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DATES AND TIMES

RV STAGING in the A & G Lots

Monday, January 14 **8:00 am – 8:00 pm**

* There is no staging in F Lot

MOVE-IN AND VEHICLE DRIVE-IN

See map and schedule on page 6 for your designated drive-in time. Depending on where you are located specifies your move-in time.

SHOW DAYS

January 17 - 20, 2018

MOVE-OUT

Sunday, January 20, 2019 **5:00 pm – 10:00 pm**

EXHIBITOR HOURS

The building and Show Office will be open for Exhibitors two (2) hours prior to the daily public hours. Should a situation arise where an Exhibitor requires admittance to the building earlier than the prescribed time, special permission must be granted by stopping by the Show Office before closing the night before. Please be advised that when the building is open to the public, all areas are available to them. Booths and bulk space should be manned for protection of products.

PUBLIC EXHIBIT HOURS

THURSDAY (Opening Day)	11:00 am – 8:00 pm
FRIDAY	11:00 am – 8:00 pm
SATURDAY	11:00 am – 8:00 pm
SUNDAY	11:00 am – 5:00 pm

SHOW OFFICE

The Show Office is located in the Sports Hall between the Lobby and the Arena. The Show Office number will be **(253) 238-3807** (effective Tuesday, January 15). We can also be reached at infotac@otshows.com during show hours or prior to show opening.

SHOW PREPARATION

DECORATOR

The Show will be using red and white drapes with red aisle carpet. If an Exhibitor requests special color drapes other than the ones Show Management furnishes, a charge will be made by the Decorator to the Exhibitor.

For rental of carpets, furniture, sign-making, and cleaning of displays, please fill out the enclosed forms or contact the Show Decorator, Trade Show Supply House, Inc, (360) 624-4498.

ELECTRICIAN

Each booth (8'-10' x 10') is furnished with one fused 120-volt duplex receptacle outlet of up to 500 watts capacity without charge. Please find the attached sheet enclosed for ordering information. If more than 500 watts of power are drawn, the Exhibitor will have to arrange for power at their own expense. For additional electrical requirements, see the enclosed forms or contact the Show Electrical Contractor, Hollywood Lights by phone at 206-292-2353. If not ordered in advance, services and equipment will be subject to "floor order" rates.

Each bulk space will be supplied with one fused 120-volt duplex receptacle outlet of up to 500 watts capacity without charge.

****DOES NOT INCLUDE OUTSIDE SPACE****

REMINDER: Decorator and electricians only work standard 9-5 hours during move-in and move-out. Make sure you have your orders in before the show.

TELEPHONES & INTERNET

The Tacoma Dome offers complimentary Wi-Fi to all guests and exhibitors. Guests only need to connect to **Dome-Public** to use this service. Just like any other large venue with a free public Wi-Fi option, the **Dome-Public** has a variable level of bandwidth associated with it, and has no guarantee of upload or download speeds available.

Should an exhibitor want a dedicated level of up/download speeds they should consider purchasing dedicated bandwidth. **If a phone/fax or hard line is desired, you must directly contact CenturyLink at (855) 446-2509.**

If you are viewing this document on your computer, please click [here](#) to [download](#) official show paid Wi-Fi service information or visit www.otshows.com/shows/trv/exhibitors/exhibitor-downloads/ to download.

EXHIBITS

EXHIBIT PLANNING

Please see the move-in map and schedule on page 6 for your designated drive-in time. Depending on where you are located specifies your move-in time. Selected booths located in the **Exhibition Hall** will be ready for the installation of exhibits starting at **8:00 am, Tuesday, January 15 and Wednesday, January 16.**

Booths located in the **Arena** will be ready for the installation of exhibits at **8:00 am, Wednesday, January 16.**

Exhibits cannot be dismantled until after closing, Sunday, January 20, at 5:00 pm, **AND MUST BE OUT OF THE DOME BY 10:00 pm on Sunday, January 20.**

EXHIBIT SPECIFICATIONS

BOOTH SPACE: Standard booths are 8' to 10' x 10' and furnished with one 500-watt electrical outlet. A booth consists of cloth drapes on aluminum bars; 8' high back with 3' high sides. Total height at the rear shall not exceed 10' including sign without the permission of Show Management. Side walls of your exhibit may be extended for feet out at eight feet high. Past four feet, the side wall may be no higher than three feet to facilitate viewing of all displays—especially your own. If any Exhibitor requests special color drapes other than the ones Show Management furnishes, a charge will be made by the Decorator to the Exhibitor.

