EXHIBITOR’S PACKAGE

April 25, 2019
11:00am - 7:30pm
Washington State Convention Center
705 Pike Street, Seattle, WA 98101

For more information, visit IIDA-northernpacific.org
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Questions/Concerns? Please drop us a line: iidanpc.revealsea@gmail.com
ABOUT REVEAL SEATTLE

EXPO
Reveal19 Seattle | a product expo is intended to serve as an event to promote new products, education, and industry networking. Designers, architects, students, contractors, end users, and facilities managers are encouraged to attend, especially those who work with commercial clients and projects.

EVENING NETWORKING RECEPTION
A networking reception will take place on the Expo floor. There will be a host bar and complimentary appetizers. Tickets for a set amount of complimentary drinks will be handed out by Cocktail Sponsors and Reveal Volunteers. Additional drink tickets may be available for sale prior to the event.

CONTINUING EDUCATION
An IDCEC-approved CEU will be offered.

EVENT SCHEDULE

APRIL 24TH, 2019
2:00pm – 5:00 pm  Assigned general freight move in

APRIL 25TH, 2019
8:00am – 10:30am  Assigned general freight move
8:00am – 10:30am  Venue opens for exhibitors
11:00am – 7:30pm  Venue opens for attendees
4:30pm – 7:30pm   Happy Hour Cocktail event
7:30pm           Exhibitor move out (Hand-carried freight only!)

APRIL 26TH, 2019
8:00am – 11:00am  Assigned general freight exhibitor move out
EXHIBITOR FEES

20X20 OFFICE OF THE FUTURE BOOTH***  $2,500*
Booth will be part of our Office of the Future juried competition. Booth must be a blend of at least (3) different vendor types (i.e. flooring, furniture, lighting, A/V, etc.) and must strive to show an interpretation of the future direction of Corporate Office design. Includes power, Wi-Fi, pipe and drape surround as well as printed name banner**. Winner(s) will be awarded “Best of Show” prior to the Cocktail Event on the day of the exhibit.

10X10 BOOTH***  $750*
Includes pipe and drape surround as well as printed name banner**.

8X8 BOOTH***  $500*
Includes pipe and drape surround as well as printed name banner**.

Exhibitors may start purchasing booths, beginning January 20th, 8am. Booth sales will end when sold out or on April 12th, whichever comes first. In Jan/Feb, we will have our Exhibitor Services live: http://www.wscc.com/audience/exhibitors/priority-exhibitor-services.

Booths may be purchased online at https://revealseattle2019exhibitor.eventbrite.com

CHAPTER PATRONS
• Chapter Patrons will be given a pre-sale option before general sales begin on January 20th, 8am.
• Chapter Patrons will have the opportunity to select their booth location.
• Patrons’ Dollars may not be used for Booth purchase.
• Chapter Patrons who have paid for 2019 will be emailed a presale code prior to January 5th.

If you are unsure if you qualify as a chapter patron, please contact iidanpc.sponsors@gmail.com

OTHER SERVICES
Exhibitors will be able to order power access, Wi-Fi, etc. through the link. WSCC Priority Exhibitor Services will be sending out an email to exhibitors with the services they offer. The event decorator, Triumph, will also have add-on items like booth carpet, displays, and furniture available to order and will send an email to exhibitors.

Sign up for your booth at Eventbrite.
Questions/Concerns? Please drop us a line: iidanpc.revealsea@gmail.com

*Prices do not include applicable processing fees and taxes.

** Up to 40 characters per banner (over 24 characters will be on 2 lines)

***For removal of three foot separator between booths, contact jenn@mattercontract.com
SPONSORSHIP OPPORTUNITIES + BENEFITS

Thank you for your interest in becoming a sponsor of REVEAL19 SEATTLE. Our goal is to make REVEAL19 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. If you would like to allocate any of your Chapter Patron money, do not purchase a hosting spot on Eventbrite. Instead, contact iidanpc.sponsors@gmail.com to set up your benefits.

HAPPY HOUR SPONSORSHIP | $3,000 | 1 AVAILABLE
- Sponsor to get printed signage at bar, option to design signature drink or have servers wear a t-shirt with Sponsor’s logo; receives prime placement next to the bar.
  o 4:30pm-7:30pm

CATERING SPONSORSHIP | $3,000 | 2 AVAILABLE
- Sponsor to get printed signage at food area.

