



Exhibitor Guidelines

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Service & Event Contacts

- **Administration – GTCTC Administrative Office** (main line)
253.830.6601 Fax: 253.573.2363 Email: contact@gtctc.org

Detailed information and appropriate forms can be obtained from your Event Coordinator for the following products and services:

**Electrical, Air, Water & Drain
Equipment Rental & Labor
Internet/Data & Telecommunications**

- **Audio/Visual:** Jason Brennan, Audio Visual Factory 253.272.4679
Address: 1500 Broadway, Tacoma, WA 98402
Fax: 253.272.4967 Email: jbrennan@gtctc.org
- **Fire Regulations:** Tacoma Fire Prevention Bureau 253.591.5740
- **Parking:** James Sinding, Republic Parking NW Manager 253.255.9690
Email: jsinding@republicparking.com
- **GTCTC Building Security:** 253.830.6600
- **Shipping & Receiving, Advance:** GTCTC main line 253.830.6601
You may also contact your Event Services Coordinator or Sales Manager for information
- **Tacoma-Pierce County Health Department**
(Temporary Food Permit) 253.798.6460
- **Ticketmaster** 253.593.7655

Exhibitor Guidelines

Exhibitors Hiring Labor

Exhibitors who hire other than the official show decorator for booth installation and dismantling, must notify the Event Organizer with the names of their Installation & Decorating 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 GTCTC.**

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 GTCTC.

Please Be Timely

Goods/materials may not be delivered in advance of the event, or left after the event's official move-out time.

Exhibitor Utilities

Utilities must be ordered 30 days prior to the event, e.g. air, water, drain, electrical, telephone, etc. Service order forms are available through your Event Coordinator. All multiple booth areas should include a layout with utility locations clearly marked with each order. This will help everyone set the area correctly.

Exhibitor Fire Safety

All fire, safety and GTCTC 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-quarter (1/4) tank 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 are prohibited. A complete list of Fire Regulations is available upon request.

Exhibitor Permit Fees

The Tacoma Fire Department administers fire and life safety regulations for all properties within Tacoma city limits. Permits must be obtained from the Fire department for some special events, public assembly occupancies, storage or use of hazardous materials, and a variety of other activities where a fire or life safety hazard may exist. **Please consult with your GTCTC Event Coordinator for more detail regarding required permits.**

Exhibitor Signs, Decorations & 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. Refer to page 17 to view our rigging guidelines.

Exhibitor Food Samples

Subject to Event Coordinator approval, those who manufacture, process or distribute food as their normal course of business and wish to distribute food samples, may be allowed. Food samples must be no larger than bite-size and beverage sizes no larger than three ounces. Please contact the Event Coordinator prior to the event for approval of food distribution.

Any 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 the GTCTC caterer, Aramark Food Services. Please contact Aramark at 253.830.6671 to make these arrangements or to purchase food and beverage from the exhibitor menu. An exhibitor distributing food samples may need to obtain a temporary food permit. See the next paragraph for details. Please Note: The selling of food or beverage is prohibited.

Temporary Food Service

The Pierce County Health Department may require those exhibitors distributing food samples to obtain a temporary food service permit. A temporary food service is a food establishment that operates at a fixed location for a period of time not more than 21 consecutive days in conjunction with a single event or celebration, such as a: Fair, Carnival, Circus, Public Exhibition, Festival, Fund raiser, or Similar transitory gathering. The Temporary Food Service permits can be obtained by contacting the Pierce County Health Department directly at 253.798.6460.

Who Needs a Temporary Food Service Permit?

Individuals or groups planning to hold events that are open to the public must obtain a permit. If you advertise your event with flyers, banners, newspaper articles, or by other means, it is considered a public event. Note: Church dinners or other events that are for members and their guests only and are not advertised are not considered to be public events.

Where is the Permit Application Located?

Current applications and additional forms may be obtained from the Tacoma-Pierce County Health Department or by calling 253.798.6460, Monday-Friday, 8:00 am to 4:30 pm.

When Should the Permit Application be Returned?

The Health Department recommends the application be returned with the required fee a minimum of 3 weeks before the event. (The Application & Fee Form located at the end of this section and can also be found under Section 10 of this binder). This allows enough time for Health Department staff to adequately review the application and make any changes necessary well in advance of the event.

If the application is returned to the Health Department less than 14 days before the event, a late fee will be assessed in addition to the regular permit fee. You are urged to apply for a permit as early as possible. For more information call 253.798.6460. The selling of food or beverage is prohibited.

Exhibitor Giveaways

Samples may not include self-adhesive decals of any sort, balloons, yardsticks or any item that could be considered a weapon of any type.

Smoking Policy

The GTCTC is a smoke-free environment.

Gratuity Policy

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

Children & Animals

Children under the age of 16 and animals are not permitted on the event floor during move-in and move-out times. Exceptions are made for service animals.