When setting up your booth, be sure to make any part showing into your neighbor's booth look professional. **ANY UNFINISHED EXPOSED AREA MUST BE FINISHED.** You will be billed if Management has to order it done.

PROPER AISLE FLOW

The aisles are property of Show Management, and should be free for easy flow of traffic throughout the entire show area. The Fire Marshall requires that your entire display must be within your designated area. Aisles must not be obstructed at any time. Exhibitors must stay inside their exhibit area when working. Exhibitors are not allowed to work the aisles/lobby or place literature/cards outside their booth.

SOUND

Noise levels from any demonstrations or sound systems **MUST BE KEPT TO A MINIMUM.** The right to use amplified sound is an exception to the rules and show management reserves the right to determine at what point sound constitutes interference with other Exhibitors.

SIGNS

Show Management recommends a maximum sign of **28" x 44"**.

MOVE-IN

GENERAL INFORMATION

Selected Exhibitors may begin moving into the Dome on Tuesday, January 15, at 8:00 am (see schedule on page 6). All vehicles must be out of the building by 8:00 pm on Tuesday Night. Wednesday, January 16, is also a move-in day from 8:00 am to 8:00 pm. However, **all vehicles must be out of the building by 4:00 pm Wednesday afternoon**. No one will be allowed to enter the building after 8:00 pm during move-in.

NO VEHICLES WILL BE ALLOWED IN THE BUILDING AFTER 4:00 PM WEDNESDAY, JANUARY 16, at which time the building will be swept and **AISLE CARPET WILL BE PUT DOWN**. It is mandatory that all packing cases be removed by this time. It is important you observe the “clean up” deadline as debris not ready for removal by this hour will be picked up at the Exhibitor’s expense.

The Show does not supply hand-trucks, carts, dollies, brooms, or vacuums. If you have an item of display requiring special handling due to size, weight, etc., contact the Show Decorator (see page 3). There is **no on-site storage** space available at the Tacoma Dome.

You are reminded that vehicles with **STUDED TIRES ARE NOT ALLOWED IN THE BUILDING.**

No pets are allowed in the building during move-in and move-out. City Ordinance prohibits pets being loose on the complex during show time unless they are part of a show display.

Do not bring children during move-in and move-out as you will be responsible if your children are injured or if they damage another person’s materials.

