

**35<sup>th</sup> ANNUAL**  
A VICTORIAN COUNTRY  
**CHRISTMAS**  
F E S T I V A L

**NOV. 30 – DEC. 3, 2023**

*Washington*  
**STATE FAIR**  
EVENTS CENTER

***EXHIBITOR'S MANUAL***

Briefly written to advise you of your rights, restrictions and requirements.  
Please read carefully and save for future reference.

**O'LOUGHLIN  
TRADE SHOWS**  
A DIVISION OF TO-RO ENTERPRISES, INC.

# 2023 A VICTORIAN COUNTRY CHRISTMAS FESTIVAL

**November 30 - December 3, 2023**  
**Washington State Fair Events Center**

110 9<sup>th</sup> Avenue SW  
Puyallup, Washington 98371  
253-845-1771

## **Show Hours**

Thursday, November 30	10:00 am to 8:00 pm
Friday, December 1	10:00 am to 8:00 pm
Saturday, December 2	10:00 am to 8:00 pm
Sunday, December 3	10:00 am to 6:00 pm

Show Office: 253-841-5298  
Opens at noon Monday, November 27<sup>th</sup>.

Produced by:

## **O'LOUGHLIN TRADE SHOWS, INC.**

PO Box 80750  
Portland, Oregon 97280-1750

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[avictoriancountrychristmas.com](http://avictoriancountrychristmas.com)

# TABLE OF CONTENTS

<b>I. SHOW PREPARATION .....</b>	<b>1-3</b>
<b>Schedule</b>	
Final Payment	
Move - In	
Showplex Exhibition Center   <b>Booth # 100-900 Series</b>	
Pavilion Hall Exhibitors   <b>Booth # 1000 Series</b>	
Expo Hall Exhibitors   <b>Booth # 1100 Series</b>	
Dress Code	
Grass Areas	
Fork Lift Services	
Show Office	
Early admittance	
<b>Ordering Show Services</b>	
Decorator	
Electrician	
Electrical–Lighting	
Telephones	
Internet Access	
Wi-Fi	
Host Hotel	
Other Local Hotels	
Exhibitor Insurance	
<b>II. EXHIBITOR PASSES, TICKETS .....</b>	<b>4</b>
<b>Exhibitor Credentials-Master Passes &amp; Work Passes</b>	
<b>Be My Guest Tickets</b>	
<b>Will Call Instructions</b>	
<b>III. FLOOR PLAN.....</b>	<b>5</b>
<b>IV. EXHIBITS .....</b>	<b>6-8</b>
<b>Exhibitor Specifications</b>	
Display Regulations	
Proper Aisle Flow	
Sound	
Signage	
Merchandise Sales	
Exhibitor Restock and Early Admittance	
Extension Cords	
Liquid & Gas Fueled Vehicles & Equipment	
Walls and Floors	
Pets	
Children	
<b>V. PARKING.....</b>	<b>8</b>

<b>VI. FACILITY .....</b>	<b>9-10</b>
<b>Receipt of Exhibits</b>	
Advanced Shipments	
Direct Shipments	
Pallets	
Sweeping	
Smoking	
Liquor & Food	
Food Demonstrations	
Giveaways	
Pre-packaged Foods	
Storage	
Souvenirs	
Security	
Water	
Liability	
Storm Drains and Pollution	
<b>VII. CITY, COUNTY &amp; STATE REQUIREMENTS .....</b>	<b>11</b>
State Sales Tax Requirements	
Health Permits	
Raffles	
<b>VIII. MOVE-OUT .....</b>	<b>12</b>
Fork Lift Services	
Move-Out Shipping Services	
Specifications	
<b>IX. DIRECTIONS TO FAIRGROUNDS .....</b>	<b>12</b>
<b>X. LOCAL SERVICES .....</b>	<b>13</b>

# SHOW PREPARATION

## Schedule

### **FINAL PAYMENT REMINDER – September 29<sup>th</sup>, 2023**

Final Payment is/was due on or before September 29<sup>th</sup>, 2023. Please make arrangements as soon as possible if your balance is outstanding. If your final payment is outstanding, your booth space could be released. Please call our office immediately to make payment.

