



**April 30<sup>th</sup>, 2026**

## **To All Exhibitors and Sponsors,**

First, we would like to thank you for your participation, contribution, and sponsorship. Below are the instructions and schedule for **Exhibit Hall Set-Up and Tear-Down** for the **AWMB Event**.

Please note that **badges and name tags must be always worn. Paid tickets are required for lunch.** The **Program, Map, Booth Assignment, Workshops and Agenda** will be emailed prior to the event to the email address used for registration and payment or will be readily distributed onsite at the registration table. **All files will be available on the website on the day of the event.** <http://awmbwa.org>

You must register to claim your lunch ticket and name badge. Exhibitors will have their badges in a brown manila envelope on top of their assigned table/booth or will be provided upon registration.

## **Venue Access**

**Address:** 1820 East 29th Street, Tacoma WA 98404

If you have small items, hand carried items or attending lightly, please park at the **North Parking Garage**(closest to the I-5), take the elevator to the **4<sup>th</sup> floor**, security will meet you and let them know you are attending the **AWMB Contractors Day Event** at the **Event Center**. Take a left and go to the end of the hall and you will see **AWMB Registration Area**.

When arriving at the hotel or casino, please be advised that some entrances require identification. Inform security staff that you are attending the **AWMB Event** at the **Event Center/Ballroom**.

## **Exhibit Set-Up**

**Wednesday, April 29**

**Time:** 1:00 PM – 5:00 PM

### **1. Large or Bulk Items**

Exhibitors bringing a large quantity of items or oversized materials must use the **receiving area located at the north parking garage**. (There is a gravel parking area) You will be required to present an ID.

## 2. Set-Up Personnel List

Please submit the names of all individuals who will be present for Wednesday's set-up **no later than 4:00 PM on Monday, April 27.**

## Event Day – Thursday, April 30

- **Exhibit Hall opens: 7:30 AM**                      **Trade Show begins: 8:00 AM**

## Tear-Down

- Booth and table breakdown may begin **after the awards ceremony at 2:30 PM.** *We respectfully request that you stay until 2:30 pm.*
- The exhibit space is reserved and available **until 4:00 PM.**

**Day-Of Event Contact** - If you have any questions on the day of or during the event, please call or text our event coordinator, **Jenell** 📞 **253-838-3825.** Thank you and enjoy the event—make some connections!

