2020 Tri-Cities Sportsmen Show

Exhibitor's Show Packet

Produced by:
SHUYLER PRODUCTIONS
11 Pleasant View Dr.
Goldendale, WA 98620
509-952-1014
ShuylerProductions.com

2020 Tri-Cities Sportsmen Show
--- Time Line & Check List ---

(For more details on any items, please see enclosed informational sheets.)

Monday, December 16
- ☐ Last Day to reserve rooms at Holiday Inn Express 509-543-7000 and receive discount room rates

Thursday, December 26
- ☐ Last Day to contact Benton/Franklin Health District 509-460-4205 if you are selling any food items

Any time prior to show
- ☐ Make arrangement for any shipping needs with Bekins Northwest 800-460-2907

Thursday, January 2
- ☐ Last Day to request outside phone line from the HAPO Center
- ☐ Pre-Registration for badges due to Shuyler Productions
- ☐ UBI number due to Shuyler Productions
- ☐ Last Day to request additional electrical power from the HAPO Center (no charge for first 500 watts)
- ☐ Last Day to request Move-In Assistance during set-up (no charge)

Thursday, January 16
Show set-up and registration at Pasco's HAPO Center (Registration will be at the Information Booth, located by the south side of the Main Entrance in the Atrium – Badges and guest passes issued)

January 17 – 19
Tri-Cities Sportsmen Show –

For FREE publicity of your business during show hours, donate a door prize of your choice at the show's Information Booth anytime during the show weekend.

January 19
Break down and move-out begins at 5:00 p.m.

Tri-Cities Sportsmen Show

2020 Exhibitor Registration

For specific names on badges, please return by January 2, 2020

Your Company Name

UBI Number - Required for all exhibitors generating sales in WA State.

Move In Day ☐ **Thursday** ☐ **Friday**

Who needs a badge for your booth?

1. _____
2. _____
3. _____
4. _____

Names for purchased badges OR Additional badges as requested:

5. _____
6. _____
7. _____
8. _____

In case of an Emergency, please give name and number of person to call.

_____

_____

Exhibitors receive 4 badges & 2 guest passes. If multiple booths are rented, more badges can be issued upon your request. Non-profit organizations please see the reverse for more information. Purchase additional badges & guest passes by filling out the following information.

Quantity Cost

_____Badges @ $10.00 = _____

_____Passes @ $5.00 = _____

Total = _____

☐ Check/Money Order Enclosed

☐ VISA/MasterCard/AmExpress/Discover

Number_____

Expires_____/_____Security Code_____

Name on Card_____

Credit Card Billing Address_____

_____

_____

Signature as it appears on card

Let us know if you:

☐ **Need a forklift or other assistance for moving in.** (Forklift available Thursday only by special request – cost is $45 per ¼ hour.)

☐ **Need more than 500 watts of electricity.** (We provide the first 500 watts at no cost to you.)

☐ **Have an animal as part of your booth.**

Registration Information

Badge & Guest Pass Information

- ✓ Badges & guest passes are issued during registration at the Information Booth on January 16. They are not mailed prior to the show.
- ✓ Clubs & non-profit organizations are given 8 badges with the name of the club or organization on the badge. These can be circulated among members who are working at their booth. No guest passes are given to clubs and non-profit organizations.
- ✓ "Will Call" is available at the Exhibitor Entrance for badge exchange & distribution during the show.
- ✓ Badges are in the form of punch cards. Exhibitor Entrance attendants will punch your badge each day and stamp your hand if you need to come and go throughout the day.

Check In

- ✓ Check in for the show at the HAPO Center before you set up your booth. Check in begins on set-up day, January 16 at the Tri-Cities Sportsmen Show Information Booth located by the front entrance in the Atrium of the HAPO Center.
- ✓ The HAPO has a no-drive-in policy. If you need forklift assistance ($45 per ¼ hour), please let us know.

Exhibitor Fees

- ✓ All exhibitor fees must be paid in full prior to setting up exhibit.
- ✓ Payment on set-up day must be made with cash, money order, credit card, or cashier's check.

