



Presented by  **LEUPOLD®**

January 31 – February 4, 2024
Washington State Fair Events Center
Puyallup, Washington

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.

2024 WASHINGTON SPORTSMEN'S SHOW[®]

**January 31-February 4, 2024
Washington State Fair Events Center**

110 9th Avenue SW
Puyallup, Washington 98371

253-845-1771

Show Hours

Wednesday, January 31 12:00 pm to 8:00 pm

Thursday, February 1 12:00 pm to 8:00 pm

Friday, February 2 12:00 pm to 8:00 pm

Saturday, February 3 10:00 am to 8:00 pm

Sunday, February 4 10:00 am to 4:00 pm

Show Office: 253-841-5298

Produced by:

O'LOUGHLIN TRADE SHOWS, INC.

PO Box 80750

Portland, Oregon 97280-1750

Phone: 503-246-8291

Toll Free: 800-343-6973

Fax: 503-246-1066

thesportshows.com

TABLE OF CONTENTS

I. SHOW PREPARATION	1-3
Schedule	
Final Payment	
Move - In	
Showplex Exhibition Center Booth # 100-800 Series	
Pavilion Hall Exhibitors Booth # 1000 – 1100 Series	
Centennial Building Booth # 1300 Series	
Grass Areas	
Fork Lift Services	
Show Office	
Early admittance	
Ordering Show Services	
Decorator	
Electrician	
Electrical–Lighting	
Audio-Video	
Telephones	
Internet Access	
Wi-Fi	
Host Hotels	
Additional Puyallup Area Hotels	
Exhibitor Insurance	
II. EXHIBITOR PASSES, TICKETS	3-4
Exhibitor Credentials-Wrist-Bands & Work Passes	
Organizations, Associations & Non-Profits WILL CALL Form	
Be My Guest Tickets	
Will Call Instructions	
III. FLOOR PLAN	5
IV. EXHIBITS	6-8
Exhibitor Specifications	
Display Regulations	
Bulk Space	
Proper Aisle Flow	
Sound	
Signage	
Merchandise Sales	
Exhibitor Restock and Early Admittance	
Extension Cords	
Liquid & Gas Fueled Vehicles & Equipment	
Walls and Floors	
Pets/Children	

V. PARKING	8
VI. FACILITY	9-10
Receipt of Exhibits	
Advanced Shipments	
Direct Shipments	
Pallets	
Sweeping	
Smoking	
Liquor & Food	
Food Demonstrations	
Giveaways	
Pre-packaged Foods	
Music	
Storage	
Souvenirs	
Security	
Water	
Liability	
Storm Drains and Pollution	
VII. CITY, COUNTY & STATE REQUIREMENTS	11
State Sales Tax Requirements	
Health Permits	
Raffles	
VIII. MOVE-OUT	12
Fork Lift Services	
Move-Out Shipping Services	
Specifications	
IX. DIRECTIONS TO FAIRGROUNDS	12
X. LOCAL SERVICES & ADDITIONAL HOTELS.....	13
XI. MAP TO FAIRGROUNDS	14
XII. FIRE MARSHAL REGULATIONS	15-24

SHOW PREPARATION

Schedule

FINAL PAYMENT REMINDER – November 3rd, 2023

Final Payment was due on or before November 3rd, 2023. Please make arrangements as soon as possible if your balance is outstanding. Your exhibitor credentials will not be given out until payment has been received in full.

MOVE-IN DAYS - Monday, January 29th & Tuesday, January 30th

Move-in will be from Noon to 8:00 pm Monday, January 29th and from 8:00 am to 8:00 pm Tuesday, January 30th.

All exhibits must be in place no later than 8:00 pm on Tuesday, January 30th. No vehicular traffic will be allowed in the building after that time. There will be no placing, moving, altering or dismantling of a display after 12:00 pm on Wednesday, January 31st. If you cannot adhere to this schedule, please contact Show Management immediately.

Showplex Exhibition Center Exhibitors: (Booth #100-800 Series)

For move-in and move-out, all Showplex Exhibition Center Exhibitors (Booth #100-800 series) must use the Orange Gate entrance and exit off of 9th Ave SW. Please refer to floor plan/map (page 5).

Pavilion Hall Exhibitors: (Booth #1000 - 1100 Series)

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

Centennial Building Exhibitors: (Booth #1300 Series)

For move-in and move-out, Centennial Building Exhibitors must use the Service Gate entrance off of 5th St SW. Please refer to floor plan/map (page 5).

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, dollies, 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 (same location as last year). The telephone number will be 253-841-5298, effective noon Monday, January 29th. 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 or cleaning equipment 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

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 9th Ave and Meridian.

Ordering Show Services

DECORATOR

The Show will be using red and white drapes in the Expo Hall and Pavilion, blue and white drapes in the Showplex. 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

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.](#)

AUDIO-VISUAL

For additional sound and visual equipment needs please contact Audio Visions Plus at 541-312-6464. [Please click here to download this form.](#)

TELEPHONES – Your order MUST be placed by January 12th, 2024

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 or complete the telephone order form. [Please click here to download this form.](#)

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.

