



# WASHINGTON STATE EVERGREEN SPRING HOME SHOW

EVERGREEN STATE FAIRGROUNDS EVENT CENTER  
14405 179TH AVE SE, MONROE WA. 98272

**Friday, April 24**      12pm - 5pm  
**Saturday, April 25**   10am - 5pm  
**Sunday, April 26**     10am - 4pm

## THIS GUIDE INCLUDES:

**Action Items**  
**Booth Exhibit Details and Restrictions**  
**Frequently Asked Questions**  
**Move In and Move Out Schedule**  
**Carpet, Table, Chairs, Order Form**  
**Exhibitor Badge Info**  
**Directions & Lodging**  
**Fire Marshal Regulations**  
**SHOW MAP**

Home Show Sponsored By:



For questions contact Bill Bradley: 206-669-7375  
or for quickest response, email [bbwestlake@seanet.com](mailto:bbwestlake@seanet.com)

# ACTION ITEMS

1. Please read through this information carefully as you will need to know what is in this Guide.
2. Give copies of this information to any of your staff that will need it.
3. Review Move In/ Move Out Schedule and call if there is a problem so we can make an adjustment if possible.
4. Plan for your set up and tear down needs and make sure you have the equipment you need.  
If your display cannot be loaded or unloaded without a forklift, contact Bill Bradley ([bbwestlake@seanet.com](mailto:bbwestlake@seanet.com)) before April 10th to coordinate assistance.
5. Prepare a supply list and have ready other items you may need (marking pens, scotch tape, scissors, garbage bags and broom for cleanup, etc.)

NOTE: Our Show Staff will be on site at the EVENT CENTER from Tuesday April 21st until Monday afternoon on April 27th. Phone messages at our office will be checked throughout the day but response time during this period will be delayed.

**It is critical that you contact Bill Bradley ([bbwestlake@seanet.com](mailto:bbwestlake@seanet.com)) before April 10th if you have any questions or needs not addressed in this Guide so we can best serve your needs.**

## PLAN AHEAD TO AVOID LAST MINUTE FRUSTRATIONS

For questions contact Bill Bradley: 206-669-7375  
or for quickest response, email [bbwestlake@seanet.com](mailto:bbwestlake@seanet.com)

# BOOTH EXHIBIT DETAILS

1. All Booths have an 8 foot high drape at the back. There is a cross support pole where you may hang banners, etc. Wire hooks are available for no charge at the on-site Show Office during set up.
2. Side Drapes are 3 feet high.
3. **Electrical outlet is NOT** provided with your booth. Contact Bill Bradley [bbwestlake@seanet.com](mailto:bbwestlake@seanet.com) if you need 500 watts or less and have not already ordered. (\$75 charge).
4. **Tables and Chairs are NOT provided with your booth.** If you would like to order table, chairs, carpet, or other booth items. Contact Bryan Brammer, Trade Show Supply House. 360-624-4498

**DO NOT BLOCK  
YOUR NEIGHBORS  
DISPLAY  
WITH FLAGS,  
BANNERS, OR OTHER, UNLESS  
PRE-APPROVED.**

# FREQUENTLY ASKED QUESTIONS

## **SHOW HOURS**

Open to the Public:

Friday, April 24th 12pm - 5pm

Saturday, April 25th 10am - 5pm

Sunday, April 26th 10am - 4pm

EXHIBITORS CAN ENTER THE SHOW ON FRIDAY at 8am and one hour before show opens to public on Saturday and Sunday.

## **PUBLIC ADMISSION**

\$8 Adults \$6 Seniors, Under 16 Free

## **EXHIBIT STAFFING**

All Exhibits must be completely set up a minimum of 2 hours before opening on Friday. Plan accordingly. **All Exhibits must remain in place until 4pm on Sunday.**

## **WI-FI**

Free Wi-Fi is provided.

## **PARKING**

Parking is Free for Exhibitors and Show Attendees.

## **INSURANCE**

Each Exhibitor will assume full responsibility for their participation in the Event. This will include providing your own theft and liability insurance.

## **SECURITY**

The EVENT CENTER is locked every night after Show closes. Exhibitors must take extra care to remove or store valuables out of sight every evening when the Show closes.

## **MUSIC POLICY & MICROPHONES**

No music of any kind is allowed without ASCAP License and the use of Microphones in displays is prohibited unless pre-approved by Management.