Exhibitor Entrance

- ✓ The Exhibitor Entrance is located at the SW corner of the Expo Hall. All exhibitors MUST use this entrance beginning at 8 a.m. on Friday and throughout the rest of the show. Attendants will ask to see your badge.

Additional Information

Address:	Shuyler Productions 11 Pleasant View Drive Goldendale, WA 98620
Phone:	509-952-1014
FAX:	800-268-5504
Email:	Bev@ShuylerProductions.com
Website:	ShuylerProductions.com

2020 Tri-Cities Sportsmen Show

Important Reminders for 2020

Make sure all your employees are aware of the following:

HAPO Center Rules and Policies

- No food or beverage can be served or sold to the public without prior consent.
- No outside food can be brought into the HAPO Center. Concessions and coffee are provided for your convenience.
- HAPO Center management asks that no nails, screws, staples, glue, etc. be used on walls, floors or posts.
- No confetti or glitter can be used within the facility.
- Do not use tire shine products inside the buildings or on concrete surfaces around buildings. A $500 fee for each occurrence will be charged to the exhibitor.
- If you have a large product or a large amount of product delivered, the delivery truck MUST have a drop gate as the HAPO Center has no loading dock.
- No company signs will be provided.
- Booths are not furnished with tables or chairs. If needed, those items can be rented directly from the Show Decorator, the HAPO Center. An order form is included in this packet.
- The HAPO Center reminds everyone that every exhibitor responsible for damaged tile in the Expo Hall will be assessed a $50 fee per tile.

Updates and Reminders from Shuyler Productions

- Because all doors are now open into the Arena, the Information Booth has been re-located to the south side of the Main Entrance.
- No tents, umbrellas, and/or canopies are allowed to be set up anywhere inside the Expo Hall without permission from Shuyler Productions.
- In consideration of others, please remove your vehicle from the loading areas once you have unloaded.
- Duct tape is not allowed anywhere in the HAPO Center. Gaffers Tape is available at the Information Booth for exhibitors use.

For questions or comments, please contact Bev at 509-952-1014 or Bev@ShuylerProductions.com

2020 Tri-Cities Sportsmen Show

General Show Information and Policies

Show Hours

Public Show Hours - Please have someone present in your booth during show hours.

Friday, January 17 - 1:00 p.m. to 7:00 p.m.

Saturday, January 18 - 10:00 a.m. to 6:00 p.m.

Sunday, January 19 - 10:00 a.m. to 5:00 p.m.

Exhibitors may be in the building after 8:00 each morning & 1 hour after show closing each show day.

Move-In Hours

Bulk Areas - Thursday, January 16 - 8:00 a.m. to 7:00 p.m.
Forklift by special request @ $45 per ¼ hour.

Booths - Thursday, January 16 - 1:00 p.m. to 7:00 p.m. - No Drive-In.
- Friday, January 17 - 8:00 a.m. to noon - No forklift available.

Move-Out Hours

Sunday, January 19 - 5:00 p.m. to 10:00
PLEASE DO NOT DISMANTLE YOUR EXHIBIT BEFORE CLOSING TIME SUNDAY!

Food and Refreshments

- HAPO Center management requests no outside food or beverage consumed at HAPO Center.

Check Cashing Policy

- Shuyler Productions cannot cash personal checks at the show. Payment for any balance on exhibit space must be made on set-up day with cash, money order, or credit card.

Selling in Washington State

- As required by Washington State law, any exhibitor selling or generating sales in Washington State must submit their UBI number to the show production company (Shuyler Productions). For your convenience, we have provided a space on our Exhibitor Registration form. Please call, email, FAX or mail prior to January 2.
- If you need a temporary number at no charge to you, call 800-647-7706 or visit dor.wa.gov.

Overnight Accommodations

- Holiday Inn Express is offering show exhibitors a discounted rate. See enclosed sheet for information. Make your reservations by December 16 and mention the Tri-Cities Sportsmen Show to receive your discount.
- Other overnight accommodations available in the area are listed in this packet.

