

CONTENTS

1.	Altered Exhibit Plans.....	1
2.	Animals.....	2
3.	Balloons And Stickers.....	2
4.	Competitions, Draws, & Contests	2
5.	Conducting Business In Your Booth.....	2
6.	Damage To Premises	2
7.	Booth Design Specifications	3
8.	Booth Cleaning/Janitorial.....	3
9.	Display Vehicles.....	4
10.	Late Comers/ No Shows	4
11.	Mechanical Conveyances.....	4
12.	Miscellaneous Supplies.....	4
13.	Paging	5
14.	Oversized Parking.....	5
15.	Plumbing.....	5
16.	Staffing Of Exhibits	5
17.	Subletting Booth Space	5
18.	Trespassing	6
19.	Weapons And Firearms	6
20.	Will Call.....	6
21.	Safety Measures	6
22.	Propane.....	6
23.	Fire Extinguishers	7
24.	Fire Regulations	7
25.	Copy Of Contract Terms And Conditions	7

1. 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.

2. ANIMALS

Animals that are approved by Show Management are permitted in the Washington State Fair Events Center 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 Washington State Fair Events Center. 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.

3. BALLOONS AND STICKERS

Helium-filled balloons and other inflatable items are NOT permitted in the Washington State Fair Events Center as per building regulations. No stickers may be given out to attendees but are allowed to be sold.

4. 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 an announcement of winners. **No wheels that make noise.**
- Any contests conducted must not violate any state or federal laws or regulations in effect at that time.

5. 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.

6. DAMAGE TO PREMISES

Exhibitors are liable for any damage to the Washington State Fair Events Center, 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.

7. BOOTH DESIGN SPECIFICATIONS

Display Regulations

Standard Booth Definition: Display rules and regulations specify what an exhibitor can and cannot do with their booth space. These are based on the physical characteristics of the Exhibit Hall, the intent to be equally fair to all exhibitors and the concern for the safety of all attendees. Show Management has provided the following design layouts to make sure each exhibitor is within show guidelines.

Booth Design

- Booth back walls may not exceed 8' height. Signs may not be above the top of the back wall.

Intent: Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the space size. Exhibitors with larger space (30' or more) should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others.

Recommendation: We request that you decorate your booth in a Holiday Theme. It will add to the overall atmosphere of the event. You can provide your own tables and coverings or order from the Show Decorator. The Decorator also has carpeting available to rent. Lighting is recommended but not required as it is not provided with your booth space. Please see the electrical order form to order electricity. Please no sale signs or discount signs or hand written signs. Signs that say "Show Special" are acceptable. All tables should be draped to the floor to cover any boxes or overstock.

8. 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, Inc. at 360-624-4498.

9. DISPLAY VEHICLES

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

- Vehicle must be approved by Show Management at least 1 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 of the vehicle.
- Keys must be left with Show Management

10. LATE COMERS/ NO SHOWS

Any space not occupied or for which no special arrangements have been made by 8:00 pm on Wednesday, December 4th, may be resold or reassigned by Show Management without any obligation on the part of the **Victorian Country Christmas** 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. No refunds will be granted for unused display space.

11. 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.

12. MISCELLANEOUS SUPPLIES

The Show Office does not supply office supplies, stationary, equipment, change, etc., nor does it offer/allow printing or copy services.

There are no facilities to cash checks or receive faxes. Please plan accordingly.

13. PAGING

Per Washington State Fair Events Center 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.

14. OVERSIZED PARKING

Recreational Vehicle Overnight Parking is available throughout the year in the Orange RV lot only. This RV lot offers full hook up services – power, water and sewage, however, water may be turned off during freezing weather.

Anyone wishing to reserve an RV space **must register in advance** with the Washington State Fair Events Center. The Administration Office is open during business hours Monday through Friday. For use of a RV site, the Washington State Fair Events Center charges a daily fee of **\$40.00**. If you have any questions or would like to pre-register please call the Washington State Fair Events Center at 253-845-1771.

15. PLUMBING

The Washington State Fair Events Center provides 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.

16. 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.

17. SUBLETTING BOOTH SPACE

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

18. TRESPASSING

Exhibitors are granted access to the Washington State Fair Events Center only at designated times, i.e., show hours, and two (2) hours before show opening. Entering another exhibitor's booth without their permission is **STRICTLY PROHIBITED**.

19. WEAPONS AND FIREARMS

Under no circumstances are firearms, knives (even pocketknives), tasers, stun guns, etc., allowed in the Washington State Fair Events Center. 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 Washington State Fair Events Center.

20. 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 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.

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.

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

21. SAFETY MEASURES

Exhibitors are responsible for the protection of the public as it relates to any hazard that exists within their exhibit space, i.e., shock, electrocution, heat, fire, sharp objects, machinery, etc. Adequate screening or protection must be in place. 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.

22. 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.

23. 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 Washington State Fair Events Center to satisfy Fire Marshall requirements. Do not block or cover any fire extinguishers. Fire extinguishers are required for every 200+ sq ft tent, canopy, or temporary membrane structure, one extinguisher for every 500 sq ft.

24. FIRE REGULATIONS

25. COPY OF CONTRACT TERMS AND CONDITIONS