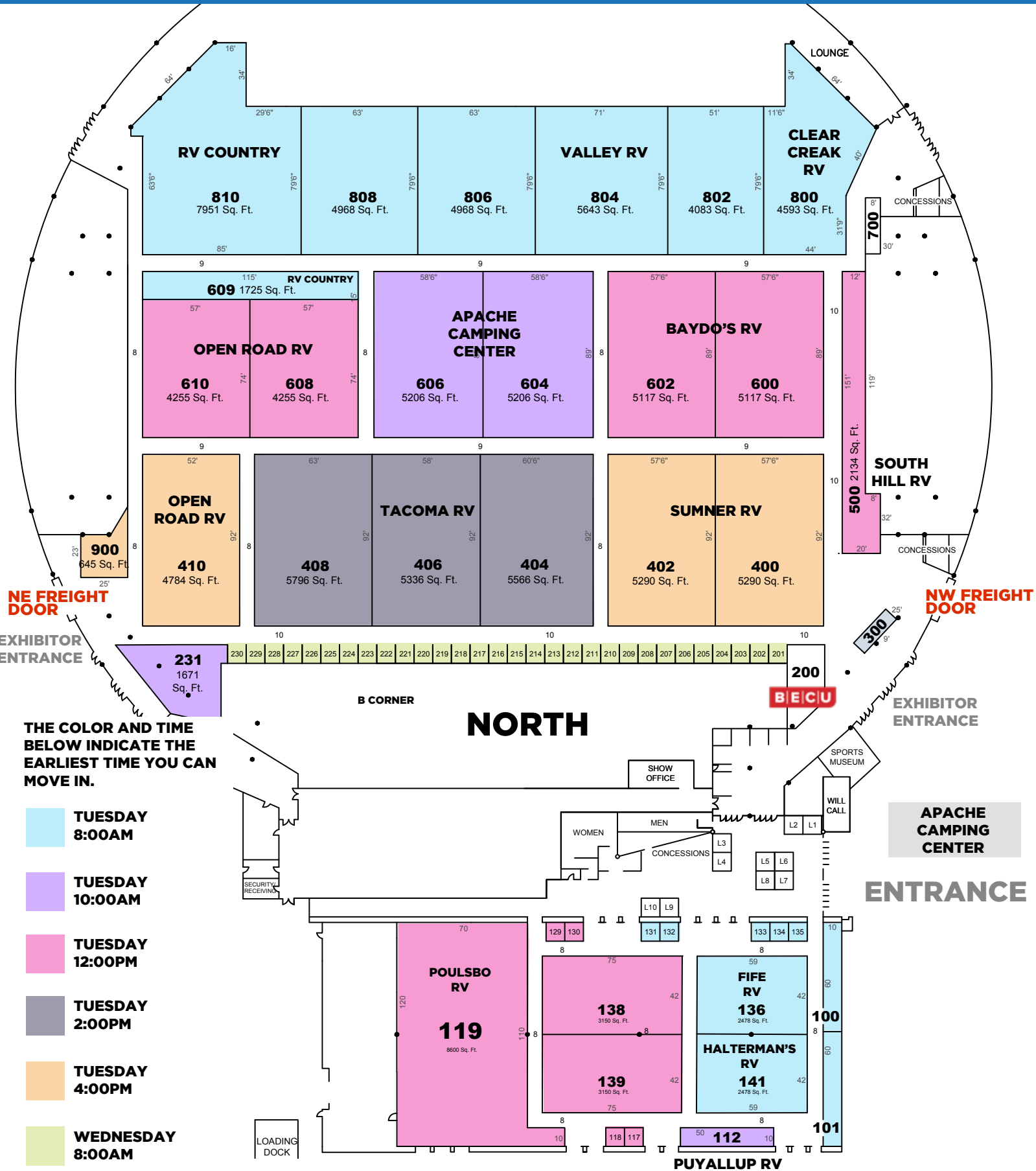
FORKLIFT SERVICES

O'Loughlin Trade Shows will provide forklifts for exhibitor use during move-in and move-out; however, due to insurance restrictions and the facility requirements, the exhibitor must provide their own certified driver.

Please note a waiting period is generally required for forklifts.

TACOMA RV SHOW

MOVE-IN MAP



OPENING DAY

The building will be open at 8:00 am on Thursday, January 17, for Exhibitors. All items must be hand-carried or carted, as **no vehicles will be allowed in the building and no roll-up doors will be opened.**

Your display must be completed and in place by 8:00 am opening day of the show. If your exhibit is not ready, Show Management has the right to cancel your contract, resell your space, keep all monies paid and collect any unpaid balances.

The placing, moving, altering, or dismantling of exhibits after the official show opening, Thursday, January 17, will not be permitted without the permission of the Management.

NOTE: Exhibitor hours for the rest of the show are two hours before show opening. This will be strictly enforced unless you make prior arrangements with Show Management.

STORAGE

Exhibitors are expected to arrange for storage of empty crates at their own expense off premises. Fire Marshal Regulations prohibit the storage of boxes, crates, packing materials, etc., and not over one day's supply of literature in the Exhibitor's space. The Tacoma Dome does not have available storage space on site.

FIRE CODE REGULATIONS

1. All motorized units must have less than $\frac{1}{4}$ tank fuel while inside the building. The fuel cap must also be taped off.
2. There is no propane allowed in the building. Please make sure all tanks are disconnected and empty.
3. Fire Marshall WILL BE onsite during move-in to check these items.

EXHIBITOR PASSES

EXHIBITOR ENTRY INTO BUILDING PRIOR TO SHOW OPENING

The Tacoma Dome and Show Office will open to Exhibitors two (2) hours prior to the daily public hours. Electrical power will be turned on at that time. If you have a circumstance that requires admittance at an earlier time, you must obtain special permission by stopping by the Show Office before closing the night before.