Wi-Fi

The Washington State Fair Events Center offers open Wi-Fi access but doesn't provide technical support. For access please go into your settings and select "Gen Fair". The password is WifiGen2021!

HOST HOTELS

We recommend the following hotels because of their updated security measures:

Holiday Inn Express & Suites
812 South Hill Park Drive
Puyallup, WA 98373
253-848-4900

Hampton Inn and Suites
1515 S. Meridian
Puyallup, WA 98371
253-770-8880

Please reference the Washington Sportsmen's Show when making your reservation. Make your reservations early.

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 Sportsmen's Show 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 – Wrist-Bands & Exhibitor Work Passes

Exhibitors will be provided Exhibitor Wrist Bands designed to wear around either wrist for the duration of the show and One-time Exhibitor Work Passes. The wrist band **must** be securely attached around the wrist in order for the gate attendant to allow you entry into the show. **No Exceptions!** If wrist bands are used by persons other than those immediately connected with staffing of exhibits, those persons will be asked to leave.

The number of Exhibitor Wrist Bands and One-time Exhibitor Work Passes will be issued as follows: the first 10'x10' booth space will receive two (2) Exhibitor Wrist Bands and five (5) One-time Exhibitor Work Passes; one (1) additional wrist band for each additional 10'x10' of space will be issued thereafter. **The Wrist Bands & One-time Exhibitor Work Passes are valid for this show only!**

Bulk, Outside and Larger space Exhibitors: your sales representative will be contacting you to request the number of staff members working your exhibit space. The number of Exhibitor Wrist Bands and One-time Exhibitor Work Passes will be agreed upon at this time with your sales representative.

We **do not** mail Exhibitor Wrist Bands and One-time Exhibitor Work Passes. Both forms of credentials must be picked up at the Show Office Monday, Tuesday and Wednesday during move-in hours. **Wrist Bands 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, January 31st, no more Exhibitor Wrist Bands 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.

ORGANIZATIONS, ASSOCIATIONS AND NON-PROFITS

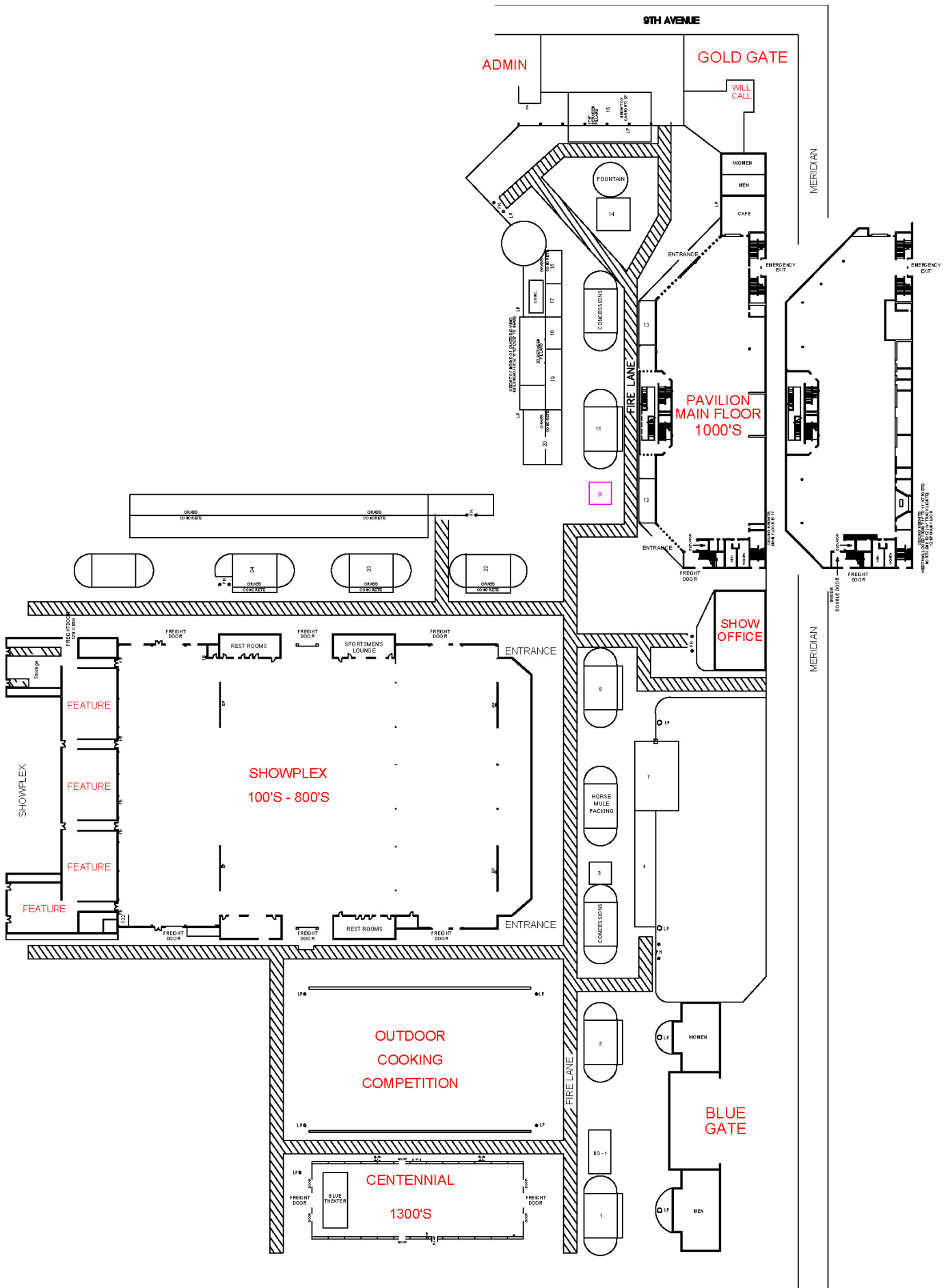
A list of the staff working your booth **must** be broken down by day. **No more than 6 people per day!** ID will be required for entrance to the show at the Will Call booth located at the Gold Gate. This list must be submitted to the Show Office or to your sales rep during regular move-in hours **before** the opening day or mailed to our office prior to the show. Your sales representative will provide you a form that lists time slots for each of the show days. [Click here to download this form.](#)

