

# IIDA

## INLAND NORTHWEST

city center

Reveal Spokane 2018  
Save the Date Registration Package

October 4th, 2018  
Spokane Convention Center

# REVEAL Spokane

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## REVEAL Spokane

### Event Schedule (subject to change)

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Wednesday, October 3<sup>rd</sup>, 2018

12:00pm - 5:00pm Exhibitor Arrival + Set Up

Thursday, October 4<sup>th</sup>, 2018

8:00am - 10:00am Exhibitor Arrival + Set Up

8:00am - 11:30am Morning "Happy Hour" Coffee Available //Bays 300ABCD

10:00am - 6:00pm Expo // Bays 300ABCD

12:00pm Exhibitor Pre-ordered Lunches Available (must order via Eventbrite)

TBD CEU // Centennial Lobby

TBD Student Event // Centennial Lobby

4:00pm – 6:00pm Happy Hour //Bays 300 ABCD

5:30pm Networking Reception // Centennial Lobby

*Please note, the loading dock is not available for tear down use the day of the show unless prior arrangements have been made. Please contact the Director of the Inland Northwest City Center at [iidanpc@inlandnw@gmail.com](mailto:iidanpc@inlandnw@gmail.com) if you need to make those arrangements.*

Friday, October 5<sup>th</sup>, 2018

7:00am - 10:00am Booth Break Down + Clean Up | Bays 300ABCD

## REVEAL Spokane

### Hosting Opportunities + Benefits

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Thank you for your interest in participating in REVEAL Spokane. Our goal is to make this a great experience for all of our exhibitors and attendees. Remember, if you are currently a Chapter Patron, you may already have money available to allocate to any of these hosting opportunities without spending any extra. If you would like to allocate any of your Chapter Patron money, do not purchase a hosting spot on Eventbrite. Instead, contact our Director of Inland Northwest City Center at [iidanpc.inlandnw@gmail.com](mailto:iidanpc.inlandnw@gmail.com) to set up your benefits.

#### Chapter Patron Exhibitor Benefits

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- Recognition sign to be displayed on Event Graphics
- Premier booth location on main aisle of convention
- Invitation to display products in the IIDA Lounge at the main entrance of the exhibit hall. For more information, email our Director at [iidanpc.inlandnw@gmail.com](mailto:iidanpc.inlandnw@gmail.com)

#### Hosting Opportunities + Benefits

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##### Morning Latte Host - \$500

- Logo on recognition sign to be displayed at coffee bar
- Logo on recognition slide to be shown periodically during the tradeshow
- (20) drink tickets with company logo
- Premier booth location (after chapter patrons)
- Verbal recognition during evening reception announcements

##### Happy Hour Host - \$750

- Logo on recognition sign to be displayed at bar
- Logo on recognition slide to be shown periodically during the tradeshow
- (20) drink tickets with company logo
- Premier booth location (after chapter patrons)
- Verbal recognition during evening reception announcements

##### Student Panel Discussion Host - \$300

- Logo on recognition sign to be displayed at student event
- Logo on recognition slide to be shown periodically during the tradeshow
- Premier booth location (after chapter patrons)
- Verbal recognition during evening reception announcements

## REVEAL Spokane

### Directions

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Spokane Convention Center  
INB Performing Arts Center  
334 West Spokane Falls Boulevard  
Spokane WA 99201  
Phone 509.279.7007  
Fax 509.279.7060

#### From I-90

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From I-90 take Division Street (Newport/Colville) Exit 281. The off ramp turns into Northbound Division Street. Continue North to Spokane Falls Boulevard. Turn Left onto Spokane Falls Boulevard. Just after the next light, turn right on to Spokane Falls Court.

#### From North Division (Highway 2 and Highway 395)

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Continue Southbound on Division Street (Highway 2/395) to Spokane Falls Boulevard. Turn right onto Spokane Falls Boulevard. Just after the next light, turn right onto Spokane Falls Court.