If you wish to come into the building prior to the public show hours, you must come through the Exhibitor's entrance, located at the northeast corner of the Arena, the Main Lobby, or 24-Hour Security, depending on which parking lot you use.

'MASTER' PASS

The Master Pass allows the Exhibitor to enter the building **ONCE EACH DAY**, and each pass is good for one person during the entire length of the show. The gate attendant will punch your pass when you enter the building. If you wish to leave the building and then return, have the door guard stamp your hand upon leaving. This stamp will be your re-entry pass.

If these passes are used by persons other than those immediately connected with the staffing of exhibits, they will be withdrawn. Master passes can only be left at Will Call for a one-time pickup, as they cannot be rotated. Will Call is strictly for "one time" entry passes. If this poses a problem, please come to the Show Office.

Your Master passes can be picked up at the Show Office during move-in. The person who picks up the passes will have to sign for them and will be responsible for distributing to appropriate show workers. **Passes will not be given out until the balance on your space is paid in full.**

The following number of passes will be issued:

Five (5) **MASTER PASSES** for the first 100 square feet of exhibit space.

One (1) additional **MASTER PASS** for each 100 square feet of exhibit space thereafter.

'SPECIAL GUEST' PASSES

This is a special pass available to the Exhibitor for use when an interested customer would like to return to your display to further discuss your products, services, etc. You can also purchase this pass for friends and family, as the Master Pass and Vendor Pass are for your workers only. Passes may be purchased at the Show Office anytime during move-in or show hours for a cost of \$4.00 each - **NO REFUNDS.**

PARKING

EXHIBITOR PARKING

PARKING IS FREE!

OVERNIGHT PARKING OF RVS

The Tacoma Dome does have on-site RV Parking. For the latest rates, please call them directly. During business hours, permits may be obtained from Staff Pro at (253) 274-8320; after business hours, contact 24-Hour Security for permits at (253) 593-7652.

These spaces are a courtesy extended by the Tacoma Dome for the convenience of Exhibitors use for overnight accommodations and cannot be used for commercial purposes. No more than two spaces will be rented to a single Exhibitor. There is a total of 21 full hook-up spaces in I-Lot and 50 spaces without hook-up services in 'G' Lot, and they are reserved on a first-come basis. They cannot be purchased prior to move-in.

MOVE-OUT

MOVE OUT GENERAL INFORMATION

You may begin move-out at 5:00 pm, Sunday, January 20. No vehicles will be allowed in the building until the Decorator has removed the aisle carpets. At no time may vehicles block truck entrances as some displays must be removed before any vehicles and/or trailers come into the building.

Due to the tight scheduling of Tacoma Dome events, all materials and Exhibits must be out of the building by **10:00 pm, Sunday, January 20. This time is non-negotiable.**

NOTE: MOVE OUT TIMES MAY MOVE UP. PLEASE BE PREPARED TO MOVE OUT EARLY.

TACOMA DOME

SHIPPING/RECEIPT OF EXHIBITS

Goods delivered by commercial carrier will be received at the Tacoma Dome from 8:00 am to 4:00 pm, Tuesday, January 15 and Wednesday, January 16, and during show hours only.

Shipping Address:

TACOMA RV SHOW

(Exhibitor's Name)

(Booth Number)

c/o Tacoma Dome, 24 Hour Security

2727 East D Street

Tacoma, WA 98421-1299

All shipments are to be **PREPAID**.

If you have an item of display requiring special handling due to size, weight, etc., contact the Show Management now. Forklift service is available, however; a waiting period is generally required. Your waiting time will decrease if your delivery trucks have hydraulic tail lifts.

Following the event, you are responsible for shipping out all your items. Any items remaining after the show will be treated as lost and disposed of by the decorator, Tacoma Dome, or Show Management.

The Show Office or Tacoma Dome does not supply hand trucks, carts, dollies, brooms, or vacuums.