“BE MY GUEST” TICKETS

You, the exhibitor, may purchase these 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. These tickets may be used at any of the 2024 O’Loughlin Sportsmen’s Shows – No Refunds.**

WILL CALL INSTRUCTIONS

1. Wristbands, 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 wristbands, 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 wristbands, passes or tickets must be **printed** on the envelope.
4. No wristbands, 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 wristbands, 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 9th Ave. and Meridian and is open one (1) hour prior to Show opening.



EXHIBITS

Exhibitor Specifications

Display Regulations

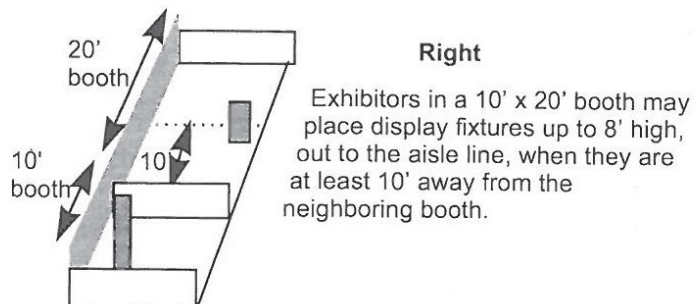
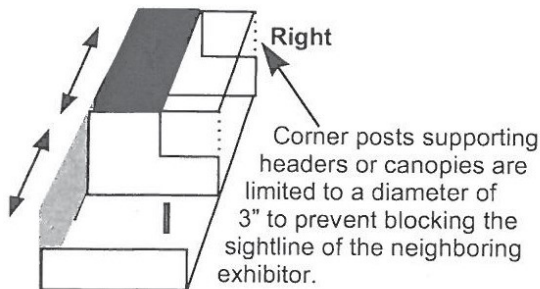
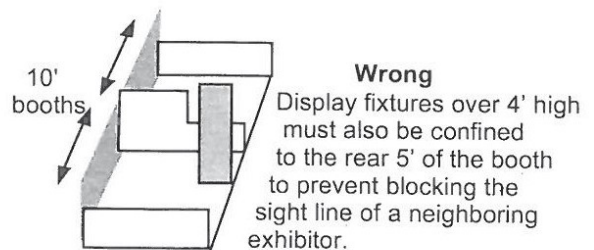
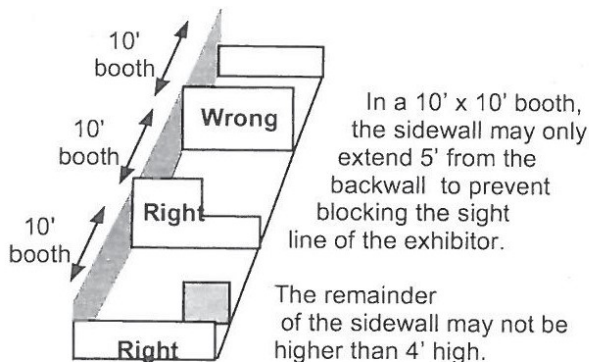
Standard Booth Definition: One or more standard 10' x 10' booth(s) in a straight line. Each booth is furnished with one (1) 5 amp electrical outlet.

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

- Booth back walls may not exceed 10' height, plus 2' for signs (the backside of any such signs must be properly covered).
- All display fixtures over 4' in height and placed within 10' of an adjoining exhibitor must be confined to an area that is at least 5' from the aisle. The back of any such sidewalls must be covered so as not to appear unsightly.
- Exhibitors using canopies or false ceilings over their exhibit may use vertical supports up to 3" in width in the corner of their space. Vertical supports that are strictly decorative will not be permitted if in conflict with the rules stated above.
- Nothing may be suspended from the ceiling in a standard booth.

Intent: Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the space size. Exhibitors with larger space (30' or more) should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others.



Bulk Space

No space dividers or drapes are furnished.

