regulations for the schedule of prizes and terms of the competition. Any contests conducted must not violate any state or federal laws or regulations in effect at that time.
- Please draw the contest winner at the Show. Show Management will neither promote nor make announcement of winners.

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.

HEADSETS, MICROPHONES, SOUND

Headsets and hand-held microphones must be pre-approved by Show Management prior to move-in. Please contact your sales rep or Show Management if you have an issue or need more clarification.

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 clearly distracting and impede other exhibitors' ability to conduct business (Hardwall systems must be used for stereo equipment to reduce noise distractions).

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

Section 2 – Move-In Day and Exhibit Set-up

MOVE-IN SCHEDULE

** 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. 28, from 8 am – 8 pm

To help mitigate the heating issues with the Tacoma Dome in January, **the large rollup doors will not be opened 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.** You are assigned a specific move-in time for Tuesday, based on your booth location – **please check your time on the Move-in Map.** You can continue to set-up in your display after your initial move-in time.

[CLICK HERE FOR MOVE-IN MAP](#)

EXCEPTION – all booths along the East wall (116 – 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 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 – all aisles must be kept 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.
- **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, both days.
- **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 28

8 AM – 12 PM: - After 12 pm, you can continue to set up your display.

Arena - South Booths

Exhibition Hall - West Booths

1 PM – 8 PM: – No vehicles after 8 pm

Arena - North Booths + West and North Perimeter Walls*

Exhibition Hall - East Booths

*Booths along the East perimeter wall (booths 116-144) 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.
- **Please note that if there are too many vehicles in the building, you may be asked to unload from the rollup door.** Please be prepared. Less congested times are 8 am to 10 am, and 3 pm to 8 pm.
- Large and accumulated shipments arriving by major carriers in large trucks are encouraged to arrive early on Tuesday (8 – 9 am) in order that entry and maneuvering may be carried out as smoothly as possible with the least amount of traffic.

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 29

No vehicles are allowed in the building.

8 AM – 8 PM: All booths set-up – handcart & hand carry only, plus Forklift service.

Aisle carpet will be installed throughout the day. ALL AISLES MUST BE KEPT CLEAR.

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. Decorator handcarts will be available by the rollup doors. Please return as soon as you are finished with it.

MOVE-IN/MOVE-OUT FACILITIES

Measurements of roll-up doors are as follows:

- **Arena Northeast freight door:** 24' wide, 20' high
- **Arena Northwest freight door:** 24' wide, 15' high
- **Exhibition Hall freight door:** 24' wide x 21' high

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 Tacoma Dome**. 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!

EXHIBIT SET-UP DEADLINE

All exhibits must be staffed and ready for the public by Thursday morning, January 30, at 11:00 am. Please contact Show Management if you have a last-minute emergency. Any space not claimed and occupied or for which no special arrangements have been made by 8:00 pm on Wednesday may be resold or reassigned by Show Management without any obligation on the part of the Tacoma Home + Garden Show or Marketplace Events, LLC.

FREIGHT HANDLING AND FORKLIFT SERVICES

The Show Decorator will provide material handling at the Tacoma Dome during move-in. It is recommended that exhibitors are on hand to receive their shipments. This avoids damage and theft of goods and ensures delivery to correct booths. Show Management and Trade Show Supply House will not be liable for shipments once they are placed in your booth space.

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 at bryan@thedecorator.net.

The Tacoma Dome's security office does NOT sign for deliveries on behalf of exhibitors, nor do they store shipments. Any shipments arriving before January 27 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

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

RESTOCKING

Your inventory may be restocked Friday through Sunday mornings prior to Show opening, between 9 am and 11 am, by using the Exhibitor entrances. You must be wearing an Exhibitor Badge, and security measures will be in place – bag checks and metal detectors. Thursday, opening day, you may enter at 8 am.

The Tacoma Dome will not have flatbed handcarts available for restocking on show days, so please bring your own. Hand trucks and dollies are not permitted on the Show floor during Show hours to avoid the risk of injuring attendees. Please remember to label all your personal property – such as handcarts and tools.

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.

