

# **GARDEN EXPO 2020 EXHIBITOR INFO**

## **TERMS & CONDITIONS for 5 Sept 2020 Rescheduled Event**



**On the  
Road  
Again**

**Admission Price** - Public attends the popular annual Garden Expo free of cost

**Advertising** - The event management agrees to place advertising for Garden Expo in local newspaper and to distribute show flyers throughout the local area as well as issuing press releases to local news and social media. Word of mouth is our best advertising. The Garden Expo is a grassroots effort with a devoted following, enjoying cult status with gardeners

**Applying for Exhibit Space** - Complete/return application and **SIGNED** liability statement form for Expo exhibitor's space with check or money order (PayPal/credit card available at [www.tieg.org](http://www.tieg.org)--service charge applies). List the name of your organization/company's authorized representative, contact info, and a list of items being displayed. Mail/email ([gardenexpo@comcast.net](mailto:gardenexpo@comcast.net)) your application form to the provided address promptly along with full payment (no refunds once payment is processed unless event is cancelled). Payment due at the same time as application. No FAX applications

**Assignment of Booth Space** - Booth space is assigned by event management at their sole discretion. Booths are assigned on a priority system according to the date payment was received. You will be given your booth location when you check-in at the time you are ready to set-up. Booth location may not be changed, transferred, or cancelled except with the approval of management. Booth assignments may be revoked or changed by management if exhibitor fails to check-in by 8am on Expo day--9 May 2020. Exhibitors must provide their own moving equipment, pop-up canopies, tables, chairs, etc

**ATM** - 3 ATMs located within the Lair building and 2 ATM outdoors

**Booth Configuration** - Each exhibitor's space will be marked 10-foot-deep by 10-foot-wide (Note: all measurements are approximate) or larger, for example, a double booth will be 10-foot-deep by 20-foot wide. Booth spaces that obstruct the view of adjacent booths or project into the aisles are prohibited. The "Good Neighbor Policy" is in effect in regard to all exhibit components including booth height and content. Please do not block, solicit, or sell in the aisles. All materials, merchandise, and personnel must be within exhibitor's booth. Event management asks that exhibitors make sure they have booked adequate space to properly display their product. Any special requirements for oversized booth displays must be discussed with management prior to space assignment. There is limited space for oversized displays. If your booth foot traffic spills out of your space, please ensure that it is not blocking the entrance to other exhibitor spaces

**Booth Fees** - Fees per an approximate 10'x10' booth space is \$125 (non-refundable) whether it is indoor, outdoor, or corner space--one price for all types of exhibitors. Full payment must accompany application. If your application is denied or if the event is sold-out, your payment will be promptly returned to the address provided. Expanding your space is only available if your neighbor(s) decide not to return, check with Expo management (phone 509-535-8434/email [gardenexpo@comcast.net](mailto:gardenexpo@comcast.net)) after **1 Aug 2020** if additional space is requested and we should know by then which exhibitors have returned--extra space is limited. Double space is \$250. Triple booth is \$375. Quadruple is \$500

**Brochure** - All exhibitors that have been accepted as of **1 Aug 2020** will be listed in the official Garden Expo 2020 Brochure which is distributed during the day of the event at the front inside southeast entrance and posted on-line

**Campus Rules** - No vehicle shall be driven or ridden on the sidewalks on campus at any time unless authorized by the appropriate authority. No vehicle shall be driven or ridden on lawn or grass. The extended north/south sidewalk is the only authorized loading/unloading zone. Any vendor vehicle that is documented in a restricted area will not be invited back

**Check-in** - When you arrive on campus, go to the Vendor Check-in area at the front of the circular drive on the southeast side of the campus and secure your vendor check-in packet, booth space number, and parking pass **by 8am, 5 Sept 2020**

**Children/Dogs** - Young people that accompany exhibitors will be supervised at all times and reframe from disruptive behavior. Dogs are permitted outdoors. Only service dogs permitted indoors per campus policy

