



# WESTERN FAIRS ASSOCIATION TRADE SHOW FACTS

Everything you need to know...and more!

● Anaheim Marriott, Anaheim California ● January 4-5, 2018

### Exhibitor Registration.

Everyone who attends the convention must register. (*Filling out the Trade Show reservation form does not register you for the convention*). By registering you let us know how many people will be in your booth, what name to put on the badge, and allow you to purchase tickets to events for those people.

### Exhibitor Badges.

Exhibitors will receive four (4) complimentary badges for one, 10' x 8' booth, and two (2) complimentary badges for each booth thereafter. *For Example. Exhibitors who have two booths will receive six (6) total complimentary badges.*

### Additional Badges.

Badges above and beyond the example above are **\$50each**. *All badges will reflect the name of the company that reserved the booth.*

### Exhibit Set-Up.

Wednesday, January 3.....9-5 p.m.

Thursday, January 4.....8-12:15 p.m.

Exhibits must be ready by 12:15 p.m. on January 4.

Exhibitors needing additional time must contact Trade Show management at [lizw@fairsnet.org](mailto:lizw@fairsnet.org) before **December 15, 2017**. Show security will be in effect beginning Wednesday, January 3 at 5 p.m.

### •Exhibit Removal.

Friday, January 5.....3:30 p.m.-5:30 p.m.

\*Due to another group coming in, the hotel has requested that removal of exhibits be completed by 5:30 p.m. This is especially necessary for the North end of the Marquis Ballroom. Additional help will be provided at no extra charge, if needed.

### Trade Show Hours.

Thursday, January 4..... 12:30-4:30 p.m.

Friday, January 5..... 12:30-3:30 p.m.

### **Booth Details.**

Single exhibit booths measure 10' wide and 8' deep with 8' high back drape and 36" high side drape. All drapes are black, and each booth has one-7" x 44", two-line identification sign. The show floor is carpeted. Exhibits should not exceed 8' high without permission from management, and may not exceed 8', in depth.

### **Electrical Outlets and Lighting.**

General lighting in the exhibit area is good. Additional lighting and electrical outlets may be arranged for through the Anaheim Marriott Audiovisual Exhibitor Services, PSAV. **The required form is included.**

### **Insurance Requirements.**

Every exhibitor is required to furnish an original certificate of insurance to the WFA office prior to exhibiting. The certificate must cover **January 4-5, 2018** and coverage must be for General Liability with a combined single limit minimum of \$1,000,000 and be on an occurrence policy naming WFA and the Anaheim Marriott as an additional insured.

### **Show Decorator: Shepard Exposition Services**

The decorator **Exhibitor Kit** for ordering tables and chairs will be available electronically three-months prior to the show.

### **Shipping Instructions.**

Exhibits shipped to the **Shepard warehouse must be** shipped before **December 22, 2017**, to avoid a surcharge. Shipping label must include: **(Company Name, and Booth #) Western Fairs Association Convention & Trade Show, c/o Shepard Exposition Services, 2315 E. Locust Court, Ontario, CA 91761.**

Exhibits shipped directly to the **Anaheim Marriott may not** arrive before **January 3, 2018**. Shipping label must include: **c/o Shepard Exposition Services, (Company Name, and Booth #) Western Fairs Association Convention & Trade Show, Anaheim Marriott, 700 West Convention Way, Anaheim, CA 92802.**

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### **Setting-Up Your Exhibit.**

Exhibitors may install and remove their booth as long as those doing the work are full-time employees of your company, however; Union restrictions may apply.

### **Exhibit Labor Jurisdiction.**

Painter's decorator union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, one (1) full-time exhibiting company employee may work without tools for thirty (30) minutes on the installation (move in) and (30) thirty minutes on the dismantle (move out), without union labor on booths that are smaller than 10x10. All booths over 10x10 or exceeding 10 linear feet require union labor. Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc.) on booths of any size. Exhibitors may handle and set out the products they manufacture; however all background materials-display boards, back drops, stands-anything products are displayed upon, attached to, or made part of and laying of floor tile and carpets must be installed by union labor. If union labor is needed, exhibitor personnel may work alongside of the union on a one to one basis.

### **Material/Freight Handling Jurisdiction.**

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. Exhibitors may carry only what 1 person can manage in one trip, using no equipment. No hand carried items may come through the loading dock. Current union jurisdiction precludes hotel personnel from delivering material to exhibit hall. You may hand-carry one load in through the exhibitor entrance only. No dollies, carts or pallet jacks can be used for “hand-carried loads. “ Cart loads” require a **\$97cart charge** (each way) and a 300lb limit.

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### **Animals.**

Exhibitors who use animals in their exhibit must send show management a list of those animals being exhibited during the show. Send list to [lizw@fairsnet.org](mailto:lizw@fairsnet.org).

### **Coke Lounge.**

The Coke Lounge provides food and beverage for those visiting your booths while helping to retain people in the Trade Show. *Exhibitors should eat lunch before the show, and refrain from eating in the booth.*

### **Cooking & Sampling.**

Cooking and sampling must be approved by show management and the Anaheim Catering Department, and will incur the following additional charges: **\$150 for two-days, per exhibitor**. To request kitchen use, you must fill-out the **Kitchen Use Request Form** and return to trade show manager Liz Waxstein at [lizw@fairsnet.org](mailto:lizw@fairsnet.org), no later than **December 15, 2017**.