Additional Information

For questions or comments, please contact us at 509-952-1014 or Bev@ShuylerProductions.com

2020 Tri-Cities Sportsmen Show

Booth and Bulk Space Information

Electrical Power

- Each space is automatically furnished with 500 Watts electrical power at no additional cost.
- Requests for additional power must be submitted to Shuyler Productions or TRAC by January 2.

Decorated Exhibit Booths

- Each decorated exhibit booth consists of cloth drapery, 3' high side panels and 8' high back walls.
- Booths are not furnished with tables or chairs. If needed, those items can be rented directly from the Show Decorator, the HAPO Center. Their contact information is listed below.
- The HAPO has a tiled floor. If desired, you must supply your own carpet.
- Displays or signs must be contained within the exhibit space without projections. See enclosed Booth Set-Up Guidelines sheet for more information.
- The HAPO Center will enforce a $50 fee for every tile that is broken, deeply gouged or has tape or glue stuck that is not easily removed.

Bulk Space

- Bulk Space areas include floor space only. No space dividers or drapes are provided.
- Fuel tanks that are part of a display must have fuel tank near empty, cap taped closed & batteries disconnected.
- All trailer hitches must be covered for caution.

Show Decorator

The official show service decorator is the HAPO Center and an order form is enclosed in this packet. To contact the HAPO Center: Email - events@hapocenter.com; Phone - 509-543-2999

Security

- Neither Shuyler Productions, nor HAPO Center management, nor Franklin County will be responsible for lost, stolen or damaged merchandise or equipment. However, 24-hour security will be provided each day of the show.
- Facility janitors will not enter exhibit booths for security reasons.

Outside Phone Lines

Outside phone lines are available for the weekend. Contact HAPO Center - 509-543-2999 prior to January 2.

Shipping Information

- Bekins Northwest will accept prepaid advance shipments prior to the show.
- Receiving address is: Attn: Ken Wendland or Penny Morris @ Bekins Northwest
  1100 Columbia Park Trail - Richland, WA 99352
  Phone: 1-800-460-2907 - FAX: 509-547-2407
- Collect shipments will NOT be accepted.
- When requesting delivery, make sure the delivery truck has a drop gate as the HAPO Center has no loading dock.

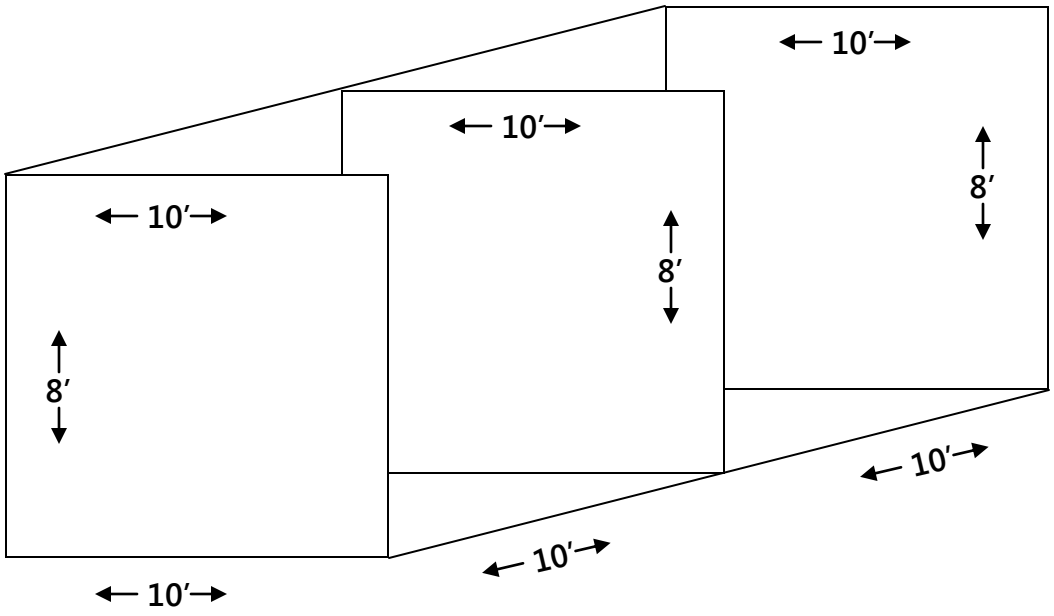
Exhibitors Selling Any Food Items

For a food handler's permit, please call the Benton/Franklin County Health District at 509-460-4205 at least 3 weeks before the show (by December 26) for any rules or regulations.