CEU SPONSORSHIP | $1,500 | SOLD OUT
- Sponsor to get printed signage at CEU.

SELF-SERVE COFFEE BAR SPONSORSHIP | $1,250 | SOLD OUT
- Sponsor to get recognition at coffee bar and receive prime placement next to the coffee bar.
  o 11am-1pm
ATTENDEE TOTE BAG SPONSORSHIP
$3,500 | 1 AVAILABLE ($3,000 if vendor provides 500+ bags)
- A single tote bag printed with Sponsor’s single color logo. One tote bag shall be provided to attendees as part of their registration package.

ATTENDEE LANYARD SPONSORSHIP
$1,000 | SOLD OUT ($500 if vendor provides 1000+ lanyards)
- Lanyards printed with Sponsor’s single color logo and tag line will be distributed with all attendee badges.
IIDA NETWORKING LOUNGE FLOORING SPONSORSHIP
$1,500 + IN KIND | 1 AVAILABLE

- (1) 30’x10’ exhibit booth will be setup to house a lounge for visitors and IIDA members. This lounge will be a place for networking as well as a place to sit down and rest. The flooring product will be selected by the Sponsor and an IIDA representative to work with the overall design. The flooring specification will be prominently identified within the booth.

Sponsor to provide:
- Appropriate amount of flooring to cover entire booth area; the flooring will be returned at the end of the event.

IIDA NETWORKING LOUNGE FURNITURE SPONSORSHIP
$3,000 + IN KIND | SOLD OUT

- (1) 30’x10’ exhibit booth will be setup to house a lounge for visitors and IIDA members. This lounge will be a place for networking as well as a place to sit down and rest. The furniture product will be selected by the Sponsor and an IIDA representative to work with the overall design. The furniture must provide a minimum of 10 power outlets. Power will be paid for by IIDA for this lounge. The furniture specification will be prominently identified within the booth.

Sponsor to provide:
- Appropriate amount of furniture to cover entire booth area; the furniture will be returned at the end of the event.
COLLAPSIBLE WATER BOTTLE SPONSORSHIP
$3,500 | SOLD OUT ($1,500 if vendor provides 500+ reusable water bottles)
• Water bottles printed with Sponsor’s single color logo and tag line will be distributed at check in.

PHOTOBOOTH SPONSORSHIP | $3,000 | 1 AVAILABLE
• (1) Large banner with Sponsor’s logo will be hung directly behind the Photo Booth area.
DIRECTORY MAP AD | $500 | 2 AVAILABLE (6 SOLD)
- The opportunity to be a sponsor identified with logo on the perimeter and identified booth location on the directory passed out at Registration.

PASSPORT SPONSORSHIP | $250 | 2 AVAILABLE (8 SOLD)
- Recognition on (1) square of the IIDA Passport cards given out during Registration
- Stamps at each recognized booth for attendees
- Prizes will be given to all attendees turning in fully stamped cards; grand prizes will be drawn from fully stamped cards
WAYFINDING SPONSORSHIP | $1,500 | 1 AVAILABLE
- Decals will be printed with Sponsor’s single color logo and placed throughout the Expo floor directing traffic directly to the Sponsor’s booth.

DJ BOOTH SPONSORSHIP | $500 | 4 AVAILABLE (3 SOLD)
- Sponsors will get up to (4) announcements during the event from the DJ Booth.

VOLUNTEER T-SHIRTS SPONSORSHIP | $750 | 6 AVAILABLE (2 SOLD)
- Sponsors will get their logo displayed on the Volunteer T-Shirts.

Questions/Concerns? Please drop us a line:
iidanpc.revealsea@gmail.com
## PARKING

