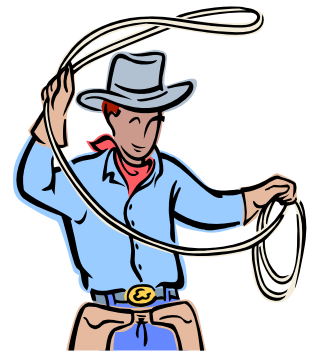


# **GARDEN EXPO 2010 VENDOR INFO**

## **TERMS & CONDITIONS for 8 May 2010**



**Admission Price** - Public attends the popular annual Garden Expo free of cost

**Advertising** - The event management agrees to place advertising for Garden Expo in local newspaper and to distribute show flyers throughout the local area as well as issuing press releases to local news media organizations

**Applying for Exhibit Space** - Complete then return the application and **SIGNED** liability statement form for Expo exhibitor's space with check or money order (no credit cards). You will also need to list the name of your company/organization's authorized representative, contact info, and a list of items being sold/displayed. Please mail your application form promptly along with full payment (no refunds once payment is received/accepted). Sorry, we cannot receive applications via fax

**Assignment of Booth Space** - Booth space is assigned by event management at their sole discretion. Booths are assigned on a priority system according to the date payment was received. You will be given your booth location when you register/check-in at the time you are ready to set-up. Booth location may not be changed, transferred, or canceled except with the approval of management. Booth assignments may be revoked or changed by management if exhibitor fails to check-in by 8am on Expo day--8 May 2010

**ATM** -- There are 2 ATMs located within the center of Lair building by the bookstore. Efforts have been made to also secure an outdoor, special event ATM

**Booth Configuration** - Each vendor's space will be marked 10-foot-deep and 10-foot-wide (measurements are approx.). Booth spaces that obstruct the view of adjacent booths or project into the aisles are prohibited. The "Good Neighbor Policy" is in effect in regard to all exhibit components including booth height and content. Please do not block, solicit, or sell in the aisles. All materials, merchandise, and personnel must be within exhibitor's booth. Event management asks that exhibitors make sure they have booked adequate space to properly display their product. Any special requirements for oversized booth displays must be discussed with management prior to space assignment. There is limited space for oversized displays. If your booth foot traffic spills out of your space, please ensure that it is not blocking the entrance to other exhibitor spaces

**Booth Fees** - Fees per a 10'x10' approx. booth space is \$85 (non-refundable) whether it is indoor, outdoor, or corner space--one price for all types of exhibitors. Full payment must accompany application. If your application is denied or if the event is sold-out, your payment will be promptly returned to the address provided. Expanding your space is only available if your neighbor(s) decide not to return, check with Expo management (phone 509-535-8434/email [gardenexpo@comcast.net](mailto:gardenexpo@comcast.net)) after 15 Feb 2010 if additional space is requested and we should have a good idea by then which exhibitors have returned--extra space is very limited

**Brochure** - All exhibitors that have been accepted as of 31 Mar 2010 will be listed in the official Garden Expo Brochure which is distributed during the day of the event at the front entrance

**Confirmation** - You will receive a postcard payment confirmation once your application has been received, processed, and accepted. This may take a couple of weeks, call 509-535-8434 if not received within a month's time, since that may mean we never received your application, sometimes they are misdirected in the mail

**Contract** - The application, when properly executed by exhibitor, shall, upon written acceptance by the show management, constitutes a valid and binding contract. The event management reserves the right to refuse an exhibitor at their discretion without providing written or verbal explanation

**Deadlines** - Applications and payment for returning exhibitors need to be received by **15 Feb 2010**. Applications and payment for new exhibitors need to be received by **31 Mar 2010**. Late fees shall apply

**Directions** - Event location - Spokane Community College (SCC) - 1810 N. Greene St, Spokane - From I-90,

take the Thor/Freya St. exit. Head north. Continue traveling north on Freya St. Freya will become Greene St. at Mission Ave. (For 2010, detours will be in place as road construction takes place, watch for signs). The SCC campus is located at the intersection of Greene St. and Mission Ave. You may enter the campus from either the northwest (Greene) or southeast (Mission)

**Disclaimers** - Exhibitor participation have no relation or affect on the event management evaluation and selection process of exhibitors each year. The show promoters make no express or implied guarantees of levels of Expo attendance or sales