### Parking

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There are a variety of choices for parking around the Convention Center. The most convenient option is the covered parking garage, east of the Doubletree Hotel. Entrance to this lot is located on West Spokane Falls Boulevard and is the same lot used for DoubleTree Hotel. Alternate parking lots are also nearby as well as metered street parking.

#### Loading Zone

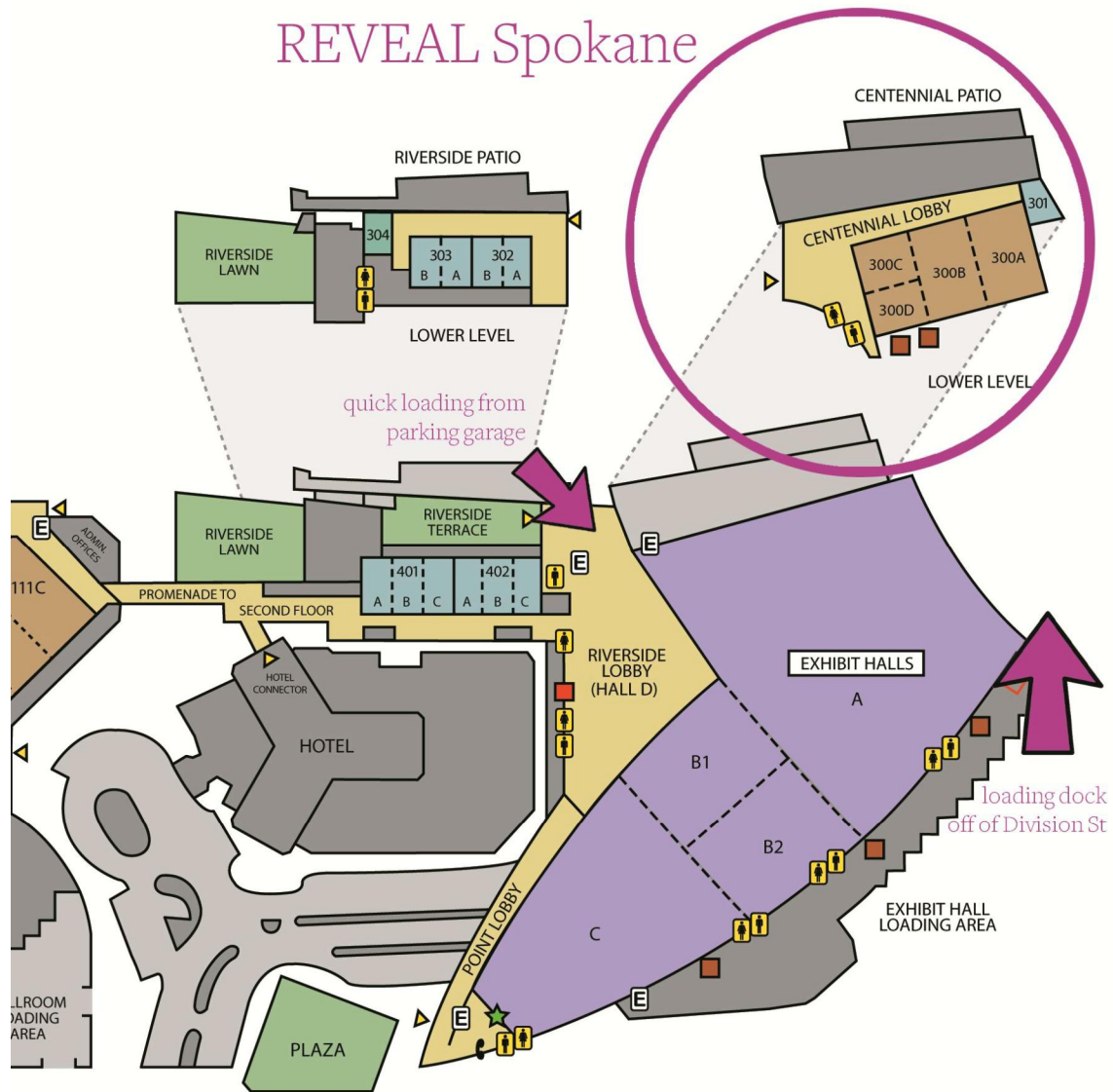
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There is access to a loading zone during the designated load-in and out times. These spots are limited, so use of these locations must be used quickly and efficiently to allow others access. Please see the map on page 7 for this location.