### **MOVE-IN DAYS - Tuesday, November 28<sup>th</sup> & Wednesday, November 29<sup>th</sup>**

Move-in will be from 8:00 am to 8:00 pm Tuesday, November 28<sup>th</sup> and Wednesday, November 29<sup>th</sup>. **All exhibits must be in place no later than 8:00 pm on Wednesday, November 29<sup>th</sup>.** No vehicular traffic will be allowed in the building unless previous arrangements have been made. There will be no placing, moving, altering or dismantling of a display after 10:00 am on Thursday, November 30<sup>th</sup>. If you cannot adhere to this schedule, please contact Show Management immediately.

### **Showplex Exhibition Center Exhibitors: (Booth #100-900 Series)**

For move-in and move-out, all Showplex Exhibition Center Exhibitors (Booth #100-900 series) must use the Green/Orange Gate entrance and exit off of 9<sup>th</sup> Ave SW. Please refer to floor plan/map (page 5).

### **Pavilion Hall Exhibitors: (Booth #1000 Series)**

For move-in and move-out, all Pavilion Hall Exhibitors (Booth #1000 series) must use the Green/Orange Gate entrance and exit off of 9<sup>th</sup> Ave SW. Please refer to floor plan/map (page 5).

### **Expo Hall Exhibitors: (Booth #1100 Series)**

For move-in and move-out, all Pavilion Hall Exhibitors (Booth #1000 series) must use the Green/Orange Gate entrance and exit off of 9<sup>th</sup> Ave SW. Please refer to floor plan/map (page 5).

### **DRESS CODE**

Victorian style costuming is essential to the overall look of the show.

Women – Victorian style dresses or clothing. Floor length dresses or skirts are encouraged. Victorian style vests, hats, capes, jackets and blouses are advised. If pinafores are worn you must wear a Victorian style skirt and blouse under this garment. Black or dark shoes for dark colored dresses – White or beige shoes for light colored dresses.

For costumes please contact Dori at Lakewood Costumes – (253) 691-8071 or nwshopkeeper@hotmail.com

Men – Long sleeve wing collar shirts, ascot ties, vests, slacks (no dockers) and top hats (hats are optional). Tailcoats or full tails are optional (tux type). Black or dark shoes only.

For tuxes please contact Kayln Snell at (253) 392-0540 or kalynschristmasimage@gmail.com

If you have been granted an exception to full Victorian attire: You must still wear dark dress slacks (no jeans, shorts or dockers), white long sleeve button-down shirt, dark dress shoes and accessorize with a Victorian looking vest, hat or tie.

### **GRASS AREAS**

**Important:** During the hours of move-in and move-out **all the grass areas are strictly forbidden to be driven on.**

If you are found parked or driving on the grass you will be billed any cost associated with the repair or replacement of the grass, per Washington State Fair Events Center regulations.

## **FORK LIFT SERVICES**

**Attention:** O'Loughlin Trade Shows **does not** provide fork lift services for move-in or move-out. Due to insurance policies along with the facility requirements, all fork lift service **must be contracted through the Show Decorator**. Please contact: Trade Show Supply House at 360-624-4498.

If you have any display items that require special handling due to size, weight, etc., and feel there will be problems during your move-in, please contact Show Management now. The show does not supply hand-trucks, brooms or vacuums.

## **SHOW OFFICE – Ground Floor of Fairview Club Building**

The Show Office is located next to the Pavilion in the Fair View Club Building - Ground Floor. The telephone number will be 253-841-5298, effective noon Monday, November 27<sup>th</sup>. The Show Office **will not page** any individual or firm **during public show hours**. The Show Office phone is for incoming calls only. **There are no office supplies, fax machine, copy machine, stationery, cleaning equipment or change/money available at the Show Office**. The Show Office is open each day of the show from 8:00 am until the closing hour of the show.

## **EARLY ADMITTANCE**

**After the first day of the show, the Washington State Fair Events Center will be open during show days one (1) hour prior to the public hours for exhibitors with credentials only.** Electrical power will be turned on at that time. If you have a circumstance that requires admittance at an earlier time, you **must sign the next day's early admittance list** by stopping by the Show Office before closing the night before. To enter the grounds before public show hours, come through the Exhibitor's Entrance located at the Gold Gate, on the corner of 9<sup>th</sup> Ave and Meridian.

