

2024 Tri-Cities Sportsmen Show

Exhibitor Show Packet

Produced by
SHUYLER PRODUCTIONS
Merle & Bev Shuyler
509-952-1014
ShuylerProductions.com
Merle@ShuylerProductions.com
Bev@ShuylerProductions.com



For more information, visit:
ShuylerProductions.com

At the
Hapo
CENTER™
in Pasco

30th Annual
January 26-28, 2024



GRIGGS
ACE

Friday and Saturday
GIVEAWAYS
To First 100 People

SPECIAL ATTRACTION

- ALL 3 DAYS -

The Border Collie Performing Team!

Presented by

LEGENDS
CASINO • HOTEL



Special thanks to,
NORTHWEST
Sportsman
MAGAZINE

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

JUST
FOR KIDS
(everyday)



Lunker Lake
VALLEY MARINE Kids Korner
Balloon Shoot
Air Rifle Range
Fly Tying Workshop

Returning!

Sportsmen Show Marketplace
BUY, SELL or TRADE
with other outdoor enthusiasts

(Sign up before or during the show. See website for more information.)

SPECIAL ADMISSIONS

Seniors 60+ (Friday): \$7.00
Kids' Day (Sunday)
\$1.00 off any kid's admission
Military Discount (everyday)
\$1.00 off any adult's admission (w/ID)

BROWN PAPER TICKETS

BUY TICKETS ONLINE!
(Visit our website for more information.)

DON'T MISS...

- Hunting & Fishing Seminars
- Fun For the Entire Family

YAKIMA BAIT

- NW Big Game Display
- Fly Tying Theater
- Pay Once for All 3 Days

GENERAL ADMISSIONS

Adults: \$12.00
Children 6-12: \$7.00
Children under 6: FREE

HOURS

Friday: 12:00 p.m. - 7:00 p.m.
Saturday: 10:00 a.m. - 6:00 p.m.
Sunday: 10:00 a.m. - 4:00 p.m.



509-952-1014
ShuylerProductions.com

2024 Tri-Cities Sportsmen Show

--- Time Line & Check List ---

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

Sunday, December 24

- ☐ Last Day to reserve rooms at Holiday Inn Express (509-543-7000) and receive discount room rates

Thursday, December 28

- ☐ 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)

Monday, January 8

- ☐ Last Day to request outside phone line from the HAPO Center (509-543-2999)
- ☐ Last Day to request additional electrical power from the HAPO Center (no charge for first 500 watts)
- ☐ Pre-Registration for badges due to Shuyler Productions
- ☐ Last Day to request Move-In Assistance during set-up (no charge)

Thursday, January 25

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

January 26 – 28

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 28

Break down and move-out begins at 4:00 p.m.

2024 Tri-Cities Sportsmen Show

Important Reminders for 2024

Make sure all your employees, staff, or volunteers are aware of the following:

HAPO Center Rules and Policies

- No move-in through front glass doors. Side and rear doors are okay.
- 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.
- 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 each exhibitor responsible for damaged tile in the Expo Hall will be assessed a \$50 fee per tile.

Updates and Reminders from Shuyler Productions

- We are again hosting a Sportsmen Show Marketplace where gently used or new outdoor items can be bought, sold, or traded. Businesses are not allowed, but individuals are welcome to participate in the Marketplace. Everyone must pre-register for a table. If you or someone you know is interested, please let us know and we'll send you a Registration Form.
- The Show Information Booth is located by 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 use by exhibitors.

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



Tri-Cities Sportsmen Show

2024 Exhibitor Registration

For specific names on badges, please return
by January 8, 2024

Your Company Name

(As you want it shown on badges and program)

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.

