

EVERGREEN RECREATIONAL VEHICLE SHOW

SEPTEMBER 22, 23, 24, 2023

PRODUCED BY WESTLAKE PROMOTION INC.

Exhibitor Information

SEPTEMBER 22, 10-6pm

SEPTEMBER 23, 10-6pm

SEPTEMBER 24, 10-5pm

Evergreen State Fairgrounds 14405 179th Ave SE Monroe WA 98272



1. **Show Schedule**
2. **Exhibitor Quick Info**
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4. **Internet Hard Line Order Form**
5. **Exhibitor Badges**
6. **Fire Regulations**

**RV exhibitors must send
"PROOF OF INSURANCE"**

**To Westlake Promotion: email (bbwestlake@seanet.com)
or fax (206-708-7406), naming Evergreen State Fair & Expo Center and
Westlake Promotion Inc. as additional insured**

Questions?
BILL BRADLEY
Westlake Promotion Inc.
Phone 206-669-7375
Email bbwestlake@seanet.com
Web: www.westlakepromo.com

Show Schedule

Evergreen RV Show
SEPTEMBER 22, 23, 24, 2023

Monday September 18

7:30am **RV Staging**

6pm All RV exhibitors may enter the Fairgrounds and stage rigs in main lot. **Do not move any rigs into show position at this time.**

Tuesday September 19

7:30am **RV Staging**

6pm All RV exhibitors may enter the Fairgrounds and stage rigs in main lot. **Do not move any rigs into show position at this time.**

Wednesday September 20

7:30am **RV Move-in per individual schedules**

7pm

Thursday September 21 BOOTH EXHIBITORS NOT DISPLAYING VEHICLES MOVE- IN 9AM

8am Facility opens

9am Booth exhibitors move in. All exhibitors please check in at show office prior to set up.

8pm Facility closes

Friday September 22

8am Show office opens

10am Show opens to the public

6pm Show closes

Saturday September 23

9am Show office opens

10am Show opens to the public

6pm Show closes

Sunday September 24

9am Show office opens

10am Show opens to the public

5pm Show closes and move out begins

Monday September 25

7:30am Buildings open. Move out continues.

10am All rigs must be clear of buildings and Fairgrounds by 11am.

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Exhibitor Quick Info

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All Exhibitors

Show Office	Located in the Main Building. The office will be open 9am booth exhibitor move-in day and remain open through move out. The show office opens each morning one hour prior to show opening.
WI-FI	Free Wi-Fi is available Inside Main Building and within about 75 feet surrounding Main Building. If you need an Internet hard line or telephone hard line, there is an order form inside this booklet. Hard Lines must be ordered directly from Fairgrounds and not through Westlake Promotion. (Hard line not available outdoors) Order form to coordinate through Fairgrounds is on following page.
Parking	Parking is free.
Insurance	All exhibitors are required to provide Westlake Promotion Inc. with an insurance certificate. This certificate must list as names insured: Evergreen State Fair & Expo Center and Westlake Promotion Inc. If you have not already done so, Fax (206-708-7406), or email (bbwestlake@seanet.com), a copy of your insurance certificate to Westlake Promotion.
Speakers	No loudspeakers or microphones are permitted in your exhibit space. Exhibits that depend on sound systems must be approved by Westlake Promotion in writing.
Music Policy	Absolutely no music of any kind is allowed without A.S.C.A.P. or B.M.I. written approval. That includes playing radios, stereos, CD's, etc. at any time during the show.
Admission	Adults \$8, Seniors (62+) \$7.00, Children 18 & under free if accompanied by an adult

Booth Exhibits Only

Move In	Thursday September 21st,, 9am-5pm All exhibitors must check-in at show office before setting-up
Booth	Exhibit booth includes: 8 ft high backwall drape, 3 ft high siderail drapes, ID sign, 500 watt power service.

RV Exhibits Only

Cleaning	For those without self contained washing stations, There will be running water available at the Fairgrounds during move in on Tuesday and Wednesday. Bring a hose and cleaning supplies. NOTE: SOAP MAY NOT BE USED ON FAIRGROUNDS DUE TO DRAINAGE RESTRICTIONS.
Used RVs	Used RVs will be classified as those having a verifiable processed registration showing new owners (not just a temporary permit or warranty start).
RV Electrical Hookup ***	Power will be supplied to each of your units. Make sure you have correct adapters for standard plug in. Make sure you bring a few 25 ft extension cords in case you need a little extra line to reach the power distribution boxes. *** There is not enough power to support halogen lights, electric heaters, microwaves or other major accessories – use running lights only ***

Questions?
BILL BRADLEY
Westlake Promotion, Inc.
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Email bbwestlake@seanet.com
Web: www.westlakepromo.com



