VENDOR/EXHIBITOR BOOTH SPACE CONFIRMATION INFORMATION

13th Great Northwest Nationals – Spokane Co. Fair & Expo Center – Spokane, WA
August 15, 16 & 17, 2014

Vendor / Exhibitor Credential Pick-Up and Set-Up
Trailers & Non-Trailers: *Thursday, August 14, 2014* ***8:00 am to 4:00 pm***

Event Manager:
Jennifer Day **Cell: 925-200-2372** **Email: jenniferd@good-guys.com**

Booth Number & Location: *The layout will be posted on our website a week before the event on Friday and is subject to change.*

Entrance Gate for Credential Pick-up & Set-up ONLY: *Follow signs to Commercial Vendor/Exhibitor check-in. Facility map attached separately.*

Friday, Saturday & Sunday: *NO Set Up or Credential Pick-up; NO driving to your booth to unload items unless you have registered your thru '72 vehicle. All items are to be hand carted from the designated vendor/sponsor parking area.*

Vendor Event Hours
****Friday, August 15th 8 am to 5 pm * Saturday, August 16th 8 am to 5 pm***
**** Sunday, August 17th 8 am to 3 pm****

****Exhibitors are permitted entry to exhibitor buildings 1 hour prior to the event opening and may remain in the building up to 30 minutes after event closes. There are designated "early entrance" doors and proper credentials are required for entry.****

Sunday, August 17th Teardown/Dismantle begins at 3:00 pm; Move out begins at 3:30 pm

Vendor Parking & Trailer Parking: *Trailer & Vendor parking will be available and on site. Please enter the facility through the south entrance for trailer parking. Vendor parking will be on the south side of the fairgrounds directly outside the Yellow gate.*

Display Vehicle(s): *Vehicle Display* ***MUST BE*** *in your booth by 3:00 pm Thursday and* ***STAY*** *until 3:30 pm Sunday. Outdoor display vehicles with proper event registration may be allowed in/out privileges if booth location permits.*
**If you are setting up in buildings with show cars, you need to have your truck/trailer out by noon on Thursday.*

Inflatable Policy: *NO TEATHERED INFLATABLES PERMITTED AT ANYTIME. Inflatables will not be permitted on top of trailers or more than 8 feet tall inside your purchased booth space unless you are a sponsoring company of Goodguys. Inflatables must be exhibiting company, no subletting.*

Food & Grilling Policy: *Exhibitors are NOT allowed to sell or give food (including water) to participants or spectators. Food must be shared amongst staff members only. Sampling of food must be pre-approved by Goodguys. Extensive food prep (i.e. BBQ, grilling, hot pans) at events must be pre-approved by Goodguys, and must pass all health codes & permits.*

Decorator Info.
LCD Expo Services
220 E Augusta Ave
Spokane, WA 99207
T: 509-325-9656 / F: 509-325-9670
Contact: Sandy Kates

Advanced Shipping Info:
Company Name/Contact Name/Cell #
Event Name / LCD Expo Services
220 E Augusta Ave
Spokane, WA 99207
Deadline Date: 8/7/14

***Please note all exhibitors/vendors will need to review the Green Sheet and Red Sheet that is attached.*

Tents/Weights/Water Barrels/Sand Bags: *You must provide your own or you can rent from the decorator. NO staking or drilling of any sort allowed in black top or concrete. If you need to rent weights, water barrels, sand bags, or k-wall for canopy/awnings, call LCD Exposition Services for availability and pricing at 509-325-9656. Spokane Co. Fair & Expo Center and Goodguys Rod & Custom Association do not provide or rent weights.*

Electrical Services for INDOOR: *If you have not paid for electrical service, you need to let us know before check-in. On-site electrical outlet cost $85.00 for (1) one 110v, 15 amp plug. You will need to provide your own 3-prong extension cords.*

Electrical Services for OUTDOOR: *Quiet whisper generators only; generator must be piped up away from other vendors.*

Goodie Bag Stuffers:
(Flyers, catalogs, promo items) *(1) Bag for each participant*
Ship to:
Spokane Co. Fair & Expo Center
ATTN: Goodguys Goodie Bag/ Your Company Name & Cell Phone
404 N. Havana St.
Spokane, WA 99202

Must arrive: on or between August 8th & August 12th only ***Quantity: 950***

Please e-mail no later than August 8, 2014 your company name, event name, the tracking number(s) and shipping company used to ensure that your items are included in the Goodie bags to: andreww@good-guys.com and edwards@good-guys.com. Please note: If we do not receive an email, your items will not be included in the Goodie bags.