Badge & Guest Pass Information

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 @ \$12.00 = _____

_____ Passes @ \$7.00 = _____

☐

Total = _____

☐

Check/Money Order Enclosed

VISA/MasterCard/AmExpress/Discover

Number _____

Expires _____ / _____ Security Code _____

Name on Card _____

Credit Card Billing Address _____

Let us know if you:

☐

Need a forklift or other assistance for moving in. (Forklift available Thursday only by special request – cost is \$27 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

Badges & Guest Passes

- ✓ Badges & guest passes are issued during registration at the Information Booth on January 25. 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 before you set up your booth. Check in begins on set-up day, January 25 at the Tri-Cities Sportsmen Show Information Booth located by the front entrance in the Atrium of the HAPO Center.
- ✓ The facility 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

Email: Bev@ShuylerProductions.com

Website: ShuylerProductions.com

2024 Tri-Cities Sportsmen Show

General Show Information and Policies

Show Hours

Public Show Hours - Please have someone present in your booth during show hours unless previously approved of by show management.

Friday, January 26 - noon to 7:00 p.m.

Saturday, January 27 - 10:00 a.m. to 6:00 p.m.

Sunday, January 28 - 10:00 a.m. to 4:00 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 25 - 8:00 a.m. to 7:00 p.m.

Forklift by special request @ \$27 per ¼ hour.

Booths - Thursday, January 25 - 1:00 p.m. to 7:00 p.m. - No Drive-In.

- Friday, January 26 - 8:00 a.m. to 11:00 a.m. - No forklift available.

Move-Out Hours

Sunday, January 28 - 4:00 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 exhibitors selling or generating sales in Washington State must obtain a UBI number.
- If you need a temporary number at no charge to you, call 360-704-5900 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 24 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