# **Ordering Show Services**

## **DECORATOR**

The Show will be using green and white drapes and red carpet. If you would like special color drapes other than those furnished by Show Management, a charge will be made to you by the Show Decorator. The Show Decorator is Trade Show Supply House, Inc. You may contact them at 360-624-4498 for rental of carpets, furniture, sign-making and cleaning of displays. **Please be advised, if not ordered in advance, services and equipment will be subject to "floor order" rates.** [Please click here to download this form.](#)

## **ELECTRICIAN**

Each booth and bulk space is furnished with one (1) fused 120-volt duplex receptacle outlet of up to 5 AMPS capacity without charge. **For additional electrical requirements, contact Brenda at the Washington State Fair Events Center at 253-841-5057.** If not ordered in advance, services and equipment will be subject to "floor order" rate. [Please click here to download this form.](#)

## **ELECTRICAL PERMIT**

**New for 2023** you will need to obtain a permit from the State of Washington L & I Electrical inspection department if you intend to connect to electricity at the grounds and will be using your OWN electrical distribution system (feeder panel). (This does not apply to vendors that are plugging into a Fair provided receptacle with an approved extension cord or multi-strip adapter.) <https://lni.wa.gov/licensing-permits/electrical/electrical-permits-fees-and-inspections/purchase-permits-request-inspections>

## **ELECTRICAL-LIGHTING**

For additional needs please contact Hollywood Lights at 206-292-2353. [Please click here to download this form.](#)

## **TELEPHONES – Your order MUST be placed by November 8<sup>th</sup>, 2023**

The Washington State Fair Events Center will install individual business telephone lines if you desire. To inquire, please call Brenda at the Washington State Fair Events Center at 253-841-5057. [Please click here to download this form.](#)

**Wi-Fi**

The Washington State Fair Events Center offers open Wi-Fi access but doesn't provide technical support. The Wi-Fi is free to use and no password is required. For access please go into your phone settings and select "Fair Guest". Make sure you wait and select "Accept Terms" when prompted.

**INTERNET ACCESS**

The Washington State Fair Events Center does not provide DSL service. For a secured line you must order from Lumen and complete the telephone order form (see above) and return it to the Fair Office or order through a local provider. If you have questions please call Brenda at the Washington State Fair Events Center at 253-841-5057.

**HOST HOTEL**

Please inquire about their security measures before booking. Make your reservations early.

**Holiday Inn Express**

812 Hill Park Dr  
Puyallup, WA. 98371  
253-848-4900

[Please click here to reserve a room.](#)

Please reference A Victorian Country Christmas Festival when making your reservation. Make your reservations early.

**OTHER LOCAL HOTELS****Motel Puyallup**

1412 S Meridian St  
Puyallup, WA 98371  
253-845-8825

**Best Western Park Plaza**

620 S Hill Park Pl  
Puyallup, WA 98373  
253-848-1500

**Hampton Inn and Suites**

151 S Meridian  
Puyallup, WA. 98371  
253-770-8880

**Northwest Motor Inn**

1409 S Meridian St  
Puyallup, WA 98371  
253-841-2600

**HomeTowne Studios**

2101 N Meridian  
Puyallup, WA 98371  
253-445-5945

**Fairfield Inn & Suites**

202 15th Ave SW  
Puyallup, WA 98371  
253-770-3100

**EXHIBITOR INSURANCE**

As per the Terms and Conditions section of the show contract (see item 18) each exhibitor shall secure and maintain liability insurance. Shahinian Insurance Services Inc. is pleased to offer you discounted exhibitor liability coverage while participating in any O'Loughlin event. This program is affordable and easy to purchase. To expedite coverage, please call Shahinian Insurance Inc. at 800-457-2231. [Please click here to download this form.](#)

# EXHIBITOR PASSES, TICKETS

## Exhibitor Credentials – Master Passes & Exhibitor Work Passes

Exhibitors will be provided Exhibitor Master Passes and One-time Exhibitor Work Passes.

The number of Exhibitor Master Passes and One-time Exhibitor Work Passes will be issued as follows: the first 10'x10' booth space will receive three (3) Exhibitor Master Passes and four (4) One-time Exhibitor Work Passes; one (1) additional Master Pass for each additional 10'x10' of space will be issued thereafter. **The Master Passes & One-time Exhibitor Work Passes are valid for this show only!** If you require more than this allotment, you must see your sales rep.

We **do not** mail Exhibitor Master Passes and One-time Exhibitor Work Passes. Credentials must be picked up at the Show Office Tuesday and Wednesday during move-in hours. **Master Passes and Exhibitor One-time Work Passes will not be issued until exhibitor space is paid in full.**

**Please Note:** After 10:00 am opening day, November 30<sup>th</sup>, no more Exhibitor Master Passes or One-time Exhibitor Work Passes will be issued unless prior arrangements have been made ahead of your late arrival time. If you need additional passes you will have to purchase Guest Passes at the show office during show hours.