DOOR HEIGHTS AND WIDTHS

Arena Northeast Freight Door: 24' 0" Wide; 18' 6" High

Arena Northwest Freight Door: 24' 0" Wide; 14' 6" High

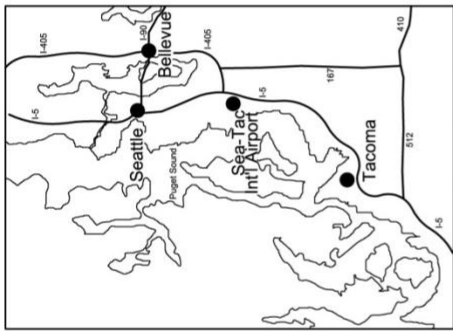
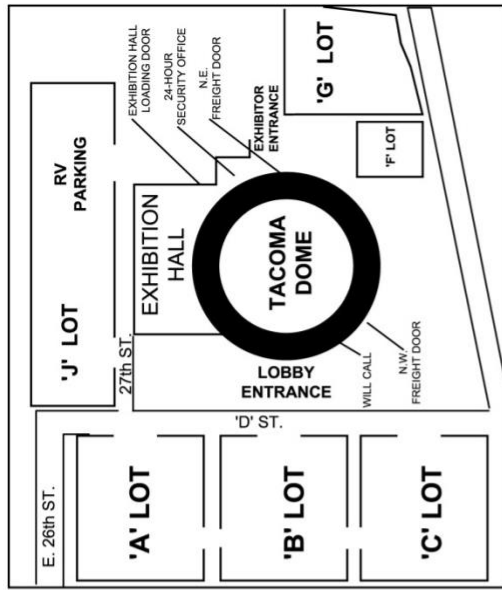
Exhibition Hall Freight Door: 22' 0" Wide; 19' 10" High

SWEEPING

The Dome Crew will sweep out the building at 4:00 p.m., Wednesday, January 16. It is mandatory that all packing cases be removed and vitally important you observe this "clean up" deadline as debris not ready for removal by this hour will be picked up at the Exhibitor's expense.

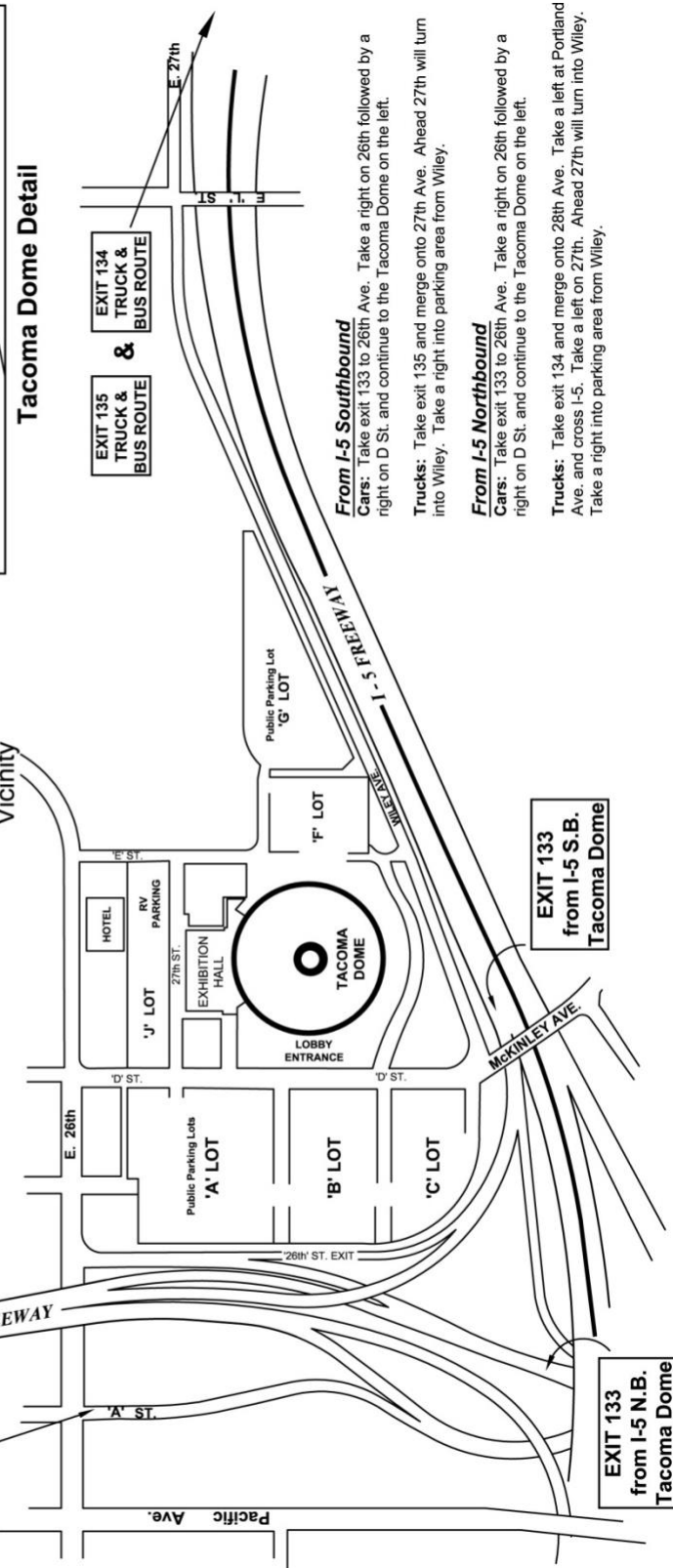
Should an Exhibitor have to clean his display before show time, electrical power will be on two (2) hours before show opening. Neither the Dome nor the Show Management has brooms or vacuum cleaners available. If you wish to hire cleaning service during the Show, please contact the Show Decorator.

