Department of Enterprise Services Training Conference and Tradeshow

Thank you for exhibiting at the Department of Enterprise Services 2013 Training Conference and Trade show**.**

After the keynote address and morning training sessions, attendees will have the rest of the day to visit vendor booths. The show is ending at 4pm this year.

Over 500 purchasing professionals have registered for the event and more are registering every day. We expect the traffic through the booths will be very heavy around lunch and dwindle down as the day wears on therefore, we recommend, if possible, that you have more staff working in your booth in the early afternoon rather than later in the day.

An information packet will be delivered to your booth, it will contain a copy of the show book, company name badges and sponsorship parking passes, if applicable.

Lunch: You will be provided lunch tickets in your vendor packet – which will be in your booth when you arrive. The number of tickets in the packet is the number of meals your company purchased at time of registration. You must have a ticket to receive onsite lunch; tickets are not available for purchase at the event. There are local restaurant choices available within walking distance if additional food is needed.

Booth Information

Your booth number/s will be available at the following link as of October 11, 2013:
http://des.wa.gov/services/ContractingPurchasing/TrainingAndTradeshow/Pages/VendorFloorPlan.aspx

The booths are not carpeted. Cost of booth (s) includes piping; draping; dividers; one 8-foot draped table; 2 chairs; one 500-watt duplex outlet; a 7" X 44" one-line exhibitor identification sign with the booth number in 2" letters; and a name badge for each company employee your company registered for the trade show.

If you have any questions about the show packet, please call GES at 1-800-475-2098.

Schedule

Exhibitor Setup**	Monday, Oct. 28 Tuesday, Oct. 29	1:00 p.m. - 6:00 p.m. 7:00 a.m. - 10:00 a.m.
Vendor Networking Lunch	Tuesday, Oct. 29	11:00 a.m. – 12:00 p.m.
Attendee Lunch*	Tuesday, Oct. 29	12:00 p.m. – 1:00 p.m.
Tradeshow Hours	Tuesday, Oct. 29	12:00 a.m. - 4:00 p.m.
Exhibitor Breakdown**	Tuesday, Oct. 29	4:00 p.m. - 5:00 p.m.

* note the attendees will be able to walk the show floor during their lunch break so your booths should be staffed during this time.
**A few carts will be available on site for vendor move in and move out.

Large Display Items
Large vehicles and items that will be displayed on the show floor will need to arrive earlier on October 28, 2013 than stated above. Please make arrangements with Keith Farley Keith.Farley@des.wa.gov by no later than October 23, 2013. Displays that will take longer than 30 minutes to assemble should be brought and set up on the afternoon of Monday October 28.

Fuel powered equipment: Shall not be displayed or located inside the building without prior Fire Marshal approval. All fuel tanks openings shall be locked or taped to prevent escape of fuel vapors. Fuel in the tank shall not exceed one-quarter of the tank capacity or 5 gallons, whichever is less. Battery cables shall be disconnected and the leads taped. Autos will not be located so the exits are blocked in case of fire, in accordance with NPFA 10, Section 3,4,4, Class B Hazard.

Hotel Accommodations

- Walking Distance: Hotel Murano
- Walking Distance: Marriott Courtyard

Freight, Access & Loading Info

http://www.tacomaconventioncenter.com/plan_access.html

Material Handling:

Freight that comes in via a common carrier will be handled by GES and exhibitors will be charged a material handling fee as outlined in the GES exhibitor manual.

Freight delivered in Private Owned Vehicles may be offloaded by exhibitors and items may be hand carried into the exhibit hall.

Display Labor:

Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.

Exhibitor may unpack and place merchandise. Exhibitor may set up exhibit display if one person can accomplish the task in less than **one-half hour** without the use of tools.

For additional details: http://marketing.ges.com/kits/61/1310/600367/WorkRulesSYD.pdf

If you have questions, please call Customer Service at (360) 407-2200 or Chris Cantrell at (360) 407-9396 or send email to DESEvents@des.wa.gov.