## “BE MY GUEST” TICKETS

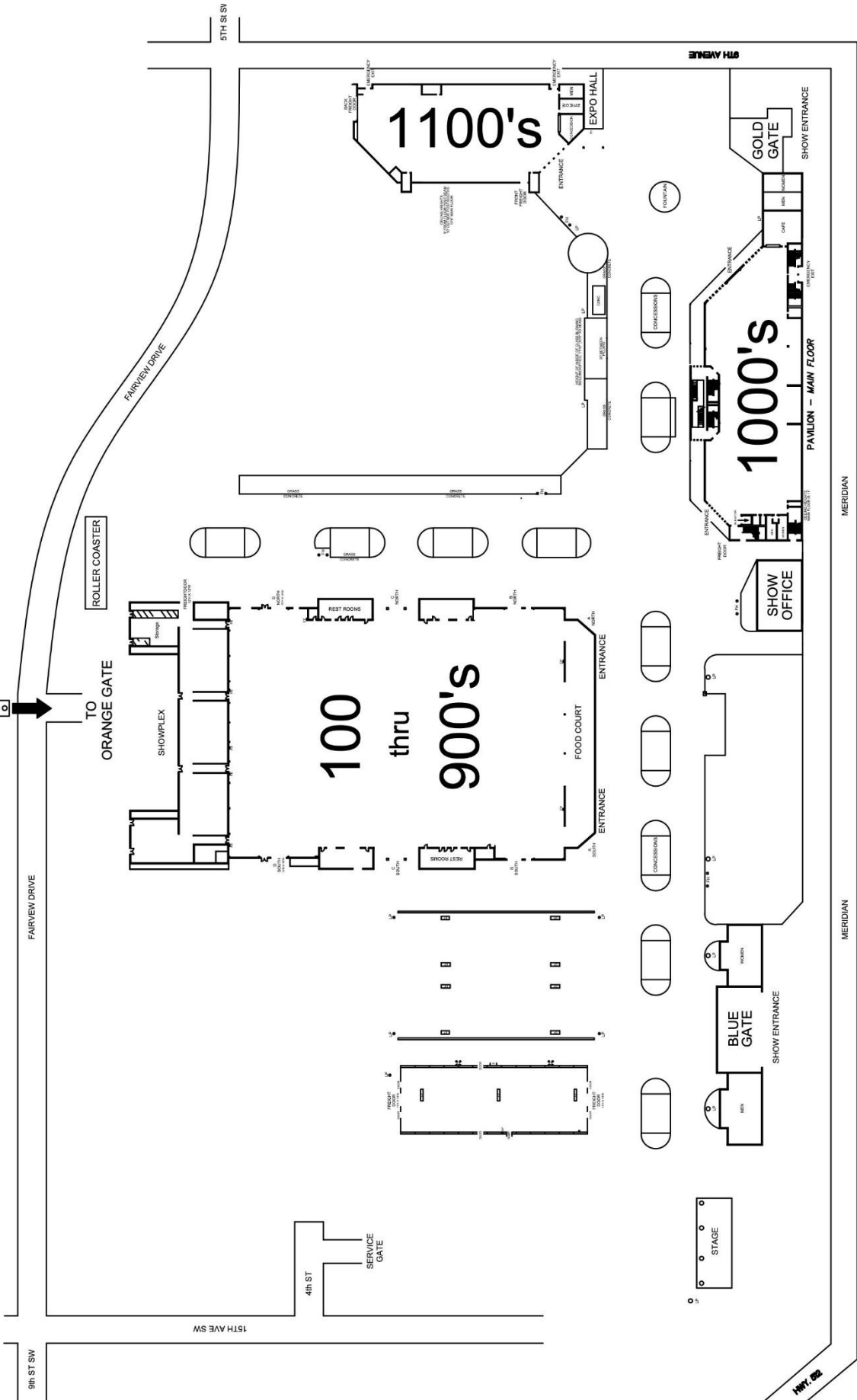
You, the exhibitor, may purchase discounted tickets for any interested customers who would like to return to your display to further discuss your products, services, etc. The tickets will be available at the Show Office all show days for **\$5.00 each – No Refunds.**