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 or sound systems **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 sound systems and demonstrations **must** be strictly approved by Show Management prior to the show. **No exceptions!!!**

Signage

No signs are to be hung over the aisles as they are the property of the Show Management. **No double-faced signs** allowed for exhibitors in booth areas, 10x10, 10x20, etc. **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 ¼ 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.

All boats must be completely drained outside. No boats are allowed in the building with water in them.

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.

Inside the Fairgrounds 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. 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

January 29th & January 30th Only

Shipments will be received at The Washington State Fair Events Center from 8:00 am to 4:00 pm Monday, January 29th and Tuesday, January 30th. Shipments **must** be addressed as follows:

Exhibitor Name
Booth Number and Building
Washington Sportsmen's Show
C/O Trade Show Supply House Inc.
1404 5th St SW
Puyallup, WA 98371

Any shipments received at the Fairgrounds before Monday, January 29th 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, Wednesday January 31st. 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. It is the responsibility of the Lessee to inform the exhibitors of the requirements. For the safety of the people attending your event any exhibitor not complying with Health Department rules will be shut down. **(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 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)**

MUSIC

You must not play music in any form without the proper license of copyrighted music. You, the exhibitor, shall protect, defend, indemnify and hold harmless the Show Management and the Washington State Fair Events Center from and against any and all claims, damages, losses and expenses including attorney fees arising out of or resulting from performance of live or recorded music or other copyrighted works with the exhibit, or the offices, contractors, licenses, agents, employees, guest, invitees, or visitors of Exhibitors.

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 yardsticks or other items in the category in order to avoid possible injury. Due to building regulations, no helium inflated balloons nor gummed stickers are allowed in the building.

SECURITY

The Washington Sportsmen's Show will provide necessary security during the life of the show through Pierce County Security. No other persons will be permitted in the building after the closing hour. Show Management, the Washington State Fair Events Center and Pierce County Security 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 11/1/2023 – 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**. 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 4:00 pm. The public pays to see an entire Show. You may begin move-out at approximately 4:30 pm on Sunday, February 4th.

Please do not bring 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.

No vehicles will be allowed in the building until the general public has been cleared. Please be courteous and do not block the truck entrances. Your patience is appreciated as some displays must be removed before any vehicles and/or trailers come in the building.

Please note: Due to time restrictions and building use, all exhibits must be removed in their entirety no later than noon, Monday, February 5th – **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.

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	
----------------	-----------------	--------------	--

Additional Hotels:

Best Western Premier Plaza Hotel

620 South Hill Park Dr.
Puyallup, WA 98373
253-848-1500

Fairfield Inn & Suites

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

Motel Puyallup

1412 South Meridian
Puyallup, WA. 98371
253-845-8825



Central Pierce Fire & Rescue
Fire Prevention Division



902 7th Street NW
Puyallup, WA 98371
253.538.6402 office 253.538.6486 fax



FIRE AND LIFE SAFETY REQUIREMENTS

REQUIREMENTS FOR EVENTS AND TEMPORARY STANDS AT FAIRS AND SHOWS

PURPOSE:

To publicize the requirements and provide a standard method of inspection of temporary stands at fairs, shows, carnivals and other occupancies which are not permanent in nature or whose use is temporary or seasonal.

RESPONSIBILITIES:

It is the responsibility of the Fire Marshal or his/her designated authority to ascertain if the requirements of this policy are being complied with, and to enforce these and any other laws and codes of the City of Puyallup, pertaining to **fire and life safety**, as may be necessary.

PROCEDURES:

Temporary stands inside the Western Washington Fair are covered by a master business license, issued to the Fair. Temporary stands, located anywhere in the City, outside the property of the Western Washington Fair, must apply for and receive a temporary business license. After the license has been applied for, the application will be forwarded to the Bureau of Fire Prevention for any permits required.

Applications shall be accompanied by site plans, information related to required permits, or any other information deemed necessary to ascertain all stands are in compliance with the International Fire Code. Any license, either Master or Individual, do not cover permits required by the International Fire Code.

An inspection shall be conducted to determine if the occupancy or operation meets code requirements. The inspection shall ascertain if the requirements of Appendix A, B, and C have been met in addition to any other laws or codes which may apply to the particular application request.

When code requirements have been met, the Deputy Fire Marshal may issue the required permit, which shall be posted at the occupancy or operation.

If you have questions concerning these requirements please contact the Fire Prevention Division at: (253) 538.6402 902 7th ST NW, PUYALLUP, WA 98371 Fax Number: (253) 538.6486.

It may be necessary for the applicant to complete a PERMIT APPLICATION FORM in addition to the TEMPORARY BUSINESS LICENSE APPLICATION. Please read Appendix A for "**Permits Are Required**". If a temporary business license is required, a separate application can be obtained at <http://www.cityofpuyallup.org/business/business-licenses/temporary-stands/> through the City of Puyallup.

APPENDIX A

TEMPORARY USE OCCUPANCIES OR OPERATIONS FIRE AND LIFE SAFETY REQUIREMENTS (Not including electrical)

Any temporary use occupancy, business or operation that fails to comply with the International Fire Code requirements listed here will be **SUBJECT TO IMMEDIATE CLOSURE** until compliance is made. If the particular International Fire Code requirement is not listed here, a reasonable time may be given to comply, unless violation is an immediate life threatening situation as determined by the Fire Marshal or his/her designee.