Please call Courtney at (509)828-2973 if you need access.

# REVEAL Spokane Parking (continued)

Loading Area (designated with arrows below)



View an interactive map here:  
<http://www.imapenterprises.com/spokane/welcome.php>

## REVEAL Spokane

### Event Information

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#### Expo

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REVEAL Spokane is intended to serve as an event to promote new products, education, and industry networking. Ideally, Exhibitors will bring recent products introduced at NeoCon taking place a few months prior to REVEAL. Designers, Architects, Contractors, End Users, and Facilities Managers are encouraged to attend, especially those who work with commercial clients and projects. Exhibitors will receive a follow-up email after the event with the names and email addresses of all registered attendees of the expo for their contacts.

#### Raffle

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Each Exhibitor is required to provide a raffle item. This is to encourage attendees to visit as many booths as possible. We have a raffle team this year that will be visiting each booth with a microphone and announcing the raffle throughout the afternoon of the tradeshow. Below is the tentative schedule. *Winners must be present to receive their item.* If not, we will re-draw during the second round of drawings. If the second winner is not present, it will be up to the exhibitor to select a winner and give/deliver the item to the recipient.

#### *Tentative Raffle Schedule:*

- 2:00 Non-Partner Table Tops
- 3:30 Non-Partner Booths
- 5:00 Re-Draw non-Partner tables
- 5:30 (cocktail reception) Chapter Partner Tables and Booths

#### Morning Lattes

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Espresso drinks and lattes will be available to Exhibitors and Attendees from 8:00am - 11:30am. Tickets for a set amount of complimentary drinks will be handed out by Morning Latte Hosts and Reveal Volunteers beginning at 10:00am.

#### Happy Hour

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A happy hour will take place within the expo hall as well as the adjacent Centennial Lobby. There will be a no-host bar and complimentary appetizers. Tickets for a set amount of complimentary drinks will be handed out by Cocktail Hosts. This time is intended for the

evening attendees and exhibitors to enjoy refreshments during the last few hours of the tradeshow.

### Evening Networking Reception

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At the close of the Tradeshow, the exhibit hall doors will be closed and the Network Reception will begin in the Centennial Hall. Announcements will be made at the start of the reception and the Chapter Partner Raffle will take place immediately following. There will be a no-host bar and complimentary appetizers. Tickets for a set amount of complimentary drinks will be handed out by Cocktail Hosts and Reveal Volunteers.

### Booth Design Competition

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Exhibitors are encouraged to be creative in the set up and display of their products. Interactive presentations as well as visually appealing displays have been most well received by attendees in the past. This year a Best Booth and Best Tabletop will be awarded, as judged by IIDA Associate and Professional Members. These Exhibitors will be recognized during the Evening Networking Reception.

### Event Promotion

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Reveal will be promoted by the IIDA Northern Pacific Chapter as well as various organizations and publications in Eastern Washington, Idaho, and Montana. Please begin to promote the event to your own contacts, and feel free to use some of our promotional items to help you. Exhibitors are encouraged to do so through their website, email, and social media. Exhibitors will be given their booth assignments 3 weeks prior to the event and may ask their contacts to visit them at their designated booth location.

### Exhibitor Booth Personnel

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Exhibitors must submit names of booth personnel via Eventbrite or they will need to register at the event day of. If registering the day of the event, they will have a hand written name tag versus a printed Exhibitor Badge. Registered Exhibitors, Attendees, and Volunteers must show Reveal name tag to ushers to enter and re-enter into the expo hall. <https://reveal-spokane-2018-exhibitorandsponsorreg.eventbrite.com> .