## **SHIPPING AND FREIGHT**

The EVENT CENTER will not begin receiving freight until Tuesday April 21st.

SHIPPING ADDRESS : Evergreen State Fairgrounds  
14405 179th Ave SE  
Monroe WA. 98272

ATTN: Evergreen Home Show and your Company Name

## **TRASH REMOVAL**

Cardboard ONLY may be placed in the proper recycling bin located outside the Move- In Door of the Arena. All other Garbage including paper and plastic, must be taken with you on move out.

## **PROMOTIONAL GIVEAWAYS**

Promotional Giveaways and Contests are acceptable provided there are no fees required.

# MOVE IN SCHEDULE

ANY EXHIBITS INVOLVING VEHICLES OR TRAILERS, OR NEEDING FORKLIFT ACCESS AS PART OF THEIR DISPLAY, WILL NEED TO LOAD IN ON TUESDAY APRIL 21st BETWEEN 2PM AND 6PM, SO YOU WILL HAVE THE ABILITY TO DRIVE INTO THE BUILDING BEFORE THE BOOTH DRAPES ARE SET UP.

ALL OTHER SPACES WILL MOVE IN PER SCHEDULE BELOW. TIMES SHOWN ARE THE **SOONEST** YOU CAN MOVE IN, AND WILL BE THE LEAST CONGESTED TIMES FOR YOU.

**YOU CAN MOVE IN LATER THAN YOUR SCHEDULED TIME, JUST NOT BEFORE.**

<u>BOOTH #</u>	<u>LOAD IN DATE</u>	<u>EARLIEST LOAD IN TIME</u>
Main Tent Spaces	Wednesday April 22nd	4pm to 7pm
200-255	Thursday April 23rd	12 noon to 7pm
222, 231, 248,	Thursday April 23rd	4pm to 7pm
300-333	Wednesday April 22nd	2pm to 7pm
350-433	Wednesday April 22nd	9am to 2pm
450-483	Wednesday April 22nd	2pm to 7pm

# MOVE OUT SCHEDULE

ALL EXHIBITS MUST BE CLEAR OF THE FACILITY BY 3PM ON MONDAY APRIL 27th

WITH THE EXCEPTION OF ANY DISPLAYS IN FRONT OF LOAD DOORS THAT WILL NEED TO CLEAR DOORS QUICKLY AT 4PM ON SUNDAY SO OTHERS WILL HAVE EXIT ACCESS.

AS IT WILL TAKE TIME TO CLEAR ACCESS TO THE DRIVE THRU ROLL UP DOORS. DISPLAYS WITH VEHICLES OR TRAILERS INSIDE WILL NEED TO MOVE OUT AFTER 5PM ON SUNDAY OR ON MONDAY APRIL 27th ANYTIME BETWEEN 8AM AND 3PM.

For questions contact Bill Bradley: 206-669-7375  
or for quickest response, email [bbwestlake@seanet.com](mailto:bbwestlake@seanet.com)

# Trade Show Supply House, Inc.

P.O. Box 1536 Brush Prairie, WA 98606

PHONE (360) 624-4498

bryan@thedecorator.net

## RENTAL ORDER FORM EXCLUSIVELY FOR: WASHINGTON STATE EVERGREEN SPRING HOME SHOW

APRIL 24-26, 2026

### TERMS:

ALL ORDERS RECEIVED BY: **APRIL 10, 2026** WILL BE GIVEN A 20% DISCOUNT TO BE CALCULATED AT THE BOTTOM OF THIS ORDER FORM. *ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT IN FULL.* \*ALL EQUIPMENT IS ON A RENTAL BASIS ONLY, WHICH INCLUDES DELIVERY TO AND PICK UP FROM BOOTH.