**Door Prizes** - Exhibitors are encouraged to offer a door prize. All door prize donations are to be taken to the front entrance where attendees fill out entry forms at the event management display. Winners are drawn at random and announced during the show. When door prizes are rewarded, credit will be given to the business/organization for their donation. All unclaimed door prizes will become to property of The Inland Empire Gardeners and will be distributed as door prizes at future garden club meetings

**Electrical** - Electrical fees (\$10) are not included in booth fees. There is an additional charge if electricity is requested at the time the application is received. Exhibitors must supply own cords and locate their own hookups. If electricity is not available, there will **not** be a return of electrical fees, since all exhibitor fees are non-refundable. Electricity is not readily available. Not all locations have access to electricity, especially outdoor booths. If your booth space is located in a grassy area, the SCC facility will not allow cords across the pathways where the public will be walking, so electricity is not possible. Outdoor food vendors will not have access to electricity so they need to be self-contained

**Email** - [gardenexpo@comcast.net](mailto:gardenexpo@comcast.net)

**Emergency Management Plan** - The event management shall not be liable for delays, damage, loss, increased costs, or other unfavorable conditions caused by fire, strikes, government order, emergency or other acts, and circumstances beyond our control. More information on facility security will be in your final vendor packet

**Endorsement** - Neither the event or facility management endorses any exhibitor, product, or service

**Estimated Attendance** - Annual Garden Expo has an estimated attendance of between 15,000-20,000 people

**Exhibitor's Responsibilities** - All exhibitors shall conduct their business affairs in a professional manner with honesty and integrity. Exhibitors are expected to be familiar with and comply with all show rules and regulations. Exhibitors will treat each other, event management, and the public with mutual respect. Every exhibitor will sign and return the liability form stating they or their representatives will not hold the SCC Facility or Garden Expo management responsible for any loss, damage, or injury

**Facility** - Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the facility. Exhibitors are liable for any damage caused to exhibition building, floors, walls, columns standard booth equipment, or other exhibitors' property. Exhibitors may not apply paint, lacquer, adhesive, or any other coating to building columns and floors, or to standard booth equipment. Alterations to facilities are strictly prohibited. If any exhibitor is found damaging show facilities they will be found liable to cover any costs incurred to repair said facilities

**Featuring** - Garden- and horticulture-related displays only please. Exhibits shall be restricted to suppliers of gardening-related products, organizations, and services. Interpretation of this restriction is the sole prerogative of show management. The selling of live plant material is highly encouraged and has become the most popular aspect of the Garden Expo

**Final Notification** - About 2 weeks before the show, exhibitors will receive a final exhibitor letter from event management with final details on final preparations, move-in/out procedures, and other pertinent information. Please read this completely--even if you are a returning exhibitor, this information is updated each year

**Fire, Safety, & Health Rules** - The exhibitor agrees to accept full responsibility for compliance with local, city and state fire, and safety and health ordinances regarding the installation and operation of equipment or

otherwise relating to the exhibitor/booth. Exhibitors are responsible for the safety of their own personnel and the public within their booth space. Furthermore, all exhibit materials and equipment must be located within the booth and protected by safety guards and devices where necessary to prevent personal accident or injury to spectators or to other exhibitors

**Flooring** - The indoor booths will have either tile or carpet flooring which needs to be protected by the exhibitor from damage. In a majority of cases, outdoor booths will be on grass lawn

**Floor Plan** - There are a total of **100** 10'x10' indoor booth spaces and **200** 10'x10' outdoor booth spaces. Exhibitor spaces will be marked approximately according to their dimensions and mapped out

**Food** - The SCC cafeteria located inside the Lair building will be open for breakfast starting at 8am and will remain open thru lunch until around 2pm. They will serve a variety of salads, sandwiches, and grilled foods. There will also be several vendors stationed outdoors with various food offerings

**Future Shows** - Second Saturday in May annually--14 May 2011, 12 May 2012, 11 May 2013

**Handicap Parking** - Designated handicap parking in the main parking lots are for handicap Expo customers, not handicap exhibitors. There are a limited number of handicap parking spots in the exhibitor parking lots