### Booth Set Up + Break Down

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Exhibitors may begin set up from 12:00pm until 5:00pm on Wednesday, October 3<sup>rd</sup> and from 8:00am until 10:00am on Thursday October 4<sup>th</sup>, the morning of the expo. Exhibitor name tags, expo information, and other miscellaneous items (including drink tickets if sponsored) will be provided in a welcome bag and will be placed at each booth and tabletop for Exhibitors to find upon arrival.

Break down of booths may begin at the close of the tradeshow, 6:00pm on October 4<sup>th</sup> (once the doors have been closed). If booths are broken down before this time, the vendor will not be invited back as a REVEAL exhibitor. Please make arrangements if you need to break down the night of the event to ensure access to the dock. Additional break down time is available starting at 7:00am and ending at 10:00am on Friday, October 5<sup>th</sup>.

10x10 booths include white pipe and drape on three sides of the space (or two sides on a corner). Each booth will be prompted during registration to request up to one 8' table with black linens and 2 chairs. Tabletop purchases receive one 8' table with black linens and 2 chairs. Scotch tape, decals, nails, tacks, staples, or adhesives cannot be used on any surface in the facility. The exhibit hall has carpeted floors. Please take care in setting up your booth and provide protection should the booth contain any items that may damage it. Exhibitors have the option of purchasing power at their booth or tabletop. Power will be pulled to your location, but Exhibitors must provide their own extension cords needed within the booth space.

### Lunch

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Exhibitors have the option to purchase boxed lunches during their registration. They can also be added at any date up until **September 13<sup>th</sup>**. Water service will be provided all day.

### WiFi

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Wifi is available at the Spokane Convention Center. Exhibitors will be given the access code in their welcome bag during set up.

## REVEAL Spokane

### Exhibitor Guidelines

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(Provided by the Spokane Convention Center)

For more information on the venue visit [www.spokanecenter.com](http://www.spokanecenter.com)

#### General Information

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1. Exhibitors are to have all proper licenses and permits required by the State of Washington and the City of Spokane and comply with the regulations of the Spokane Fire Department and the Spokane 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. *Spokane 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 strictly prohibited at all times in the Spokane Convention Center or within 25' of any entrance or air intake system.
5. Loading in and loading out must be done through the designated loading docks assigned to the show. Loading in and loading out through Spokane Convention Center lobbies 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. Passenger elevators and escalators are designed for passenger use and not intended to carry heavy weights. 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 Spokane Convention Center staff precludes use by exhibitors.
7. Food Sampling
  - 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 Centerplate. This service can be a great advantage to exhibitors.
  - Applications to distribute sample food productions must be made with Centerplate at least thirty days before the event and an approved application must be displayed within the booth.

- Any exhibitors 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' samples of food or no more than (2) ounces of 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 any consumer or trade show booth. Any products that are sold for off-premise consumption must be packaged to discourage on premise consumption.
  - All persons dispensing product must have proper food handling permits from the Spokane Regional Health District.
8. With the exception of service animals participating in contracted events such as dog, cat or cattle shows, animals are not allowed in the Spokane Convention Center without prior written approval from the Event Manager. When any display includes pens or enclosures containing live animals, the following minimal provision must be made:
- A protective coating such as plastic or Visqueen must be used to protect floors and any convention center equipment.
  - Some type of absorbent (i.e. sawdust or fire retardant wood shavings) must be placed within the pens (and cleaned daily).
  - Curbing, fencing or bike rack must be supplied to contain animals.
  - Animals must be supervised at all times.
  - Clean up and proper disposal of absorbents and waste.
9. Booth cleaning and housekeeping is the responsibility of the General Service Contractor. Spokane Convention Center staff will not perform these services.
10. Painting of any kind within the Spokane Convention Center is prohibited. Exhibitors may not glue, tape, tack, nail or in any way affixed to any interior or exterior surface of the Spokane Convention Center
11. All banners and signage must be hung by the show's General Service Contractor. Exhibitors may not hang banners or signage without approval from the show management.
12. Electrical and telecommunication services are exclusively provided by Spokane Convention Center.
13. No collections or donations, whether for charity or otherwise, shall be made, attempted or announced without prior written approval of the General Manager.
14. Spokane Convention Center is not responsible for trash generated by the 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 boxes or 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 Manager. 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 on to the Licensee. Helium tanks require storage in a proper storage receptacle approved in advance by the Spokane Fire Department.

