

GUIDELINES FOR 2020 EXHIBITORS



Exhibitor set up	Monday, April 20	7:00 a.m. to 4:00 p.m.
Exhibitor hours	Tuesday, April 21	7:00 a.m. to 7:00 p.m.
	Wednesday, April 22	7:00 a.m. to 7:00 p.m.
Exhibit removal	Wednesday, April 22	7:00 p.m. to 9:00 p.m.
	Thursday, April 23	7:00 a.m. to 8:00 a.m.

1. Set up begins at 7:00 a.m. and must be completed by 4:00 p.m. on Monday, April 20, with exhibit removal completed no later than 8:00 a.m. on Thursday, April 23.
 - An exhibit representative is required to be with the display until all items are removed from the HAPO Center (formerly TRAC).
 - Charges will be assessed for booth phone service or any electrical needs in excess of 500 watts. Contact the HAPO Center at (509)543-2999, or email events@hapocenter.com.
2. Exhibitor space location assignments are at the discretion of the Health & Safety EXPO Team.
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 information center.
5. Exhibitors may not stick or attach anything to the curtains, tables or floors of their booth.
6. All exhibitor brochures, handouts and literature must be pre-approved by the Health & Safety EXPO Team. Give-away items that are deemed hazardous, in the opinion of the Health & Safety EXPO Team, are not allowed. Note: Stickers, yo-yo's, and noise makers; such as whistles, are not allowed.
7. Exhibitor is responsible for bringing supplies needed for their booth (common forgotten items include electrical extension cords, scissors and step stools).
8. Exhibitors may not provide give-away samples of food or beverages (including water) without express written consent from the Health & Safety EXPO Team.
9. Exhibitors are to wear appropriate clothing and **closed-toed shoes** including during set up and exhibit removal.
10. Exhibitors are to display safe work practices at all times (no standing on chairs/tables).
11. Exhibitors may not sell, solicit donations or conduct pay-for raffles or fund-raising events.
12. The exhibiting company must arrange for shipping or storage of display items directly with the HAPO Center by calling (509)543-2999 or email events@hapocenter.com.

NOTE - There is no on-site shipping at the HAPO Center for return shipping. Exhibitors are responsible for return shipping arrangements.
13. Exhibitor shall indemnify and hold harmless Mission Support Alliance and the HAPO Center and agents from all liability (damage or accident), which might occur from any cause resulting or connected with transportation, placing, removal, or display of exhibits.
14. Exhibitors who are unable to attend once they are registered should immediately contact Health & Safety EXPO Team registration at (509)372-3692.

Questions or concerns should be directed to the Health & Safety EXPO Team via the contact information below:

EXPO@rl.gov

Logistics: Owen Berglund at (509) 308-4962

Registration: Christine Jeskey at (509) 372-3692