In order to protect life and property, prevent fires and comply with local fire codes, the following is imposed:

"PERMITS ARE REQUIRED" for the following activities

1. **TO OPERATE A PLACE OF ASSEMBLY:**
An assembly is the gathering together of persons for such purposes as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation.
2. **TO OPERATE A CARNIVAL OR FAIR**
3. **TO OPERATE EXHIBITS AND TRADE SHOWS**
4. **TO ERECT AND/ OR OPERATE A TENT OR CANOPY:**
Tents with a square footage over 200 square feet and canopies with a square footage over 400
5. **TO USE OPEN FLAME DEVICES:**
Use of open flame devices, i.e., torches, candles, glass blowing, forges, stoves, barbecues and all cooking operations, etc.; will require approval of the Fire Marshal or his/her designee.
6. **TO USE FLAMMABLE PAINTS:**
Flammable paints shall not be applied or stored without approval of the Fire Marshal or his/her designee.

ADDITIONAL REQUIREMENTS (Fire Marshal Approval is required for all activities listed)

COMMERCIAL FOOD PREPARATION:

The commercial preparation of food, either in temporary or permanent locations, shall be conducted in accordance with the International Mechanical Code (IMC) and the International Fire Code (IFC). Ventilating hood and duct systems will be IMC Type I or Type II, depending on the food products being prepared. **IFC Section 609 and Section 2404.**

Demonstration of commercial cooking is limited to using one electrical heat source in a 10 foot by 10 foot area. The heat source cannot exceed 400 degrees Fahrenheit. Solid or gel type fuel (Sterno) shall be limited based on the recommended manufacturer's design for the warming fixture. If the manufacturer's paperwork is not available, then the Fire Marshal shall make the determination on the amount of (Sterno) fuel that can be used.

APPENDIX A
Continued

FLAMMABLE LIQUIDS:

Gasoline or liquefied petroleum gas portable containers will **not** be allowed inside any structure, tent, canopy or temporary membrane structure. Storage areas shall be approved by the Fire Marshal. Outside use and storage shall be a minimum of 20 feet from a building and approved by the Fire Marshal. **IFC Section 102 and IFC Section 3801**

NATURAL GAS USE:

Natural gas is allowed to be used for fuel for heating and cooking. Approval from the local gas purveyor and Fire Marshal is required. A flex gas (CSST) line shall be used to connect to the meter. This line is limited to 4 feet in length. Flex gas (CSST) line is not allowed along the ground or suspended in air. Gas piping shall be supported at a maximum of every 6 feet. It shall be protected in traffic areas from displacement. Gas piping shall be tested on site and approved by the building division. A flex gas (CSST) line may be used as a final connection from the appliance to the gas piping. The length of this flex line shall not exceed 6 feet. Each supply of gas shall have its own shut-off. The gas meter may be used for the shut off if a permanently attached handle is available for use. Each appliance shall have a shut-off located in an accessible location.

ELECTRICAL HEATERS:

Portable electrical heaters are not permitted in a building unless approved by the Fire Marshal and the owner of said building or his/her representative.
IFC SECTION 305.1

SMOKING PROHIBITED:

The Fire Prevention Bureau's Office shall enforce a no smoking policy in those areas specifically posted by the Fire Marshal or his/her designee.
IFC SECTION 310

BARBECUES:

Barbecues, portable or pit require approval of the Fire Marshal or his/her designee.

INDOOR LOCATION:

Barbecue pits used for commercial cooking operations in buildings shall be constructed as commercial food heat-processing equipment in accordance with the International Mechanical Code.

Used barbecue coal ash shall be put into an approved container, labeled "**HOT BARBECUE COALS ONLY**" and stored in an approved location.

OUTDOOR LOCATIONS:

Barbecue pits or equipment in outdoor locations shall be constructed of concrete or approved non-combustible materials.

Barbecues shall not be located within 10 feet of combustible walls or roofs or other combustible material.

At least one, 2-A 20 BC fire extinguisher shall be available within 20 feet of the barbecue. Extinguisher shall not be inside another temporary stand.

Used barbecue coal ash shall be put into an approved container, labeled "**HOT BARBECUE COALS ONLY**" and stored in an approved location.

Barbecues shall not be installed or placed inside unless the structure is approved by the Fire Marshal and a permit has been issued allowing this.

APPENDIX A

Continued

FIRE LANES AND HYDRANTS:

Fire lanes shall be maintained to a minimum unobstructed width of 20 feet. Overhangs or other like material shall not obstruct the vertical clearance of a fire lane less than a minimum of 13 feet 6 inches.

Fifteen (15) feet of fire lane on all sides of a hydrant located on an access road shall be maintained clear and free of any obstructions including the parking of vehicles. A minimum of 3 feet of clearance shall be maintained around the circumference of all hydrants.

IFC SECTION 502 AND IFC SECTION 508

OBSTRUCTION OF FIRE SAFETY SYSTEMS:

Exit doors, aisles, exit ways, exit lights, stairways, hose cabinets, fire extinguishers, fire hydrants or any other fire suppression appliances shall not be concealed or obstructed by any decorative material, displays, fixtures, structures or demonstration equipment.