**TELEPHONE – FAX – CREDIT CARD
SERVICE LINES**

(Equipment Not Provided)

Instructions:

1. **TELEPHONE SERVICES** - Snohomish County handles all telephone line service orders on the Fairgrounds.
2. **ORDERS:** Service orders should be received one (1) month or more in advance of event date.
Service orders 14 days or less before event may be assessed additional charges.
3. **EQUIPMENT** – Vendors must provide their equipment, credit card machines and **phone line**.
4. 5. **ORDER DEADLINE** - Complete the order form below and return to address above 30 days prior to event.
6. **PAYMENTS** - **Payment must be included with following service order.**

EVENT			
Event _____		Date Service _____	
Dates: _____		Lines are needed: _____	
<i>Phone Service is requested by:</i>			
Company Name: _____		_____	
Contact Name: _____		_____	
Contact Day Time Phone Number: _____		_____	
Email Address: _____		_____	
Booth Location (please be specific as possible): _____		_____	
Date: _____		Name: _____	
(Please Sign)			
Local and 1-800 service orders - individuals need to provide own analog equipment programmed with "9" dial out capabilities.			
# LINES	DESCRIPTION	PER LINE COST	TOTAL COSTS
	Outgoing Services only (Local and credit card 1-800 calls only)	@ \$130 per line	\$
	Outgoing and Incoming Services	@ \$150 per line	\$
	Comcast DSL Service (Some areas are not accessible for a line)	@ \$150 per line	\$
	Late fee (orders less than 14 days prior to event)	@ \$50 per line	\$
PAYMENT ENCLOSED:			\$
Checks payable to the order of: EVERGREEN STATE FAIRGROUNDS			

If you prefer to pay by Credit Card please fill out and mail or fax back this form. We will call you for your credit card information. Credit card payments are only handled over the phone or in person. **DO NOT** write your credit card number on this form.

Exhibitor Badges

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YOU MUST RETURN THIS COMPLETED FORM TO RECEIVE EXHIBITOR WORKING PASSES

ADDITIONAL BADGES CAN BE MADE ON SHOW SITE AS WELL

***E-mail this form
to Bill Bradley
bbwestlake@seanet.com***

***Or
FAX TO
WESTLAKE PROMOTION 206-708-7406***

Important Note: Passes are for people working in your booth. Exhibitors must be prepared to identify themselves to security. Limit 6 badges per exhibit.

Your Company Name	_____	Your Space #	_____
Badges Ordered By	_____	Your Phone #	_____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Booth exhibitors can pick up badges in the show office.

Fire Marshal Regulations

1. No display or exhibit shall be installed or operated that will interfere in any way with access to any exit or any exit sign. No display shall block access to fire fighting equipment such as fire extinguisher stations, fire hose cabinets and fire hydrants.
2. Any displays, exhibit booth or temporary construction in connection therewith shall not be built of highly combustible material. The use of any combustible construction material shall be approved by the Fire Marshal prior to use.
3. Any paper or fabrics used in construction of displays or exhibits shall be fire resistive or treated with an approved fire retardate solution prior to use in displays.
4. All electrical extension cords must be of the three-wire #14 grounded, hard usage type. No two-wire extension wiring will be allowed. All extension wiring shall be protected from physical damage.
5. Electrical equipment and installation shall be inspected and approved by the State Electrical Division.
6. The use, storage and handling of all flammable and combustible liquids shall be subject to written approval from the Fire Marshall.
7. The use and storage of Liquefied Petroleum Gas portable containers inside buildings or tents is prohibited.
8. All liquefied Petroleum Gas tanks located on the exterior of building or tents shall be secured in an approved manner, rigidly supported by brackets or secured to an upright member with chains.
9. Commercial cooking will only be allowed in approved locations and with approved equipment. Prior approval by the Fire Marshal is required.
10. The use or exhibiting of motorized vehicles powered by gasoline internal combustion engines inside shall require the following:
 - All gasoline must be drained from the tank allowing only enough gasoline to enable vehicle to drive in and out of the building.
 - The battery or batteries must be disconnected and taped with electrical tape.
 - Vehicles must be inspected by the Fire Marshal.
11. Trash receptacles used in displays and exhibits shall be constructed of a non-combustible material.
12. Any display or exhibit requiring use of any type of open flame heating device is prohibited in any building or tent. All units are required to be inspected prior to use. Any other open flame equipment must be used in an approved outside location. All such locations shall be provided with a minimum of 2A, 10 BC rated fire extinguisher, mounted in a location accessible to occupants.
13. By order of the Fire Marshal, NO SMOKING will be allowed in the booths or inside the buildings.