**Confirmation** - You will receive an email payment confirmation once your application has been received, processed, and accepted. This may take a couple of weeks, call 509-535-8434 or email [gardenexpo@comcast.net](mailto:gardenexpo@comcast.net) if not received within a month's time, since that may mean we never received your application, sometimes they are misdirected in the mail. Those vendors who do not have an email address will receive confirmation via phone message

**Contract** - The application, when properly executed by exhibitor, shall, upon written acceptance by event management, constitutes a valid and binding contract. The Inland Empire Gardeners (TIEG) reserves the right to refuse any applicant at their discretion without providing written or verbal explanation

**Deadlines** - Applications/payment for returning exhibitors has passed. Applications/payments for new exhibitors need to be received by **1 Aug 2020**

**Directions** - Event location - Spokane Community College (SCC) - 1810 N Greene St, Spokane - From I-90, take the Thor St/Freya St exit. Head north. Continue traveling north on Freya St. Freya St will become Greene St at Mission Ave. The SCC campus is located at the intersection of Greene St and Mission Ave. You may enter the campus from either the northwest (Greene) or southeast (Mission) parking lots. Please **do not** mail applications to the event address

**Disclaimer** - Exhibitor participation has no relation or effect on the event management evaluation and selection process of exhibitors each year. The show promoters, nonprofit organization TIEG, make no express or implied guarantees of levels of Garden Expo 2020 attendance or sales

**Door Prizes** - Exhibitors are encouraged to offer a door prize. All door prize donations are to be taken to the front indoor eastside entrance where attendees fill out entry forms at the TIEG display. Winners are drawn at random and announced during the show. When door prizes are rewarded, recognition will be given to the business for their donation. All unclaimed door prizes will become to property of TIEG and will be distributed as door prizes at future garden club meetings

**Electrical** - Electrical fees (\$10) are not included in booth fees and are not refundable. Exhibitors must supply own cords and locate their own hookups. If electricity is not available, there will **not** be a return of electrical fees, since all exhibitor fees are non-refundable. Not all locations have access to electricity, especially outdoor booths. If your booth space is located in a grassy area, the facility will not allow cords across the pathways where public walks, so electricity is not possible. In most cases, outdoor food vendors will not have access to electricity so they need to be self-contained

**Early Arrivals** - The Garden Expo is an open and free event for the public and they start coming in as early as 7am. Please make plans to staff your booth accordingly. Be sure to secure your booth overnight to avoid inventory loss

**Email** - [gardenexpo@comcast.net](mailto:gardenexpo@comcast.net)

**Emergency Management Plan** - The event management shall not be liable for delays, damage, loss, increased costs, or other unfavorable conditions caused by fire, strikes, government order, emergency or other acts, and circumstances beyond our control. More information on facility security and emergency procedures will be in your final vendor packet

**Endorsement** - Neither the event or facility management endorses any exhibitor, product, or service offered

**Estimated Attendance** - Annual Garden Expo has an estimated attendance of between 15,000-20,000 people

**Exhibitor's Responsibilities** - All exhibitors shall conduct their business affairs in a professional manner with honesty and integrity. Exhibitors are expected to be familiar with and comply with all show rules and regulations. Exhibitors will treat each other, event management, and the public with respect. Every exhibitor will sign and return the liability form stating they or their representatives will not hold the SCC Facility, Expo management, or participants responsible for any loss, damage, or injury before setting up their booth--form must be signed/returned before set-up can begin

**Facility** - Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the facility. Exhibitors are liable for any damage caused to exhibition building, floors, walls, columns, standard booth equipment, or other exhibitors' property. Exhibitors may not apply paint, lacquer, adhesive, or any other coating to building columns and floors, or to standard booth equipment. Alterations to facilities are strictly prohibited. If any exhibitor is found damaging show facilities, they will be found liable to cover any costs incurred to repair the property

**Featuring** - Garden- and horticulture-related displays only please. Exhibits shall be restricted to suppliers of gardening-related products, organizations, and services that promote a green lifestyle. Interpretation of this restriction is the sole prerogative of event management. The selling of live plant material is highly encouraged and has become the most popular aspect of the Garden Expo among the attendees. The Expo welcomes both handcrafted and commercial items