IFC SECTION 509.2 and IFC SECTION 1003.6

DUMPSTERS:

Commercial dumpsters and containers with an individual capacity of 1.5 cubic yards or greater shall not be stored or placed within five feet of combustible walls, openings or combustible roof eave lines without specific approval of the Fire Marshal or his/her designee.

IFC SECTION 304.

TENTS, CANOPIES AND TEMPORARY MEMBRANE STRUCTURES:

Tents, canopies and temporary membrane structures shall comply with **IFC Section 24** and Appendix C of these requirements. (Note: Temporary, site-constructed, wood structures, shall comply with standards listed in Appendix C).

NOTE: OPEN FLAME DEVICES, ELECTRIC STOVES, HOT PLATES AND ANY OTHER FORM OF EQUIPMENT USED FOR THE PREPARATION OF FOOD OR ANY OTHER REASON SHALL NOT BE USED AND ARE NOT PERMITTED WITHIN THE CONFINES OF A TENT, CANOPY OR TEMPORARY MEMBRANE STRUCTURE UNLESS THE TENT CONFORMS TO THE DEFINITION OF A "COOK TENT". See definition.

(Exception: This requirement *may* be waived if "firewatch" personnel are on scene, all required setbacks are available and the tent, canopy or temporary membrane structure is *not* open to the public. This exception shall be approved on a case by case basis by the Fire Marshal. **A PERMIT IS REQUIRED**

COMPRESSED GAS CYLINDERS:

Compressed gas cylinders, in service or in storage, shall be adequately secured (chained) to prevent falling or being knocked over. Ropes, cords, rubber and other combustible material will not be approved for this purpose. Compressed gas cylinder or tank protective caps or collars shall have the caps or devices in place except when the containers, cylinders or tanks are in use or are being serviced or filled.

IFC SECTION 3003.

APPENDIX A

Continued

FIRE EXTINGUISHER REQUIRED:

An approved, minimum 2A-10 BC rated fire extinguisher, or larger, shall be available at each temporary stand. Extinguishers shall serve for only one stand. The Fire Marshal may waive this requirement if the temporary stand is less than 200 square feet and no heating, cooking, electrical or other possible ignition source is located under the temporary stand.

An approved **40BC rated fire extinguisher** shall be provided to protect all cooking and food processing. An approved **K-Type fire extinguisher** shall be required for deep fat frying utilizing vegetable oil. **IFC SECTION 906**

COMBUSTIBLE WASTE:

Combustible waste matter shall not be allowed to accumulate in or near any stand. **IFC SECTION 304.**

EQUIPMENT CONFINED:

All equipment, mechanical or otherwise, shall be installed, maintained and secured within the confines of the stand, i.e., refrigerators, freezers, cookers, etc.

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 **IFC 314** and shall meet the following requirements:

- (a) Batteries shall be disconnected with the ends taped in an approved manner.
- (b) Vehicles or equipment shall not be fueled or defueled within any building.
- (c) Fuel tanks shall not be more than 1/4 full nor exceed 5 gals, whichever is less, and fuel systems shall be inspected for leaks.
- (d) Fuel tanks shall be locked or sealed to prevent escape of vapors.
- (e) 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.

APPENDIX B

ELECTRICAL EQUIPMENT AND WIRING

USE OF TEMPORARY WIRING:

Special Events: Temporary wiring for electrical power and lighting installations is allowed for a period not to exceed 90 days for Christmas decorative lighting, carnivals and similar purposes, and for experimental or development work.

ABATEMENT OF ELECTRICAL HAZARDS:

Electrical wiring, devices, appliances and other equipment which are modified or damaged and constitute an electrical shock or fire hazard shall not be used.

ELECTRICAL MOTORS:

Electrical motors shall be maintained in a manner free from accumulation of oil, dirt, waste and other debris which will interfere with required motor ventilation or create a fire hazard.

EXTENSION CORDS:

GENERAL:

Extension cords shall not be used as a substitute for permanent wiring.

Minimum 14 gauge extension cords shall be used to extend electrical service.

1. Extension cord shall only be used with portable appliances while such appliances are in immediate use.
2. Extension cords shall be plugged directly into an electrical outlet and shall, except for approved multi-plug extension cords, serve only **one** portable appliance.
3. The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
4. Extension cords shall be maintained in good condition without splices, deterioration or damage.
5. The extension cords shall be grounded when servicing grounded portable appliances.
6. Extension cords and flexible cords shall not be affixed to structures, extend through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage.

VIOLATIONS NOTIFICATION:

NON-APPROVED, MULTI-PLUG ADAPTERS, EXTENSION CORDS AND OTHER ITEMS THAT ARE BEING USED ILLEGALLY WILL BE DISCONNECTED AND GIVEN TO THE OWNER OR OPERATOR TO BE REMOVED FROM THE AREA. IF THE OWNER OR OPERATOR IS NOT PRESENT WHEN THE VIOLATION IS FOUND, THE ITEM OR ITEMS MAY BE DISCONNECTED, MARKED "NOT APPROVED" AND LEFT TO BE REMOVED.

