

Health & Safety EXPO -featuring- STEM

GUIDELINES FOR EXPO EXHIBITORS

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| Exhibitor set up | Monday, May 9 | 7:00 a.m. to 4:00 p.m. |
| EXPO exhibitor hours | Tuesday, May 10 | 7:00 a.m. to 7:00 p.m. |
| | Wednesday, May 11 | 7:00 a.m. to 7:00 p.m. |
| Exhibit removal | Wednesday, May 11 | 7:00 p.m. to 8:00 p.m. |
| | Thursday, May 12 | 7:00 a.m. to 9:00 a.m. |

1. Set up begins at 7:00 a.m. and must be completed by 4:00 p.m. on Monday, May 9, with exhibit removal completed no later than 9:00 a.m. on Thursday, May 12.
 - a. An exhibit representative is required to be with the display until all items are removed from the TRAC Center.
 - b. Charges will be assessed for booth phone service or any electrical needs in excess of 500 watts. Contact the TRAC Center at (509) 543-2999, or email events@traconline.com.
2. Exhibitor space location assignments are at the discretion of the EXPO Staff.
3. Exhibits are to be set up for the duration of the event.
4. Exhibitors planning to leave their booths longer than 30 minutes need to contact the EXPO Information Booth.
5. Exhibitors may not stick or attach anything to the curtains, tables or floors of their booth.
6. Exhibits should be tailored for the general public. Booths with interactive demonstrations geared to support education are desired to increase participation by local schools.
7. All exhibitor brochures, handouts and literature must be pre-approved by the EXPO team. Give-away items that could cause hazards, in the opinion of the EXPO team, are not allowed.
8. Exhibitor is responsible for bringing supplies needed for their booth (common forgotten items include electrical extension cords, scissors and step stools).
9. Exhibitors may not provide give-away samples of food or beverages (including water) without express written consent from the EXPO team.
10. Exhibitors are to wear appropriate clothing and closed-toed shoes (during set up, EXPO, and exhibit removal).
11. Exhibitors are to display safe work practices at all times (no standing on chairs/tables).
12. Exhibitors are expected to take a "soft-sell" approach in promoting their products. No pricing of merchandise or services allowed.
13. Exhibitors may not solicit donations or conduct pay-for raffles or fund-raising events.
14. Exhibitors may not publicly advertise this event without written consent from the EXPO team.
15. Exhibitors may not bring in any outside food or beverage.

16. Exhibitors who are unable to attend once they are registered, should immediately contact the Exhibit Lead, Lanette Adams, at 509-373-9669.
17. The exhibiting company must arrange for shipping or storage of display items directly with the TRAC Center by calling (509) 543-2999 or email events@traconline.com
Shipments should arrive no earlier than May 9, 2016. Items should be sent to the following address:
TRAC Center
6600 Burden Blvd.
Pasco, WA 99301
Attention: Health & Safety EXPO – Lanette Adams
NOTE - There is no on-site shipping at TRAC Center for return shipping. Exhibitors are responsible for return shipping arrangements.
18. Exhibitor shall indemnify and hold harmless Mission Support Alliance and the TRAC Center and agents from all liability (damage or accident), which might ensue from any cause resulting or connected with transportation, placing, removal, or display of exhibits.
19. Exhibitors shall indemnify and hold harmless Mission Support Alliance and the TRAC Center and agents against any claims of expenses arising out of the use of the exhibition premises.
20. Mission Support Alliance reserves the right to cancel the EXPO, the exhibition, or any part thereof, with no liability to the exhibitor.

Further information: Contact Lanette Adams, EXPO Exhibit Lead, at (509) 373-9669.