**Final Notification** - About 2 weeks before the Expo, exhibitors will receive a final exhibitor email from event management with complete details on preparations, move-in/out procedures, and other pertinent information. Please read this completely--even if you are a returning exhibitor, this relevant information is updated each year. Exhibitors that do not provide an email address will receive a mailed final notification. Please provide email if at all possible

**Fire, Safety, & Health Rules** - The exhibitor agrees to accept full responsibility for compliance with local, city, and state fire, and safety and health ordinances regarding the installation and operation of equipment or otherwise relating to the exhibitor/booth. Exhibitors are responsible for the safety of their own personnel and the public within their booth space. All exhibit materials and equipment must be located within the booth and protected by safety guards when necessary to prevent personal accident and injury to the public. Fire inspector will be doing on spot inspections during set-up

**Fire Food Vendor Regulations** - The State of Washington has an International Fire Code 904.11 which includes changes to portable fire extinguisher requirements for cooking with vegetable oils or animal fats. The Spokane Fire Department has provided the Garden Expo with a form that food vendors need to comply with and turn back in prior to set-up.

You will be emailed this form at the time your application is processed. Propane fueled appliances shall be equipped with two shutoff valves--one located on the storage cylinder and one located on the supply line next to the appliance. Failure to comply with these requirements may result in not being able to cook at the Garden Expo

**Flooring** - The indoor booths will have either tile or carpet flooring which needs to be protected by the exhibitor from damage. In a majority of cases, outdoor booths will be on grass lawn

**Floor Plan** - There are a total of **90** 10'x10' **indoor** booth spaces and **300** 10'x10' **outdoor** booth spaces. Exhibitor spaces will be marked approximately by either tape inside and paint outside according to their dimensions and mapped out

**Food** - The SCC cafeteria located inside the Lair building will be for lunch until around 2pm. They will serve a variety of salads, sandwiches, and grilled foods. There will also be several vendors stationed outdoors with various food offerings throughout the day and a coffee vendor set-up early in the morning hours by vendor check booth at eastside circular drive

**Future Garden Expos** - Second Saturday in May annually--8 May 2021, 14 May 2022, 13 May 2023

**Golden Ticket** - Required if you intend to move a vehicle into the campus loading zone at the end of the show. Phone number to call to receive ticket will be provided on your vendor check-in packet. Only call number once you are ready to go

**Handicapped Parking** - Designated handicapped parking in the main parking lots are for handicapped Expo customers to encourage their attendance, not handicapped exhibitors since their vehicles will not move for the entire day. A handicap placard only entitles the owner to 4 hours parking minimum, not an entire day. There are a limited number of handicapped parking spots in designated exhibitor parking lots

**History** - The Garden Expo as we know it was started by The Inland Empire Gardeners, a non-profit organization based in Spokane, WA in May 2000 and has always been a single day show held the 2<sup>nd</sup> Saturday in May usually on Mother's Day weekend, however once every 7 years the occasion falls the weekend before the Expo

**Hours** - 9am-5pm--single-day event--Note: Members of the public will start to arrive **EARLY** prior to 7am

**Insurance** - Exhibitors are urged to obtain exhibition insurance through their own insurance company to cover their personnel, exhibit material, personal property, vehicles, and equipment for the duration of move-in, show day, and move-out including public liability, personal injury, property damage, fire and theft, etc

**Liability** - Herein contained it is understood that each entrant, by the act of making an entry, waives all claims against event managers, attendees, or the facility and/or any of the members, officers, or agents thereof, for any and all injury, loss or damage which the exhibitor, the exhibitors' employees or helpers, children, and/or property and vehicles may sustain arising in any way out of the operations or activities. Exhibitors are responsible against any and all property injury to others, as well as damage they might cause to any personal and/or real property or persons during participation in Garden Expo. **Please be sure to return signed liability statement with your application.** You cannot set-up until liability statement has been signed and returned to event management--no exceptions

