

SEATTLE GIFT SHOW

General Information

SHOW MANAGEMENT

Seattle Gift Show is managed by Urban Expositions. Prior to the show please direct all inquiries to:

Urban Expositions, LLC
1690 Roberts Blvd.
Suite 111
Kennesaw, GA 30144
(678) 285-EXPO (3976) or 1-800-318-2238
FAX (678) 285-SHOW (7469)

SHOW LOCATION

Washington State Convention Center
800 Convention Place
Seattle, WA 98101
(206) 694-5000

SHOW OFFICE

The show office will be located near the escalators on the 4th floor. Please look for on site signage. Contact the Show Office for questions beginning January 31st regarding registration, booth assignment, badges, show regulations, schedules, etc. Show office phone number will be available shortly. Please note this number will be available during show office hours only.

Show Office Hours:

Thursday & Friday	Jan 31 st & Feb 1, 2019	8:00 AM – 6:00 PM
Saturday - Monday	February 2-4, 2019	8:00 AM – 5:00 PM
Tuesday	February 5, 2019	8:00 AM – 3:00 PM

ATTENDANCE OF CHILDREN

There will be no persons under the age of 16 admitted to the show during move-in, show hours or move-out. This is to uphold the integrity and professionalism of the exhibition as well as protect underage persons from forklifts and other hazards during move-in and out. Please make appropriate arrangements prior to the show.

PLEASE NOTE: Due to Washington State Convention Center rules & regulations absolutely NO children under the age of 16 years are allowed on show floor during move-in or move-out. No exceptions will be made.

UBI (State of Washington Tax ID) Number

A temporary registration certificate may be issued to anyone who operates a business of a temporary nature. Temporary business is defined as no more than two events each year with each event lasting no longer than one month. With respect to The Seattle Gift Show, Urban Expositions may not permit an exhibitor to participate in the show without having first confirmed that the exhibitor has secured a State of Washington tax registration number. **NO EXCEPTIONS.** A UBI number is required regardless of anticipated sales. For more information or to apply for a UBI number, please visit the Department of Revenue Washington State. **Please note, there is no application fee.** Visit <http://dor.wa.gov> click on Doing Business, then Business Types, to get to Temporary Business page. On this page you will be able to access the online registration form. You may also call the Washington State Department of Revenue at 1-800-647-7706. They will provide you with a FREE temporary tax registration (UBI) number. After you receive this number, please notify Lisa Meyer at Urban Exposition at 678-370-0346 or via email at lmeyer@urban-expo.com to provide this UBI number.

EXHIBIT REGULATIONS:

TERMS AND CONDITIONS

Please review all the terms and conditions associated with exhibiting in the Seattle Gift Show. They are outlined on the backside of the "Official Show Contract."

EXHIBITOR INSURANCE

Exhibitors are urged to obtain exhibition insurance through their own insurance company to cover their personnel, exhibit material and equipment for the duration of move-in, show days, and move-out including public liability, property damage, fire and theft, etc.

SHOW MANAGEMENT, THE EXPO CENTER OR THE OFFICIAL SERVICE CONTRACTOR WILL NOT ACCEPT LIABILITY OR RESPONSIBILITY FOR ANY LOSS, DAMAGE OR INJURY OCCURRING TO EXHIBITOR PERSONNEL OR PROPERTY, OR ANY LOSS, DAMAGE OR INJURY CAUSED TO ANYONE OR ANYTHING BY THE EXHIBITORS.

GENERAL RULES APPLYING TO ALL DISPLAYS

No sold or any sample sale signs are permitted except in the Food Focus and Treasures To Go section.

SAMPLE SALES

In keeping with the wholesale nature and intent of the show, the sale of samples or merchandise for delivery at point of sale during the show is expressly prohibited except in the Food Focus and Treasures To Go section. No merchandise will be permitted to leave the exhibit floor. All booths must remain fully intact until the official close of show for the benefit of the buyers. Violations of the terms of this paragraph may result in immediate dismissal from the current show and exclusion from participation in future shows. No refund of exhibit fees will be made.

All demonstrations equipment, including operator's position, must be located inside the booth.

