

Exhibitor Guidelines

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Event Organizers must distribute the Greater Tacoma Convention Center Exhibitor Guidelines to all exhibitors. Electronic copies are available on our website or upon request from your Event Coordinator to assist in reproduction and distribution to exhibitors.

Shipments/Storage

Due to limited on-site storage, advance written notice is required for all shipments. The Convention Center reserves the right to refuse any shipments if advance notice fails to occur. Exhibitors agree to indemnify and hold harmless the Convention Center from all claims, lawsuits, litigation, judgments, damages and costs arising out of loss of or damage to, including , but not limited to, destruction or theft of property.

Guards

Uniformed guards may be required in exhibit areas at the expense of the exhibitor.

Exhibitors and clients shall indemnify and hold harmless the Convention Center and its serving agents from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of exhibits.

Client shall be responsible for obtaining any necessary local Fire Department approvals of exhibit plans.

Exhibitors Hiring Labor

Exhibitors who hire other than the official show decorator for booth installation and dismantling, must notify the Event Organizer with the names of their installation and decorating staff in writing not less than thirty (30) days in advance of the event. Access of I&D staff must be coordinated through the official show decorator. There is no dedicated on-site storage at the Convention Center.

Tape

The use of single-sided or double-stick foam tape, single-sided or double-stick cellophane tape, or masking tape is prohibited on any surface. Failure to comply will result in cleaning or replacement fees including labor. Painter's tape or UHU tac are acceptable for use on wall surfaces. Gaffer's tape may be used for placement on flooring.

Please Be Timely

Goods/materials may not be delivered in advance of the event, or left after the event's official move-out time.

Exhibitor Utilities

Utilities must be ordered online at least thirty (30) days prior to the event, e.g. air, water, drain, electrical, telephone, etc. Orders may be placed on our website, tacomaconventioncenter.org/exhibit. All multiple booth areas should include a layout with utility locations clearly marked with each order. Please attach these diagrams to your online order. This will help ensure your area is set correctly.

Exhibitor Fire Safety

All fire, safety and Convention Center regulations must be strictly followed. No propane, acetylene or other flammable or explosive materials are allowed. Gasoline-powered vehicles may be displayed with a maximum of one-quarter (1/4) tank of gas. There are no exceptions. The vehicle gas cap must be taped or locked and the battery disconnected. Tanks of compressed air or gas are prohibited. Additional information is available in the Fire Regulations section of this document.

Exhibitor Signs, Decorations & Banners

Decorations may not be affixed to any surfaces in the building. No holes may be drilled, cored or punched into the building or equipment. All equipment used must be stable without bolting or anchoring to floors or walls. Decorations may not include balloons, crepe paper, cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs/trees, glitter, sheaves of grain, streamers, straw, paper, vines, etc. For rigging information, please refer to the Rigging Guidelines section of this document.

Exhibitor Food Samples

Subject to Event Coordinator approval, those who manufacture, process, or distribute food in their normal course of business and wish to distribute food samples, may be allowed. This is provided food samples are no larger than bite-size and beverage sizes no larger than three ounces. All exhibitors should contact the Event Organizer prior to the event for approval of food distribution.

Any exhibitor not manufacturing, processing, or distributing food in their normal course of business who would like to distribute food items, must purchase these items from Aramark Food Services. Please contact Aramark at 253.830.6679 to make these arrangements or to purchase food and beverage from the exhibitor menu. An exhibitor distributing food samples may need to obtain a temporary food permit. See the next paragraph for details.

Temporary Food Service

The Pierce County Health Department may require those exhibitors distributing food samples to obtain a Temporary Food Service Permit. A temporary food service is a food establishment that operates at a fixed location for a period of time not more than twenty-one (21) consecutive days in conjunction with a single event or celebration, such as a: Fair, Carnival, Circus, Public Exhibition, Festival, Fundraiser, or similar transitory gathering. Temporary Food Service Permits can be obtained by contacting the Pierce County Health Department directly at 253.798.6460.

Who Needs a Temporary Food Service Permit?

Individuals or groups planning to hold events that are open to the public must obtain a permit. If you advertise your event with flyers, banners, newspaper articles, or by other means, it is considered a public event. Note: Church dinners or other events that are for members and their guests only and are not advertised are not considered to be public events.

Where is the Permit Application Located?

Current applications and additional forms may be obtained from the Tacoma-Pierce County Health Department or by calling 253.798.6460, Monday-Friday, 8am to 4:30pm.

When Should the Permit Application be returned?

The Health Department recommends the application be returned with the required fee a minimum of three (3) weeks before the event. This allows enough time for Health Department staff to adequately review the application and make any changes necessary well in advance of the event.

If the application is returned to the Health Department less than fourteen (14) days before the event, a late fee will be assessed in addition to the regular permit fee. You are urged to apply for a permit as early as possible. For more information call 253.798.6460. Refer to the Food & Beverage section of this document for more information. The selling of food or beverage is prohibited.

Exhibitor Giveaways

Samples may not include self-adhesive decals of any sort, balloons, yardsticks or any item that could be considered a weapon of any type.

Smoking Policy

The Convention Center is a smoke-free environment. Washington State law prohibits smoking in all indoor areas as well as 25 feet from entrances, exits, windows that open, and ventilation intakes that served an enclosed area where smoking is prohibited.

Gratuity Policy

We are here to serve you. No gratuities should be offered to employees.

Children & Animals

Children under the age of sixteen and animals are not permitted on the event floor during move-in and move-out times. Exceptions are made for service animals.