



Greater Seattle Chamber of Commerce Annual Tradeshow
Tuesday, May 12, 2009—3:00 p.m.-7:00 p.m.
Qwest Field West Plaza
Rules and Regulations

BOOTH INFORMATION

Backwall Drape:	8' pipe & drape (color depends on section)
Siderail Drape:	3 1/2' pipe & drape (color depends on section)
Booth Size:	8' deep x 10' wide (Gold Circle 10'x10')
Table:	6' x 2' (table skirting provided & white vinyl top)

Included in the cost of your booth:

Access to all registered attendees, table & full pipe & drape, ten names for free entrance to the Tradeshow, company listing in the event program, post event listing on Tradeshow website

LOAD IN/OUT

EXHIBITOR MOVE-IN	Tuesday, May 12, 2009 ** 1:00 PM - 3:00 PM
SHOW HOURS	Tuesday, May 12, 2009 ** 3:00 PM - 7:00 PM
EXHIBITOR MOVE-OUT	Tuesday, May 12, 2009 ** 7:00 PM - 8:00 PM

FOR EXHIBITOR LOAD IN: Park in the Stadium North Lot (2nd Ave. S & King St.). Proceed through the NE or NW entrance. Chamber staff will be onsite for check-in.

Exhibitor will be responsible for the loading and unloading of materials and for bringing own hand trucks.

NO HAND TRUCKS ARE AVAILABLE FROM QWEST FIELD & EVENT CENTER

EXHIBITING RULES

- Exhibitor names need to be submitted by May 5, 2009
- Booth decorations need to be fire retardant, no boxes can be in the booth (just under the table)
- No lightweight extension cords
- Traditional upright display units up to 6' wide and 8' tall will fit within all exhibit spaces
- Exhibitor is responsible for own signage; banner may be hung on front of table (bring own table clips)
- Hooks will be available to hang banners from pipe & drape. You MUST use hooks to hang any thing from the pipe & drape. EXHIBITOR IS RESPONSIBLE FOR ANY DAMAGE!
- No live animals, no flames, no candles, no smoking allowed
- May **NOT SELL** any services or goods
- Exhibitors who manufacture, process or distribute food as their normal course of business and would like to distribute food samples are allowed to do so provided that their food samples are no larger than bite-size and the beverages are no larger than three (3) ounces.
- May collect cards for drawing, may not announce winner over mic at event
- Noise level at table must be kept below event background music provided by Qwest Field

CANCELLATION POLICY

Contact Jessica Estrada at jessicae@seattlechamber.com or 206.389.7271 to cancel a table. To receive a full refund booth must be cancelled by 5:00 PM on Friday, April 17, 2009.