**License Requirements** - Exhibitors will are expected to have all required licenses. Spokane does not require vendors conducting business within their city limits to possess a peddler's license ([www.spokanecity.org](http://www.spokanecity.org)). Food vendors, including those providing food samples, are required to have appropriate food handling license thru Spokane Regional Health District ([www.srhd.org](http://www.srhd.org)) which requires a list of new and returning food vendors to be turned into them each year

**Loading Zone** - There is a designated loading zone for customers during the event that purchase big-ticket items and that is in front of the circular driveway on the southeast side of the building

**Local Sales Tax** - The local sales tax is 8.9%. Exhibitors are responsible for collection of their own sales tax

**Location/Venue** - Spokane Community College (SCC), Lair Building #6 and surrounding outdoor area south and north of building, 1810 N Greene St, Spokane, WA (**do not mail** your application to the venue address)

**Lodging** - Recommended local area hotel is the Oxford Suites, 15015 E Indiana Ave, Spokane Valley, WA 99216, Phone: 509-847-1000, [www.oxfordsuitesspokanevalley.com](http://www.oxfordsuitesspokanevalley.com), promo code **IEGARDENERS**. Located along the banks of the Spokane River and adjacent to the Centennial Trail, the Oxford Suites Spokane Valley is well-equipped to handle all of your travel needs. Directions from Interstate 90 Eastbound: Take Exit 291A Evergreen. Turn left (north), then right at Indiana Ave. Continue east to first signal, turn left into hotel driveway

**Mapping** - Every booth space has a corresponding place on our Expo maps. There is a map of **indoor** spaces (90 spaces) of the Lair building and 5 maps of **outdoor** spaces **south, east, west, north, and Farmer's Market** (approximate 300). Maps are **not** distributed to exhibitors or the public due to the fact they are constantly changing up to the day of the event. Blown up maps/posters are available in various locations for public's use. Due to the high number of returning businesses

and a limited number of newly available booth spaces, a majority of new exhibitors will be located on the northside-- outdoors. Since a majority of the plant vendors are located outside, the foot traffic is heavier outdoors

**Move-out** - Exhibits may start to be taken down and removed from the premises after 5pm on **5 Sept 2020**. If you are planning to cart your items back to your vehicle in the vendor parking lot the following rule does not apply to you. If you are planning to move your vehicle and load up off the extended sidewalk, Expo management has a procedure. Once you are packed up and ready to go, you will call a designed phone number that will be provided to you when you checked in and an Expo representative will come by your booth space to ensure you are packed up and then you will be presented with a **GOLDEN TICKET**. Only vehicle operators in possession of a **GOLDEN TICKET** will be allowed access to the extended sidewalk loading area. Expo management asks for your patience since obviously not everyone can load up their remaining merchandise at the same time due to the sheer size of the Garden Expo. Security will monitor the parking lot, the circular driveway, and the extended sidewalk to ensure only a limited number of vehicles are loading at once. No driving on northside sidewalks. No vehicles on grass. Please follow all the instructions from Expo Security

**Noise** - In consideration of your neighbors, volume will be monitored and noise discipline will be maintained

**Occupancy** - Any exhibitor failing to occupy space contracted for is not relieved of the obligation to pay for space at the full rental rate. **Management shall have the right to use space as it sees fit to eliminate open spaces in the exhibit area provided such booth space is not occupied by 8am--1 hour before the official show opening at 9am, 5 Sept 2020**. Please contact event management if you have a last-minute emergency. Late-comers, no-shows, and unauthorized early tear-downers will not be invited back to next year's Expo

**Organizer** - The Inland Empire Gardeners (EIN 91-2036381), is a local, non-profit organization based in Spokane, WA. As event management, we reserve the right to interpret, amend, and enforce these regulations

**Overnight** - Overnight parking is not permitted by exhibitors who have trailers/recreational vehicles--campus policy. For your own safety, no sleeping overnight is allowed in passenger vehicles, you will be asked by campus security to leave the area. The campus is monitored by security 24 hours a day