Sales Tax: *Retail tax rate is 8.7% (subject to change). Tax Board Phone: 800-647-7706 or http://dor.wa.gov/.* ***If you make a sale, you must have a permit!***

RV Camping: *Please call for reservations and details at 509-477-1766. Vendor/Exhibitor overnights within the event fence line need prior Goodguys approval.*

****No golf carts or motorized conveyances allowed-* ***exceptions made for disabled participants with single person conveyance only.*** *No scooters, bikes or skates. No pets. No glass bottles or cans****

Additional information can be found at www.good-guys.com

Thank you for your continued participation!

Direct: *925.218.9151* ***Fax:*** *925.226.7045* ***Email:*** sales@good-guys.com

SPOKANE COUNTY FAIR AND EXPO CENTER
EVENT POLICIES & PROCEDURES
(THE GREEN SHEET)
FACILITY INFORMATION

The Spokane County Fair & Expo Center will provide a clean and operable facility for your event

1. The Lessee is responsible for ensuring their vendors do not obstruct, block or cover fire Alarms, fire doors, fire extinguishers, exit signs, aisle ways, egress, and electrical boxes from the view or access of the public or staff. Red painted areas around exit/fire doors are to be kept clear.

2. Aisle ways are to be kept clear of trip hazard (no cords, boxes, etc…) and wide enough for wheel-chair accessible. No less than 3 ft.

3. Building rentals include 20 ft. around the perimeter of the building. If additional space is needed, please contact the SCF&EC office.

4. We recommend that you use chalk to mark the booth spaces for your event.

5. All carpets and area rugs that are not rubber backed must be taped down. No fringe on carpets/rugs. Two sided tape is also advisable. Please use approved duct tape (such as the blue kind), which leaves less sticky residue when removed. Less sticky residue means less clean up charges for your group.

6. SCF&EC has conveniently installed cables along all Bay walls to hang items from. The Lessee shall not permanently alter or destroy any part of the premises and will not use tape, nails or screws to hang anything onto the walls or pillars. If you need to hang an item in the buildings, Bay 2 and 3 have Phillips head screws that can be loosened to hang items. Please contact SCF&EC staff for assistance. The office also has special tape for use by the Lessee. The Lessee will be responsible for any labor and material cost incurred restoring damaged property to its original condition.

7. Helium balloons are allowed in the buildings, however the Lessee will be fined a $50 fee per balloon for removal.

8. Equipment that rests on the floor must have mats, plywood or protective covering that will keep the floor from being chipped, scratched or marred. Studded tires and/or skags on snowmobile skis are not allowed in the buildings.

9. Landscaping displays must have:
    a. Two layers of heavy plastic and ¾" plywood under all parts of exhibit;
    b. Water displays must have reservoir that will hold all the water when it is turned off.
    c. Design all displays to leave electrical outlets uncovered for staff to be able to access at all times.

10. Studded tires are not allowed in the buildings. (see #8)

11. The Lessee will be responsible for damage caused by chemicals used by vendors (such as Armoral, battery acid, tire shine). Burnout marks are included.

12. If media is on the grounds or as part of the show, Event Lessee is responsible for removal of all material from the buildings, on the buildings, and any other place that media banners are hung during the show. Banners hung inside buildings must be hung with approved SCf&EC tape.

13. Smoking is prohibited 25 feet from all exterior doorways, windows and air intakes of any protected areas (public place or place of employment) if smoke enters that protected space per WA Clean Indoor Air Act RCW 70.160.

TELEPHONE:

1. One single line telephone is provided for the Lessee's convenience located in the Show Office in the Plaza. Additional lines and long distance services are available at an additional cost. Arrangements should be made by Qwest at 1-800-355-6336 or (509) 455-1297. The Lessee is responsible for any charges.

FOOD & BEVERAGE CONCESSIONS:

1. The Fair & Expo Administration will, at its discretion, provide Food and Beverage concessions for all events on the grounds.
2. All cooking booths must have a hand-washing sink.
3. Vendors that give edible samples cooked on site must have appropriate permits from the Regional Heath District at (509) 324-1500.
4. Outside Food Vendors – tents must be fire retardant; a Health District permit posted, a fire extinguisher available, secured propane tanks and spray bottle.

PET INFORMATION:

1. Pets used for medical purposes, as part of the booth or event can be on the grounds and in the buildings on a leash, other pets are not allowed on the grounds unless they are kept in campers, horse trailers or in a kennel outside the camper unit. All others are restricted. *County WAC 5.04.070*
2. Owners of the animal will be held responsible for their actions.
3. Exercise areas include the dog runs located behind Campground B and adjacent to the EP2 Restrooms.
4. Please dispose of animal waste.