18. Spokane Convention Center has a 'no-tipping' policy. No exhibitor or contractor or representative of an exhibitor may give any gratuities, tips, or gifts of any kind to any employee of the Center. We are here to serve you.

19. Landscaping/Soil Displays: Displays containing soil or rock (large and small), humus, or similar materials must use a minimum of ½" plywood or similar type of approved sheathing and protective coating of plastic Visqueen to protect the floor and all Spokane Convention Center equipment. Curbing must be used to retain loose materials and to prevent leaks and water seepage.

20. Basic rules for move-in and move-out

- For safety children under 16 are not permitted on the event floor during move-in and move-out.
- No consumption of alcoholic beverages
- No horseplay, practical jokes, throwing of objects or display of unsafe objects
- No use or possession of illegal or controlled substances
- No speeding or reckless use of vehicles, forklifts, carts or equipment
- Proper footwear must be worn at all times

#### Structures and Exhibit Booths Requirements

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- All decorative material, such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, canvas, cardboard, etc. shall be of non-flammable material or shall be treated and maintained in a flame-retardant condition by means of an approved flame retardant solution. A single hay bale will be allowed if it is properly treated with fire retardant. Plastic cloth and certain other plastic materials, tarpaper, nylon, allcloth, etc cannot be rendered flame retardant and are prohibited. Flame retarding treatments may be obtained from some fire protection companies listed in the Yellow pages of the phone book. Any decorative material that is not inherently or manufactured flame retardant (labeled) shall be subject to testing. Materials in violation shall be immediately removed from building.
- All electrical fixtures and appliances must be approved in accordance to the National Electrical Code. Only fused multi-plug adapters will be permitted. Electrical code stipulations that will be rigidly enforced include:
  - a) three wire (ground) cords shall not be plugged into two (2) wire extension cords.
  - b) extension cords (zip cords) shall not run under carpets/rugs unless designed to
  - c) there shall be a three (3) foot clearance from lights to any combustible materials

d) all electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed. Homemade items will not be allowed and may be confiscated. The convention Center use agreement prohibits the use of multi-plugs; i.e. twin sockets/cube taps.

- Combustible materials that are 3/8" or more in thickness or glass may be used without flame retardant treatment. Exception: paper products, such as cardboard, or foam products.
- Booths and other structures shall not be constructed with any roof, ceiling, or other obstruction without approval of the Spokane Fire Department Prevention Bureau. Structures having over 120 square feet of roofed area shall be provided with acceptable single station smoke detectors. Maximum aggregate size of 300 square feet canopies shall be rendered flame-resistant. minimum of 10-foot separation is required between each 300 square foot aggregate of canopies on all sides. An aggregate area exceeding 300 square feet will not be allowed.
- All required "EXIT" signs shall be visible at all times from any location in the room. Drapes, curtains or displays shall not block signs. Temporary additional "EXIT" signs may be required to clearly indicate the direction of egress.
- Exits and aisles shall be free of obstructions. Aisles shall be a minimum of 9'-6" wide with 11' for the perimeter aisles in the Exhibit Halls and a minimum of 4 feet wide in Meeting rooms and Ballrooms. Booths which require 50 feet or more travel distance to reach an exit aisle shall be provided with a minimum of (2) exits remote from each other.
- Fire extinguishers, hose cabinets, fire hose connections and other fire appliances shall be maintained clearly visible and accessible at all times. A minimum of 3 feet clearance shall be provided.
- Aggregate booth square footage totals of 400 or more square feet shall have a minimum 2A: 10B:C extinguisher available. Additional fire extinguishers may be required. Fire extinguishers shall have an inspection tag on it, new or not. Extinguishers must be readily accessible and ready for use (out of the box).
- The event manager and promoter shall assume responsibility for and shall advise all exhibitors that booths, stands, and their respective areas shall be cleaned of combustible rubbish daily or as necessary. Combustible display materials shall be limited to a one-day supply.
- The number of persons allowed to attend any show or exhibit shall not exceed the allowed occupancy limits, i.e. occupants standing to view or participate, and fixed seating capacity.
- If there are any additional requirements, they shall be determined by the SFD Prevention Bureau for each event.
- Pressurized tanks and other similar hazards shall be properly secured to prevent tipping over or damage (i.e. helium tanks). Portable holders will be allowed.