**Parking Rules** - Use designated parking area only. Vehicles parked in any non-designated area will be towed at the exhibitor's expense. Expo management is not responsible for lost/stolen vehicles or damage to vehicles. Observe posted speed limits. **Display parking pass visibly in window**. Parking spaces are limited and available on a first-come, first-served basis. Parking spaces are not guaranteed. Parking not allowed beside exhibits, sidewalks, or grass. **No parking is permitted in SCC main customer lots after 7am on Expo day**. Exhibitors must have their vehicle parked in the designated exhibitor parking area by that time. Exhibitors must comply immediately to any Expo Security Team request. Failure to comply with Expo Security Team request will result in immediate towing of vehicle--no exceptions. Follow the traffic flow--the extended sidewalk loading area is considered a one-way street--**no driving in the other direction**

A parking pass will be available for exhibitors upon arrival to Expo show grounds when they check-in. Exhibitors will display parking pass in the windshield of the vehicle at all times. Failure to properly display the pass will result in the towing of vehicles at the owner's expense by Campus Security. The Expo and SCC staff will not be responsible for any costs or liability arising from the towing of any vehicles. Vehicles without a parking pass will not be allowed in the loading areas. If additional passes are required, please indicate on your exhibitor application. Parking passes after the event can be disposed of and are not required to be returned

**If you require the use of the circular south/eastside driveway for set-up, it is recommended that you set-up on the day before the Expo since no vehicles will be allowed in the circular south/eastside driveway on Expo day**

Please be considerate of your fellow exhibitors and unload/load your vehicle in a timely manner and then **REMOVE YOUR VEHICLE IMMEDIATELY** for the convenience and safety of others. Access to loading zones will be strictly maintained by Expo Security Team throughout the set-up and move-out days. You will require a **GOLDEN TICKET** if you intend to move your vehicle and load inside the campus at the end of the show

**Parking Passes** - The SCC facility is still in session on Friday, 4 Sept 2020 set-up day so the student population will still be present and campus parking regulations will be in effect. You will receive a paper parking pass once you check-in to start your set-up. You will receive a parking citation from SCC if you do not have the parking pass prominently displayed at all times or if you are parked in a restricted area. If you receive a parking citation from Campus Security, you can pay the fine, or try to appeal the citation on their website--[www.scc.spokane.edu/?secappeals](http://www.scc.spokane.edu/?secappeals). SCC parking enforcement is based totally on scanning license plates in the lots. When you check-in, you will need to have your license plate info with you and enter your license plate number for every vehicle entering the campus parking into their computer system on the laptop the facility will provide. **Only vehicles with a posted parking pass will be allowed access to the extended sidewalk loading zone**

**Paperless** - For ecology reasons, the Expo Management has gone paperless whenever possible. Confirmation of payment postcards are emailed. The final Expo vendor information packet is emailed. Please provide a current email address with your application and write legibly. Returning vendors will receive their new Expo packet in the regular mail by year's end

**PayPal** - Booth space payment is available via PayPal at the website [www.tieg.org](http://www.tieg.org). At that time, you will be able to use your regular credit cards. Additional service fees apply. Credit cards cannot be taken over the phone

**Phone** - 509-535-8434 - Pacific Standard Time - email preferred/quicker response - [gardenexpo@comcast.net](mailto:gardenexpo@comcast.net)

**Photography** - No photography or filming will be permitted in the exhibitor area except by the official event photographer and promoters. Exhibitors are permitted to photograph their own booths only. Each exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to, photographing, videotaping, or otherwise mechanically recording its exhibit or presentations