ARENA

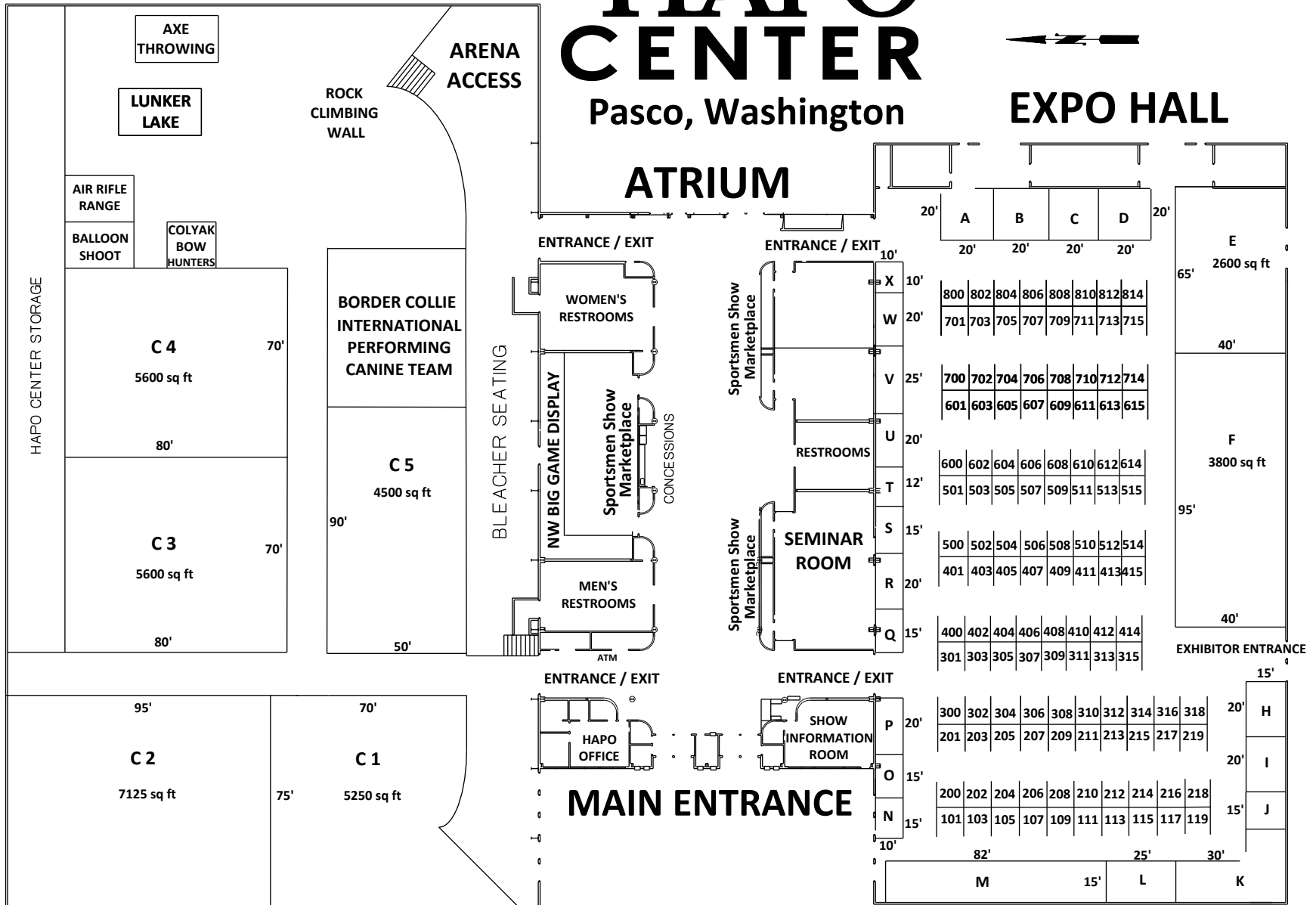
HAPO CENTER

Pasco, Washington



EXPO HALL

ATRIUM



2024 TRI-CITIES SPORTSMEN SHOW
January 26, 27 & 28

2024 Tri-Cities Sportsmen Show

Booth and Bulk Space Information

Electrical Power

- Each exhibitor is automatically furnished with 500 Watts electrical power at no additional cost.
- Requests for additional power must be submitted to Shuyler Productions or the HAPO Center by January 8.

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. Email - events@hapocenter.com; Phone - 509-543-2999
- 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 8.

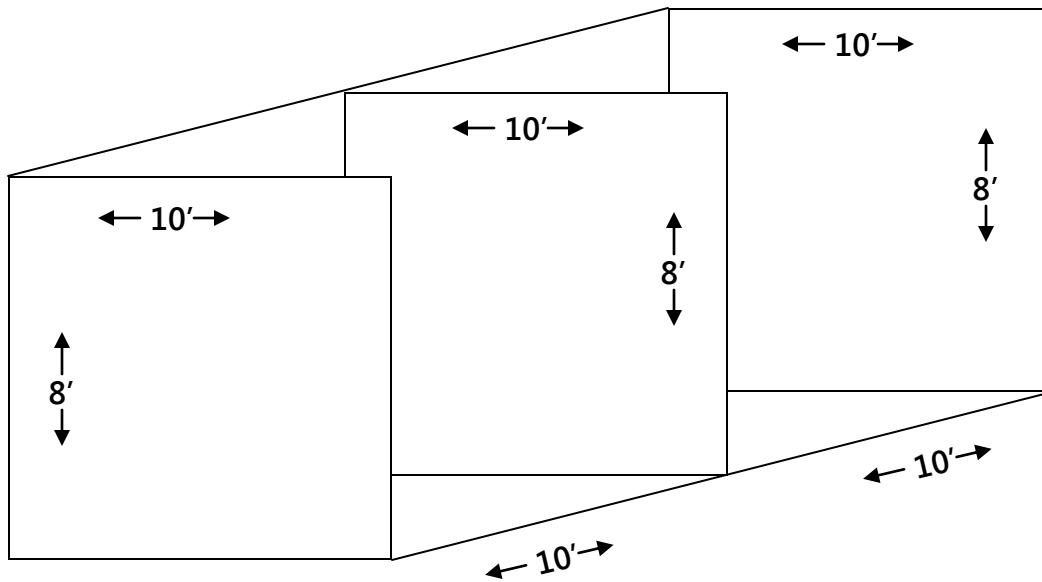
Shipping Information

- Bekins Northwest will accept prepaid advance shipments prior to the show.
- Receiving address is: Attn: 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.