Exhibitors building special background or side dividers must make certain that the surfaces of such dividers are finished in such a manner as not to be unsightly to exhibitors adjoining booths. If such surfaces remain unfinished at 8:00 a.m., on the opening day of the show, management shall authorize the official decorator to effect the necessary finishing and the exhibitor must pay all charges involved.

The use of sound is permissible provided it is not audible more than three feet into the aisle or into neighboring booths, and that the sound is directed exclusively into the exhibitor's booth. Sound should only be used in conjunction with the exhibitor's product. No radio or TV or other devices as such during show operation. Show Management shall have absolute control over this regulation, the intent of which is to ensure that sound systems shall not be audibly objectionable to neighboring exhibitors.

Pamphlets and literature may be handed out only from within the confines of exhibitors' booths. Passing out promotional material, samples or literature in the aisles or common areas is prohibited.

Exhibitor's display/booth is to be set up only within the area as designated to the exhibitor. Encroachment into aisles and neighboring booths is strictly prohibited and will be adjusted at exhibitor's expense.

Sampling Food And Beverages

You may offer samples of food and beverages from your booth only if the food or beverages are products that you are displaying for re-sale, and then only if the following criteria are met: you submit the sample food and beverage form to Aramark at least 5 days prior to the first day of the show; the food and/or beverage service is confined to your booth space; food samples are limited to bite-sized pieces and beverage samples are limited to one ounce; your sample is not disruptive to the show or to your neighboring exhibitors; you provide for any necessary cleaning and trash removal service required as a result of your sampling.

Alcoholic beverages will not be allowed

PHOTOGRAPHY

Photography of any kind is strictly prohibited unless you receive prior written approval from that exhibitor. Any exhibitor taking photos of another exhibitor's booth without written consent risks expulsion from the show.

VIOLATIONS

As a condition for exhibiting, each exhibitor shall agree to observe the show policies. Urban Expositions reserves the right to restrict and/or expel at any time any exhibit, which it deems undesirable. Any exhibitor who fails to observe these conditions of the contract, or who, in the opinion of the management of Urban Expositions conducts themselves unethically, will be dismissed from the exhibition without refund.

Complaints regarding any objectionable practice by an exhibitor or official supplier should be reported immediately to the Show Office.

All matters and questions not specifically covered by these show regulations are subject to the decision of the management of Urban Expositions, whose decisions will be final.

EXHIBITOR SERVICES:

SECURITY

Security will be provided on a 24-hour basis beginning with the first day of posted move-in and extending through the last day of posted move-out. Every precaution will be made to ensure the safety of each exhibitor's merchandise. However, it is the exhibitor's responsibility to exercise prudent judgment and to safeguard personal property and belongings. Management is not held responsible for any loss or damage to exhibitor's property.

Any lost or stolen valuables or any breach of security should be reported to the show office immediately. Exhibitors are encouraged to remove or conceal any valuable objects while their exhibit is unattended.

HOTELS & TRAVEL INFORMATION:

CONNECTIONS

Urban Exposition and CONNECTIONS Housing have negotiated discounted rates with local hotels to save you money while participating at the Seattle Gift Show. To take advantage of these discounts, please contact CONNECTIONS at their toll free number, 855-246-8722 or visit www.seattlegiftshow.com to reserve your room.

Seattle Gift Show

SHOW Site Exhibitor Information

Please complete this form in case we need to contact you on your way to the Show or during the Show.

Please fax to 678-831-4582
Attn: Lisa Meyer

Please Return this form ASAP

Company: _____

Booth # _____

UBI # _____

Contact _____

Phone _____

Cell # _____

Hotel Staying _____

Alt Contact _____

Phone _____

Cell # _____

What day will you arrive to the Show to set up?

- Thurs Jan 31st Set-up
- Fri Feb 1st Early Set-up Before 2:00pm
- Fri Feb 1st Late Set-up- Estimated time of arrival _____

If you will be setting up after 3:00 pm on Friday, February 1st you must notify Management as soon as possible with expected time of arrival. Please complete the above information, **do not forget to include your UBI number**, and fax in to 678-831-4582. Management has the right to release booth(s) if not notified in advance. Please note that your booth(s) must be set up before the opening of the Show on Saturday, February 2, 2019.