

# EXHIBITOR BENEFITS & GUIDELINES

Your booth space rate includes:

- ⚙ 8' high back wall and 3' high siderails (except island booths)
- ⚙ ID sign
- ⚙ 4 complimentary name badges for booth personnel for each 100 square feet of booth space reserved and paid in full
- ⚙ Online booth with active link, company description and searchable by category
- ⚙ Listing in the Show program guide
- ⚙ Pre-show mailing list available upon request
- ⚙ Free parking for one day during exhibitor move-in
- ⚙ 10' Carpeted aisles
- ⚙ Janitorial service for aisles
- ⚙ 24-hour general security
- ⚙ Complete list of attendees available after the Show

## Setup

Wednesday, March 11, 2020 12:00 p.m. – 4:30 p.m.

Thursday, March 12, 2020 8:00 a.m. - 4:30 p.m.

No set up is permitted Friday, March 13, 2020

All materials must be unloaded on Thursday, March 12. Set-up within your space may continue until 4:30 p.m. No set up is permitted Friday, March 13.

## Unloading & Loading

All unloading of exhibit material will be handled in the south dock area of West Hall C. LBCC provides a free short term parking pass on the day of move-in so you can unload your materials. Then you must move to the LBCC parking lot and then set-up your booth. If you will be unloading your own material you will have thirty (30) minutes to unload and remove your car from this area.

Vehicles are staged in an area outside of the loading docks. A map for this area will be provided by Blaine Convention Services in the exhibitor services manual. LBCC does not permit booth materials to be carried through the front doors of the exhibit hall.

## Teardown

Teardown begins at the close of Show on Saturday. Your exhibit must be down and packed and your carrier checked in by 10:00 p.m. Any exhibit material left on the floor will be re-routed via the official carrier. No exhibit may be dismantled or removed prior to the Show closing on Saturday at 6:00 p.m.

## Floor Covering

Each exhibit is REQUIRED to have some form of floor covering whether it is rented through Blaine Convention Services or provided by the exhibitor.

## Booth Specifications

Display materials should be arranged in such a manner as not to obstruct sight lines of neighboring exhibitors and should not project beyond booth space allotted.

The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.

Exhibits exceeding eight feet (8') in height must be approved by Show management in advance.

All exposed parts of any display must be finished or covered with drapery at the exhibitor's expense.

## Checklist & Important Dates

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|------------------------|---|
| To reserve booth space | <input type="checkbox"/> Booth Space Contract submitted, fillable pdf, fill, save, and return.                              |
|                        | <input type="checkbox"/> Deposit paid (30% of total booth cost)   |
|                        | <input type="checkbox"/>  |
|                        | <input type="checkbox"/> Program Guide and Online Listing (optional upgrades include logo)                                  |
| August 1, 2019         | <input type="checkbox"/> Booth spaces held at show released without contract and payment                                    |
| October 26, 2019       | <input type="checkbox"/> Sponsorship Agreements and logos sent to WPSS to be included in registration promotional materials |
| November 15, 2019      | <input type="checkbox"/> Balance Due for booth space  |
| November 15, 2019      | <input type="checkbox"/> Exhibitor Service Kit link sent by e-mail (to exhibitors paid in full)                             |
| January 15, 2020       | <input type="checkbox"/> Total Booth Space Balance Due  |
| February 14, 2020      | <input type="checkbox"/> Deadline for information to be included in Show Program Guide                                      |
| February 14, 2020      | <input type="checkbox"/> Company listing information (if not submitted with contract)                                       |
| February 14, 2020      | <input type="checkbox"/> Sponsorship & Advertising materials (art, logos)   |
| March 1, 2020          | <input type="checkbox"/> Blaine Convention Services Incentive Rate Order deadline   |
| March 1, 2020          | <input type="checkbox"/> New Product Showcase form returned   |
| March 1, 2020          | <input type="checkbox"/> Water fill form returned   |
| March 11-12, 2020      | <input type="checkbox"/> Exhibitor Set up   |
| March 12, 2020         | <input type="checkbox"/> Exhibits open  |
| March 14, 2020         | <input type="checkbox"/> Exhibitor move-out   |

