

TRADE SHOW SCHEDULE

Trade Show Hours:

Tuesday, 3/3, 10:30 AM – 5:30 PM

Wednesday, 3/4, 11:00 AM – 4:00 PM

Convention: Mon – Thurs, March 2-5, 2020

Kick-Off Social: Monday, March 2, 4:15 – 5:00 PM

Trade Show Social:

Tuesday, March 3rd, 4:00 – 5:30 PM

Check-In: Check in at the Trade Show Concierge Desk near the Loading Dock.

On-Site Only Concierge:

Hours: Monday, 10:00 AM to 5:00 PM

Tuesday, 6:30 AM to 7:30 AM

Booth Service/Supply Needs (before show & onsite): See DECORATOR CONTACT

INDOOR BOOTH

8' deep x 10' wide space

8' high backdrop

3' high side rails

44" x 7" identification sign

6' skirted table & two chairs

One 5 amp/110v standard electrical outlet

Order forms available online

The booth area floor is carpeted.

OUTDOOR SPACE

10' deep x 12' wide space, no equipment provided.

Outdoors in the elements. *No refunds due to weather.*

TRADE SHOW COLORS:

- Back wall: Black
- Side rails: Black
- Skirted Table: Black

DECORATOR CONTACT

Trade Show Supply House

Bryan Brammer

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

Phone: 360-624-4498 | Fax: 360-576-9224

tradeshowsupplyhouse@comcast.net

TRADE SHOW SUPPLY HOUSE ORDERS ARE DUE ON OR BEFORE FEBRUARY 20th 2020

ADVANCED BOOTH SHIPMENTS

Reach out to Trade Show Supply House for advanced booth shipments, assistance with booth labor, or additional booth supplies AS SOON AS POSSIBLE. Plans MUST be made before the Convention begins.

COMMON CARRIERS

Exhibitors may consider using one of the below common carriers to transport their booth supplies.

Vintners Logistics: 509-783-5544

YRC Freight: 509-545-8867

EXHIBITOR NAME BADGES

Pick up all name badges at the Trade Show Concierge near the loading dock at Three Rivers

Convention Center.

BOOTH SET UP

Booth set-up is on Monday from 10:00 AM - 5:00PM. Doors will open to Exhibitors to finalize their booth preparations at 6:00 AM on Tuesday, March 3 (only hand-carried items may be transported on Tuesday morning). Please contact Trade Show Supply House BEFORE the Convention to make alternative arrangements.

A \$250 fine will be assigned for late set up or early tear-down and you will be removed from the seniority list for 2020. Set up after 9:00 AM Tuesday or tear-down before 4:00 PM Wednesday is prohibited. Setting up a booth late or tearing down early disrupts the consistency of the show and detracts from neighboring booths, and does not comply with fire marshal rules.

BOOTH TEAR DOWN

All items must be removed from the show floor between 4:00 – 8:00 PM on Wednesday. If you have an issue with removing your items by Wednesday night, contact Bryan Brammer (see middle column) at Trade Show Supply House. Plans must be made before the Convention begins.

UNATTENDED BOOTHS

Booths must be attended at all times during open hours. Booths left unattended for more than 60 minutes are considered “abandoned” and may be resold at the discretion of the Association.

Exhibitor Info Sheet

GENERAL RULES

- NO outside food or beverages allowed.
- If your product or service necessitates food or alcohol samples, please contact the Winegrowers office by November 1st. Prior approval is REQUIRED.
- Exhibitors are NOT allowed to share or sublet booth space. Note: Manufacturers' representatives do not constitute booth sharing or subletting.
- Bring your own trash receptacle or rent one from Trade Show Supply House. Exhibitors who bring their own trash receptacle are responsible for emptying their receptacle into the large trash bins in the halls or they will be charged by Trade Show Supply House for trash removal. Trade Show Supply House will provide trash removal for any booths that have rented a trash receptacle.
- Do not leave your booth unattended.

ACCOMMODATIONS

A list of local hotels offering special rates is available on our website.

END CAPS & SIDE WALLS

Exhibitors are not allowed to block visibility to booths in front of, behind or near theirs.

LUNCH

Lunch on Tuesday and Wednesday will be served on the Trade Show floor and is open to all Exhibitors showing valid badge.

EXHIBITOR TERMS & CONDITIONS

Your purchase of a booth indicates you agree to the Terms and Conditions. Please contact the Winegrowers office or go to website in order to receive a copy of the Winegrowers Trade Show Terms & Conditions.

BOOTH CANCELLATIONS

Exhibitors must contact the Winegrowers office in writing for booth cancellation requests. A cancellation is not effective until Winegrowers has confirmed receipt of your request. The date the request is/was approved will be the official cancellation date.

- For cancellations *approved* on or before 11:59 PM on October 31st, the exhibitor will have received a 75% refund of booth fee.
- Cancellations received or approved after October 31st, are not refundable regardless of reason.
- Cancellation of a booth that was part of a sponsorship package will NOT be refunded.
- Winegrowers may reassign any booth space not occupied during the show after 8:00 AM on Tuesday, or for which special arrangements have not been made with Winegrowers staff before 8:00 AM on Tuesday.

WWIF PARTY + AUCTION TICKETS & DONATIONS

Tickets are available online for the Party + Auction through the Convention registration or contact julie@washingtonwinefoundation.org. (509) 782-1108.

WI-FI ACCESS

Wi-fi will be available.

WINEGROWERS CONVENTION

Register to attend sessions and receptions on Winegrowers website. You can also do this onsite but space is limited and first come, first served.

INSURANCE

Winegrowers does not provide insurance. However, Exhibitors must purchase insurance to cover the cost of their booth and trade show-related purchases. One option is Allianz, which is available during Trade Show online booth sign-up, but is not recommended over any other insurance provider.

CONVENTION & TRADE SHOW SCHEDULE

Can be found on Winegrowers website

WELCOME & TRADE SHOW SOCIALS

The Kick Off Social gathers Exhibitors and Attendees from 3:30-5:00 on Monday, March 2.

On Tuesday, March 3 from 4:00 - 5:30 PM, hobnob with Convention guests over small bites and wine at the Trade Show Social!