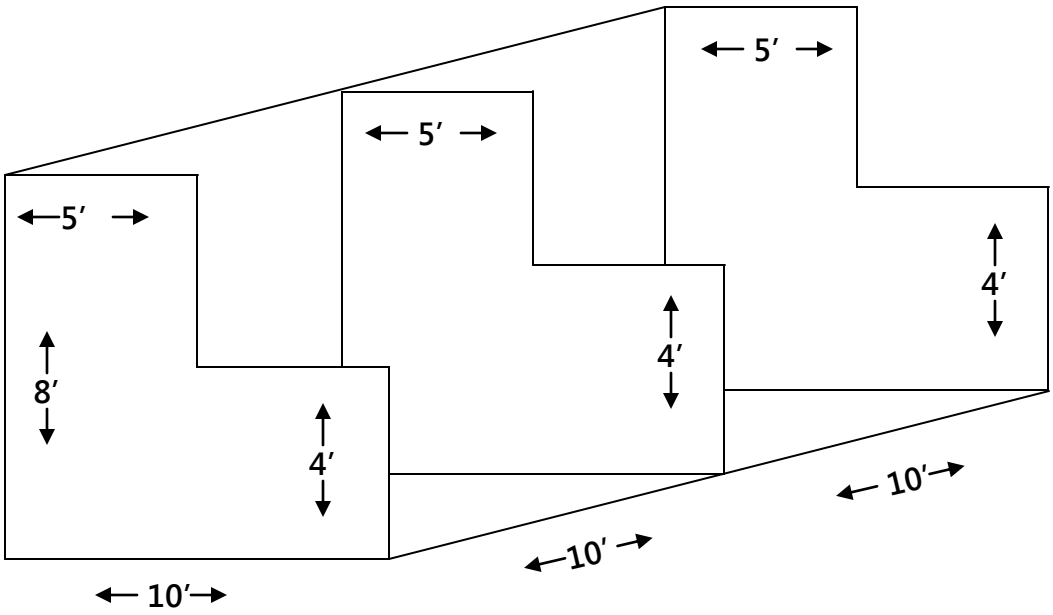
2020 TRI-CITIES SPORTSMEN SHOW

JANUARY 17, 18, and 19

Booth Set Up Guidelines



Not allowed - Blocks Neighboring Exhibitor



Accepted Set Up - Does Not Block Neighboring Exhibitor

Electrical & Equipment Order Form

ALL VENDOR ORDERS MUST BE TURNED IN 5 BUSINESS DAYS BEFORE THE 1st DAY OF THE EVENT TO RECEIVE PRE-PAID PRICING

Event Name_____ **Event date**_____

HAPO Center **Exhibitor Name**_____ **Booth #**_____

6600 Burden Blvd.
Pasco, WA 99301

Name_____

(509) 543-2999
Fax (509) 543-2998
Email: trac-info@traconline.com
www.traconline.com

Address_____

City/State/Zip_____

Phone/Fax Number _____

Email:_____ **(Required)**

DUPLEX ELECTRICAL OUTLET - 110 VOLT		
Quantity	Pre-Paid	Floor Order
500 Watt or 5 amp	$ 51.00	$ 71.00
1000 Watt or 10 amp	$ 62.00	$ 82.00
1500 Watt or 15 amp	$ 72.00	$ 112.00
2000 Watt or 20 amp	$ 83.00	$ 133.00
	(Tax included in prices)	

