



**Washington-Oregon Potato Conference
Trade Show Exhibitor Information and Instructions**
www.potatoconference.com

TRADE SHOW BOOTH SET-UP TIMES - **NO EARLY SETUP**

Exhibitor Packets can be picked up at the **SHOW OFFICE inside the Great Hall.**

Outdoor Equipment Vendors:

Monday, January 23, 1p.m. – 5 p.m.

Indoor Vendors:

Monday, January 23, 1p.m. – 5 p.m.

Tuesday, January 24, 8 a.m. – 10 a.m.

Outdoor Exhibit Space

Outdoor space will be sold at \$100 per piece for those vendors who also have inside space or \$500 per piece for those who wish to only be outside.

Trade Show Hours

Tuesday, January 24, 10 a.m. – 5 p.m.

Wednesday, January 25, 9 a.m. – 5 p.m.

Thursday, January 26, 9 a.m. – 1p.m.

NO OUTSIDE FOOD OR DRINK WILL BE PERMITTED IN THE BUILDING. Any exhibitor that wishes to hand candy out to attendees must have individually wrapped candy.

Trade Show Close & Exhibit Tear-down – The Trade Show will officially close at **1p.m. on Thursday, January 26, 2017.** All exhibits may begin tearing down at this time. Please do not dismantle your booth before the close of the show. ***Early dismantling will jeopardize participation in future Trade Shows.***

Booths must be staffed during Trade Show hours.

EXHIBIT HALL LAYOUT DIAGRAM – The booth layout is on the enclosed diagram. The standard booths are 8’ deep by 10’ in length. Our exhibition contractor will provide an 8-foot backdrop for each booth with 3-foot side drapes between booths. Two chairs and a table will be furnished for each booth at no extra charge. A dual outlet 110 power source and identification sign will be provided for each booth at no additional cost to the vendor. **All additional requests need to be made directly to the Three Rivers Convention Center at 509-737-3703 or on attached form.**

ADVANCE SHIPPING – Booth equipment may be shipped directly to the Three Rivers Convention Center at 7016 W. Grandridge Blvd., Kennewick, WA 99336. Please include ‘WA OR Potato Conference’ and your booth number on all shipments. The Three Rivers Convention Center can be contacted at 509-737-3703. You may contact Vivian Suchocki at vsuchocki@3riverscampus.com.

CANCELLATION POLICY – Notification of cancellation must be made in writing to the Potato Conference at least ten days prior to the Trade Show opening. When notification is received, 75 percent of the fee will be refunded. No refunds will be made after the ten-day deadline.

Name Badges – Each Exhibitor will be given two name badges for those staffing the booth. Additional badges can be purchased online for \$5.00. All Exhibitors and attendees **MUST** www.potatoconference.com.



Conference Proceedings – The 2017 Proceedings will be provided free of charge to each exhibitor on request. You can request them when you register online by checking the box. Proceeding will be emailed out in June 2017.

Trade Show Reception – The Trade Show Reception will be held **Tuesday, January 24, 2017 at 5 p.m.** in the Trade Show Great Hall. **All wine and beer will be complimentary.** Hard alcohol will be available for sale.

Washington State Potato Foundation Annual Banquet – The annual WSPF banquet will be held on **Wednesday, January 25, 2017.** If you are interested in attending please contact Kellee Balcom directly at 509-528-4144 or kbalcom@potatoes.com.

Hotel Accommodations – The Conference board has worked with Tri-Cities area hotels to negotiate Conference rates for vendors and Conference participants. Please check the Potato Conference website for hotel information at <http://www.potatoconference.com/hotels.html>

Security – The Three Rivers Convention Center has advanced security systems in place. *The Conference board will make every effort to safeguard the exhibits, but can assume no liability for loss or damage occurring during the time of the Show. Exhibitors are cautioned to provide safeguards on valuable merchandise and provide insurance coverage as they deem necessary.*