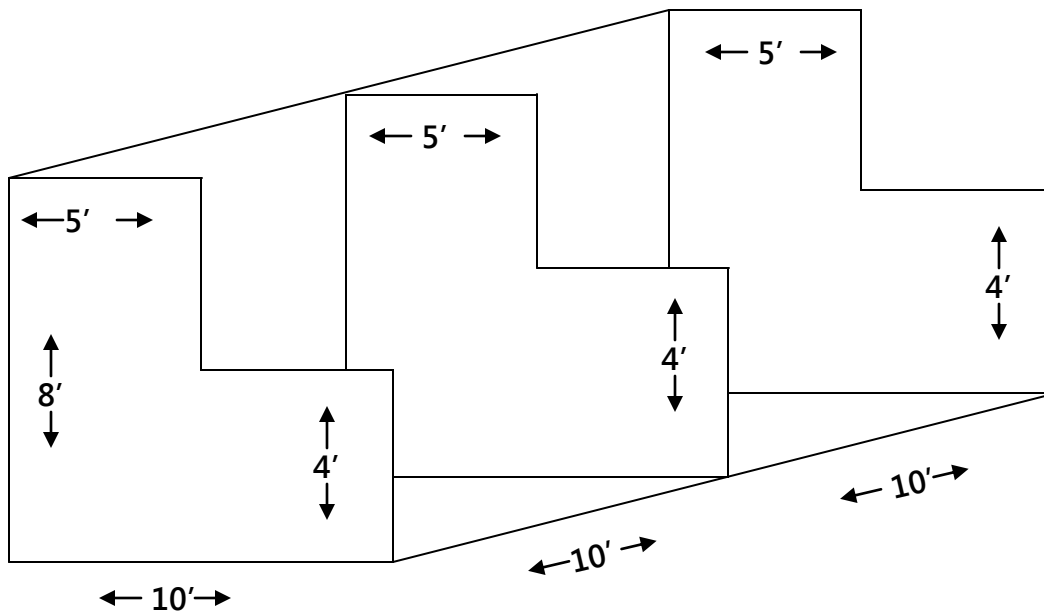
Exhibitors Selling Any Food Items

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 28) for any rules or regulations.

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 (Tax not included)



Event Name _____ Event date _____

HAPO Center Exhibitor Name _____ Booth # _____

6600 Burden Blvd.
Pasco, WA 99301

Name _____

(509) 543-2999

Address _____

Fax (509) 543-2998

Email: info@hapocenter.com

City/State/Zip _____

www.hapocenter.com

Phone/Fax Number _____

Email: _____ (Required)

DUPLEX ELECTRICAL OUTLET - 110 VOLT

Quantity	Pre-Paid	Floor Order
500 Watt or 5 amp	\$ 50.00	\$ 70.00
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
(PLUS TAX)		

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
(PLUS TAX)		

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
(PLUS TAX)		

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	\$ -	\$ -
(PLUS TAX)		

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	\$ 400.00	\$ 425.00
(PLUS TAX)		

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
(PLUS TAX)		

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
Large Stage	\$ 550.00	
Small Stage	\$ 225.00	
Riser 6'x8'	\$ 50.00	\$ 75.00
(PLUS TAX)		

Other Service not on this Form:

Price: _____

(Please see Fee Sheet for Promoters)

FORMS WITHOUT PAYMENT INCLUDED WILL NOT BE PROCESSED - NO CASH PAYMENTS ACCEPTED

Total \$ _____

Method of Payment: _____

(Check, Visa, American Express, Master Card, Discover) NO CASH ACCEPTED

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: _____

Credit Card Number: _____

Expiration Date: _____ Billing Zip Code: _____

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

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

AUTHORIZED SIGNATURE _____

DATE _____

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

2024 TCSS Host Hotel

Holiday Inn Express

\$126.00 Double Queen Suite

\$118.00 Single King Suite

4525 Convention Place

Pasco, WA 99301

509-543-7000

(Reserve by December 24th 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 Pasco Airport

2525 N. 20th Avenue

Pasco, WA 99301

509-547-0701

Best Western Premier Pasco Inn & Suites

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

Motel 6

1751 Fowler St

Richland, WA 99352

509-783-1250