APPENDIX B
Continued

POWER TAPS:

1. Power taps shall be of the polarized or grounded types and shall be listed.
2. The power taps may be directly connected to permanently installed receptacles, or extended by the use of one 50' extension cord that is rated at a minimum of 14 gauge.
3. Power tap cords shall not extend through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage.

ACCESS TO SWITCHBOARDS AND PANELBOARDS:

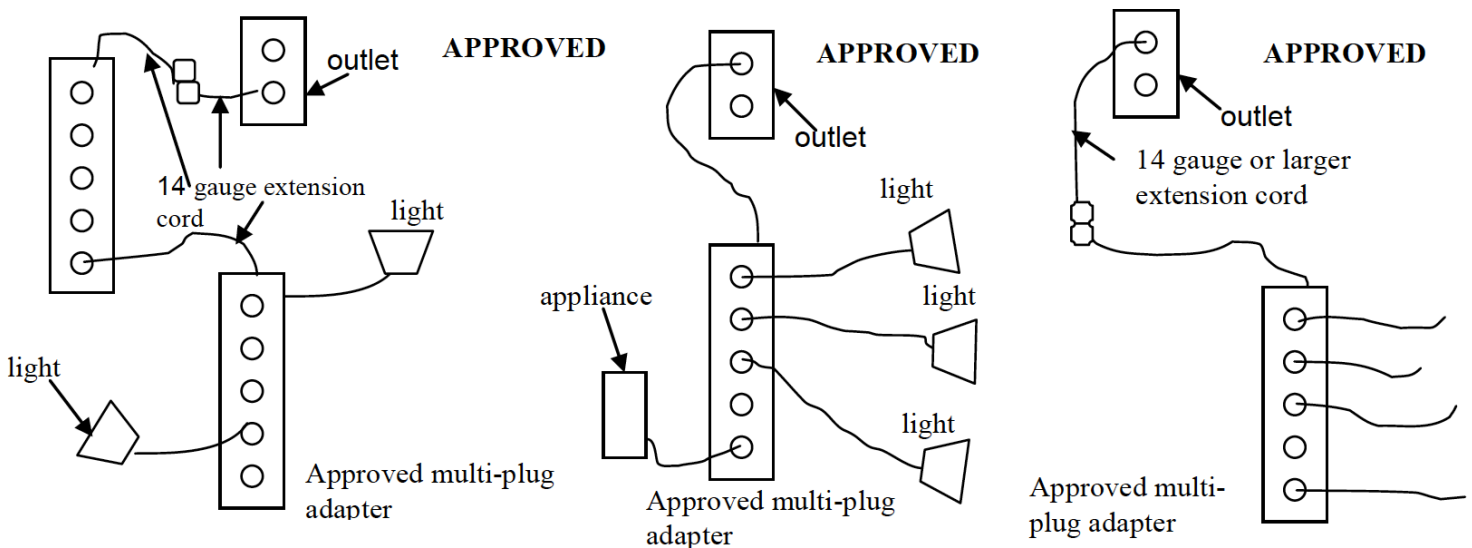
A clear and unobstructed means of access with a minimum width of 30 inches and a minimum height of 78 inches shall be maintained from the operating face of the switchboard or panel board to an aisle or corridor.

The **GRAPHICS** below are presented to give a visual understanding of approved methods of temporary wiring for lights and appliances at fairs, carnivals and shows. Also, remember the following parameters:

1. Extension cords that are less than 14 gauge in size will not be allowed to extend electrical service.
2. Extension cords shall supply power to one plug only.
3. Approved multi-plug adapters/power taps with a testing laboratory's label amped on them or attached to them, are allowed. The word "**APPROVED**" means the unit has been tested and approved for its intended use by a nationally recognized testing laboratory such as Underwriters Laboratories or Factory Mutual. Adapters must have over current protection that will activate and shut off the current if the adapter is overloaded.

This arrangement is approved for temporary installation only for fairs and shows for a limited time

If you are unable to reach the outlet with the plug connected to the appliance, you will require an extension cord of 14 gauge or larger. (Larger would be 10 or 12 gauge.)



FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS OR ANY OTHER REQUIREMENTS OF THE PUYALLUP MUNICIPAL CODE CONSTITUTES CAUSE FOR APPROPRIATE LEGAL ACTION.

APPENDIX C

TEMPORARY USE OCCUPANCIES OR OPERATIONS FIRE AND LIFE SAFETY REQUIREMENTS

TENTS, CANOPIES AND TEMPORARY MEMBRANE STRUCTURES

DEFINITIONS:

TENT:

Any structure, enclosure or shelter constructed of canvas or pliable material supported by any manner except by air or the contents it protects. **(Plastic material will not be allowed for roof cover or side enclosure cover unless it is certified as being flame retardant and will not melt and drip under fire conditions.)**

COOK TENT:

2404.15 Cooking tents. Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 feet and will not be open to the public. **IFC SECTION 2404**

An approved **40B rated fire extinguisher** shall be provided to protect all cooking and food processing. An approved **K-Type fire extinguisher** shall be required for deep fat frying utilizing vegetable oil. **IFC SECTION 906**

CANOPY:

Any temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects and is open, without side walls or drops, on 75 percent or more of the perimeter. **(Plastic material will not be allowed for roof cover or side enclosure unless it is certified as being flame retardant and will not melt and drip under fire conditions.)**

TEMPORARY MEMBRANE STRUCTURE:

Any air-inflated, air supported, cable, or frame-covered structure as defined by the IBC, which is erected for less than 180 days and not otherwise defined as a tent, canopy or awning.