PARKING

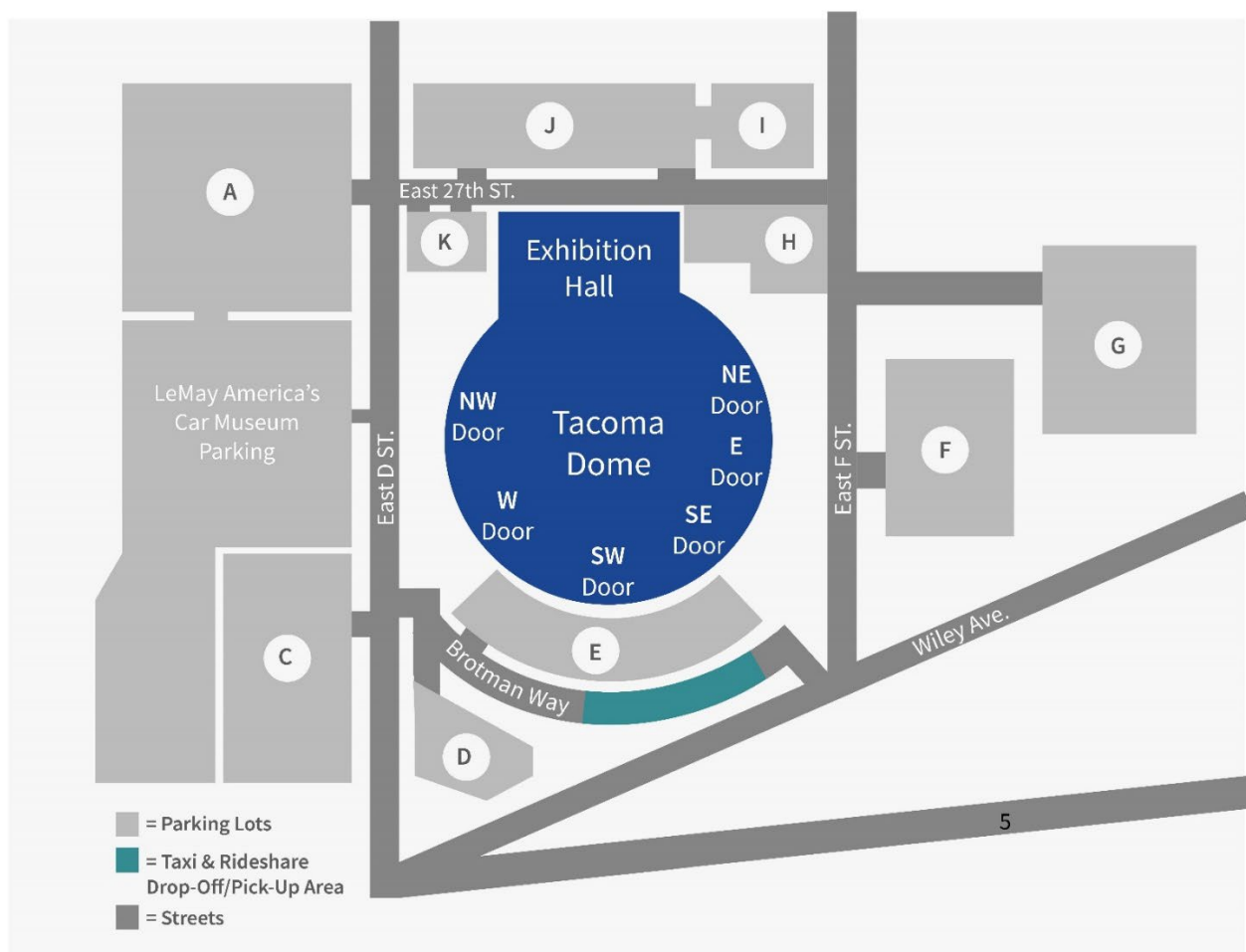
Parking for attendees AND exhibitors is free throughout the show! Parking is first-come, first-served.

During show days, exhibitor parking for the Arena is in Lot F and G. The Exhibitor Entrances are located at the NE and NW doors of the Tacoma Dome. Exhibition Hall exhibitors may park in J-Lot.

Please park in a designated parking stall only. Do not block entrances, other vehicles, or fire lanes, or you will be towed.

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](#) to download the 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.



Section 3 – Show Time!

STAFFING AND SHOW HOURS

Thursday - Saturday: 11 am to 7 pm

Sunday: 11 am to 5 pm

We recommend exhibits be staffed all Show hours, with booths open and staffed by 10:50 am each morning. Please let the Show Office know if you need to leave your booth.

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

EXHIBITOR BADGES

Exhibitor badges are the entry passes into the building during show days and will be issued according to your square footage. You are not permitted to use badges for personnel who will not be working 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 AQ3 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.

Exhibitor Badges are required to enter the building on show days. If you need to leave a badge for a worker, you may do so at the Show Office, accessed in the back of the Tacoma Dome through the F Lot, or in Will Call, located out the main front entrance. Will Call is for one-time pick up only – do not rotate badges in Will Call.