## WILL CALL INSTRUCTIONS

1. Passes or Special Guest Tickets must be placed in a sealed envelope. O’Loughlin Trade Shows has printed a “Will Call” envelope available at the Show Office or use one(s) that you have furnished. No loose passes or tickets will be accepted.
2. Each envelope is for a single pick-up and **all** contents will be given to the person requesting the envelope with proper ID.
3. The person’s name **and** company who is to receive the passes or tickets must be **printed** on the envelope.
4. No passes or tickets will be held in the Show Office after move-in. You are entirely responsible for their distribution. The Show Management will not be responsible for passes or tickets once they have been picked up and signed for.
5. Will Call is located at the Gold Gate on the corner of 9<sup>th</sup> Ave. and Meridian and is open one (1) hour prior to Show opening.
6. Each employee must be dressed according to the regulations noted above when arriving to work and to receive passes at will call.



# EXHIBITOR MOVE-IN GREEN GATE



# EXHIBITS

## Exhibitor Specifications

### Display Regulations

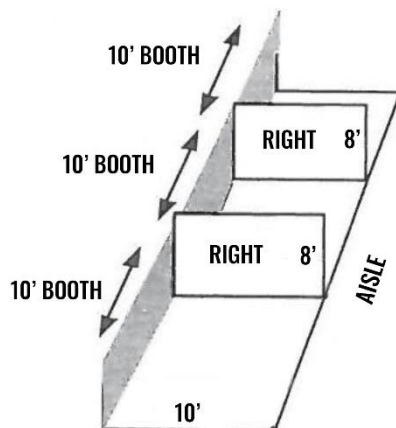
**Standard Booth Definition:** One or more standard 10' x 10' booth(s) in a straight line, unless otherwise noted. Each booth is furnished with one (1) 5 amp electrical outlet.

Display rules and regulations specify what an exhibitor can and cannot do with their booth space. These are based on the physical characteristics of the Exhibit Hall, the intent to be equally fair to all exhibitors and the concern for the safety of all attendees. Show Management has provided the following design layouts to make sure each exhibitor is within show guidelines. A quick review of these booth regulations can save you costly and potentially embarrassing changes on site.

### Booth Design

Show Management reserves the right to refuse entry or to have removed, at the exhibitor's expense, any display which is not in accordance with these display standards. If any doubt exists, or where a special case exists, the exhibitor must provide details and obtain approval from Show Management prior to move-in. Show Management reserves the right to make final decisions with regard to the following:

- **Floor Covering** – It is strongly suggested that exhibitors have floor covering (carpet or other appropriate alternative) completely covering the exact dimensions of the space designated so that no concrete is exposed.
- **High Side Walls** – All booths will have 8' draped side and back walls, except for corner booth spaces. 8' side walls allow you to take advantage of the full booth space with additional room for signage, pictures, sale racks and display grids. This helps force show attendees to walk down each aisle to see each booth display. Drape will be set before exhibits move-in, along with an identification sign. Please do not take down, move or alter the draped walls at any time.
- **Exhibit Boundaries** – Nothing, including carpet or signage, may extend past the outer boundaries of an exhibit into the aisles, above booth space or an adjoining booth. Exhibitor signage should not cover the already existing signage on the store front. Display material must not obstruct the visibility of adjacent booths and should not exceed eight (8) feet in height.
- **Display Material** – All exhibits must be free standing and self-supporting. Free standing bulletin boards, signs, etc. may be used providing exhibits are not hidden from view. Unfinished sides or backgrounds must be draped. Racks and display shelves must not unduly obstruct visibility of adjacent exhibits. Tables must be professional skirted (no plastic) with floor-length skirting on all four sides. All stored items must be out of sight.
- Nothing may be suspended from the ceiling in a standard booth.
- Booth must be decorated with double green fireproofed artificial pine garland intertwined with white mini lights up, across the top and down the sides of the booth entrance. Trees are optional but must be green in color and fireproofed, and look like real trees, no tinsel or shiny garland.



### **Proper Aisle Flow**

The aisles are property of the Show Management and must be free for easy flow of traffic throughout the entire show. Aisles must not be obstructed at any time.

### **Sound**

Noise level from any demonstrations **must be kept to a minimum**. Under **no** circumstances will the following be allowed in the Show: megaphones, loud speakers, microphones, side show tactics, or undignified methods of attracting attention. All demonstrations **must** be strictly approved by Show Management prior to the show. **No exceptions!!!**

### **Signage**

No signs, banners or flags may be hung over or above the aisles or booth space as they are the property of the Show Management. **No double-faced signs** allowed for exhibitors in booth areas. **No Helium Balloons.**

### **Merchandise Sales**

If you are selling items that are to be hand carried, please issue your customer a **Bill of Sale**. This will serve as proof of ownership in the event of questioning by a doorman.