Single Electrical Outlets - 208 VOLT / SINGLE PHASE		
	Pre-Paid	Floor Order
10 amps, 1/2 HP or less	$ 95.00	$ 135.00
15 amps, 1 HP or less	$ 105.00	$ 145.00
20 amps, 1 1/2 HP or less	$ 115.00	$ 155.00
30 amps, 2HP or less	$ 127.00	$ 177.00
40 amps, 3HP or less	$ 143.00	$ 193.00
50 amps, 4HP or less	$ 159.00	$ 209.00
60 amps, 5HP or less	$ 176.00	$ 226.00
	(Tax included in prices)	

Single Electrical Outlets - 208 VOLT / THREE PHASE		
	Pre-Paid	Floor Order
10 amps, 1/2 HP or less	$ 99.00	$ 139.00
15 amps, 1 HP or less	$ 110.00	$ 150.00
20 amps, 1 1/2 HP or less	$ 121.00	$ 161.00
30 amps, 2HP or less	$ 159.00	$ 199.00
40 amps, 3HP or less	$ 170.00	$ 210.00
50 amps, 4HP or less	$ 197.00	$ 237.00
60 amps, 5HP or less	$ 219.00	$ 259.00
	(Tax included in prices)	

Telephone / Internet Service Order		
	Pre-Paid	Floor Order
Basic Phone Line - Dedicated	$ 95.00	$ 105.00
Basic Internet Line - Dedicated	$ 95.00	$ 105.00
BASIC WI-FI FREE	$ -	$ -
	(Tax included in prices)	

Booth Equipment		
Quantity	Pre-Paid	Floor Order
6' Table - Skirted	$ 22.00	$ 42.00
6' Table - No Skirt	$ 14.00	$ 27.00
Cocktail Table (if available)	$ 24.00	$ 42.00
Table Skirt w/ clips	$ 8.00	$ 15.00
Padded Chair	$ 3.00	$ 7.00
Wastebasket (if available)	$ 3.00	$ 7.00
Arm light	$ 45.00	$ 62.00
Stool (if available)	$ 11.00	$ 16.00
Pipe / Drape (per foot)	$ 2.00	$ 4.00
Extension Cord (If available)	$ 15.00	$ 25.00
Distro Box	$ 350.00	$ 375.00
	(Tax included in prices)	

Event Equipment		
	Pre-Paid	Floor Order
Easel	$ 15.00	$ 21.00
CD Player	$ 50.00	$ 62.00
Lapel Mic	$ 120.00	$ 150.00
Wired Mic	$ 50.00	$ 85.00
Cordless Mic	$ 120.00	$ 150.00
8' Tripod Screen	$ 80.00	$ 110.00
A/V Cart	$ 15.00	$ 21.00
Basic Data Projection Pkg	$ 275.00	$ 375.00
Conference Speaker Phone	$ 115.00	$ 145.00
	(Tax included in prices)	

Miscellaneous Event Equipment		
	Pre-Paid	Floor Order
Podium Table Top	$ 22.00	$ 32.00
Podium Standing	$ 27.00	$ 42.00
Coat Rack	$ 15.00	$ 25.00
Dance Floor 24' x 32'	$ 225.00	
Large Stage	$ 550.00	
Small Stage	$ 225.00	
Riser 6'x8'	$ 50.00	$ 75.00
**Booth help (unloading) per hr	$ 40.00	N/A
**Fork Lift & Operator (per 1/4 hr)	$ 27.00	N/A
	(Tax included in prices)	

****must be arranged a minimum of 5 business days in advance.**

Other Service not on this Form: _____ **Price:** _____
(Please see Fee Sheet for Promoters)

FORMS WITHOUT PAYMENT INCLUDED WILL NOT BE PROCESSED

Total $_____

Method of Payment:_____
(ie Cash, Check, Visa, American Express, Master Card, Discover etc)

Credit Card Number: _____

Expiration Date: _____

Security Code (3-digit # on back of card): _____

Promoter Requesting Additional Equipment/Services:

I authorized the HAPO Center to charge for the additional requested equipment and/ or services to my final Settlement or Invoice.

AUTHORIZED SIGNATURE: _____

DATE _____

I authorize the HAPO Center to debit my credit card for the charges requested above and for any additional charges incured during the event.

