

WENATCHEE CONVENTION CENTER

VENDOR GUIDELINES

Vendor & Exhibit Display Tables.....

- with cloth.....
- with cloth & skirting.....
- with extension cord & power supply.....
includes 110v Power

SHIPPING/RECEIVING

Shipments of booth & materials may only be received 3 days prior to your function.

You may ship to the following address:

Wenatchee Convention Center

121 N. Wenatchee Avenue

Wenatchee, WA98801

All packages should be properly marked with Group name & contact, event name and total number of items. Please be sure to issue call tags for all materials to be shipped back. At the end of the function, the **vendor is responsible to schedule pickup of booth & materials.**

Shipments must be moved to the Sales and Catering office of the Convention Center after show. **The Wenatchee Convention Center is NOT responsible for shipping of any items.** You must make prior arrangements if items will not be picked up the next day after your event. The Wenatchee Convention Center agrees to normal & reasonable deliveries of packages or other items. For delivery of items outside the norm, the Center reserves the right to impose appropriate service charges.

The Wenatchee Convention Center does not provide forklifts or a pallet jack for moving items from the back loading dock or catering office to booth. If you should need these additional items, please contact the coordinator of the event. They will need to make outside arrangements. The Convention Center does have carts that, if available, can hold 50 lbs or less. Please check in with the Catering Office to sign out a cart if needed. Doorposts cannot be removed without prior approval. If you have a large item, please contact the Catering office 7 days in advance. The Convention Center does not sign or take any responsibility for delivery.

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ALTERATIONS/TAMPERING OF CONVENTION CENTER EQUIPMENT

No alterations or changes to the Convention Center shall be made without prior approval from the Catering office. Alterations in this policy include but are not limited to movement of interior plants or furnishings, movement of equipment, alterations to ceilings, walls or windows. No one may tamper with power plugs, power drops, power cords or spider boxes, or sound equipment.

WALLS

No items are allowed to be hung or attached to our walls.

All signs needed to be displayed must be on easels or Pipe and Drape

If you need assistance hanging items that do not need the lift, please contact the Catering office and they will contact banquet staff.

If adhesive is used to hang any material/ signs, a fee will be charged.

SPECIAL REQUESTS

You must contact the Convention Center prior to the event if you have special power needs, phone line/internet access or any other requests (please see additional services/utilities) that are not included with your booth.

ADDITIONAL EXHIBITOR SERVICES/UTILITIES

Convention Center reserves the exclusive right to provide internet lines, electrical services contracted through an electrician, air/water/drain services.

Convention Center staff or City maintenance must remove door posts and operate the lift if needed. If posts are removed without approval, the client/meeting planner will be charged the appropriate fee.

All vendor requests must come through the conference planner during the planning phase. Any additional requests by vendors during the conference will be billed to the conference master bill.

The conference planner will be responsible for billing the appropriate vendor.

The Wenatchee Convention Center will not bill individual vendors for fees.

Day of request and add-ons will be done on a first come first serve basis.

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VEHICLES & PROPANE TANKS

Gasoline powered vehicles may be displayed provided they are in full working order with an empty gas tank. A locking gas cap must be installed or the tank must be adequately sealed in some other appropriate manner. All battery cables must be disconnected and taped to avoid potential sparks. Fuel is to be dispensed or removed with appropriate safety equipment. Vehicle must have a cover underneath to protect carpet. Propane tanks may not exceed 2 gallons. All electrical equipment must be UL approved and gasoline engines must be AGA approved. Installation of such equipment must be pre-approved by the Convention Center.

CONCESSIONS/CATERING

Food and beverage, non alcoholic and alcoholic, (not including vendor/exhibitors samples) cannot be brought into the Convention Center. The Convention Center has exclusive rights to all concessions/catering to include, but not limited to Vendor/Exhibitor rooms and concessions. The Convention Center has the right to determine the appending concession hours & products. No other vendor may sell food during the trade shows.

Food for the vendors/exhibitors or VIP room must be purchased through the Convention Center. If client has a licensed food sponsor, that sponsor can work directly with the Convention Center Catering office. The sponsor can sell their product to the Convention Center and the Convention Center will charge an appropriate fee to the client.

If you have questions, please call The Convention Center Office at (509) 662-4411.