### **Exhibitor Restock and Early Admittance**

Everyone is allowed entry into the show (1) hour prior to show time. You **MUST** sign the early admittance list the night before in the Show Office if you need additional time more than the (1) hour prior time allowed. Entrance is at the Gold Gate.

### **Extension Cords**

Extension cords shall not be used as a substitute for permanent wiring. **Minimum 14 gauge extension cords shall be used to extend electrical service. Fire Marshal regulations, no exceptions! See page 21.**

- Extension cord shall only be used with portable appliances while such appliances are in immediate use.
- Extension cords shall be plugged directly into an electrical outlet and shall, except for approved multi-plug extension cords, serve only **one** portable appliance.
- The amperage of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
- Extension cords shall be maintained in good condition without splices, deterioration or damage.
- The extension cords shall be grounded when servicing grounded portable appliances.

### **Liquid and Gas Fueled Vehicles and Equipment**

**Display of liquid and gas fueled vehicles and equipment inside an assembly occupancy shall be in accordance with UPC 2505.2 and shall meet the following requirements:**

- Batteries shall be disconnected in an approved manner.
- Vehicles or equipment shall not be fueled or have fuel removed within any building.
- Fuel tanks shall not be more than  $\frac{1}{4}$  full nor exceed 5 gallons, whichever is less, and fuel systems shall be inspected for leaks.
- Fuel tanks shall be locked or sealed with tape to prevent escape of vapors. **UPC Section 2505.2.3.4**
- The location of vehicles or equipment shall not obstruct or block exits.

**Failure to comply with any of the above requirements or any other requirements of the Puyallup municipal code constitutes cause for appropriate legal action.**

### **Walls and Floors**

Please do not attach any type of tape, tacks or nails on the walls or floors in any of the Washington State Fair Events Center buildings.

Do not use any type of clear plastic packaging tape when putting down carpet in your display area. You will be charged for any time and manpower for the removal of the adhesive that does not come up when the tape is removed.

### **Pets**

If you are planning to be accompanied by your dog or pet, please be responsible and clean-up waste discharged anywhere on the Washington State Fair Events Center. Your effort is appreciated!

Pets are not allowed in the buildings. City ordinance prohibits any pets being loose on the Washington State Fair Events Center grounds unless they are part of a show display.

### **Children**

Please do not bring young children to move-in or move-out as you are personally responsible if they are injured or if they damage another person's property. Please contact your sales rep if you have questions.

## **PARKING**

**Free parking** is available to all exhibitors in the Blue and Gold Parking Lots on South Meridian Street, across from the show. No overnight parking is allowed in these lots. Handicap spots are available at the front of both of these lots.

**Inside** parking on the Fairgrounds has limited availability. Once you are parked inside the fairgrounds you must remain there until the end of the show each day. The Washington State Fair Events Center will charge \$80.00 per vehicle for the days of the show. This parking pass **MUST** be purchased at the Show Office during move-in days.

**Recreational Vehicle Overnight Parking** is available throughout the year in the Orange RV lot only. This RV lot offers full hook up services – power, water and sewage, however, water may be turned off during freezing weather. Anyone wishing to reserve an RV space **must register in advance** with the Washington State Fair Events Center. The Administration Office is open during business hours Monday through Friday. For use of a RV site, the Washington State Fair Events Center charges a daily fee of **\$40.00**. If you have any questions or would like to pre-register please call the Washington State Fair Events Center at 253-845-1771.

# FACILITY

## Receipt of Exhibits

### ADVANCED SHIPMENTS

If you need to make an advanced shipment, please contact Trade Show Supply House, Inc. at 360-624-4498. All shipments must be **prepaid**.

### DIRECT SHIPMENTS **November 28<sup>th</sup> & 29<sup>th</sup> Only**

Shipments will be received at The Washington State Fair Events Center from 8:00 am to 4:00 pm Tuesday and Wednesday, November 28<sup>th</sup> and 29<sup>th</sup>. Shipments **must** be addressed as follows:

Exhibitor Name  
Booth Number and Building  
A Victorian Country Christmas Festival  
C/O Trade Show Supply House Inc.  
1404 5<sup>th</sup> St SW  
Puyallup, WA 98371

Any shipments received at the Fairgrounds before Tuesday, November 28<sup>th</sup> will be charged \$115 per hour, with a 1 hour minimum, for the Fairgrounds accepting and handling/off-loading your materials. In addition, there will be a \$50 per day per pallet charge for storage until the show.