## Cooking/Warming and Heating Devices

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Cooking and/or warming devices that produce grease laden vapors shall be electric. Exception: Approved cooking devices that use no more than (2) 10-ounce non refillable LPG containers having a maximum water capacity of 1.08lb per container connected directly to the appliance at any time, shall be allowed. Containers shall not be manifold. Sterno may be used for warming trays. Other open flame devices are prohibited. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL or FM). Heating devices are allowed where the venting will meet indoor air quality or proper venting is provided.

- Cooking/warming devices, and/or heating products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth, or providing a sturdy, mounted separation shield between the device and the public.
- Individual cooking/warming devices shall not exceed 288 square inches of surface area, approximately 12"x24".
- The surfaces on which cooking or cooking appliances are located shall be constructed and arranged such that proximity to combustibles will not pose a fire danger. When cooking equipment generates high temperature heat, the surface will be provided with adequate protection.
- Fire protection shall be provided with any booth utilizing cooking/warming devices with no vegetable or animal oils and fats. Each device must meet of these two (2) requirements: 1) a 20B:C extinguisher and a lid for smothering, or 2) an approved automatic extinguishing system (hood system). Note: for multiple devices, one 20B:C extinguisher per booth is acceptable, but each device must have a smothering lid. Extinguishers shall be no more than 30' from the cooking equipment.
- Fire protection shall be provided with any booth utilizing cooking/warming devices cooking with vegetable or animal oils and fats. Each device must meet one of these two (2) requirements: 1) a Class K fire extinguisher and lid for smothering, or 2) an approved automatic extinguishing system (hood system). Note: For multiple devices, one Class K extinguisher per booth is acceptable, but each device must have a smothering lid. Extinguishers shall be no more than 30' from the cooking equipment.
- Any additional requirements shall be determined by the SFD Prevention Bureau for each event.

## Display of Motorized Vehicles

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The Fire Department must be notified in advance if motorized vehicles are to be displayed during an event. Displayed motorized vehicles shall comply with the following and may also have to comply with additional rules and regulations required by the Fire Marshal:

- No vehicle may be started or operated within any assembly building during show hours without approval of the Fire Marshal.

- All fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors. Where it is not feasible to seal or lock the opening or where approved by the Fire Marshal, the fuel tank will be empty. Draining of the tank shall not occur in the Convention Center Building.
- Adding or removing fuel on site is prohibited (must be done outdoors). Special fuel blends use inside the building is subject to advanced approval by the Spokane Fire Department.
- A vehicle key for each vehicle must be left in the Security Office or with an on-site responsible individual for emergencies.
- Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons (18.9L), whichever is less.
- Fire protection for motor vehicle events shall be approved by the Spokane Fire Department. The level of protection required shall be determined for each event.
- Vehicles, boats, and similar exhibited products having over 120 square feet of area shall be provided with acceptable single station smoke detectors.
- LPG/CNG tanks must meet one of these 3 requirements: 1) purge tank 2) remove tank 3) disconnect and cap tank. The intent of all of these choices is that the LPG/CNG appliances shall not be used while vehicle is being displayed.

