



## EXHIBITOR GUIDELINES

**Please distribute to all Exhibitors. Electronic copies are available on our website: [www.spokanecenter.com](http://www.spokanecenter.com).**

### GENERAL INFORMATION

1. Exhibitors are to have all proper licenses and permits required by the State of Washington and the City of Spokane and comply with the regulations of the Spokane Fire Department and the Spokane Health Department.

2. Exhibitors are not to be in the service corridor or loading lock. Exhibitors are not to be in the service corridor or loading lock.

3. Spokane Convention Center storage space is limited therefore the facility cannot receive goods prior to move-in or store them past the contracted move-out time. Goods arriving prior to the authorized move-in times will be refused and required to return at the scheduled move-in time. All freight must be handled through the General Service Contractor who will deliver it to the facility during the approved move-in period.

4. By law smoking is strictly prohibited at all times in the Spokane Convention Center or within 25' of any entrance or air intake system.

5. Loading in and loading out must be done through the designated loading docks assigned to the show. Loading in and loading out through Spokane Convention Center lobbies is strictly limited to hand carried items only and must be approved in advance. Materials that require the use of a wheeled apparatus must go through the dock area. Passenger elevators and escalators are designed for passenger use and not intended to carry heavy weights. Loading docks are for loading and unloading only. All unauthorized vehicles left in the loading area will be towed away at the owner's expense.

6. Exhibitors are not to use the Spokane Convention Center staff precludes use by exhibitors.

7. Food Sampling

- a. A full list of exhibitor booth food and beverage services—everything from nuts and coffee to Centerplate. This service can be a great advantage to exhibitors.

- b. Applications to distribute sample food productions must be made with Centerplate at least thirty days before the event and an approved application must be displayed within the booth.

- c. Any exhibitors interested in distributing their own food or beverage must be the manufacturer of said product or be exhibiting in a food or beverage related show. Only 'bite size' samples of no more than two (2) ounces of food or beverage may be distributed by exhibitors. Exhibitors cannot participate in cash sales of said product during the show. Food or beverage items to be consumed on site may not be sold from any consumer or trade show booth.



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- d. Any products that are sold for off-premise consumption must be packaged to discourage on premise consumption.
- e. All persons dispensing product must have proper food handling permits from the Spokane Regional Health District.

9. Approval for the use of pens and enclosures containing live animals must be obtained from the Event Supervisor. When any display includes pens of enclosures containing live animals, the exhibitor must provide a letter of approval from the Event Supervisor. When any display includes pens of enclosures containing live animals, the exhibitor must provide a letter of approval from the Event Supervisor.

a. All animals must be housed in approved enclosures at the Spokane Convention Center equipment.

b. All pens must be cleaned daily.

c. All animals must be supervised at all times.

d. Animals must be supervised at all times.

e. Clean up and proper disposal of absorbents and waste

- 9. Booth cleaning and housekeeping is the responsibility of the General Service Contractor. Spokane Convention Center staff will not perform these services.

10. All exhibitors must provide a letter of approval from the General Manager for the use of studded tires on the exhibit floor.

- 11. All banners and signage must be hung by the show's General Service Contractor. Exhibitors may not hang banners or signage without approval from the show management.

- 12. Electrical and telecommunication services are exclusively provided by Spokane Convention Center.

13. All exhibitors must provide a letter of approval from the General Manager for the use of studded tires on the exhibit floor.

- 14. Spokane Convention Center is not responsible for trash generated by the Exhibitor. The show will be provided a bulk trash receptacle in the loading dock for exhibitor use.

- 15. Aisle ways and exits must remain clear and cannot be obstructed in any way during show hours. Please do not throw boxes or trash generated during show hours into the aisles.

16. Studded tires will be allowed inside the building.



- 17. Helium balloons (no smaller than 36" in diameter) are allowed only when they are anchored to exhibits and approved in advance by your Event Supervisor. Absolutely no helium balloons shall be used in the Convention Center. Helium tanks require storage in a proper storage receptacle approved in advance by the Spokane Fire Department.
- 18. Spokane Convention Center has a 'no-tipping' policy. No exhibitor or contractor or representative of any company shall tip any employee of the Convention Center here to serve you.
- 19. All materials must use a minimum of 1/2" plywood or similar type of approved sheathing and curbing must be used to retain loose materials and to prevent leaks and water seepage.
- 20. Basic rules for move-in and move-out
  - a. No consumption of alcoholic beverages
  - b. No use or possession of illegal or controlled substances
  - f. Proper footwear must be worn at all times