**Hours** - 9am-5pm - 1-day event

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

**Liability** - Herein contained it is understood that each entrant, by the act of making an entry, waives all claims against event managers or the facility and/or any of the members, officers, or agents thereof, for any and all injury, loss or damage which the exhibitor, the exhibitors' employees or helpers, and/or property and vehicles may sustain arising in anyway out of the operations or activities. Exhibitors are responsible against any and all property injury to others, as well as damage they might cause to any personal and/or real property or persons during participation in Garden Expo. **Please be sure to return signed liability statement with application.** You cannot set-up until liability statement has been signed and returned to management

**License Requirements** - Exhibitors are expected to have all required licenses. Spokane does not require vendors conducting business within their city limits to possess a peddler's license ([www.spokanecity.org](http://www.spokanecity.org)). Food vendors are required to have the appropriate food handling licenses thru Spokane Regional Public Health

**Loading Zone** - There is a designated loading zone for customers during the event that purchase big-ticket items and that is in front of the circular driveway on the southeast side of the building

**Local Sales Tax** - The local sales tax is 8.7%. Exhibitors are responsible for collection of their own sales tax

**Location/Venue** - Spokane Community College (SCC), Lair Building #6 and surrounding outdoor area south and north of building, 1810 N Greene St, Spokane, WA (**do not mail** your application to this venue address)

**Lodging** - Recommended local area hotel is the Holiday Inn Express, 9220 E Mission Ave, Spokane Valley, 509-927-7100 or 1-888-Holiday, website - [www.hiexpress.com](http://www.hiexpress.com). Directions from I-90 - Argonne exit, head south on Argonne and an immediate left on Mission. Hotel is located on right side in the 2nd block

**Mapping** - Every booth space has a corresponding place on our Expo maps. There is a map of **indoor** spaces (approx. 100), a map of outside spaces (approx. 100) **south** of Lair Building, and a map of outside spaces (approx. 100) **north** of Lair Building. Maps are not distributed to exhibitors due to the fact they are constantly changing up to the day of the event. Blown up maps (posters) are available in various locations for public's use. Due to the high number of returning businesses, new exhibitors will be located on the northside (outdoors)

**Move-out** - Exhibits may start to be taken down and remove from the premises after 5pm on 8 May 2010. Expo management asks for your patience since obviously not everyone can load up their remaining

merchandise at the same time due to the sheer size of the Garden Expo. Security will monitor the parking lot, the circular driveway, and the extended sidewalk to ensure only a limited number of vehicles are loading at once. This is an important safety factor, not only for our vendors, but for members of the public that will still be mingling. Load limits have been established for vehicles driving on the extended sidewalk. Your cooperation in the moving out process would be greatly appreciated--it has all worked very smoothly in the past

**Noise** - In consideration of your neighbors, volume will be monitored and noise discipline will be maintained

**Occupancy** - Any exhibitor failing to occupy space contracted for is not relieved of the obligation to pay for space at the full rental rate. **Management shall have the right to use space as it sees fit to eliminate blank space in the exhibit area provided such booth space is not occupied by 8am--1 hour before the official show opening at 9am, 8 May 2010.** Please contact management if exhibitor has last minute emergency! Late-comers, no-shows, and unauthorized early tear-downers will not be invited back to next year's Expo

**Organizer** - The Inland Empire Gardeners, (EIN 91-2036381), is a local, non-profit organization based in Spokane, WA. As event management, we reserve the right to interpret, amend, and enforce these regulations

**Overnight** - Overnight parking is permitted by exhibitors in designated vendor parking lots

**Parking Rules** - Use designated parking area only. Vehicles parked in any non-designated area will be towed at the exhibitor's expense. Management is not responsible for lost/stolen vehicles or damage to vehicles. Observe posted speed limits. Display parking pass visibly in window. Parking spaces are not guaranteed for every exhibitor. Parking spaces are limited and available on a first-come, first-served basis. Follow the traffic flow. Parking not allowed beside tents or exhibit building/grounds. No parking is permitted in SCC main customer lots after 8am on Expo day. Exhibitors must have their vehicle parked in the designated exhibitor parking area by that time. All exhibitors must comply immediately to any Expo security request. Failure to comply with Expo security request will result in immediate towing of vehicle--no exceptions

Event management provides exhibitors with limited, designated parking. A parking pass will be available for exhibitors upon arrival to Expo show grounds. Exhibitors must register/check-in as soon as they arrive on the premises so they can receive their parking pass. Exhibitors will be provided a single color-coded parking pass that must be displayed in the windshield of the vehicle at all times. If additional passes are required, please let Expo management know at the time of check-in. A limited number of passes are available