### PALLETS

The Washington State Fair Events Center **will not discard** pallets you want to leave behind. You are responsible for your pallets and will be charged **\$8.00** for each pallet left behind in your exhibit space.

### SWEEPING

The Washington State Fair Events Center crew will sweep the building at 8:00 am on opening day, Thursday November 30<sup>th</sup>. It is mandatory that all packing cases be removed and vitally important that you observe this "clean up" deadline as debris not ready for removal by this hour will be picked up at your expense.

Neither the Washington State Fair Events Center nor Management has brooms or vacuum cleaners available.

### SMOKING

Washington's Clean Indoor Law (RCW 70.160) requires **No Smoking** in public places and within twenty-five (25) feet or less of entrances, exits, opened windows and ventilation intakes where smoking is prohibited. This applies to the Washington State Fair Events Center.

### LIQUOR & FOOD

Only licensed caterers and selected concessionaires may bring or serve foods, alcoholic or other beverages on the premises of the Washington State Fair Events Center. If you have any questions, please contact Washington State Fair Events Center at 253-845-1771.

#### **Food Demonstrations**

State Law requires that all food demonstrations meet Health Department standards and obtain necessary permits from the Tacoma-Pierce County Health Department. **(See page 11)**

#### **Giveaways**

All samples of food given away at an event must be approved by the Washington State Fair Events Center Administration Office, at (253) 845-1771, in advance of the event and must obtain the necessary Health Department permits. **(See page 11)**

### **Pre-packaged Foods**

Exhibitors will be allowed to sell foods that are pre-packaged in sealed containers and are intended to be consumed off the Fairgrounds. Exhibitors selling pre-packaged food items should contact the Health Department for permit information. The Fair Administration reserves the right to limit or prohibit the sale or selling of selected packaged foods and set minimum quantity restrictions on items sold. **(See page 11)**

### **STORAGE**

You are expected to arrange for storage of empty crates off premises at your own expense. Fire Marshal Regulations prohibit the storage of boxes, crates, packing materials, etc. No more than one day's supply of literature in your display.

### **SOUVENIRS**

The Show Management requests that you do not distribute any items that can cause possible injury. Due to building regulations, no helium inflated balloons are allowed in the building.

### **SECURITY**

The Victorian Country Christmas will provide necessary security during the event. No other persons will be permitted in the building after the closing hour. Show Management and the Washington State Fair Events Center cannot guarantee against loss of any nature. **(Please refer to your insurance policy and the back of the show contract)**. Be sure to pack away small and valuable items each night.

### **WATER**

If you need water or any other utility service for display purposes, please contact the Washington State Fair Events Center at 253-845-1771.

### **LIABILITY**

You are solely responsible for the space you have leased. Please read the **Terms and Conditions** on the back of your contract. You have agreed to reimburse the Washington State Fair Events Center for any damage to the floors, walls or equipment occurring in the space you have leased. Automobiles, trucks and similar conveyance shall have drip pan or protective material under them to safeguard the floor from dirt, oil stains, etc. All matters not covered in these conditions are subject to the decision of the Show Management.

### **STORM DRAINS AND POLLUTION**

Per the Washington State Fairgrounds, no dumping of contaminated water (mop water, bleach water, greasy water, old coffee, ice or grease) in the fair's storm drains. Pressure washing is **NOT** allowed on the grounds. Disposal of waste water is to be in designated dump sites only. Failure to do so will result in a \$1,000 fine. Do not dump water in flowerbeds or on the ground.

# CITY, COUNTY & STATE REQUIREMENTS

## **STATE SALES TAX – 10.1% as of 7/1/2023 – subject to change.**

All Vendors who will make or solicit sales of tangible personal property or services at this event must have an open tax registration number. This number is called the Washington State Unified Business Identifier (UBI) number and has **NO COST**. **All exhibitors** must register with the Washington State Department of Revenue including non-profits, promotions, educational, governmental agencies and associations etc. To obtain this UBI number, please contact the Department of Revenue at **360-705-6741**.

Register online at [dor.wa.gov](http://dor.wa.gov). Click on the “**Open a Business**” link, then to “**Types of Businesses**” and then to “**Temporary Businesses**”. You may also write the Washington State Department of Revenue: 6500 Linderson Way SW, Tumwater, WA 98501.

