

## Welcome to the Enterprise Services 2015 Training Conference & Trade Show

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Thank you for exhibiting at this year's event. Contained in this document are tips and some important information to help make your experience here with us a success.

We are expecting over 600 purchasing professionals; traffic through the booths should be heavy during attendee lunch at 12:00 PM and decrease as the day wears on. We recommend, if possible, that you have more staff working in your booth in the earlier rather than later in the day.

### Schedule-

Exhibitor Setup**	Tues 11/3 Wed 11/4	Loading dock- Greater Tacoma Convention and Trade Center	1:00 p.m. - 6:00 p.m. 8:00 a.m. - 10:30 a.m.
Opening Remarks	Wed 11/4	Opening Remarks Enterprise Services Director Chris Liu	8:45 a.m. – 9:00 a.m.
Keynote Address	Wed 11/4	Keynote Speaker: Ernesto Sirolli "Enterprise Perspective"	9:00 a.m. – 9:30 a.m.
Vendor Lunch Served	Wed 11/4	<b>Served in the fifth floor Exhibit hall- Don't forget your lunch tickets</b>	11:00 a.m. – 12:00 p.m.
Attendee Lunch Served*	Wed 11/4	Served in 3 <sup>rd</sup> floor Lobby	12:00 p.m. – 1:00 p.m.
Trade Show Open	Wed 11/4	Exhibit hall- fifth floor	12:00 p.m. – 4:00 p.m.
Exhibitor Breakdown**	Wed 11/4	<b>Tradeshow doors close at 4:00</b>	4:00 p.m. - 5:00 p.m.

\* note the attendees will be able to walk the show floor during their lunch break so your booths should be staffed during this time.

\*\*A few carts will be available on site for vendor move in and move out.

- ❖ Trade Show set up times is November 3 from 1:00 PM to 6:00 PM
  - There is a brief set up/ last looks time November 4 from 8:00 AM to 10:30 AM
  - All booth materials need to be loaded in and set up before 10:30 AM
- ❖ The tradeshow hours are from 12:00 p.m. to 4:00 p.m.
- ❖ For a complete schedule of this event, please see a schedule in the show book included in your packet you will receive at sign in or go to our website at:  
<http://des.wa.gov/services/ContractingPurchasing/Events/TCTS/Pages/TrainingInformation.aspx>.

❖ **Morning Refreshment**

- Coffee and light breakfast items will be available on November 4 starting at 8:00 AM in the exhibit hall at the front wall near the entrance to the show floor.

❖ **Keynote address**

- You are encouraged to attend our keynote address by Earnest Sirolli “Enterprise Perspective”. He will be speaking from 9:00 AM to 9:50 AM in the Ballroom on the third floor on November 4<sup>th</sup>

❖ **Lunch**

- **Vendor lunch will be served at 11:00 a.m. to 12:00 p.m. on the landing side of the fifth floor in the exhibition hall.** Only the lunches your company has registered for will be available and have been designated by lunch tickets in your packet at sign in.
- There will be networking possibilities with state procurement professionals during the attendee lunch from 12:00 pm to 1:00 pm. Please come meet with them, keep in mind you will want to ensure booth coverage during this time.
- Lunch tickets in your sign in packet reflect the number of lunches your business purchased with the event registration. If you need to find additional food options try Travel Tacoma at- <http://www.traveltacoma.com/restaurants/>

❖ **Location**

- For exhibit hall layout or your organization’s location at this year’s event, please see the show book included in your check in materials or see our website at: <http://des.wa.gov/services/ContractingPurchasing/Events/TCTS/Pages/VendorFloorPlan.aspx>

**Additional Details-**

❖ **Shipping/ Booth décor**

- For shipping instructions, ordering fixtures, or additional carpeting for your booth contact GES at <http://ordering.ges.com/061600851>.
- Please note that carpeting is provided for upper level sponsors and booths on the landing (257 through 275)

❖ **Move-In Procedures:**

- Please bring your booth materials to the upper loading dock located on the Market Street side of the building.
- Check in for the Trade Show, packets and GES contact booth will all be located on the fifth floor at the entrance of the loading dock to the Exhibit hall.
- Check in, load in and set up must be complete by 10:30 AM on November 4<sup>th</sup>
- If you need to bring large displays or equipment, contact Keith Farley at [keith.farley@des.wa.gov](mailto:keith.farley@des.wa.gov) about details on scheduling equipment and a loading time.

