

Vancouver Outdoor Expo Vendor Information

Expo Dates: Friday, March 28 – Sunday, March 30, 2025

Expo Hours: Vendors are required to staff their booths all hours of the event.

Friday, March 28	11:00am – 8:00pm
Saturday, March 29	9:00am – 8:00pm
Sunday, March 30	10:00am – 6:00pm

Load-in, Load-out & Restocking:

Vendor Load-in	Restocking
<p>Thursday, March 27 8:00am – 8:00pm Vendor Parking Passes may be purchased from 9am – 6pm Vendors will off-load their merchandise and then park in the vendor parking area.</p> <p style="text-align: center;">Vendor Load-out</p> <p>Sunday, March 30 6:00pm – 11:00pm Monday, March 31 8:00am – 12:00pm</p>	<p style="text-align: center;">Vendors may re-stock their booths on Saturday and Sunday during the times listed below. A gate attendant will supply a loading dock pass allowing 20 minutes to offload merchandise. Vehicles must then be moved to the vendor parking area.</p> <p style="text-align: center;">Saturday, March 29 7:00am – 8:30am Sunday, March 30 8:00am – 9:30am</p>

Vendor parking Passes:

- Vendor parking passes may be purchased during load-in on Thursday, March 27th from 9:00am – 6:00pm.
- Three-day parking passes are \$15.00 each. Vendors that did not purchase pre-paid parking passes will pay \$6.00 per vehicle per day to park.

Deliveries, Parking and Security

Deliveries

- Deliveries/Freight will be accepted beginning Monday, March 24, 2025.
- Freight must include the company name you are exhibiting under and booth number. We cannot accept COD shipments. Shipments that are not labeled correctly will be denied.
- Forklift Services: Any shipments requiring a forklift will need to be prearranged through our decorator service at the prevailing equipment and labor rate. Decorator: Trade Show Supply House - (360) 624-4498.
- The loading dock may be used for unloading only for a maximum of 20 minutes. The gate attendant will ask for your name and contact number and give you a loading dock pass. This pass MUST be displayed on the dashboard of your vehicle. Vehicles with no pass, passes that can't be read from outside the vehicle, or vehicles left parked at the loading dock past the allotted 20 minutes will be towed.

Vendor Parking/Trailer Parking & RV Parking

- Vendor's must park in designated vendor parking areas only (including trailers).
- There will be no RV Parking available on the grounds. There are two RV Inn Style Resorts RV parks within one mile of the Fairgrounds: Clark County Fairgrounds RV Park and Dicky's RV Resort.

Security

- Buildings are locked at night and will have overnight security. Theft & loss is the responsibility of the exhibitor as restocking of booths may occur outside of event hours. Booths should be covered at night if possible. If you have an item of high value, plan on taking it with you at closing.

Booth Etiquette & Restrictions

- No selling or giving away of food and water is allowed unless you have pre-approval in writing from event management.
- Samples must be less than one ounce and re-approved by event management. Alcohol samples are not allowed.
- Helium Balloons, stickers, propane and gasses are not allowed inside the Exhibition Hall.
- Gaffer's tape and painter's tape are the only types of tape allowed in the Exhibition Hall. Duck tape is not allowed. Objects **may not** be hung on the walls.
- Noise levels on PA systems must not interfere with neighboring booths. PA systems may not be used to stream music.
- 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 event.
- Booth sidewall height (racks & decorations) cannot exceed 8' high.
- Do not solicit other vendors or attendees outside your booth space.
- Use of any decorative materials in your booth must include proof of a fire-retardant certificate (see Fire Marshal restrictions).
- Please plan on exiting the building within 30 minutes after the event concludes each night.

Vendor Guidelines:

- The building will open one hour before the event begins each day. Vendors must wear their badge for entrance into the building. Vendor badges may not be loaned out, given away or sold.
- Vendors must staff their booths all hours of the show. Vendors that close early may be banned from future shows.
- Event management will verify that each vendor booth is selling approved/contracted items.
- Smoking is allowed in designated areas only. Vaping and Cannabis are not allowed on the grounds.
- Vancouver Outdoor Expo will use every precaution to guard against unlawful business practices in any form. A violation of this rule will cause the forfeiture of all contract money paid or expulsion from the grounds or both.
- Vancouver Outdoor Expo reserves the right to restrict or remove a Vendor and its exhibit from the grounds without refund if any representations made by a vendor are false or if vendor's exhibit is deemed as unsuitable or objectionable. This restriction applies to, but is not limited to, noise, objectionable conduct, distribution and/or display of offensive matter. Vancouver Outdoor Expo reserves the right to determine what is offensive material and contrary to the family-oriented nature of this event.
- Any demonstration of products that produce dust, water or spraying of materials must be shielded behind a heavy plastic or glass enclosure to prevent dust or other materials from being distributed on other concessions or persons.
- Vendors are responsible for all their own expenses incurred in connection with staff, booth power, decoration, equipment or occupancy of the assigned space.
- During the official open hours each day, all booth spaces must be open to the public and supervised by a competent attendant at all times. No one is allowed to stay overnight in a booth. Vendors are required to exit the building within 30 minutes of the closure of the show. If any Vendor fails or refuses to abide by these rules, Vancouver Outdoor Expo reserves the right to terminate the contract and to take possession of the exhibit. In the event of a breach of contract, Vancouver Outdoor Expo will not return advance payments to the Vendor and may seek other remedies.
- Any vendor drawing a large crowd of people must ensure that the crowd does not block aisles and prevent the normal flow of traffic.

Raffles, Lotteries and Games of Chance:

•Vendors shall not engage in any raffle, chance drawing, lottery or other game of chance without prior consent of the Vancouver Outdoor Expo management and in compliance with all applicable laws and regulations, including approval of the Washington State Gambling Commission.

Fire Marshal Restrictions:

Any decorative materials used in your booth must be flame retardant, including but not limited to, linens, hanging fabrics & netting. Natural or artificial straw, leaves, dry vines or any other highly flammable material shall not be used unless it is made flame retardant. Proof of such flame-retardant treatment shall remain in the booth all hours of the show and must be made available upon request. Electrical bulbs may not be decorated with paper or other combustible materials.

Tents, Pop-up Tents and Canopies are not allowed inside the Exhibition Hall.

Washington State Department of Revenue:

All vendors must have an open tax registration number with the Washington Department of Revenue. Vendors are required to provide their UBI number. For further information contact the Washington Department of Revenue at least 60 days in advance of the event.

Local Sales Tax Rate:

The sales tax rate for transactions at the Clark County Event Center is 0.87%.

Please refer to your contract for all information regarding your obligations at the Vancouver Outdoor Expo.