If you have any questions, call the Department of Revenue at **360-705-6741**.

## **HEALTH PERMITS**

The Pierce County Health Department requires that anyone who sells or gives away a consumable food must meet state law standards and obtain a temporary permit no later than ten (10) days before the event. In addition, any employee handling a food item is required to have a valid health card. Health cards can be obtained by attending a presentation on environmental health and completing a written, open book test. For more information on Itinerant Permits and Health Cards, please contact the Department of Food and Consumer Safety at the Tacoma-Pierce County Health Department, 3629 S D St, Tacoma, WA 98418 or call 253-649-1417. **Any exhibitor selling or giving away a consumable food without the necessary permits displayed in their booth will be shut down.**

## **RAFFLES**

Raffles must comply with the rules and regulations established by the Washington State Gambling Commission: PO Box 42400, Olympia, WA 98504 or call 800-345-2529 or 360-486-3440. **A copy of the Washington State Gambling Commission permit must be submitted to the Fair Office.**

# MOVE-OUT

## Fork Lift Services

**PLEASE NOTE:** O'Loughlin Trade Shows **does not** provide fork lift services for move-in or move-out. Due to insurance policies and facility requirements all fork lift **services must be contracted through the Show Decorator**. Trade Show Supply House also provides **move-out shipping services**. Please contact: Trade Show Supply House, Inc. at 360-624-4498.

## Specifications

Exhibits cannot be disassembled or moved out until the Show is over at 6:00 pm. The public pays to see an entire Show. On move out you will not be allowed to move your vehicles close to the buildings until all of the attendees have left and vehicles can move safely about. You may begin move-out at approximately 6:30 pm on Sunday, December 3<sup>rd</sup>. Do not move vehicles for move out until after this time.

Please do not bring young children to move-in or move-out, as you will be personally responsible if they are injured or if they damage another person's property. Please contact your sales rep if you have any questions.

No vehicular traffic will be allowed in the building unless previous arrangements have been made. Please be courteous and do not block the truck entrances **or doors**. Your patience is appreciated as some displays **and carpet** must be removed before any vehicles and/or trailers can come into the buildings.

**Please note:** Due to time restrictions and building use, all exhibits must be removed in their entirety no later than noon, Monday, December 4<sup>th</sup> – **No Exceptions!!!**

## DIRECTIONS TO THE WASHINGTON STATE FAIR EVENTS CENTER

### From Olympia and the South

Take I-5 North to Highway 512, exit 127. Follow Highway 512 East for 10 miles to the Meridian Street South Exit. The Fairgrounds are on the left.

### From the North

Take I-5 South to the Puyallup Exit #142B. Turn left at the traffic light onto Highway 161 for eight miles, into the Puyallup Valley. Highway 161 becomes Meridian Street, a direct line to the Fair.

**Or**

Take I-5 South to the I-405 North interchange, exit 154A to Renton. Take exit 2 to Highway 167 toward Kent/Auburn. Travel South on Highway 167 for 20 miles to Highway 161 South/512 West. Take the Meridian Street South exit. The Puyallup Fair and Events Center is on the left.

### From the East

Take I-90 to I-405 South. Take exit 2 to Highway 167 toward Kent/Auburn. Follow directions above.

[Please click here for directions.](#)



# LOCAL SERVICES

Following is a list of services in close proximity to the Washington State Fair Events Center which is located at 110 9th Ave SW, Puyallup, WA 98371.

## Banks

BECU Credit Union	3083 S Meridian	800-233-2328	
Wells Fargo Bank	15806 Meridian Ave E	253-840-1023	
Bank of America	205 W Meeker	253-305-3170	
US Bank	302 S Meridian	253-848-4517	800-872-2657
Chase	1100 N Meridian	253-840-2488	

**Western Union (at Safeway)** 611 S Meridian 253-845-2010 800-325-6000

**Post Office** 204 2nd St SW 253-435-5146

## Specialty Packaging, Shipping, Copies, Fax

The UPS Store 4227 S Meridian, Suite C 253-840-0807

## Office Supplies

Office Depot 3715 S Meridian 253-445-3780

## Hardware

Home Depot 303 35th Ave SE 253-770-9600  
Lowe's 3511 5th St SE 253-604-5080

## Emergency Medical Services

Good Samaritan 401 15th Ave SE 253-697-4000