

TRADE SHOW SCHEDULE

(NEW longer hours!) Trade Show Hours:

Tuesday, February 6, 8:00 AM – 5:00 PM

Wednesday, February 7, 8:00 AM – 4:00 PM

Convention: Tues – Thurs, February 6 – 8

(NEW!) Exhibitor Kick-Off Reception: Monday,
February 5, 5:00 – 6:30 PM

(NEW!) Trade Show Reception:

3:00 – 5:00 PM, Tuesday, February 6

Check-In: (NEW!) Check in your booth and staff at the Trade Show Concierge Desk near the Loading Dock. *Concierge Hours forthcoming.*

On-Site Registration Help: (NEW!) Call or text the Trade Show Concierge *onsite only:*
541-WINEVIT | 541-946-3848.

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 (approx.)

Spaces are outdoors in the elements. No shelter, electricity, or heating provided. Plan accordingly.

There are no refunds or exceptions due to weather.

TRADE SHOW COLORS:

- Back wall: Burgundy
- Side rails: Burgundy
- 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 JANUARY 20TH, 2018.

ADVANCED BOOTH SHIPMENTS

Reach out to Trade Show Supply House for advanced booth shipments or additional booth supplies.

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

Information for name badges for all booth staff must be submitted by January 20th, 2018. 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, February 5 from 10:00 AM - 5:00 PM. Doors will open to Exhibitors to finalize their booth preparations at 6:00 AM on Tuesday, February 7 (only hand-carried items may be transported on Tuesday morning). Please contact Trade Show Supply House 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 2018. Set up after 7:30 AM Tuesday, February 6 or tear-down before 4:00 PM Wednesday, February 7 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, February 8. If you have an issue with removing your items by Wednesday night, contact Bryan Brammer 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 Washington Winegrowers 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 WA Winegrowers office by November 1, 2017. Prior approval is REQUIRED.
- Exhibitors are NOT allowed to share or sublet booth space. Note: Manufacturers' representatives do not constitute booth sharing or subletting.
- Please 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](#).

LUNCH

Lunch on Tuesday and Wednesday will be served on the Trade Show floor (same lunch for Convention guests and Exhibitors) and is open to all Exhibitors showing valid Trade Show badges.

WI-FI ACCESS

Wi-fi will be available. There is no password.

EXHIBITOR TERMS & CONDITIONS

Your purchase of a booth indicates you agree to the Terms and Conditions. Please contact the Winegrowers office or go online in order to receive a copy of the 2018 Washington Winegrowers Trade Show Terms & Conditions.

BOOTH CANCELLATIONS

Exhibitors must contact the WA Winegrowers office in writing for booth cancellation requests. A cancellation is not effective until WA 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 31, 2017, the exhibitor will have received a 75% refund of booth fee.
- Cancellations received or approved after October 31, 2017, are not refundable regardless of reason.
- Cancellation of a booth that was part of a sponsorship package will NOT be refunded.
- WA Winegrowers may reassign any booth space not occupied during the show after 7:30 AM on Tuesday, February 6, 2018, or for which special arrangements have not been made with WA Winegrowers staff before 7:30 AM on Tuesday, February 6, 2018.

ONLINE ACCESS TO INFO SHEET

Forthcoming on our Trade Show page.

WWIF PARTY + AUCTION TICKETS & DONATIONS

To donate, please contact the Washington Wine Industry Foundation at (509) 782-1108 or at: ktaylor@washingtonwinefoundation.org. Tickets to become available in coming months!

WINEGROWERS CONVENTION

Register to attend sessions and receptions on our website. You can also do this onsite but space is limited and first come, first served, and there will not be early bird pricing.

INSURANCE

Winegrowers does not provide insurance. However, Exhibitors may 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 SCHEDULE

Convention schedule forthcoming!

WELCOME & TRADE SHOW RECEPTIONS

The *new* Welcome Reception welcomes our Exhibitors during Load-In from 5:00 - 6:30 PM. On Tuesday, February 6, from 3:00 - 5:00 PM, hobnob with Convention guests over small bites and wine at the *new* Trade Show Reception!