Qty	Description	Amount	Qty	Description	Amount
	<b>DISPLAY TABLES – 30" HIGH x 30" WIDE</b>			<b>CHAIRS</b>	
	4' UNSKIRTED TABLE 30" HIGH	\$25.00			
	6' UNSKIRTED TABLE 30" HIGH	\$30.00		PLASTIC SIDE CHAIR	\$10.00
	8' UNSKIRTED TABLE 30" HIGH	\$35.00		FABRIC SIDE CHAIR	\$20.00
	4' SKIRTED TABLE	\$50.00		BARSTOOL	\$40.00
	6' SKIRTED TABLE	\$55.00			
	8' SKIRTED TABLE	\$60.00		<b>ACCESSORIES</b>	
	TABLE SKIRT ONLY 30"H	\$25.00		WASTEBASKET	\$ 7.00
	<b>DISPLAY COUNTERS – 42" HIGH x 30" WIDE</b>			EASEL	\$20.00
	4' UNSKIRTED COUNTER 42" HIGH	\$30.00			
	6' UNSKIRTED COUNTER 42" HIGH	\$40.00		STANCHION	\$20.00
	8' UNSKIRTED COUNTER 42" HIGH	\$50.00		6' RED VELOUR ROPE	\$15.00
	4' SKIRTED COUNTER 42"H	\$55.00		COCKTAIL ROUND 30"H x 30"D	\$40.00
	6' SKIRTED COUNTER 42"H	\$60.00		COCKTAIL ROUND 42"H x 30"D	\$45.00
	8' SKIRTED COUNTER 42"H	\$65.00		BLACK OR WHITE ROUND LINEN	\$25.00
	COUNTER SKIRT ONLY 42"H	\$30.00		<b>CUSTOM DRAPE</b>	
				3' HIGH DRAPE / PER LF	\$ 4.00
	SKIRT COLORS AVAILABLE (CIRCLE CHOICE)			8' HIGH DRAPE / PER LF	\$ 5.00
	<b>BLUE, WHITE, BLACK, RED, GREEN, TEAL,</b>				
	<b>BURGUNDY, SILVER</b>			COLORS AVAILABLE (CIRCLE CHOICE)	
				<b>BLUE, WHITE, RED, BLACK, GREEN,</b>	
	<b>BOOTH CARPET</b>			<b>SILVER, BURGUNDY</b>	
<b>Qty</b>	<b>Description</b>	<b>Amount</b>			
	10' X 10' BOOTH CARPET	\$100.00		<b>SUBTOTAL</b>	<b>\$</b>
	10' X 20' BOOTH CARPET	\$200.00			
	10' X 30' BOOTH CARPET	\$300.00		<b>-20% Pre-Order (By 4/10)</b>	<b>\$</b>
	10' X 40' BOOTH CARPET	\$400.00			
	FOAM PADDING / SQ. FT	\$ .60		<b>TOTAL PAGE 2</b>	<b>\$</b>
	VISQUEEN / SQ. FT	\$ .25			
	CARPET COLORS AVAILABLE (circle choice)				
	<b>BLUE, RED, BLACK, GREEN, TUXEDO</b>				
	<b>* IF YOU REQUIRE LABOR AND/OR FORKLIFT SERVICE PLEASE CONTACT OUR CUSTOMER SERVICE DEPARTMENT FOR ASSISTANCE. (360) 624.4498</b>			<b>Payment Information</b> CHECK: TRADE SHOW SUPPLY HOUSE, INC CASH OR VISA MASTERCARD AMEX	
				<b>*Please refer to Credit Charge Authorization form included in this packet when paying by Visa, MasterCard or AMEX.</b>	

### EXHIBITOR INFORMATION

COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

PHONE: \_\_\_\_\_

**Trade Show  
Supply House, Inc.**

P.O. Box 1536 Brush Prairie, WA 98606

PHONE (360) 624-4498

bryan@thedecorator.net

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CREDIT CARD CHARGE AUTHORIZATION  
EVENT: 2026 EVERGREEN SPRING HOME SHOW

Company Name

Booth Number

**Charge Authorization**

Visa

MasterCard

AMEX

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code (Last 3 Digits on back of card): \_\_\_\_\_

TOTAL PAGE 2: \_\_\_\_\_

SALES TAX (9.1%): \_\_\_\_\_

TOTAL AMOUNT TO BE CHARGED: \_\_\_\_\_

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Cardholder's Name – *Please Print*

\_\_\_\_\_  
Cardholder's Billing Address

City

State

Zip

\_\_\_\_\_  
Cardholder's Telephone Number

In order to serve you more efficiently, please complete all required information above legibly and double check for accuracy.

Please also include ALL PAGES THAT HAVE AN ORDER ON THEM along with this authorization form to insure proper billing.  
TOTAL OF ALL PAGES MUST BE INCLUDED IF CHARGING TO YOUR CREDIT CARD.

