



# 2012 WOSSA 16<sup>th</sup> Annual Conference

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Hotel Reservations: **Red Lion Hotel Yakima Center (509) 248-5900** (800) 733-5466  
**Howard Johnson Plaza (509) 452-6511** (800) 446-4656  
**Holiday Inn Downtown (509) 494-7000** (888) 465-4329  
**Holiday Inn Express (509) 249-1000** (800) 465-4329

**Be sure to mention "WOSSA 2012 Conference" for hotel discount.**

## SHOW DATES & TIMES

Exhibitor Move-In: 12:00 Noon – 8:00 pm Thursday January 26, 2012

Exhibitor Move-Out: 1:00 pm Saturday January 28, 2012  
Empty crates and cartons will be returned beginning at 1:00 pm.  
All Exhibitor materials must be removed from the facility by 2:00 pm.

Booth Equipment: 8' x 10' Booth  
8' high Back-drape  
3' high Side-drape  
One 6' table draped  
Two side chairs  
Wastebasket

Exhibit Hall Flooring: The exhibit area will be fully carpeted.

Shipping: Shipments and materials no more than Three (3) Days prior to  
name and Tradeshow or Event. All packages should be properly marked with group  
contact, conference name, conference dates and number of  
boxes. Call tags must be issued for all material to be shipped back.

Direct Shipments to: **Company or Agent Name and Booth #**  
**WOSSA Conference**  
**C/o Yakima Convention Center**  
**10 North 8<sup>th</sup> Street**  
**Yakima WA 98901**  
**ATTN: WOSSA SHOW**

Service Charges: Yakima Convention Center agrees to normal and reasonable deliveries of packages or of  
other items. For deliveries of items outside the norm, Yakima Convention Center  
reserves the right to impose appropriate service charges

Contacts: Lisa Krous, Sr. Sales Manager  
Yakima Convention Center,  
Direct: (509) 576-6355  
Toll Free (800) 221-0751  
E-mail: [lisa@yakimacenter.com](mailto:lisa@yakimacenter.com)

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January 27 & 28, 2012



## EXHIBIT AND PRODUCTION LAYOUT



### SERVICE CHARGES:

CD Player	Five disc Player – continuous playing. Licensee must ring in the CD's. Charge \$30/day
Flip Charts	Charge \$20/chart/day (includes paper, pens, easel)
Internet Access	Wireless Internet access available throughout the building at no cost. Hard wired internet is \$75/day/hookup
Overhead Projector	\$25/unit/day
Telephone Line	\$75/hookup/day (local & toll free calls)
TV/VCR or TV/DVD	\$45/day
DVD Player	\$30/day

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## Guidelines

**Exits:** At no time may any egress to a designated exit be blocked or have any obstruction. No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs. Adherence to all local fire codes will be the sole responsibility of the outside vendor. All additional "EXIT" signs must be illuminated and battery-operated.

**OSHA:** It is the responsibility of the group to ensure that work is conducted in a manner that will not pose any potential safety hazard to either guests or staff, and meet Convention Center, State and OSHA fire and safety codes. Convention Center management has the authority to not allow entry until any unsafe conditions have been satisfactorily corrected.

**Safe Work Practices:** It is the responsibility of the group and exhibitors to ensure that all areas (including back of the house) equipment and cords are secured in such a manner that it will not pose any potential safety hazard to Guests or State and OSHA fire and safety codes.

1. Aisles and emergency exits shall be kept free of debris at all times and maintain a minimum width of 6'.
2. Floors shall be kept clean and dry.
3. Floors and platforms shall be kept free of projections, obstructions, holes and loose boards.
4. Machinery and equipment shall be arranged to maintain a 6' wide aisle for safe egress from building.
5. Exits shall never be blocked or obstructed.
6. Fire extinguishers shall not be blocked or obstructed at any time.
7. Safety devices and guards shall not be removed and/or will be replaced before operating any machine.
8. Report all accidents or illnesses immediately to Security.
9. Horseplay and running are forbidden.
10. Vendors/Contractors who require the use of the forklift must be certified and be in possession of certification when driving vehicle.

**Sound Level:** Sound levels are to be appropriate for the contracted space and are not to interfere with activities of any other group. Please respect any request regarding sound levels.

**Storage:** Arrangements for storage for vendors/exhibitors/contractors may be made with the Convention Center.

**Small Vehicle Parking while unloading:** Passenger cars, trucks, or vans may be temporarily left at the North Parking Lot Exhibitor Entrance as they are unloaded, and should leave the area as soon as loading or unloading is complete.

**Floor Protection:** Protective Floor boards (carpet on bottom side) must be provided by the vendor and used when moving in drayage or any other heavy freight into the ballrooms. All boards must be in place before drayage may be brought to the exhibition hall. Protective boards may not be stored on the loading dock

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## FAX COVER SHEET

<b>To:</b> Lisa Krous, Sr Sales Manager	<b>Date:</b>
Yakima Convention Center	<b>Number of Pages:</b>
10 North 8 <sup>th</sup> St	
Yakima, WA 98901	
<b>Phone:</b> (509) 576-6355	
<b>Fax:</b> (509) 575-6252	

From:
Exhibitor Company:
Booth or Table Number:
Phone Number:
Fax Number:
E-Mail:
On-site Contact:
On-site Contact Phone:

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## SHIPPING LABELS

### EXHIBIT MATERIALS

From:  
Company Name: \_\_\_\_\_  
Tradeshow Name: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
On-Site Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**To:**  
**Yakima Convention Center**  
**10 North 8<sup>th</sup> Street**  
**Yakima, WA 98901**

Carrier: \_\_\_\_\_  
Number \_\_\_\_ of \_\_\_\_ pieces

### EXHIBIT MATERIALS

From:  
Company Name: \_\_\_\_\_  
Tradeshow Name: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
On-Site Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**To:**  
**Yakima Convention Center**  
**10 North 8<sup>th</sup> Street**  
**Yakima, WA 98901**

Carrier: \_\_\_\_\_  
Number \_\_\_\_ of \_\_\_\_ pieces