Failure to properly display the pass will result in the towing of vehicles at the owner's expense. The Expo and SCC staff will not be responsible for any costs or liability arising from the towing of any vehicles. Parking passes may be properly disposed of after the event and do not need to be returned

**If you require the use of the circular south/eastside driveway for set-up, it is recommended that you set-up on the day before the Expo since no vehicles will be allowed in the circular south/eastside driveway on Expo day.** A customer loading zone will be established in front of the circular driveway during the event

Please be considerate of your fellow exhibitors and unload/load your vehicle in a timely manner and then **REMOVE YOUR VEHICLE IMMEDIATELY** for the convenience and safety of others. This will be strictly maintained by Expo security throughout the set-up and move-out days

**Parking Passes** - The SCC facility is still in session on Friday, 7 May 2010 set-up day so the student population will still be present and campus parking regulations will be in effect. You will receive a paper parking pass for Friday once you check-in to start your set-up. If you receive a citation from SCC Security on Friday, there is a block on the bottom of the ticket that says you are only visiting the campus, you can mail that back and not have to pay an illegal parking fine. On Saturday, 8 May 2010, your Expo parking pass placard you are also given at the time of set-up need to be displayed in your vehicle. So there are 2 separate parking passes, one for Friday (set-up day) and one for Saturday (Expo)

**Phone** - 509-535-8434 - Pacific Standard Time - email preferred and quicker - [gardenexpo@comcast.net](mailto:gardenexpo@comcast.net)

**Photography** - No photography or filming will be permitted in the exhibitor area except by the official event photographer. Exhibitors are permitted to photograph their own booths only. Each exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to, photographing, videotaping, or otherwise mechanically recording its exhibit or presentations

**Prices & Payment** - Payment must be in the form of check or money order payable to "Garden Expo" and is due at the time application is sent to the following address--**Garden Expo 2010, PO Box 13184, Spokane Valley, WA 99213**. Credit cards are not accepted for exhibitor registration. The price for each 10'x10' booth is \$85. The price for each table rental is \$25. The price for each chair rental is \$3. The price for electricity is \$10 **if available** at the booth location site. There will be a \$25 charge for returned checks. There will be a \$25 for late entries received from returning exhibitors after 31 Mar 2010. **Exhibitor fees are nonrefundable**

**Questions** - Inquiries may be directed to Show Manager Chris Sheppard or Executive Director ViAnn Meyer at phone 509-535-8434 or email [gardenexpo@comcast.net](mailto:gardenexpo@comcast.net). Every effort will be made to get back with you in a timely manner but please remember we are dealing with a high volume of calls every day--emails will receive a more prompt response. If you read through these terms carefully, your answer is probably here

**Recycling** - We are an environmentally friendly event. We ask all exhibitors to assist by recycling and keeping their booth space and surrounding area as clean as possible to facilitate a clean, professional looking show

**Refund Policy** - In a continuing effort to keep costs as low as possible, the event management does not offer refunds to exhibitors that have already applied and been accepted into the Garden Expo since all fees go right back into the event and the facility. The Garden Expo is one of the best deals around--low costs/high volume

**Restrooms** - The main restrooms are located down from the southeast entrance to the Lair building on the right hand side of the long hallway. There are smaller restrooms throughout the Lair facility. Porto Potties will be available at a designated outdoor location. Exhibitors are responsible for the security of their exhibits at all times. No breakers are available

**Registration - Required by 8am, 8 May 2010** - All exhibitors will register at the check-in/information booth outside the main eastside entrance at the circular drive **BEFORE** starting to set-up and to receive the location of their space(s) and their check-in packet which includes parking passes

**Returning Exhibitors** - All returning exhibitors must be in good standing with event management. "Good Standing" means the exhibitor has not violated any rules or regulations as set out in the contracted agreement, has paid all fees in a timely fashion, and has established a good working relationship with management

**Samplings & Giveaways** - The sampling and/or distribution of product or materials may take place within the exhibit space. Any sampling must not interfere with normal flow of foot traffic through aisles or inhibit the ability of neighboring exhibits to conduct business

**Saturday (Expo) Morning** - The morning of the Expo, no vehicles will be allowed in the circular drive or extended sidewalk area for unloading purposes due to safety concerns