Temporary Event Markings—Chalk

No chalk is to be used to mark floors in any permanently carpeted area, i.e. meeting rooms, ballrooms, pre-function spaces, etc. Trade show decorators are required to use standard booth line tape to mark floors in permanently carpeted areas. Tape is available to purchase from the GTCTC. Decorators/contractors/exhibitors who use chalk in permanently carpeted areas will be assessed a cleaning fee to remove the chalk stains from the carpet.

General Directions to the GTCTC

The GTCTC is located at 1500 Broadway in Tacoma, WA 98402.

From I-5 Southbound/Northbound:

1. At exit 133 turn RIGHT onto ramp towards I-705 / City Center.
2. Keep LEFT to stay on ramp towards I-705 / City Center.
3. Turn LEFT onto ramp towards A Street / City Center
4. Keep LEFT to stay on ramp towards S. 15th Street / Pacific Avenue.
5. Follow S. 15th Street two blocks, the GTCTC will be on your left at 1500 Broadway.



Parking

GTCTC parking lots and garages are managed by Republic, and owned by the City of Tacoma. There are approximately 400 parking spaces on-site. If you are interested in arranging additional parking accommodations for your attendees in neighboring lots and garages please contact your Event Coordinator.

Parking rates follow and are subject to change at any time:

\$5.00 0-4 Hours

\$10.00 4 + hours, all day maximum

Parking Lot detail:

Lots *A & B are accessible from S. 17th and Broadway.

Lot A is the 2nd floor of the GTCTC. Lot E is accessible from S. 17th.

Lot D is accessible from S. 17th & Court C. St.

Lot E is accessible from S. 17th. St.

*Van access available in parking lot A.



Passenger Load & Unload

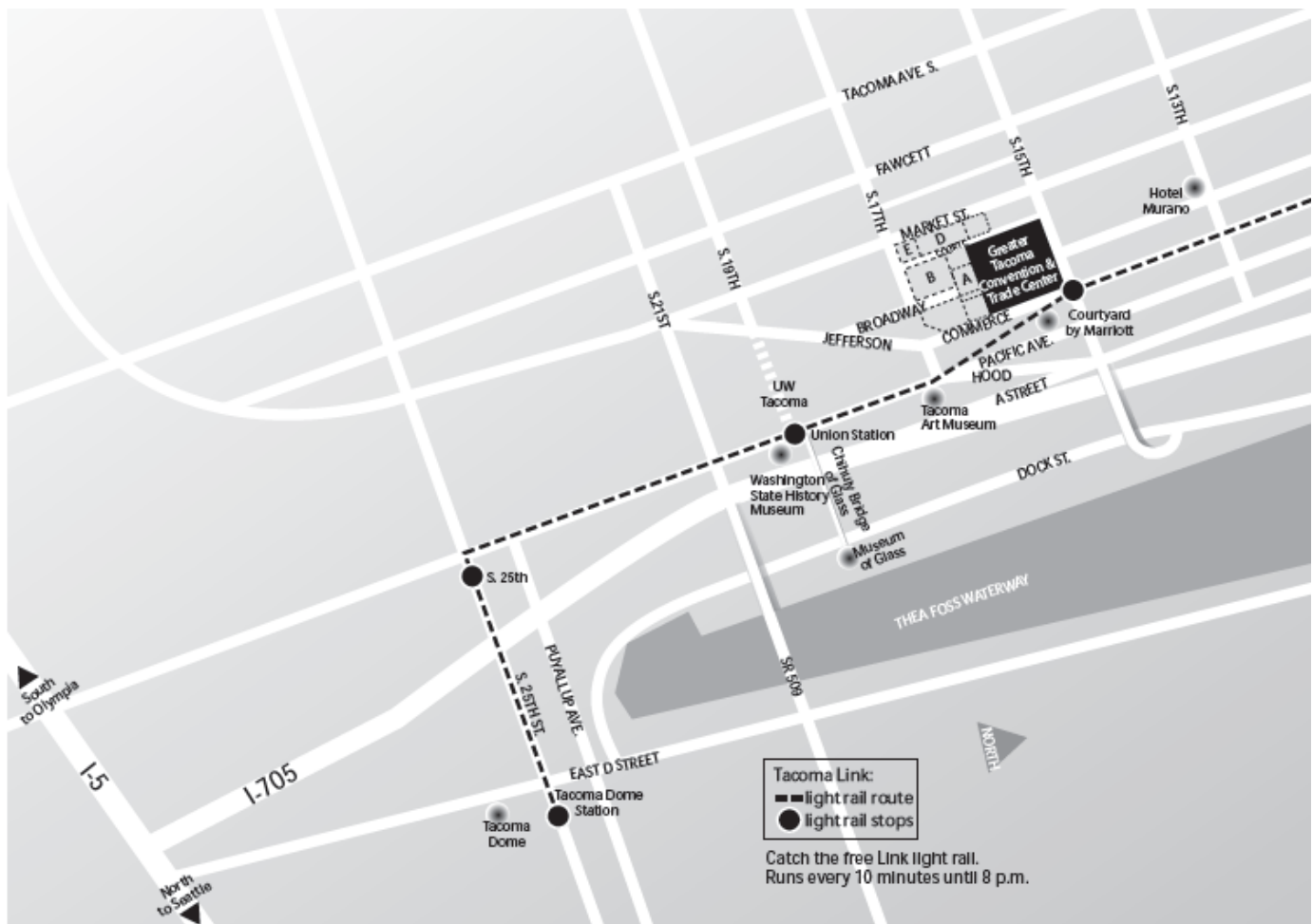
Passengers may be dropped off at the GTCTC entrance on Commerce Street. Buses, taxicabs and shuttles also use this area for passenger drop-off and pick-up. Pedestrians may enter from either Commerce or S. 15th Street.