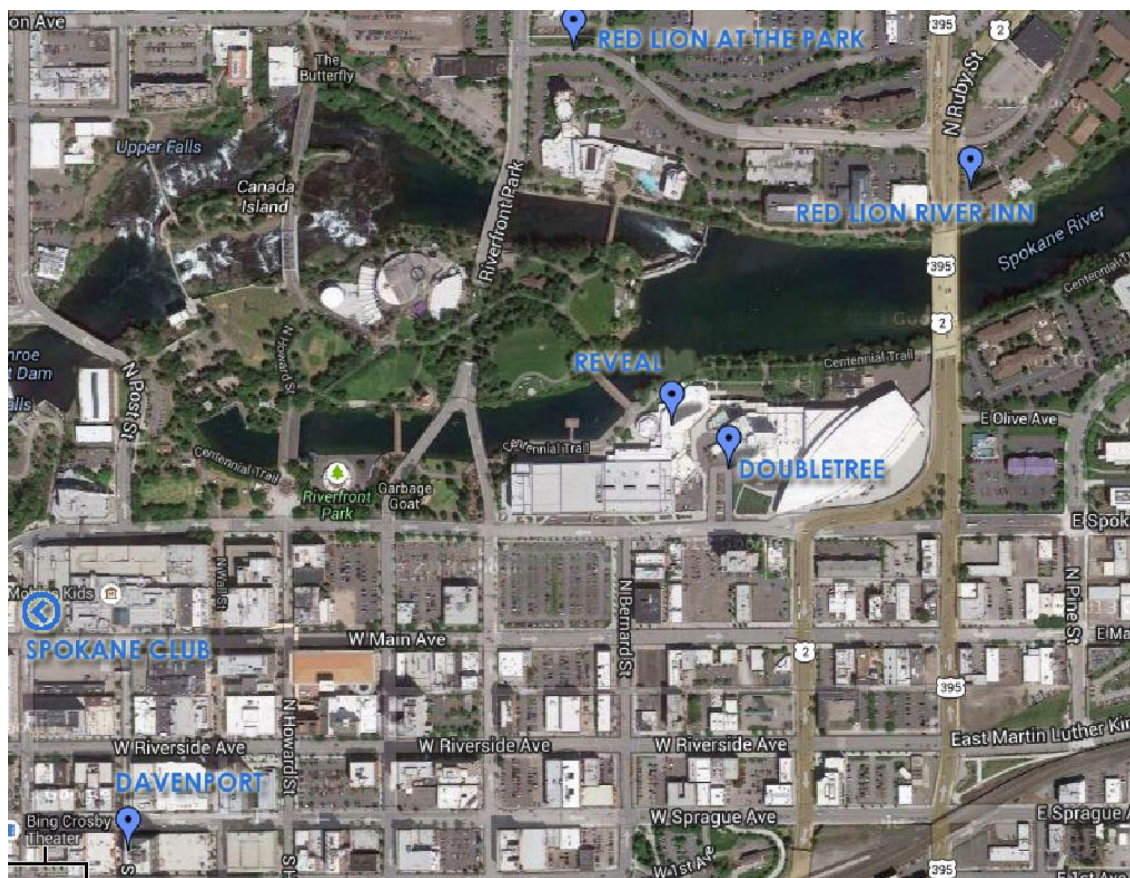
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## REVEAL Spokane Accommodations