AWNING:

A shelter supported entirely from the exterior wall of a building.

Exits from tents and temporary membrane structures in excess of 200 square feet and canopies in excess of 400 square feet shall comply with **IFC SECTION 24 TABLE 2403.12.2**

Tents, canopies and temporary membrane structures of any size shall comply with the following standards as well as all other requirements of these rules and regulations as apply:

In the event the flame-retardant application is performed by other than a "CERTIFIED" commercial applicator, a "Flame Retardant Verification Statement" shall be completed **prior** to the issuing of any permits.

FLAME RETARDANT TREATMENT AND STANDARDS:

The sidewalls, drops and tops of all tents, canopies and temporary membrane structures shall be of flame retardant material or shall be made fire retardant in an approved manner. When used on floors or passageways floor coverings, bunting, flammable decorations or effects, including sawdust, shall be made fire retardant in an approved manner.

An approved certification shall be retained on the premises indicating the following:

- (1) Names and address of the *owners* of the tent or air-supported structure.
- (2) Date fabric was last treated with flame-retardant solution.
- (3) Trade name or kind of chemical used in treatment.
- (4) Name of persons and firm treating materials.
- (5) Name of testing agency and test standard by which the fabric was tested..
IFC Section 2404.4

GENERAL:

No such stand shall be located within two (2) feet of any side property line or public sidewalk, within ten (10) feet of any permanent building, nor within fifty (50) feet of any gasoline pump, oil storage tanks, or premises where flammable liquids are kept.

Overhangs from temporary stands that fold down or lower shall not project out over any public sidewalk or public way.

Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within Twenty (20) feet of the tent, canopy or membrane structures while open to the public unless approved by the Fire Marshal.

If allowed by the Fire Marshal, all cooking appliances which produce grease laden vapors shall have approved ventilating hood and duct systems and shall be protected by an approved automatic fire extinguishing system. (Exception: Cooking appliances in the open air with no covering or roof.)

SITE-BUILT, WOOD STRUCTURES:

- (1) When a temporary stand is to be occupied and utilized for the purpose of food preparation where heat of any kind is required, the construction of the stand shall meet the minimum requirements listed below and in addition, other requirements of the **IFC** when required by the Fire Marshal.
- (2) No such stand shall be located within two (2) feet of any side property line or public sidewalk, within ten (10) feet of any permanent building, nor within fifty (50) feet of any gasoline pump, oil storage tanks, or premises where flammable liquids are kept.
- (3) No foundation is required for less than 400 square feet.

APPENDIX C

Continued

FLOOR FRAMING:

<u>Joist Size</u>	<u>Spacing</u>	<u>Maximum Span</u>
2 x 6	24"	8'6"
	16"	9'11"
2 x 8	24"	11'3"
	16"	13'1"

- 1/2" plywood sub-floor minimum for 16" joist spacing
- 3/4" plywood minimum for 24" joist spacing

WALL FRAMING:

- 2 x 4 studs minimum
- 3/8" plywood minimum for stud spacing of 16"
- 1/2" plywood minimum for stud spacing of 24"
- Openings in walls to be supported with appropriately sized headers.

ROOF/CEILING FRAMING:

- 2 x 6 rafters at 24" spacing will span 11'5"
 - 2 x 6 rafters at 16" spacing will span 13'11"
 - 3/8" plywood may be used with rafters spaced at 16"
 - 1/2" plywood may be used with rafters spaced at 24"
- Roofing materials per code based on roof pitch.

Awnings, overhangs and any other appurtenances shall be at least eight feet above any public walkway or sidewalk.

Roof coverings of fabric, canvas, or other material shall be certified as being flame retardant. This certification shall be in writing from the manufacturer or other recognized agency.

TRAILERS, MOTORHOMES, OTHER VEHICLES AND PRE-BUILT STRUCTURES THAT CAN BE TRANSPORTED TO A SITE AND USED AS A TEMPORARY STAND:

GENERAL:

No such trailers, motor-homes, other vehicles and other pre-built structures shall be located within two (2) feet of any side property line or public sidewalk, or within ten (10) feet of any permanent building. Such stand shall not project into a public walkway and shall not be erected or installed within fifty (50) feet of any gasoline pump, oil storage tanks, or premises where flammable liquids are kept.

They shall meet all requirements of these rules and regulations including required licenses, permits, Appendix A, B, and C.

FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS OR ANY OTHER REQUIREMENTS OF THE PUYALLUP MUNICIPAL CODE, CONSTITUTES CAUSE FOR APPROPRIATE LEGAL ACTION.