FIRE PROTECTION

1. Fuel tanks cannot be more than ¼ full. All fuel tanks need to be locked and/or sealed in an approved manner to prevent the escape of fuel vapors. Fueling and de-fueling are prohibited inside the buildings.
2. Fire alarms, fire extinguishers, exit signs, emergency lighting, and electrical boxes are not to be obstructed from the view or access of the public or staff.
3. Obstructing doorways of all types is prohibited (regular or roll-up). If the SCF&EC has concerns with your layout SCF&EC will consult Spokane County Risk Management and Spokane Valley Fire Department.
4. All units that are driven or pushed into the buildings for display will have batteries disconnected with pans under them for acid leaks and/or gas leaks.
5. Open flames are not permitted in the buildings – this includes cooking apparatus' and glass blowing, and candles.
6. Straw and bark are allowed in the buildings if the straw/bark is fire retardant or if it has been treated with fire retardant chemical. Please have proof of chemical used on straw/bark with you.
7. Utilization of propane tanks must be approved the SCF&EC Staff. Tanks will be secured so that they will not be a falling hazard. If used they must be secured, and a spray bottle filled with soapy water made available for checking leaks when changing.
8. All cooking done inside of booths will be reviewed by the Fire Dept. Tents will be of a fire resistant material with proof of such material. Clear areas around hot surfaces will be maintained at 36 inches from combustibles or the public.
9. Tents or elevated objects over 400 square feet are not allowed in the fire sprinkler buildings.
10. Dutch oven cooking has to be authorized by the SCF&EC Staff.

Thank you for taking the time to read through our Green Sheet. Please remember that the SCF&EC staff is here to assist you with any concerns that you may have regarding the above guidelines. It would be most beneficial for you to provide the SCF&EC with your event layout as early as possible so we can help work with you on any areas of concern.

Please keep in mind that the Spokane County Risk Management Department and the City of Spokane Valley Fire Department will be through to inspect your show prior to opening and they have the final say on layout and safety issues/concerns.

Spokane County Fair & Expo Center
404 N Havana Street
Spokane Valley, WA 99202
(509) 477-1766

Spokane Valley Fire Department
11707 E. Sprague Ave, Suite 206
Spokane Valley, WA 99206
(509) 928-1700

City of Spokane Valley
10319 East Sprague Ave
Spokane Valley, WA 99206
(509) 688-0024 permits/codes

SPOKANE COUNTY FAIR AND EXPO CENTER
FIRE & BUILDING CODE REQUIRMENTS
(THE RED SHEET)

1. Open flames are not permitted anywhere, inside or outside; on the grounds – this includes cooking apparatus, glass blowing, and candles.

2. Fire alarm pull stations, fire extinguishers, exit signs, emergency lighting, and electrical boxes are not to be obstructed from view or access.

3. Obstructing doorways of all types is prohibited (regular or roll-up). If the SCF&EC has concerns with your layout; SCF&EC will consult both the Spokane County Risk Management and the Spokane Valley Fire Department.

4. Straw and bark is allowed in the buildings provided that straw has been treated with a fire retardant. Please have proof of the chemical used.

5. All cooking inside of booths will be reviewed by the Fire Department. Clear areas around hot surfaces will be maintained at 36 inches from combustibles and the public. All cooking will be done outdoors or in approved areas.

6. Tents/canopies or elevated objects over 200 square feet are not allowed in the fire sprinkled buildings. Other tents over 200 square feet will need a permit. Tents will be of fire resistant materials with proof of such material.

7. Utilization of propane tanks must be approved by the SCF&EC Staff. Tanks will be secured so that they will not be a falling hazard.

8. Dutch oven cooking has to be authorized by Fire Department.

9. Vehicles (in fire sprinkled buildings) are not to exceed 200 square feet. However, vehicles from 200 to 300 square may be permitted with a continuous fire watch. Vehicles over 300 square feet are not allowed inside of buildings. Semi-trucks are not allowed in buildings.

10. Vehicles that utilize stairs that extend into the pathways must maintain 6 feet of clear width between units. Stairs must not present tripping hazards.

11. Fuel tanks cannot be more than ¼ full. All fuel tanks need to be locked and/or sealed in an approved manner to prevent the escape of fuel vapors. Fueling and de-fueling is prohibited inside all buildings.

12. All vehicles that are driven or pushed into the buildings for display will have the batteries disconnected. Pans for possible leaks will be provided if necessary by the promoter.

Please keep in mind that the Spokane County Risk Management and the Spokane Valley Fire Department will be through to inspect your show prior to opening and they have the final say on layout, safety issues, and concerns.

Spokane County Fair and Expo Center (509) 477-1766
Spokane Valley Fire Department (509) 928-1700
City of Spokane Valley Building Department (509) 688-0036