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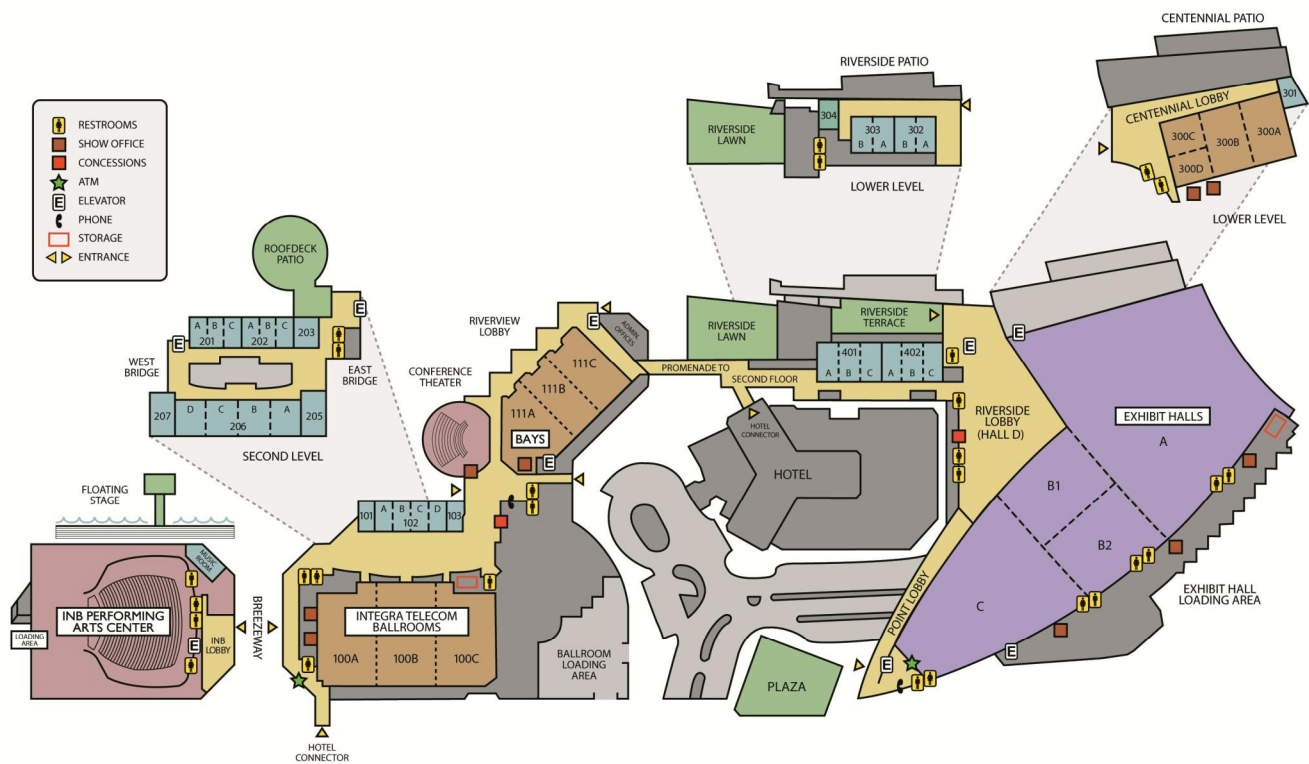
The IIDA Inland Northwest City Center has listed hotel options below. Please contact [iidanpc.inlandnw@gmail.com](mailto:iidanpc.inlandnw@gmail.com) with questions about room discounting.

- Red Lion at the Park
- Red Lion River Inn
- Double Tree
- Spokane Club
- Davenport Hotel // Davenport Grand





# REVEAL Spokane Site Plan



View an interactive map here:  
<http://www.imapenterprises.com/spokane/welcome.php>

## REVEAL Spokane Booth Locations

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Booth locations will be sent out in an updated Exhibitor Package 3 weeks prior to the event, after registration has closed.

## REVEAL Spokane Loading Dock Information

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(There is limited space in the loading dock, so please move your vehicle as soon as you are finished loading / unloading)

There are multiple loading docks available and there is no need to schedule loading and unloading. Exhibitors with smaller items are welcome and encouraged to pull to the front drive through/unloading area and carry/cart items through the two large doors at the west end of the convention center.

If you need access to the dock and the doors are not open, please call Courtney at (509)828.2973.

## REVEAL Spokane Spokane Attractions

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For an interactive map of restaurants, hotels, and shops in Spokane, visit:  
**<http://bit.ly/1R1odj2>**

Visit Spokane  
**<http://www.visitspokane.com/>**

Spokane Wineries  
**<http://www.spokanewineries.net/>**

Inlander Newspaper  
**<http://www.inlander.com/>**