Using Ground Transportation - Pierce Transit

Pierce Transit provides more than 45 local bus routes, SHUTTLE (specialized transportation for people with disabilities), vanpool, ridematching and inter-county express service to Seattle, Sea-Tac Airport and Olympia provided in cooperation with Sound Transit and Intercity Transit. Pierce Transit's fixed-route system includes routes that operate on more than 900 miles of city streets, county routes and state highways from Seattle through Tacoma and on to Olympia. Serving these areas is a fleet of 227 buses, which are all wheelchair accessible and nearly all running on compressed natural gas. Detailed information on Pierce Transit may be obtained on-line at www.piercetransit.org.

Using Ground Transportation- Sound Transit Light Rail Train

This light rail line offers Tacoma visitors a free, safe and quick way to travel within the downtown corridor. Trains arrive at key stations throughout the city about every 10 minutes, and operate 365 days of the year including all holidays. The GTCTC has a station stop on the regular light rail route. Service hours can be extended beyond normal services hours when Sound Transit is notified in advance of any planned events in Tacoma that would require significant transit service between the Tacoma Dome and downtown Tacoma light rail stations. Detailed information on Sound Transit may be obtained on-line at www.soundtransit.org.



Order Forms & Permits Overview

To receive a customized form for any of the following services; Audio Visual Products and Services, Utilities, Internet, Phone, Air, Water, Drain, Labor & Equipment Rental, Shipping/Receiving and Storage, please request them from the Event Services Coordinator.

FIRE PERMITS:

- Fire Department Permits (Assembly, Open Flames, Indoor Pyrotechnics)

FOOD RELATED FORMS:

- Temporary Food Service Establishment Application & Schedule - Pierce County Health Department
Please contact the health department directly for all updated forms 253.798.6460, Monday-Friday, 8:00 am to 4:30 pm

Tacoma Fire Department Conditions for

LPG Use in Place of Assembly Permit #2009

1. **Time Lines:**

- Applications are to be submitted prior to event date.

2. **Regulatory References:**

- IFC Chapter 38
- NFPA 58

3. **Required Submissions:**

- Tacoma Fire Department permit application
- Booth plan showing exits and appliance placement
- City of Tacoma Business License

4. **Inspection Requirements:**

- Inspections may be required prior to event opening and during the course of the event.

5. **Requirements:**

General:

- Fuel supply limited to One 5 gallon tank per booth
- No additional containers displayed or stored in booth
- Container valve to be shut off and valve protector cap in place when not in use
- Containers must be marked (or stamped) in accordance with DOT, ASME
- Permit holder responsible for training use of LPG
- A fire extinguisher rated 2A-20BC is located in booth
- No containers allowed in building overnight
- Safe distance from egress, stairwells, exit doors 20
- 20' from other bottles
- Propane bottles are to be supported in upright position and protected from physical damage
- Not to be used in basements, pits, or similar location

Trailers:

- Automatic fire suppression system required if cooking generates grease-laden vapors
- A **Class K** extinguisher is required in addition to fire suppression system
- Fuel system limited to 1-20 gal.

Tacoma Fire Department

Open Flames or Open Flame Device Conditions Permit #2012

1. Time Lines:

- Application shall be submitted and approved prior to the scheduled event.

2. Regulatory References:

- International Fire Code 2003 section 308
- NFPA 160

3. Required Submissions:

- Tacoma Fire Department Permit Application
- Site plan
- Written sequence of show plan
- Drawing showing separation from exits and aisles and distance from decorative material or similar combustible materials

4. Inspection Requirements:

- Site inspection shall be required prior to event commencing.

5. Requirements:

- Open flames shall not be permitted in any area where highly flammable, combustible, or explosive material is utilized or stored
- There shall be no throwing of ignited material onto any surface or article where it can cause an unwanted fire
- Class I and Class II liquids shall not be used
- Liquid or solid fuel containers in excess of 8 ounces shall be self-extinguishing and must not leak at a rate of more than 0.25 teaspoons per minute if tipped over. The container shall be self-righting after being tipped to a 45-degree angle