**Security** - The SCC facility has 24-hour a day security that patrols the grounds. Exhibitors should cover their displays at night. The main exhibit hall will be locked overnight. Neither the event management nor the facility is responsible for stolen items. Exhibitors should report any damaged, lost, or stolen items to show management immediately. During the set-up and take-down process, someone should remain with the exhibitor's property until all products have been moved. Never leave cash boxes unattended. Expo management has their own Security Team and they can be identified by black **SECURITY** hats

**Seminars and Demonstrations** - Seminars and demonstrations are given throughout the day in the main exhibit building as an educational service to the public and are listed in show brochure. Seminars are presented in the auditorium and are between 45-60 minutes in length. Demonstrations are presented in the conference room and are between 30-45 minutes in length. The opportunity to present either a seminar or a demonstration is offered to all exhibitors on the application form and they are chosen on a first-come, first-filled basis

**Set-up** - When you are ready to start setting up, first register at the Exhibitor Check-in booth which is clearly marked and outside the south/east entrance circular drive. At that time you will be given your exhibitor packet which includes your booth assignment and parking pass. Exhibitors can **set-up on Friday, 7 May 2010 from 2-9pm**--the day before the show, please do not show up earlier than 2pm. Exhibitors can also **set up on show day Saturday, 8 May 2010 starting at 6am. All exhibitors must be assembled and checked in on 8 May 2010 by 8am; 1 hour prior to show opening since members of the public will start arriving early.** If you are not set-up by the deadline, event management has the right to fill your booth. **NO REFUNDS**

**Show/Event Date** - Held annually the 2<sup>nd</sup> Saturday in May. This year's event date is 8 May 2010

**Show/Event Hours** - It is required that exhibitors staff their booths at all times during show hours of 9am-5pm. The event opens at 9am, members of the public start arriving early, and even though it's discouraged, it is also difficult to control access to an open and free event. The exhibitor should try to avoid sales before 9am

**Signage** - Exhibitors will provide all their own signs and displays. It is prohibited to hang signs or banners from rafters above exhibits or to attach to any structure at the facility

**Single Person Booths** - If you are manning your booth all by yourself, due to liability issues, Expo management can no longer have our volunteers offer you a break. We ask that you make appropriate arrangements or secure your booth and cash box if you should need to leave your booth briefly unmanned

**Smoking** - Permitted only in designated areas. Please be considerate of your neighbors and do not smoke in the main exhibit area. This is also a fire safety concern

**Sound, Audio, Visual Effects** - Exhibitors using sound, music, lighting effects, and other devices that show management deems objectionable will be required to discontinue use of such effects, especially if they are disturbing surrounding exhibitors

**Subletting** - No exhibitor shall assign, sublet, or apportion the whole or any portion of their space allotted without express permission from show management

**Take-down** - Exhibitor may dismantle their booth display **AFTER 5pm on Saturday, 8 May 2010.** Displays may not be dismantled prior to 5pm because there are still members of the public looking around and merchandise cannot be safely removed. If exhibitor is completely out of merchandise, inform the management for permission to take-down early

**Tents** - If a pop-up canopy tent is used, it needs to be secured to the ground in case of high winds and for safety purposes. If secured by posts, due to SCC sprinkler system, posts can not be deeper than 6 inches

**Timeline** - **15 Feb 2010** - returning vendor applications due; **31 Mar 2010** - deadline for all applications

**Trash** - Excess trash shall be the responsibility of the exhibitor. The exhibit area shall be left as clean as it was when the exhibitor first started to set-up. Please ensure that you leave the area as clean as you found it. There will be a cleanup station (broom, mop, cleaner, paper towels) located in various locations

**Unclaimed Property** - Any exhibitor property remaining in the exhibition hall or grounds after 9pm on 8 May 2010 will be removed by event management. If such property is not claimed within 5 calendar days of removal, management will have the right to dispose of such property in any manner it deems appropriate

**Weather** - The weather in spring can be unpredictable. Please plan accordingly and be ready for any kind of weather conditions. The wind can also be a factor for any outdoor event. Ensure your merchandise and pop-up canopies are secure in case of windy conditions. The temperature inside the building is also beyond our control. If your booth is located in the Plant Emporium indoors, plan for warm conditions

**Website** - [www.tieg.org](http://www.tieg.org)

**We Look Forward To Another Successful Garden Expo! Thank you for your support!**