MAP TO THE TACOMA DOME



To I-5 N.B. Seattle

To DOWNTOWN TACOMA



From I-5 Southbound

Cars: Take exit 133 to 26th Ave. Take a right on 26th followed by a right on D St. and continue to the Tacoma Dome on the left.

Trucks: Take exit 135 and merge onto 27th Ave. Ahead 27th will turn into Wiley. Take a right into parking area from Wiley.

From I-5 Northbound

Cars: Take exit 133 to 26th Ave. Take a right on 26th followed by a right on D St. and continue to the Tacoma Dome on the left.

Trucks: Take exit 134 and merge onto 28th Ave. Take a left at Portland Ave. and cross I-5. Take a left on 27th. Ahead 27th will turn into Wiley. Take a right into parking area from Wiley.



FOOD SERVICE POLICY

Vendors/Exhibitors will be allowed to bring in their personal food items and beverages in non-descript packaging while working the Tacoma RV Show. Personal food items and personal beverages are defined as items that Vendors/Exhibitors bring in with them for consumption in their Vendors/Exhibitors space during the event. Vendors/Exhibitors will be allowed to bring in small “lunch sacks” and small personal coolers (no larger than 12” x 12” in size). Vendors/Exhibitors will not be allowed to bring in large coolers for their personal food/beverage items.

Vendors/Exhibitors are not allowed to bring in “fast food” (i.e. Subway, Jack in the Box, etc.) or any restaurant food that they have purchased outside the Tacoma Dome in lieu of purchasing food at the facility. Pizza deliveries to the Tacoma Dome are prohibited in all cases. We understand the desire for Vendors to bring in their own food items, but that argument is lost if Vendors bring in other “restaurant type” food that they purchase outside the facility.

Vendors/Exhibitors will be allowed to bring in an individual coffee or non-alcoholic beverage if they have one in their hands when they arrive at the facility.

As always, event attendees/patrons will not be allowed to bring in any food and/or beverages into the facility at any point in time during the event.



STATE OF WASHINGTON

DEPARTMENT OF LABOR AND INDUSTRIES

Factory Assembled Structures
PO Box 44430 Olympia, Washington 98504-4430

All Recreational Manufacturers and Dealers are reminded that an Inspector from the Department of Labor and Industries, State of Washington, will be checking each show unit for compliance of Washington State Laws.

All Recreational Vehicles must have a Washington State Insignia on the Recreational Vehicle

If the unit does not have a Washington State Insignia on the Recreational Vehicle and has not been pre-approved for display.

WAC 296-150R-0050 Can you prohibit the sale or lease of my recreational vehicle? (1) We may prohibit the sale or lease of your recreational vehicle because it is unlawful for any person to sell, lease, or offer for sale a recreational vehicle within this state if it violates any of the requirements of this chapter (see RCW [43.22.345](#)).