<table>
<thead>
<tr>
<th>HOURS</th>
<th>WSCC GARAGE</th>
<th>FREEWAY PARK GARAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 1/2 hr.</td>
<td>$5.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>1/2 to 1 hr.</td>
<td>$6.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>1 to 1.5 hrs.</td>
<td>$7.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>1.5 to 2 hrs.</td>
<td>$8.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>2 to 3 hrs.</td>
<td>$12.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>3 to 4 hrs.</td>
<td>$14.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>4 to 5 hrs.</td>
<td>$16.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>5 to 6 hrs.</td>
<td>$17.00</td>
<td>$16.00</td>
</tr>
<tr>
<td>6 to 7 hrs.</td>
<td>$18.00</td>
<td>$17.00</td>
</tr>
<tr>
<td>7 to 8 hrs.</td>
<td>$19.00</td>
<td>$18.00</td>
</tr>
<tr>
<td>8 to 10 hrs.</td>
<td>$20.00</td>
<td>$19.00</td>
</tr>
<tr>
<td>10 to 12 hrs.</td>
<td>$22.00</td>
<td>$21.00</td>
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<tr>
<td>12 to 14 hrs.</td>
<td>$24.00</td>
<td>$23.00</td>
</tr>
<tr>
<td>14 to 24 hrs.</td>
<td>$29.00</td>
<td>$28.00</td>
</tr>
<tr>
<td>Evening (In after 5:00pm)</td>
<td>$7.00</td>
<td>No evening rate</td>
</tr>
<tr>
<td>Lost ticket</td>
<td>$29.00</td>
<td>$28.00</td>
</tr>
</tbody>
</table>

WSCC Garage - Hours of operation: 5:30 am – Midnight  
Freeway Park Garage - Hours of Operation: 6:00 am – 8:00 pm
**DIRECTIONS**

### Directions to Convention Center Garage

<table>
<thead>
<tr>
<th>Heading South on I-5:</th>
<th>Heading West on I-90:</th>
<th>Heading North on I-5:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Stewart Street Exit (exit #166)</td>
<td>- I-5 Northbound</td>
<td>- Madison Street/I-90 exit (exit 164A)</td>
</tr>
<tr>
<td>- Left on Boren Avenue</td>
<td>- Madison Street Exit</td>
<td>- Follow signs to Madison Street/Convention Place</td>
</tr>
<tr>
<td>- Right on Seneca Street</td>
<td>- Right on Seneca Street</td>
<td>- Right on Seneca Street</td>
</tr>
<tr>
<td>- Right on 8th Avenue</td>
<td>- Left on 8th Avenue</td>
<td>- Left on 8th Avenue</td>
</tr>
<tr>
<td>- Right into garage</td>
<td>- Right into Garage</td>
<td>- Right into Garage</td>
</tr>
</tbody>
</table>

### Directions to Freeway Park Garage

<table>
<thead>
<tr>
<th>Heading South on I-5:</th>
<th>Heading West on I-90:</th>
<th>Heading North on I-5:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Stewart Street Exit (exit #166)</td>
<td>- Follow signs for I-5 Northbound</td>
<td>- Madison Street/I-90 exit (exit 164A)</td>
</tr>
<tr>
<td>- Left on Boren Avenue</td>
<td>- Take the Madison Street Exit</td>
<td>- Take the Madison Street Exit</td>
</tr>
<tr>
<td>- Right on Seneca Street</td>
<td>- Continue thru 3 traffic lights</td>
<td>- Continue thru 3 traffic lights</td>
</tr>
<tr>
<td>- Right on Hubble</td>
<td>- Right into Garage</td>
<td>- Right into Garage</td>
</tr>
<tr>
<td>- Right into Garage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EVENT INFORMATION

EVENT PROMOTION
Reveal19 Seattle | a product expo will be promoted by the IIDA Northern Pacific Chapter as well as various organizations and publications. Exhibitors are encouraged to promote the event to their contacts through their website, email, and social media. You will receive an electronic graphic to promote the event upon request to iidanpc.revealsea@gmail.com. We ask that you utilize only the approved marketing provided by IIDA and refrain from creating your own marketing or events on social media.

EXHIBITOR BOOTH PERSONNEL
- Registered exhibitors, attendees, and volunteers must show Reveal name tag to ushers to enter and re-enter into the expo hall.
- Each booth registration may have unlimited personnel, however they must be registered in Eventbrite. Changes can be made up until April 20th.
- Each booth registration will receive two drink tickets.

BOOTH SET UP + BREAK DOWN
- Exhibitors may begin set up from 2:00pm – 5:00pm on April 24th and from 8:00am until 10:30am on April 25th, the morning of the expo.
- If using a delivery service, your set up time will be assigned to you.
- Exhibitor name tags, expo information, and other miscellaneous items will be provided in a welcome bag and will be placed at each booth for exhibitors to find when they arrive.
- Be courteous to your neighbor and do not leave your booth raw or unfinished.
- Displays may not extend beyond the 20x20, 10x10 or 8x8 booth footprint. If the display extends beyond the booth footprint, the exhibitor will be asked to move the display to fit within the footprint.
- Break down of the booths may begin at the close of the tradeshow; 7:30pm on April 25th. If booths are broken down before this time, the vendor will not be invited back as a REVEAL exhibitor. Additional break down time is available the following morning from 8:00am – 11:00am.

