

## **EXHIBITOR INFORMATION (PAGE 1 of 3)**

### **Northwest Remodeling Expo – Seattle, WA February 2-4, 2024 Seattle Convention Center**

#### **LOCATION**

Seattle Convention Center  
Arch at 705 Pike Halls 4E  
705 Pike Street  
Seattle, WA 98101

#### **SHOW HOURS**

Friday	12 PM – 6 PM
Saturday	10 AM – 6 PM
Sunday	11 AM – 5 PM

#### **MOVE-IN:**

Wednesday, January 31	10 AM – 6 PM
Thursday, February 1	8 AM – 4 PM
Friday, February 2	8 AM – 11:30 AM*

\*Friday is hand carried/carted move in only.

#### **MOVE-OUT:**

Sunday, February 4	5 PM – 9 PM
Monday, February 5	8 AM – 11 AM*

\*All Booths Must Move-Out by 11 AM Monday

#### **IMPORTANT INFORMATION**

**Exhibitor identification badges will be available for pick-up during move-in.**

Larger exhibits which need to use the loading docks or drive onto the show floor will be allowed a **MAXIMUM OF 1 HOUR** to unload their vehicles and remove them from the show floor.

If you need to contact the show decorator to place orders for booth carpeting or booth furnishings, call **Fern at 503-228-6800** or visit [www.FernExpo.com](http://www.FernExpo.com)

If you need to contact a Show Manager at any time, **please text/call:**

**Deana Escudero** with L&L Exhibition Management at **912-213-9200**

or email [deanae@homeshowcenter.com](mailto:deanae@homeshowcenter.com)

**Please include your name, the company you are with and the show you're at attending.**

## **EXHIBITOR INFORMATION (PAGE 2 of 3)**

### **Hand-Carried Freight Garage Entrance Hours of Operation:**

#### **MOVE-IN:**

Wednesday, January 31	10 AM – 6 PM
Thursday, February 1	8 AM – 4 PM
Friday, February 2	8 AM – 11:30 AM*

\*Friday is hand carried/carted move in only.

#### **MOVE-OUT:**

Sunday, February 4	5 PM – 9 PM
Monday, February 5	8 AM – 11 AM*

\*All Booths Must Move-Out by 11 AM Monday

### **Exhibitor Vehicle South Hand Carried Access During Move-In/Out:**

Exhibitors must use the 8th Avenue parking garage entrance. Passenger elevators and escalators may not be used for transporting freight. **Clearance at this entry is 6'0" by 6'5". Vehicles exceeding this height must schedule deliveries through the loading dock (standard full-size vans will not clear this entry).** If you intend to drive on the show floor to setup your display you **MUST** have a scheduled move-in time. **L&L will call larger displays to set up drive-in, move-in times.** There is no on-site freight storage, nor can we accept deliveries for you at the Convention Center. Any exhibitors with 10x10 booths or with booths that can be hand-carted or hand-carried must use the south hand carried freight loading area to move in and out. Maps to the south hand-carried freight loading area are included in this packet.

#### **Bring Your Own Carts**

Bring your own carts to expedite your work. There are a limited number of flatbed carts available on a first come, first served basis. Carts are checked-out at the HCF zone in the garage. Please return the cart when finished.

#### **Complimentary Parking**

Complimentary parking is available only if you enter and exit within one hour during the posted Hand Carried Freight hours. You can have your parking ticket validated at the HCF Service Desk.

#### **Hand Carried Freight Guidelines**

The Convention Center has a temporary small vehicle delivery area within its facility. This space is reserved by L&L Show Management to allow safe access for exhibitors to transport materials to and from their exhibit areas. Show Management will publish the dates and times established for the operation of Hand Carried Freight (HCF) in advance.

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### **Fire Code Booth Considerations:**

All decorations, drapes, signs, banners, plastic displays, hay, split bamboo, combustibles, etc. must be flame-retardant. Table coverings with overhang greater than 6" must also be flame-retardant. Items that require treatment with a flame-retardant product will be subject to a flame test prior to or during show hours. Wood panels greater than 1/4" original thickness are considered flame-resistant.

The use of oilcloth, tarpaper, sisal paper, nylon, Orlon, and certain synthetic materials cannot be made flame resistant, and their use is strictly prohibited.

Candles may only be used in public assembly areas if under permit for Open Flame, and only within an approved container (specific conditions apply). Sterno does not require a permit.

Combustible storage is not allowed on the event floor. Combustible storage is specifically prohibited in dead areas, behind booth drapes or in unsold areas. Empty cardboard boxes intended for repackaging must be removed from the event floor. Booth storage of literature/brochures is limited to full boxes that can be easily stored under tables in the booth.

Helium, Nitrogen, Oxygen and Nitrous oxide tanks are allowed on the event floor with prior approval by the Fire Marshal. Tanks must be properly labeled for contents and firmly secured in the upright position, with valves protected against damage. Nitrous oxide and Oxygen tanks over 250 cubic feet are prohibited. Oxidizing gases (Oxygen or Nitrous oxide) in amounts more than 503 cubic feet may only be used in public assembly areas under permit for Hazardous Materials.

All fire hose cabinets and fire extinguishers must be visible and kept clear and readily accessible during move-in, show days and move-out. The issue of visibility and ease of access to fire equipment applies to the event floor as well as service corridors.

Large, covered booths [over 100 square feet] require that the floor plan and booth plan be pre-approved by the Fire Marshal. Booths up to 300 square feet require a fire extinguisher.

NOTE: In covered booths over 300 square feet, the Fire Marshal will require that a fire suppression system be installed in the booth.

Any structure intended to support people that is taller than 48 inches requires special permitting.