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. Do not rotate badges in Will Call. If at any time all your badges are missing, you will be charged \$7.00 for a replacement badge. Any questions, please email michelled@mpeshows.com.

- Thursday, opening day of the show, Exhibitors are permitted to enter the premises at **8 am** via the Exhibitor Entrances, located at the NE and NW Arena doors. [CLICK HERE](#) for Tacoma Dome parking map.
- The remaining show days, Exhibitors can enter the building at **9 am**.
- If you require access to the premises earlier than two hours 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.**

TACOMA HOME + GARDEN SHOW
January 30 – February 2, 2025

- **Exhibitor Badge must be worn at all times during show days.** Security guards are instructed to refuse admittance to anyone not wearing an exhibitor badge. If you misplace your badge, you can only enter through the NE Exhibitor Entrance and tell the guards you must go to the Show Office to pick up a badge.
- 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 will be subject to a search and metal detector prior to entering the facility. This includes bags, backpacks, purses, briefcases, totes, boxes of product, etc. **Please allow extra time for entry.**

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. Additional passes can be purchased for only \$7.50 each. Contact michelled@mpeshows.com or purchase on-site at the Show Office.

EXHIBITOR ENTRANCE – SHOW DAYS

Arena exhibitors should park behind the Tacoma Dome in **F & G** parking lots. Exhibition Hall exhibitors may park in J-Lot. This gives the attendees more room to park in the front “A” lot of the Tacoma Dome. Exhibitors are permitted to enter the premises at **8 am on Thursday** via the Exhibitor Entrance, located at the NE and NW Arena doors. **Exhibitor entry is 9 am Friday through Saturday.** Please note that all Dome entrances will have security check/bag search on show days – **please allow for extra time to enter the building in the mornings.**

[CLICK HERE](#) for a map of the parking lots and [CLICK HERE](#) for exhibitor entrance location.

You must wear your Exhibitor Badge to enter the building. If you don’t have your badge, tell the security guard you need to go 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 or NW entrance without a badge, you will be directed to the NE Exhibitor Entrance at the rear of the Dome.

ADMISSION:

Adult	\$15.00
12 years and under:	FREE

\$5 Discount Coupon, good any day, downloaded from website: tacomahomeandgardenshow.com

SHOW HOURS:

January 30 to February 2, 2025:

- **Thursday, January 30: 11 am – 7 pm**
FREE ADMISSION, courtesy of Hunt’s Services
- **Friday, January 31: 11 am – 7 pm**
HERO DAY - free admission* to all active or retired military, police, firefighters, paramedics, and healthcare workers with valid credentials
- **Saturday, February 1: 11 am – 7 pm**
- **Sunday, February 2: 11 am – 5 pm**
TEACHER DAY - free admission* for all educators and school staff with valid credentials

Please note that the building may 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.**

WILL CALL

Will Call will be located outside by the ticketing booths and **is open show days one (1) hour prior to Show opening**. If you need to leave Complimentary Tickets for a visitor or a badge for a show worker, please place in an envelope with their first and last name clearly written on the front and instruct your visitor/worker to pick up their envelope at Will Call. **Will Call is for one-time pickup only.**

Exhibitor Badges are required for an Exhibitor to enter the building. Please do not rotate badges in Will Call, as this causes long lines and confusion. If you 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.

QR CODES – ONLINE EXHIBITOR LISTING

Enhance your company's online exhibitor listing – this information is used for attendees to locate your company on our website, tacomahomeandgardenshow.com/exhibitor-list, and is linked to your unique QR code which will be on a floor decal placed in front of your booth – [CLICK HERE](#) for more information on the QR code.

We provide your company name and website; you can “enhance” it with your logo, company description, social media links, show specials, pictures, etc. When you booked, you should have received an automated email to enhance your listing. This link can be used multiple times, and you can make updates and changes to your listing up until the last day of the show.

If you did not receive the link, please email michelled@mpeshows.com.

Need help with your listing? Read the [FAQs](#)

EXHIBITOR AWARDS

Merit awards will be judged and presented to exhibitors with Outstanding Exhibit Displays prior to the end of the show.

- Outstanding Small Space (100 sq ft or smaller)
- Outstanding Medium Space (101 - 200 sq ft)
- Outstanding Large Space (201+ sq ft)
- Exhibitor Best in Show

FOOD SERVICE

- The consumption of alcoholic beverages in the exhibitor's booth is prohibited. Alcoholic beverages may only be consumed in designated lounge area - *The Garage Bar*.
- 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 container.
- Tacoma Dome does not allow any glass or aluminum bottles or cans, including personal water bottles.