Please take care in setting up your booth and provide protection should the booth contain any items that may damage it; repairs to damage incurred by Vendors will be billed directly to Vendors. Exhibitors have the option of purchasing power at their booth. Power will be pulled to your location, but exhibitors must provide their own extension cords needed within the booth space.

EVENT INSURANCE
Event insurance is being purchased by IIDA Northern Pacific Chapter but it is strongly encouraged that Vendor’s have their own liability insurance to cover damage/injury incurred at the event.
TRANSPORTATION MANAGEMENT
Washington State Convention Center (WSCC) and the City of Seattle have prepared a joint Transportation Management Plan (TMP). The purpose of this TMP is to describe how WSCC will manage its traffic and parking demands to ensure efficient operation of WSCC and minimize conflicts between WSCC traffic and other city traffic. The type and size of events held at WSCC will vary significantly. While the TMP has been developed to respond to specific event scenarios, it presents a range of transportation management strategies and has the flexibility to respond to the diverse and unique requirements of each event. Some strategies will be implemented as normal operating procedures, with adjustments made where necessary; others will be implemented only under special circumstances. Selection of the appropriate procedures for a particular event will be determined during the WSCC pre-event planning process. Events with substantial freight and/or significant shuttle activity will require early discussions with the assigned Event Manager to notify WSCC.

LOADING AND UNLOADING FACILITIES
The truck service area and loading dock are located on Level 4 immediately adjacent to the Exhibit Halls with access via a two-lane enclosed ramp. The South Loading Dock contains 10 total bays with 4 levelers. The dock clearance is 16 feet high x 25 feet wide; nine bays will accommodate 65-foot trailers; two bays will accommodate 32-foot trucks. The North Loading Dock contains 9 total bays, 8 of which have levelers; The Dock clearance is 16' high. All bays will accommodate any street legal trailer. WSCC does not endorse exclusivity by the decorator or drayage company to handle freight at the loading dock. You may, at your discretion, allow exhibitors to load/unload their own items at no charge in the WSCC's hand-carried/cart-carried freight loading docks. For additional information, see Hand Carried Freight Guidelines.

FREIGHT DELIVERIES
We are unable to accept/receive deliveries of freight, crates and mail for exhibitors or attendees. Please make advance shipment arrangements through your official service contractor. Please provide your Event Manager with a list of all deliveries. Due to limited storage, show management freight cannot arrive any earlier than one business day before your first contracted date.

HAND CARRIED FREIGHT GUIDELINES
Washington State Convention Center has a temporary small vehicle delivery area within its facility. This space is reserved by Show Management to allow safe access for exhibitors to transport materials to and from their exhibit areas. Show Management will publish the dates and times established for the operation of Hand Carried Freight (HCF) in advance.

EXHIBITOR VEHICLE SOUTH ACCESS DURING MOVE IN/OUT
Exhibitors must use the 8th Avenue parking garage entrance. Passenger elevators and escalators may not be used for transporting freight. Clearance at this entry is 6'5". Vehicles exceeding this height must schedule deliveries through the loading dock (standard full size vans will not clear this entry). Contact your official show decorator to make arrangements for your dock delivery. You may be routed via a marshalling yard to the loading dock. There is no on-site freight storage nor can we accept deliveries for you at WSCC.
See a **MAP AND DRIVING DIRECTIONS** to the South Hand Carried Freight entrance.

**EXHIBITOR VEHICLE NORTH ACCESS DURING MOVE IN/OUT**
The North Hand Carried Freight loading area is located between Pike Street and Pine Street. Passenger elevators and escalators may not be used for transporting freight. Clearance at this entry is 9’ 8”. Vehicles exceeding this height must schedule deliveries through the loading dock (standard full size vans will clear this entry). Contact your official show decorator to make arrangements for your dock delivery. You will be routed via a marshalling yard to the loading dock. There is no on-site freight storage nor can we accept deliveries for you at WSCC

**BRING YOUR OWN CARTS**
To expedite your work, we have a limited number of flatbed carts available on a first come, first served basis. Carts are checked-out at the HCF zone in the garage. Please return the cart when finished.

**DOOR CLEARANCE - 6'0" W X 6'5" H**
Door clearance is 6’ wide by 6'5" high at the Hand Carried Freight area in the garage. Delivery of materials exceeding these dimensions must go through the marshalling yard. Contact the official show decorator for scheduling.

