

NEWH
REGIONAL
tradeshow
Seattle, WA



EXHIBITOR ADVANCE INFORMATION

NEWH Seattle Regional Tradeshow

Tuesday, September 22nd, 2015 - 12:00 noon – 6:00pm

Bell Harbor International Conference Center

2211 Alaskan Way – Pier 66, Seattle, WA 98121 – Ph: (206) 441-6666

- **GUEST ROOM BLOCK * SOLD OUT * Rooms available at hotel's regular rates.**
 - The Edgewater Hotel Seattle – Rooms are \$209/night.
 - Reservation deadline is **Friday, August 21st, 2015** or when block is sold out, **whichever comes first.**
 - Reservation phone (800) 624-0670 or reserve online at this link:
<https://gc.synxis.com/rez.aspx?Hotel=29020&Chain=11910&arrive=9/21/2015&depart=9/23/2015&adult=1&child=0&group=21A7UK>
 - If the guest block shows sold out before the cutoff date, contact Mary Phalen mary.phalen@newh.org
- **SHIPPING INFORMATION:**
 - Exhibition/Shipping company is Triumph Expo.
 - Shipping link: <http://www.triumphexpo.com/exhibitor.shtml> -Username: 8186 -Password: Proficient (case sensitive)
 - Be sure to make note of cutoff dates to ensure all your items will be at your booth the morning of the show.
- **CARRYING ITEMS TO YOUR BOOTH:**
 - You may hand carry items into the show, but you **may not** use large hand carts or dollies as we are contracted for shipping & show handling through Triumph.
 - If you need assistance carrying items to your booth, contact Triumph for labor fees.
 - Please account for sufficient employees, reps and/or factory staff to carry in, set up & take down your booth.
 - This is a non-hotel venue; therefore, bell hops will not be available to assist you with carrying items.
- **ADVANCE BOOTH NEEDS:**
 - Included in booth: one (1) chair, 4ft or 6ft table – these items must be requested through NEWH.
 - Easels, electricity, in-booth catering: these items not included in your initial registration.
 - Booth space will be carpeted.
 - Booth inquires, updates & changes: contact Mary Phalen mary.phalen@newh.org or 866-935-6394.
- **BOOTH SETUP:**
 - All booths are 6ft x 6ft, with an 8ft high back drape & 3ft high draped sides.
 - Side drape may be removed if you have more than one booth, are a multi-line representative and want to have one long booth or are on an end and want the end isle side removed. This can be done at the show.
 - Tall panels or other large items cannot block the view of the next exhibitor. **Tall items should be placed against the back of the booth and should not extrude more than 2ft out.** You will be asked to remove any items outside of this area.
- **EXHIBITOR SET UP - 2 OPTIONS (DAY PRIOR AND DAY OF)**
 - NEWH staff & volunteers will check in registered exhibitors outside the show room and will provide exhibitor badges, exhibitor material and show you your booth location if you need assistance.

- Exhibitor set up offered day prior & day of: Monday, September 21st from 1:00-4:00pm & Tuesday, September 22nd from 7:30am – 11:00am.
 - *Booths must be set up no later than 11:00am Tuesday.* After 11:00am any unpacking or set up will not be allowed as room will be being prepared for the start of the show at 12:00 noon.
 - Bell Harbor, Triumph and NEWH staff & volunteers will be on hand during morning set up to answer questions, resolve problems & assist in getting the show ready.
- **LUNCH:**
 - Complimentary lunch provided to all exhibitors starting at 11:30am; to all attendees from 12:00 noon until 1:00pm to encourage early show attendance.
- **TRADE SHOW:**
 - Hours: **12:00 noon – 6:00pm.**
 - Attendees will be given a shoulder bag during check-in to carry brochures & handouts.
 - Be sure to bring sufficient company handouts to give away.
 - Candy giveaways in your booth are permitted; however, any other food or beverage giveaways must be arranged in advanced through catering. Contact Mary Phalen mary.phalen@newh.org or 866-935-6394.
- **DOOR PRIZES:**
 - A blank door prize will be given to each attendee during check-in.
 - Each exhibitor is requested to mark any of the 45 numbered blank spaces on the card with a colored permanent marker – markers available at the NEWH registration desk.
 - When the card is fully marked, attendees may drop off their card at the NEWH registration desk to be entered for the drawing.
 - 2 names will be drawn; one at 2:30pm & the other during the cocktail reception. \$500 cash prize each, must be present to win. Sorry, exhibitors are not eligible to enter drawing.
- **RECEPTION:**
 - NEWH Northwest Chapter will host an after-party; more details and sponsorship opportunity to follow ...
- **BREAK DOWN AND MOVE OUT:**
 - Break down: begins at 6:00pm; early break down is not permitted & in doing so may result in further action for future shows.
 - Triumph will immediately begin returning empties & break down booths at 6:00pm. Exhibitors must pack up & hand in shipping forms to Triumph or remove items from the show room immediately following the receipt of empty boxes after the show.
 - Any other arrangements made need to be communicated to NEWH staff & Triumph.
 - Items left in show room will be considered a donation & disposed of per NEWH & venue's discretion.
 - Exit locations: Bell Harbor, Triumph & NEWH staff will be on hand to direct you.
 - You are allowed to hand carry or use small fabric carts to move your items out.
 - Outbound crates or skids: handled by Triumph; please use their advance forms for drayage & shipping. Please coordinate with them directly.

If you have any additional questions or concerns prior to the show, please feel free to contact us.

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