



THREE RIVERS CONVENTION CENTER

EXHIBITOR GUIDELINES

Please distribute to all Exhibitors. Electronic copies are available on our website.

GENERAL INFORMATION

1. Exhibitors are to have all proper licenses and permits required by the State of Washington and the City of Kennewick and comply with the regulations of the Kennewick Fire Department and the Benton Franklin Health Department.
2. All exhibitors must be properly identified when on site. Exhibitors without event identification will not be allowed in the service corridor or loading dock.
3. The Three Rivers Convention Center storage space is limited therefore the facility cannot receive goods prior to move-in or store them past the contracted move-out time. Goods arriving prior to the authorized move-in times will be refused and required to return at the scheduled move-in time. All freight must be handled through the general service contractor who will deliver it to the facility during the approved move-in period.
4. By law smoking is prohibited at all times in the Three Rivers Convention Center or within 25' of any entrance or air intake system.
5. **Loading in and loading must be done through the designated loading docks assigned to the show. Loading in and loading out through CONVENTION CENTER lobby is strictly limited to hand carried items only and must be approved in advance. Materials that require the use of a wheeled apparatus must go through the dock area. Loading docks are for loading and unloading only. All unauthorized vehicles left in the loading area will be towed away at the owner's expense.**
6. Limited carts are available for exhibitor use on a first come, first serve basis. It is best to bring your own. Use by Convention Center staff precludes use by exhibitors.
7. Food Sampling
 - a. A full list of exhibitor booth food and beverage services—everything from nuts and coffee to finger food, sandwiches, and heavy hors d'oeuvres—is exclusively available from the Convention Center. This service can be a great advantage to exhibitors.



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- b. Any exhibitor interested in distributing their own food or beverage must be the manufacturer of said product or be exhibiting in a food or beverage related show. Only “bite size” sample of no more than two (2) ounces of food or beverage may be distributed by exhibitors. Exhibitors cannot participate in cash sales of said product during the show. Food or beverage items to be consumed on site may not be sold from the consumer or trade show booth.
 - c. Any products that are sold for off-premise consumption must be packaged to discourage on premise consumption.
 - d. All persons dispensing product must have proper food handling permits for the city of Kennewick and State of Washington.
 - e. Applications to distribute sample food products must be made to with the Three Rivers Convention Center at least thirty days before the event and an approved application must be displayed within the booth.
8. With the exception of service animals and animals participating in contracted events such as dog or cat shows, animals are not allowed in the Convention Center without prior written approval from the Event Supervisor. When any display includes pens or enclosures containing live animals, the following minimal provision must be made:
 - a. A protective coating such as plastic or visquine must be used to protect floors and any convention center equipment.
 - b. Some type of absorbent *i.e. saw dust or fire retardant wood shavings, must be placed within the pens (and cleaned daily).
 - c. Curbing, fencing or bike rack must be supplied to contain animals.
 - d. Animals must be supervised at all times.
 - e. Provide clean up and proper disposal of absorbents and waste.
9. Booth cleaning and housekeeping is the responsibility of the General Contractor. Convention Center staff will not perform these services.
10. Painting of any kind within the Three Rivers Convention Center is prohibited. Exhibitors may not glue, tape, nail or in any way affix to any interior or exterior surface of the Three Rivers Convention Center.
11. All banners and signage must be hung by show’s General Service Contractors. Exhibitors may not hang banners or signage without approval from the show management.
12. Electrical and telecommunication services are exclusively provided by the Three Rivers Convention Center.



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13. No collections or donations, whether for charity or otherwise, shall be made, attempted or announced without written approval of the General Manager.
14. The Three Rivers Convention Center is not responsible for trash generated by Exhibitor. The show will be provided a bulk trash receptacle in the loading dock for exhibitor use.
15. Aisle Ways and Exits must remain clear and cannot be obstructed in any way during show hours. Please do not throw trash generated during show hours into the aisles.
16. Exhibitor-owned or leased vehicles are NOT allowed to drive on to the exhibit floor to unload or load without prior approval from show management. Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through show management. No vehicles with studded tires will be allowed inside the building.
17. Helium balloons (no smaller than 36" in diameter) are allowed only when they are anchored to exhibits and approved in advance by your Event Supervisor. Absolutely no helium balloons shall be permitted for giveaway or sale. Should a helium balloon rise to the ceiling, the cost of retrieving the balloon will be passed onto the Licensee. Helium tanks require storage in a proper storage receptacle approved in advance by the Kennewick Fire Department.
18. The Three Rivers Convention Center has a "no-tipping" policy. No exhibitor or contractor or representative of any exhibitor may give any gratuities, tips or gifts of any kind to any employee of the Center. We are here to serve you.
19. Basic rules for load-in and load-out
 - a. For safety, children under 16 are not permitted on the event floor during move-in and move-out times.
 - b. No consumption of alcoholic beverages
 - c. No horseplay, practical jokes, throwing objects or display of unsafe objects.
 - d. No use or possession of illegal or controlled substances
 - e. No speeding or reckless use of vehicles, carts or equipment
 - f. Proper footwear must be worn at all times