**COMPLIMENTARY PARKING**
Complimentary parking is available only if you enter and exit within one hour. You can have your parking ticket validated at the HCF Service Desk.

**RESTOCKING SUPPLIES**
If you need to replenish supplies during the show, make sure you know the access hours for HCF and the loading dock. Contact Show Management in advance to arrange for your restocking needs during show days.
EXHIBITOR GUIDELINES

EXHIBITORS HIRING LABOR
Exhibitors who hire other than the official show decorator for booth installation and dismantling, must notify Show Management of the names of their I&D staff in writing not less than 30 days in advance of the event. Access of I&D staff must be coordinated through the official show decorator. There is no on-site storage at the Convention Center.

FLOOR TAPE
The use of single sided or double stick foam tape, single sided or double stick cellophane tape, or masking tape is prohibited on any floor surface in the WSCC.

PLEASE BE TIMELY
Goods/materials may not be delivered in advance of the show, or left after the show’s official move-out time.

EXHIBITOR UTILITIES
Utilities must be ordered 30 days prior to the event, i.e. Air/Water/Drain, electrical and telephone services. Service order forms are available through your decorator. All multiple booth areas should include a layout with utility locations with the order. This will help everyone set the area accurately.

EXHIBITOR FIRE SAFETY AND DECORATION
All fire, safety and Convention Center regulations must be strictly followed. No propane, acetylene or other flammable or explosive materials are allowed. Gasoline-powered vehicles may be displayed with a maximum of one gallon of gas. (There are no exceptions.) The vehicle gas cap must be taped or locked and the battery disconnected. Tanks of compressed air or gas must be chained and secured at all times.

EXHIBITOR SIGNS, DECORATIONS OR BANNERS
Decorations may not be affixed to any surfaces in the building. No holes may be drilled, cored or punched into the building. All equipment used must be stable without bolting or anchoring to floors or walls. Decorations may not include balloons, crepe paper, cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs/trees, glitter, sheaves of grain, streamers, straw, paper, vines, etc.

EXHIBITOR FOOD SAMPLES
Subject to Show Management approval, those who manufacture, process or distribute food as their normal course of business and wish to distribute food samples, may be allowed. This is provided food samples are no larger than bite-size and beverage sizes no larger than three ounces. Please contact Show Management for prior approval of food distribution.

An exhibitor who does not manufacture, process or distribute food as their normal course of business and would like to distribute food items, must purchase these items from ARAMARK Food Services. Please contact ARAMARK at (206) 694-5085 to make these arrangements or to purchase food and beverage from the exhibitor menu. No selling of food or beverage is permitted.

EXHIBITOR GIVE-AWAYS
Samples may not include stick-on decals, balloons, etc.
SMOKING POLICY
This is a smoke-free environment. Please do not smoke in the facility.

GRATUITY POLICY
We are here to serve you. No gratuities should be offered to employees.

FOR SAFETY
Children under 16 are NOT permitted on the show floor during move-in and move-out times.

For complete WSCC rules and regulations, please visit: http://www.wscc.com/sites/default/files/find-it/files/2014.08.26_RULES_REGULATIONS.pdf
NEARBY HOTELS

Hotels near the Seattle Convention Center:
* All hotels are within 5 blocks of the Convention Center. The first four hotels are only one block from the Center. The list is organized by distance from the Center (closest to furthest).

The Paramount Hotel: (206) 292-9500

Hotel Theodore: (206) 621-1200

Sheraton Grand Seattle: (206) 621-9000

Grand Hyatt Seattle: (206) 774-1234

Motif Seattle: (206) 971-8000

Homewood Suites by Hilton: (206) 682-8282

Inn at the WAC: (206) 464-3055

Hilton Seattle: (206) 624-0500

Worldmark Seattle – The Camlin: (206) 405-2600

Hotel Max: (206) 728-6299

The Westin Seattle: (206) 728-1000

Crowne Plaza Seattle Downtown: (206) 464-1980

Kimpton Hotel - Vintage Seattle: (206) 624-8000

Mayflower Park Hotel: (206) 623-8700

W Seattle: (206) 264-6000

Fairmont Olympic Hotel: (206) 621-1700

Hotel Andra: (206) 448-8600
PROPOSED FLOOR PLAN
Not to Scale / Subject to Change