### **Demos & Performances.**

Demonstrations and performances in exhibit booths cannot disturb, disrupt or hinder adjacent exhibitors and their patrons or, extend to the aisle ways. Musical instruments may be used only without P.A. systems. No hazing, smoking or fog is permitted with any exhibit.

### **Drawings.**

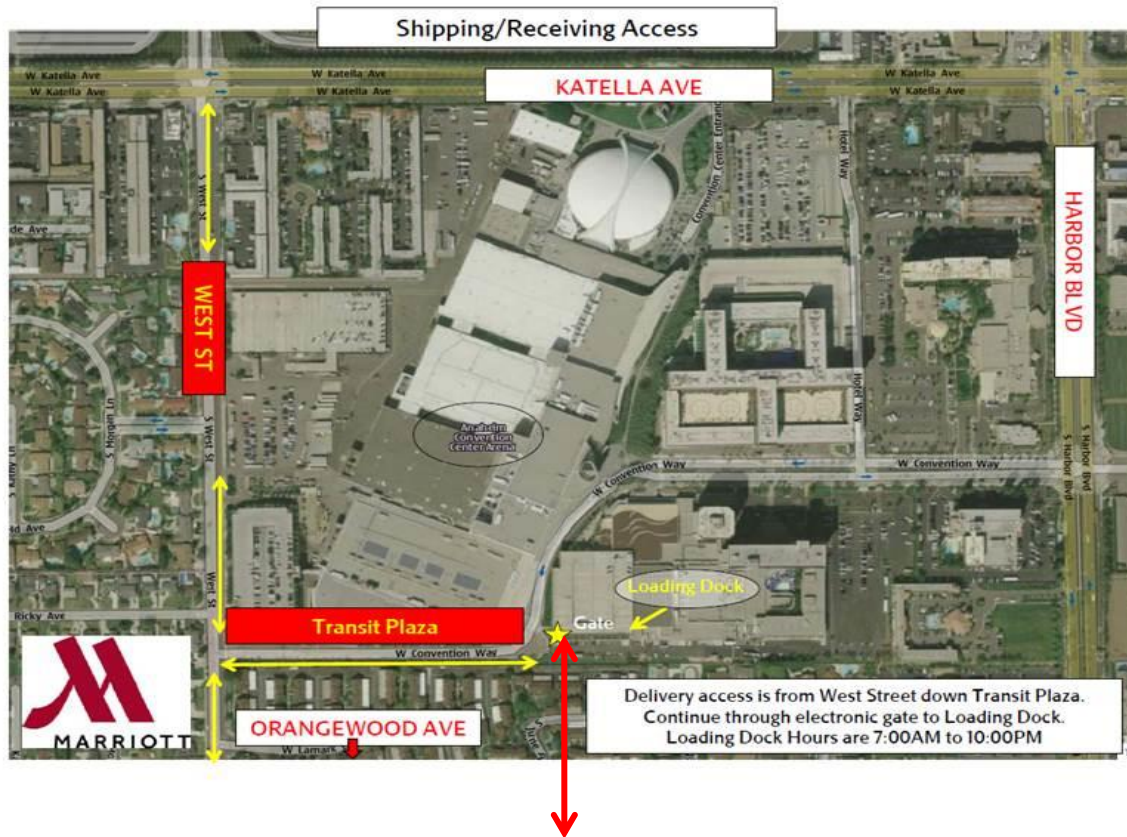
You are responsible for any drawings at your booth and WFA will not announce winners for booth drawings. All drawings must be approved by show management. ([lizw@fairsnet.org](mailto:lizw@fairsnet.org))

### **Freight Access Doors.**

Freight access doors to the Marquis Ballroom at the Anaheim Marriott are 12’ feet wide by 14’ feet 11 inches tall.

### **Load-in Dock Access.**

Heading south on West Street, make a left on Transit Plaza. Drive through until you get to the electronic gate. Request for security to buzz you in, the loading dock will be on your left.



Anaheim Marriott Gate and Loading Dock

**Motorized Vehicles.**

Show Management must have the.

- Vehicle Make and Model
- Overall Length / Height / Width of Vehicle

There is a \$150 spotting fee required for vehicles on the Trade Show floor.

**Anaheim Marriott Vehicle Guidelines.**

The following are the minimum guidelines for the exhibition of a vehicle, at the Anaheim Marriott.

Fuel Tank must be totally drained

- Fuel Tank should be equipped with a cap with a key lock
- Keys must be removed from vehicle ignition
- Battery Cables should be disconnected and properly taped (insulated) to prevent arcing
- Set emergency brake
- The vehicle must be moved manually in and out of the hotel. The hotel will not move or be responsible for the movement of the vehicle
- Exits and aisles must remain unobstructed
- Vendors are to provide proper jacks / lifting devices to move vehicle through public areas