# EXHIBITOR BADGE INFO & BADGE QUESTIONS

**BADGES WILL BE AVAILABLE FOR PICK UP DURING MOVE IN AT THE SHOW OFFICE**

**EXHIBITOR BADGES ARE ONLY FOR THOSE THAT ARE STAFFING AN EXHIBIT AT THE SHOW. WE ARE UNABLE TO GIVE OUT BADGES FOR FRIENDS, FAMILY, OR OTHER NON- EXHIBIT STAFF.**

## **NUMBER OF BADGES PROVIDED**

Each 10x10, 8x10, or 5x10 Exhibit will receive **FOUR (4)** Exhibitor Badges.

Larger Exhibits will receive **SIX (6)** Exhibitor Badges.

Booths with volunteer staff working short shifts may drop off their badges at the Main Entrance when leaving and we will re-distribute your Badge to the next people coming in.

## **BADGES ARE NOT NEEDED FOR MOVE IN DAYS OF THE SHOW**

However they can be picked up at the on-site Show Office during move in days if you would like.



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or for quickest response, email [bbwestlake@seanet.com](mailto:bbwestlake@seanet.com)

# **DRIVING DIRECTIONS & LOCAL LODGING**

## **Evergreen State Fairgrounds**

### **DIRECTIONS FROM THE NORTH VIA I-5**

Southbound on I-5, take Exit 194 to Hwy 2

Continue East for 14 miles

Fairgrounds are on left side, North of US Hwy 2, prior to entering Monroe.

### **DIRECTIONS FROM THE SOUTH VIA I-5**

Northbound on I-5, take Exit to Hwy 2

Continue East for 14 miles

Fairgrounds are located on left side North of Hwy 2, prior to entering Monroe

### **DIRECTIONS FROM THE SOUTH VIA 405**

North Bound on I-405

Take Exit 2A ( Woodinville) which connects to SR 522

Go East on SR 522 until it ends at the stoplight on Hwy 2

Turn right on Hwy 2 and take the first right on Cascade View Dr. to Fairgrounds

### **DIRECTIONS FROM US Hwy 2**

Located 50 milew West of Stevens Pass

Follow US Hwy 2 West Bound, past the Fred Meyer Shopping Center

Continue under the SR 522 overpass

Turn right on Cascade View Drive to Fairgrounds

## **LODGING**

Best Western Sky Valley Inn

19233 US-2

Monroe WA. 98272

360-794-3111

Evergreen Inn & Suites

19103 US-2

Monroe WA 98272

360-863-1900

Fairgrounds Inn

18950 US-2

Monroe WA 98272

360-794-5401

# FIRE MARSHAL REGULATIONS

## ALL VEHICLES AS PART OF AN INDOOR DISPLAY MUST BE PRE - APPROVED BY SHOW MANAGEMENT

1. No display or exhibit shall be installed or operated that will interfere in any way with access to any exit or any exit sign. No display shall block access to fire fighting equipment, such as fire extinguisher stations, fire hose cabinets, or fire hydrants.
2. Any displays, exhibit booth, or temporary construction in connection therewith shall not be built of highly combustible material. The use of any combustible construction material shall be approved by the Fire Marshal prior to use.
3. Any paper or fabrics used in construction of displays or exhibits shall be fire resistive or treated with an approved fire retardant solution prior to use in displays.
4. All electrical extension cords must be of the three wire #14 grounded hard usage type. No two wire extension wiring will be allowed. All extension wiring shall be protected from physical damage.
5. The use, storage and handling of all flammable and combustible liquids shall be subject to written approval from the Fire Marshal.
6. The use and storage of Liquified Petroleum Gas portable containers inside buildings or tents is prohibited.
7. All Liquified Petroleum Gas Tanks located on the exterior of building or tents shall be secured in an approved manner, rigidly supported by brackets or chains.
8. Commercial cooking will only be allowed in approved locations, with approved equipment, and prior approval from the Fire Marshal.
9. The use or exhibiting of **motorized vehicles** powered by gasoline internal combustion engines inside shall require the following:
  - all gasoline must be drained from the tank allowing only enough gasoline to enable vehicle to drive in and out of building.
  - The battery or batteries must be disconnected and terminals taped.
  - Vehicles must be inspected by Fire Marshal
10. Trash receptacles used in displays and exhibits shall be constructed of a non combustible material.
11. Any display or exhibit requiring use of any type of open flame heating device is prohibited in any tent or building. All units are required to be inspected prior to use. Any other open flame equipment must be used in an approved outside location. All such locations shall be provided with a minimum of 2A, 10BC rated fire extinguisher mounted in a location accessible to occupants.

**NO SMOKING IS ALLOWED INSIDE THE BUILDING**