**Prices & Payment** - Payment must be in the form of check or money order payable to "Garden Expo" and is due at the time application is sent to the following address--**Garden Expo, PO Box 13184, Spokane Valley, WA 99213-3184.** Credit cards are not accepted for exhibitor registration using this method. PayPal is available for credit card holders at [www.tieg.org](http://www.tieg.org)--service fees apply. Be sure to send application in at the same time and indicate payment method. The price for each 10'x10' booth is \$125. The price for each table rental is \$25. The price for each chair rental is \$3. The price for electricity is \$10 **if available** at the booth location site. There will be a \$25 charge for returned checks. **Note: Exhibitor fees are nonrefundable unless the event is cancelled**

**Questions** - Inquiries may be directed to Garden Expo Management ViAnn Meyer at phone 509-535-8434 or email [gardenexpo@comcast.net](mailto:gardenexpo@comcast.net). Every effort will be made to get back with you in a timely manner but please remember we are dealing with a high volume of calls every day--emails will receive a more prompt response. However, if you read through these terms and conditions carefully, your answer is probably here

**Recycling** - We are an environmentally friendly event. We ask exhibitors to assist by recycling and keeping their booth space and surrounding area as clean as possible to facilitate a clean, professional looking show

**Refund Policy** - In a continuing effort to keep costs as low as possible, the event management does not offer refunds to exhibitors that have already applied and been accepted into the Garden Expo since all fees go right back into the event and the facility unless the event is cancelled. We regret that the Expo cannot make exceptions to the refund policy, including but not limited to illness, travel delays, personal emergencies, vehicle problems or accidents, or weather

**Restrooms** - The main restrooms are located down from the southeast entrance to the Lair building on the right-hand side of the long hallway. There are smaller restrooms throughout the Lair facility. Porto Potties will be available at designated outdoor location. Exhibitors are responsible for the security of their exhibits at all times

**Returning Exhibitors** - All returning exhibitors must be in good standing with event management. "Good Standing" means the exhibitor has not violated any rules or regulations as set out in the contracted agreement, has paid all fees in a timely fashion, and has established a good working relationship with management. Returning vendors that turn in their paperwork by the deadline will be placed in their same space location as long as there has not been a change at the facility

**Samplings & Giveaways** - The sampling and/or distribution of product or materials may take place within the exhibit space. Any sampling must not interfere with normal flow of foot traffic through aisles or inhibit the ability of neighboring exhibits to conduct business. Any vendors providing food samples or full size meals are required to have appropriate food handling license thru Spokane Regional Health District ([www.srhd.org](http://www.srhd.org))

**Saturday (Expo) Morning** - **The morning of the Expo, 5 Sept 2020, no vehicles will be allowed in the circular drive or extended eastside sidewalk area for unloading purposes due to public safety concerns**

**Security** - The SCC facility has 24-hour a day security that patrols the grounds. Exhibitors should cover their displays at night. The main exhibit hall will be locked overnight. Neither the event management nor the facility is responsible for stolen items. Exhibitors should report any damaged, lost, or stolen items to show management immediately. During the set-up and take-down process, someone should remain with the exhibitor's property until all products have been moved. Never leave cash boxes unattended. Expo management has their own Security Team and they can be identified by black **SECURITY** hats. Expo Management also hires additional Security overnight and the day of the show

**Seminars and Demonstrations** - Seminars and demonstrations are given throughout the day in the main exhibit building as an educational service to the public and are listed in show brochure. Seminars are presented in the auditorium and are between 45-60 minutes in length. Demonstrations are presented in the conference room and are between 30-45 minutes in length. The opportunity to present either a seminar or a demonstration is offered to all exhibitors on the application form and they are chosen on a first-come, first-filled basis

**Set-up** - When you are ready to start setting-up, first register at the Exhibitor Check-in booth which is clearly marked and outside the south/east entrance circular drive. At that time, you will be given your exhibitor packet which includes your booth assignment and parking pass(s). Exhibitors can **set-up on Friday, 4 Sept 2020 from 2-9pm**--the day before the show, **DO NOT show up earlier than 2pm--we are not prepared to assist you before then.** A few exhibitors are allowed to set-up early due to medical necessities. Exhibitors can also **set-up on Expo day Saturday, 5 Sept 2020 starting at 6am. All exhibitors must be assembled and checked in on 5 Sept 2020 by 8am; 1 hour prior to show opening since members of the public will start arriving early.** The extended eastside sidewalk may be used to drive up into the campus for booth unloading (park on the right, drive on the left) only on set-up date, 8 May 2020. The sidewalk is considered a one-way road, exit the campus onto Ermina (left to Greene/right to Mission)--no turnarounds

