

VANCOUVER WOMEN'S SHOW 2018 VENDOR FACT SHEET

OVERVIEW

1. Dates

Saturday, March 10, Sunday, March 11, 2018

2. Hours & Admission

Event open to the public:

- Saturday, March 10 10:00 a.m. to 6:00 p.m.
- Sunday, March 11 10:00 a.m. to 6:00 p.m.

General Admission:

- \$10.00 for 12 years +
- Free for kids 11 years & under

****Vendors are required to staff their booths all open hours of the show****

3. Set Up & Move Out times

Set up:

- Friday, March 9 12:00 p.m. to 6:00 p.m.
- Saturday, March 10 7:00 a.m. to 8:30 a.m.

Teardown:

- Sunday, March 11 6:15 p.m. to 11:00 p.m.

4. Restocking Hours

- **Opening Day:** 7:00 a.m. to 8:30 a.m.
- **Last day of Event:** 7:00 a.m. to 8:30 a.m.

5. Vendor Admission Pickup

March 9, Friday	12:00 p.m. to 6:00 p.m.	Back of Exhibition Hall (B) by roll up door.
March 10, Saturday	9:00 a.m. to 4:00 p.m.	Exhibit Hall (B) Lobby.
March 11, Sunday	9:00 a.m. to 2:00 p.m.	Exhibit Hall (B) Lobby

6. Booth information

Indoor booths:

- Each indoor booth includes pipe and drape, (1) skirted table & (2) chairs.
- TABLES, CHAIRS, CARPET, SIGNAGE AND FORKLIFT SERVICES CAN BE ORDERED THROUGH TRADESHOW SUPPLY HOUSE AT (360) 624-4498

7. Insurance UBI Numbers

Vendor shall, at its sole cost and expense, maintain the following insurance during the period in which it participates in this Event at the Clark County Event Center, including travel and move-in and move-out days:

- **General Liability** insurance with bodily injury and property damage coverage of not less than \$1,000,000 for each occurrence and not less than \$2,000,000 in the aggregate.
- **Additional Insured:** The insurance required by this Agreement shall name VPS, Clark County Event Center and the members, officers, directors, agents and employees of each entity as ADDITIONAL INSURED.

8. UBI Numbers

A UBI number is required by the **Washington State Dept of Revenue**. A temporary number can be issued at no cost over the phone. Please contact them at **(800) 647-7706**.

9. Important Reminders

Deliveries, Parking and Security:

There is no designated exhibitor parking lot so plan accordingly. It is difficult to designate a lot that is optimal for all vendors due to the layout of the fairgrounds.

Vendors are welcome to arrive early to restock through the loading dock. We do not provide storage for deliveries. Event staff will attempt to accommodate deliveries to vendor booths during the Women's Show when possible. Any shipments requiring a forklift will need to be pre-arranged through our decorator service at the prevailing equipment and labor rate (360) 624-4498.

The loading dock is for 20-minute unloading only. Vehicles left parked at the loading dock will be towed.

Buildings have limited overnight security during the Women's Show & loss is the responsibility of the exhibitor.
If you have an item of high value, plan on taking it with you at closing.

10. Booth Etiquette & Restrictions

Booth location is determined at time of contract. Please do not ask to have your booth moved because you are unhappy with your location. While we know location is important, your product and merchandising are what sells!

We do not offer exclusivity of products and services; however, we will try to limit similar items within the same location.

No boxes, racks or items of any kind are to extend into the aisle from your booth. Your product must remain within your booth space. Repeat violations of this rule may result in the items being removed and stored until the end of the

Women's show.

Booth sidewall height cannot exceed 8' high. Vendors are required to finish the back portion that extends higher than

the 3' side rail.

Do not solicit other vendors or attendees outside your booth space.

Use of any decorative materials in your booth must include proof of fire retardant certificate for the fire marshal.

Please plan on exiting the building within **20 minutes** after event closing.

Noise levels on PA systems must not interfere with neighboring booths.

PLEASE REFER TO YOUR CONTRACT & VENDOR AGREEMENT FOR ALL INFORMATION REGARDING YOUR OBLIGATIONS AT THE VANCOUVER WOMEN'S SHOW.

Vendor Master Pass Credentials are included at no charge with your booth rental.