

# 2023 Clark Public Utilities Home & Garden Idea Fair

## Exhibitor Set-up Information



Welcome Home & Garden Idea Fair, Exhibitors!

Set-up for the 2023 Clark Public Utilities Home & Garden Idea Fair is scheduled for Friday, April 28<sup>th</sup> from 8 a.m. to 8 p.m. We're looking forward to another successful event and we're glad that you're participating!

Here is some important information about exhibitor setup. Please review this information carefully and keep it with you when you come to set up at the event.

### **Parking passes**

Two-day parking passes will be sold for \$10 by Event Center staff during set-up. They will be located at a desk in the lobby of the Exhibition Hall and will be open from 8 a.m. to 5 p.m. Payment must be made by check or cash only! If you want to purchase them in advance, call the Event Center at 360-397-6180 and make arrangements. Vendors who choose not to purchase a parking pass will pay \$6 per car per entry during the event.

There is no admission fee for fair attendees; therefore, no gate passes are needed for exhibitors.

### **Exhibitor setup times and access points – please read closely:**

- Exhibitor setup is scheduled for Friday, April 28 from 8 a.m. to 8 p.m.
- Access to the building for unloading purposes will be through the loading dock area on the North side of the Exhibition Hall. (See the attached map for details.)
- No vehicle access will be allowed inside the Exhibition Hall. Vendors may park outside the building in the loading dock parking area and in front of the building along the midway for unloading only.
- Please unload your display materials, and then immediately move your vehicle to the general parking area. (See the attached map for details.)
- Please check in at the Information Desk inside the front entrance lobby of the Exhibition Hall when you arrive.
- The Good Neighbor Policy -- We want all exhibitors to have a good experience at this event. We ask that you keep your display within the designated booth space, and when possible, keep all tall display objects in the back portion of the booth space. This will allow for a clear line of sight down the aisle to each exhibitor's booth space. Some displays are not always conducive to this requirement so please let show management know in advance of set-up. Please be respectful of your neighbor's efforts to promote their business, and work together for a successful event.

If you have questions about setting up for the Home & Garden Idea Fair or need to make special arrangements for set-up call Molly Casteel at 360-992-3223.



## 2023 Clark Public Utilities Home & Garden Idea Fair Event Information

### Event Dates and Times:

Saturday, April 29 from 9 a.m. to 6 p.m.

Sunday, April 30 from 10 a.m. to 5 p.m.

### Location:

Clark County Event Center

17402 NE Delfel Rd

Ridgefield, Washington

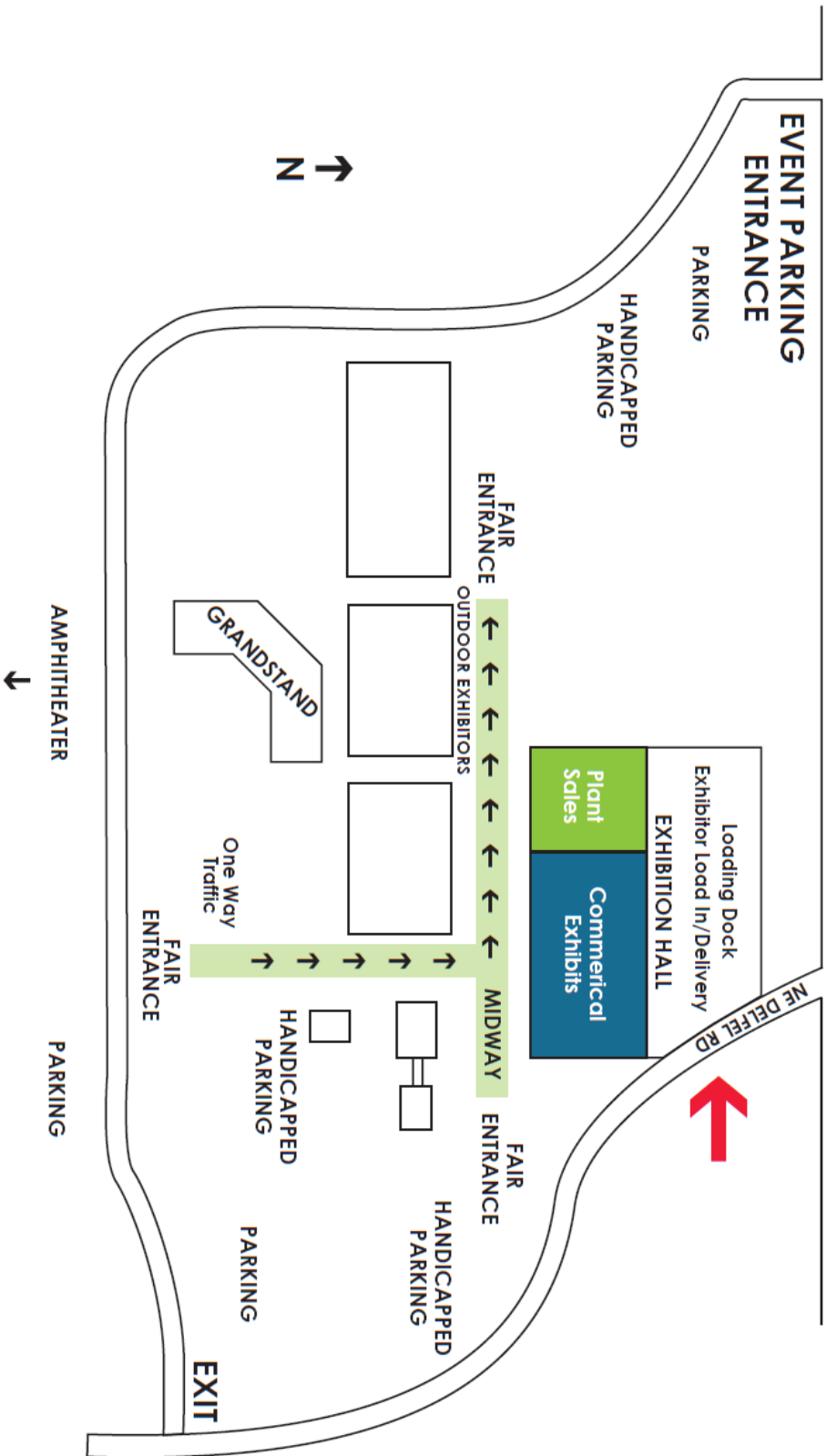
Nine Miles North of Vancouver on Interstate 5 (I-5)

- The event grounds and Exhibition Hall will open one hour prior to event opening each day for display restocking. Loading dock gates will be closed 30 minutes prior to event opening. The midway will be closed to all vehicles 30 minutes prior to event opening each day.
- If you purchased a two-day parking pass from the Clark County Event Center, please display it on the left-side of your front window or affixed to your rear-view mirror in your vehicle.
- Exhibitors and volunteers will park in the general parking area as directed by parking staff. There is no designated parking area for exhibitors. The entrance to the parking area during the event is located a half-mile west on 179<sup>th</sup> Street next to the Public Safety Office. (See the attached map for event parking details.)
- Remember, exhibit booths must be staffed at all times during event hours.
- Look for detailed takedown instructions in your booth on Sunday morning.



# EXHIBITOR LOAD IN MAP

NE 179th Street



Load in parking entrance on Thursday only.