(2) If an inspection reveals that a recreational vehicle violates this chapter, we may post a notice prohibiting the sale or lease of the recreational vehicle.

Washington State Recreational Vehicle Insignia

THE STATE OF WASHINGTON							F622-031-000
DEPARTMENT OF LABOR AND INDUSTRIES							
INSPECTION AND APPROVAL OF THIS UNIT WAS PERFORMED BY THE MANUFACTURER AS PROVIDED FOR IN RCW 43.22.340; .360; .390; AND .434. MANUFACTURER CERTIFIES TO COMPLIANCE.							
RV: 71100 SP		STATE PLAN					
MANUFACTURED BY:					MFG. NO.		
PA#:							
MAKE & MODEL					MO/DAY/YR ISSUED		
VIN:				SERIAL NUMBER:			
MARK VEHICLE TYPE	CT	TC	TT	FW	BHA	MHR	MHC

All Recreational Park Trailer Manufacturers and Dealers are reminded that an Inspector from the Department of Labor and Industries, State of Washington, will be checking each show unit for compliance of Washington State Laws.

All Recreational Park Trailers must have a Washington State Insignia on the Recreational Park Trailer

If the unit does not have a Washington State Insignia on the Recreational Park Trailer and has not been pre-approved for display.

WAC 296-150P-0050 Can you prohibit the sale or lease of my recreational park trailer? (1) We may prohibit the sale or lease of your recreational park trailer because it is unlawful for any person to sell, lease, or offer for sale a recreational park trailer within this state if it violates any of the requirements of this chapter (see RCW 43.22.345).

Washington State Recreational Park Trailer Insignia

THE STATE OF WASHINGTON		F622-023-000
DEPARTMENT OF LABOR AND INDUSTRIES		
INSPECTION AND APPROVAL OF THIS UNIT WAS PERFORMED BY THE MANUFACTURER AS PROVIDED FOR IN RCW 43.22.340; .360; .390; AND .434. MANUFACTURER CERTIFIES TO COMPLIANCE.		
RPT:	1297 SP	STATE PLAN
MANUFACTURED BY:		MFG. NO.
PA#:		
MAKE & MODEL		MO/DAY/YR ISSUED
VIN:		SERIAL NUMBER

Please contact John Harvey FAS Plan Review Supervisor (360) 902-5218 If he may be of any assistance.

WASHINGTON STATE DEPARTMENT OF REVENUE



STATE OF WASHINGTON DEPARTMENT OF REVENUE

To: Prospective Vendors

Washington state law provides that every person who shall engage in any business for which a tax is imposed under the Revenue Act shall obtain a certificate of registration from the Department of Revenue. The registration certificate is personal and nontransferable and is valid for as long as the person continues in business. This regular registration costs \$15.00 and may be obtained from any office of the Department of Revenue.

A Temporary Certificate of Registration may be issued to any person who operates a business of a temporary nature. These certificates are issued without charge, are valid for the duration of the special event in which you are participating, and may be obtained from any office of the Department of Revenue.

SALES OF FOOD PRODUCTS: Washington Administrative Code (WAC) 458-20-244 states that any business selling food products within a place to which an admission price is charged are taxable. This includes grocery items that are gift packaged.

In the Tacoma area any prospective vendor without an active Washington State business registration should contact the Department of Revenue by mail, phone, or fax sufficiently in advance of the proposed selling date to obtain a temporary business registration and sales tax schedules. The following information should be provided:

BUSINESS NAME: _____ TELEPHONE: _____

MAILING ADDRESS: _____
Street City State Zip

TYPE OF BUSINESS: ___Sole proprietor ___Partnership ___Corp. ___Other: _____

BUSINESS OWNER OR CONTACT NAME: _____

NAME OF EVENT: _____ DATES: _____

LOCATION OF EVENT: _____

TYPE OF GOODS SOLD/SERVICE TO BE PERFORMED: _____

Thank you
Tax Service Representative

WA STATE DEPARTMENT OF REVENUE
TACOMA FIELD OFFICE
PO BOX 111180
TACOMA WA 98411-1180
PHONE 253/593-2722 FAX 253/593-2003