❖ **Display Labor:**

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- GES offers experienced union labor exclusively through the Pacific Northwest Regional Council of Carpenters to assist with the installation of your exhibit booth(s). A full-time employee of the exhibiting company may set their own exhibit provided that one person can accomplish the task in less than one-half hour (30 minutes) and without the use of tools or ladders. Also it is permissible for one (1) full time, company employee to supervise GES Carpenters on the work, or GES will provide a foreman for that function at applicable rates.
- For additional details go to the GES website at: <http://ordering.ges.com/061600851>

❖ **Move-Out Procedures:**

- The tradeshow is scheduled to run until 4:00 pm.
- Please **do not dismantle booth or display materials before 4:00 pm** unless told otherwise by Tradeshow staff. Thank you.
- Loading dock doors will not open until 4:00 PM, please do not carry display materials through lower floors.

❖ **New features:**

- **Check in-** booth packets and materials for booth participants will be at the DES check in desk on the fifth floor near the loading dock. Please check in before setting up your booth.
- **Demo stage-** there are a limited number of spaces available for companies to give a 10 minute presentation on a product or service. Opportunities will be open to upper level sponsors first and then the remainder made available on a first come- first served basis. More information will be communicated in the weeks to come. If you have questions please contact DES Events at [desevents@des.wa.gov](mailto:desevents@des.wa.gov).

❖ **Attendee list-**

- An attendee list with name, organization and email addresses will be made available to the registered vendors and sponsors of the Trade Show following the event. It will be posted on our website at:  
<http://des.wa.gov/services/ContractingPurchasing/Events/TCTS/Pages/default.aspx>

❖ **Fuel powered equipment:**

- Equipment shall not be displayed or located inside the building without prior Fire Marshal approval.
- All fuel tanks openings shall be locked or taped to prevent escape of fuel vapors. Fuel in the tank shall not exceed one-quarter of the tank capacity or 5 gallons, whichever is less.
- Battery cables shall be disconnected and the leads taped. Autos will not be located so the exits are blocked in case of fire, in accordance with NPFA 10, Section 3,4,4, Class B Hazard.

❖ **Hotel Accommodations**

- There are several local choices of accommodations locally and close by the Greater Tacoma Convention and Trade Center. There is not a specific arrangement with any particular location. If you need suggestions, please see the Travel Tacoma website at: <http://www.traveltacoma.com/hotels/>

❖ **Booth Giveaways:**

- In booths, giveaways are permitted, but must be "de-minimis" in value. No Door Prizes or Drawings

❖ **Parking:**

- A limited number of parking vouchers will be given out to participating vendors upon check-in to the event at the back loading doors to the exhibit hall. It is a first come-first served basis, one voucher per carpool of two people or more from the company is the expectation.

❖ **Internet/Phone**

- Wi-Fi is available throughout the exhibit floor. If you need to discuss other dedicated or hardline options please contact event decorator GES by going to their website at: <http://ordering.ges.com/061600851>

❖ **Basic Booth Information**

- Booth registration includes
  - Piping, draping, dividers
  - One 8-foot draped table, 2 chairs
  - One 500-watt duplex outlet
  - 7" X 44" one-line exhibitor sign with the booth number in 2" letters
  - Name badge for each registered booth participant from your organization at the trade show.
  
- Additional carpet, display fixtures, furniture and other services will need to be addressed through the event decorator GES. Please see their website at: <http://ordering.ges.com/061600851>
- Additional electrical needs can be requested through the GTCTC at 1-888-227-3705
- For information about upper level sponsorship which includes larger spaces, advertising packages and a heightened exposure at the event, please see our website at: <http://des.wa.gov/services/ContractingPurchasing/Events/TCTS/Pages/Sponsors hips.aspx>

**If you have additional questions or concerns, please contact an Enterprise Services Event Team member**

- Pre-event- 360.407.2200 or by email at [desevents@des.wa.gov](mailto:desevents@des.wa.gov)
- Day of event- find on floor personnel or contact the check –in desk