AUTHORIZED SIGNATURE _____

VENDOR PRE-ORDER DELIVERY REQUEST

If you have placed a vendor pre-order for items to be provided to your booth by the HAPO Center, please ensure you fill out the Electrical & Equipment Order Form and provide payment information. Below please provide the HAPO Center with the following information so your order can be delivered at the proper time. If a vendor does not fill out the requested information, you will receive your order **AS WE CAN GET TO IT.**

Booth # or Business Name: _____

Requested Delivery Time: ____:_____ AM / PM (Please circle one)
Please note delivery times will be completed within the half hour. Example if you request an 8:00 AM delivery time your items will be delivered between 8:00 AM and 8:30 AM

If the Vendor is not at the designated booth to accept delivery of your items, the items will be delivered as we are able to get to them. Vendors are responsible to return all items and any and all damages to items rented and will be charged for replacement of items. By signing, you agree to allow the HAPO Center to charge your credit card for replacement of items that are damaged/lost or not returned to the HAPO Center.

Vendor Signature: _____
Date: _____

Tri-Cities' Hotel / Motel / RV Parks

2020 TCSS Host Hotel

Holiday Inn Express
$120.00 Double Queen Suite
$110.00 Single King Suite
4525 Convention Place
Pasco, WA 99301
509-543-7000
(Reserve by December 16th and Request Sportsmen Show rates)

RV Parks

HAPO Center RV Park
Contact: 509-542-5982
www.franklincountyrvpark.com

Desert Gold Motel & Travel Trailer Park
611 Columbia Dr. SE
Richland, WA 99352
509-627-1000

Tri-Cities KOA Journey
8801 St. Thomas Drive
Pasco, WA 99301
509-542-1357

Hotel / Motels

Hampton Inn & Suites
6826 Burden Blvd
Pasco, WA 99301
509-792-1660

Red Lion Hotel
2525 N. 20th Avenue
Pasco, WA 99301
509-547-0701

Best Western Plus
2811 N. 20th Ave
Pasco, WA 99301
509-543-7722

Sleep Inn
9930 Bedford St
Exit 7 on I-182
Pasco, WA 99301
509-545-9554

Shilo Inn
50 Comstock St
Richland, WA 99352
509-946-4661
800-222-2244

Days Inn Kennewick
www.daysinnkennewick.com
888-783-5733

For more information, visit:
ShuylerProductions.com

27th Annual

January 17-19, 2020

At the HAPO CENTER™ *in Pasco*

TRI-CITIES SPORTSMEN SHOW

NEW EXPANDED ARENA

- Now featuring boats, campers, trailers and more!

Special thanks to,
NORTHWEST Sportsman MAGAZINE

Featuring

A WALK ON THE WILD SIDE
See live wild animals up close!

DAILY GIVEAWAYS

Friday & Saturday
- Goody bag from GRIGGS to 1st 150 people.

Sunday *(Kids' Day)*
- Special giveaway, just for kids.

Sunday Special SPORTSMAN'S WAREHOUSE
KIDS' Day
$1 Off Admission
FREE FISHING
Free Kids Cooking Camp
Hourly Door Prizes
And More!

JUST FOR KIDS
(everyday)

Lunker Lake
VALLEY MARINE Kids Korner
Balloon Shoot
Air Rifle Range
SCI FIRST FOR HUNTERS Fly Tying Workshop
SCI Sportsman's Journal

SHUYLER PRODUCTIONS
509-952-1014
ShuylerProductions.com

SPECIAL ADMISSIONS

Seniors 60+ (Friday)
$6.00

Kids' Day (Sunday)
$1.00 off any kid's admission

Military Discount (everyday)
$1.00 off any adult's admission (w/ID)

DON'T MISS...

- Hunting & Fishing Seminars
- Outdoor Cooking Camp
- NW Big Game Display
- Fly Tying Theater
- Pay Once for All 3 Days

GENERAL ADMISSIONS

Adults: $11.00
Children 6-12: $6.00
Children under 6: FREE

HOURS

Friday: 1:00 p.m. - 7:00 p.m.
Saturday: 10:00 a.m. - 6:00 p.m.
Sunday: 10:00 a.m. - 5:00 p.m.