**Show/Event Date** - Held annually the 2<sup>nd</sup> Saturday in May. Next year's Garden Expo event date is 8 May 2021

**Show/Event Hours** - It is required that exhibitors staff their booths at all times during show hours of 9am-5pm. The event opens at 9am, members of the public start arriving as early as 7am, and even though it's discouraged, it is also difficult to control access to an open and free event at a public facility

**Sidewalks** - At this time the SCC Management are allowing exhibitors to access the main, oversized extended sidewalk that runs north to south adjacent to the Lair building for a loading zone. Vehicles are also able to load/unload on the northwest side extended sidewalk. This is a privilege that can be revoked at any time if abused. According to campus Rules and Regulations, there will be no driving on any other sidewalks that are the regular size designed for foot traffic only. **Please do not drive into the campus using any of the walking sidewalks**

**Signage** - Exhibitors will provide all their own signs and displays. It is prohibited to hang signs or banners from rafters above exhibits or to attach to any structure at the facility

**Smoking** - Permitted only in designated areas. Please be considerate of your neighbors and do not smoke in the main exhibit area either indoors or outdoors. This is also a fire safety concern

**Sound, Audio, Visual Effects** - Exhibitors using sound, music, lighting effects, and other devices that management deems objectionable will be required to discontinue use of such effects, especially if disturbing their neighbors

**Special Requirements** - If you have special booth requirements (oversized heavy items, a greenhouse that would not fit into a traditional 10 foot by 10 foot space), you need to make note of it on your application and be sure we know. We will do our best to work with special requests but we are somewhat limited with the facility layout

**Subletting** - No exhibitor shall assign, sublet, or apportion the whole or any portion of their space allotted without prior permission from event management

**Tables/chairs** - Tables/chairs are not included in the price of the booth space. On the Expo application, you can rent tables for \$25 a piece and chairs for \$3 a piece. Generally speaking, on set-up day, there are no extras available, please plan ahead

**Take-down** - Exhibitor may dismantle their booth display **AFTER 5pm on Saturday, 5 Sept 2020.** Displays may not be dismantled prior to 5pm because there are still members of the public looking around and merchandise cannot be safely removed. If exhibitor is completely out of merchandise, inform the management for permission to take-down early if this can be done in a manner that does not disrupt the traffic flow

**Tents** - If a pop-up canopy tent is used, it needs to be secured to the ground in case of high winds and for safety purposes. If secured by posts, due to SCC sprinkler system, posts cannot be deeper than 6 inches

**Timeline** - **15 Feb 2020** - returning exhibitor applications due; **1 Aug 2020** - deadline for new applications or until filled

**Trash** - Excess trash shall be the responsibility of the exhibitor. The exhibit area shall be left as clean as it was when the exhibitor first started to set-up. Please ensure that you leave the area as clean as you found it

**T-Shirts** - Limited number of Expo themed t-shirts are available for sale at cost at the TIEG booth at front east entrance

**Unclaimed Property** - Any exhibitor property remaining in the exhibition hall or grounds after 7pm on 5 Sept 2020 will be removed by event management. If such property is not claimed within 5 calendar days of removal, management will have the right to dispose of such property in any manner it deems appropriate

**Water** - There are outdoor water spigots in various locations that are available for exhibitor's use

**Weather** - The weather in spring can be unpredictable. Please plan accordingly and be ready for any kind of weather conditions. The wind can also be a factor for any outdoor event. Ensure your merchandise and pop-up canopies are secure in case of windy conditions. The temperature inside the building is beyond our control

**Website** - [www.tieg.org](http://www.tieg.org) - We look forward to another successful Garden Expo, thank you for your support!