SECURITY

Show Management will provide uniformed personnel for 24-hour patrol of building and grounds during move-in, show hours and move-out. During public show days, all Dome entrances will have security checks/bag parcel search, as well as metal detectors – please allow extra time to enter the building. 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.

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 continuous 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.

HOTEL RESERVATIONS

SHOW HOTEL PARTNER – Exhibitor Rate

Emerald Queen Casino & Hotel (*1.6 miles to the Tacoma Dome*)

emeraldqueen.com/tacomahotel

2920 E R St, Tacoma, WA 98404

253.594.7777 – **Call hotel directly to receive rate and give promo code #14190**

\$150/night. Receive 10% off dining by using the EQC Players Club Card. Proceed to any Enrollment Kiosks on the floor or Player Club booth to create a card.

OTHER HOTEL RECOMMENDATIONS

Courtyard by Marriott Tacoma Downtown (*1.2 miles to the Tacoma Dome*)

marriott.com/en-us/hotels/seatd-courtyard-tacoma-downtown/overview/

1515 Commerce St, Tacoma, WA 98402

253.591.9100

Marriott Tacoma Downtown (*1.3 miles to the Tacoma Dome*)

marriott.com/en-us/hotels/seaom-marriott-tacoma-downtown/overview/

1538 Commerce St, Tacoma, WA 98402

253.294.9200

La Quinta Inn & Suites by Wyndham (*1.0 miles to the Tacoma Dome*)

wyndhamhotels.com/laquinta/tacoma-washington/la-quinta-tacoma-seattle/rooms-rates

1425 E. 27th St, Tacoma, WA 98421

253.383.0146

ANIMALS

Animals must be approved by Show Management as part of an exhibit, activity or performance that 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.

Section 4 - Move-Out

TRASH – ATTENTION

The Show adheres to a “pack it in, pack it out” philosophy. Please don’t leave your garbage in your neighbor’s space or aisles, take it with you. Failure to do so can result in fines issued by Show Management.

MOVE-OUT INSTRUCTIONS

No exhibitor may commence to dismantle, pack, or remove any part of their display until 5:00 pm on Sunday, February 2, 2025.

All goods and displays must be removed from the facility by 10:00 pm, Sunday February 2, 2025. Any exhibitor material remaining within the premises of the Tacoma Dome after 10:00 pm, Sunday, February 2, 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. Please do not impede this process by placing anything on the carpet – aisles must be kept clear.

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.

Section 5 – For Your Information

EXHIBITOR INSURANCE

Neither Show Management nor the Tacoma Dome will accept responsibility for injury to persons, loss or damage to products, exhibits, equipment, or decorations, by fire, accident, theft, or any other causes while in the building. 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. **PLEASE INSURE YOUR OWN MERCHANDISE AND EXHIBIT SPACE!**

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.**

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](#).

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.

REQUIRED BUSINESS LICENSES

All retail sales at the Show must include State sales tax, which each exhibitor must remit to the State of Washington. The State of Washington is a self-reporting tax state; therefore, each exhibitor is responsible for remitting the sales tax to the State.

Sales Tax Chart: For current sales tax rate, please visit webgis.dor.wa.gov/taxratelookup/SalesTax.aspx.
Input Tacoma Dome address – 2727 East D St, Tacoma, 98421.

UBI (WA State Tax ID License)

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 at the Tacoma Home + Garden Show, **please email your UBI number to 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 within 6 months of the show at 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. Each temporary registration certificate is valid for one event only. You are not charged for obtaining a temporary registration certificate. **If you applied for a temporary number the previous year, you must reapply each year and you will be issued a new sales tax form to be completed.**

Once a temporary number has been assigned to you, please email the number to michelled@mpeshows.com. Please note that you need to report all revenue from the show to the state 10 days after the close of the show.

SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

ARAMARK has the exclusive food and beverage rights within the Tacoma Dome. Exhibitors requesting to sell or sample F&B items must have prior approval from Show Management and Aramark.

All food and beverages sold at an exhibitor booth must be pre-packaged and sealed for at-home consumption.

Please note: Sampling size no larger than 2 oz.

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.

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

Hashtags: #TacomaHomeShow #TacomaHomeGardenShow

facebook.com/tacomahomeandgardenshow

instagram.com/tacomahomeshow

Please visit our Social Media Marketing page for tips and to download Tacoma Home + Garden Show images - tacomahomeandgardenshow.com/exhibitor-kit#marketingop