



## **2010 EXHIBITORS GUIDE**

**Friday, September 11th & Saturday, September 12th**

**Three Rivers Mall  
Kelso, WA**

**PRESENTED BY:**



# GENERAL INFORMATION

**Location:** Three Rivers Mall • Three Rivers Drive • Kelso, WA

**Show Dates & Times:** Saturday, September 11th ..... 10 am—6pm  
Sunday, September 12th ..... 11 am—5pm

**Set Up:** Thursday, September 9th ..... 10 am—8 pm  
Special arrangements must be made for vehicles exhibiting inside the show.

## Exhibit Space Pricing:

10' x 10'	\$350
10' x 20'	\$550

For vehicle exhibit pricing, contact the LCCA.  
Prices include draped panels (3' side/8' back drops),  
electricity, 1 table and 2 chairs.  
If additional space is require, please contact the LCCA.

## Outside Exhibit Pricing:

Contact the LCCA for pricing information and layout of outside exhibit.

### **Special Advertising Package from KLOG, KUKN, The WAVE**

**KLOG AM: 60—6 am to 7pm :60 second ads mentioning YOUR business at show**

**WAVE FM: 60—6am to 7pm :60 second ads mentioning YOUR business at show**

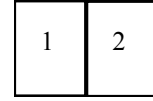
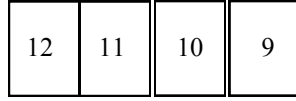
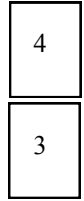
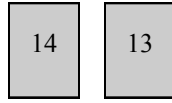
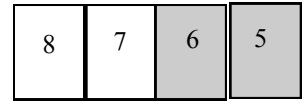
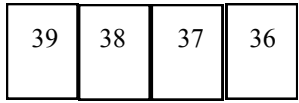
**KUKN FM: 60—6am to 7pm :60 second ads mentioning YOUR business at show**

**Your cost will be ONLY \$99.00—Copywriting and production included!  
A minimum of 20 businesses required to run this promotion, so don't delay!  
Contact Tom Iverson at 360.636.0110**

**Please complete the agreement form and mail to:**

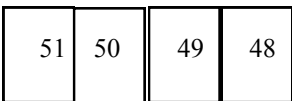
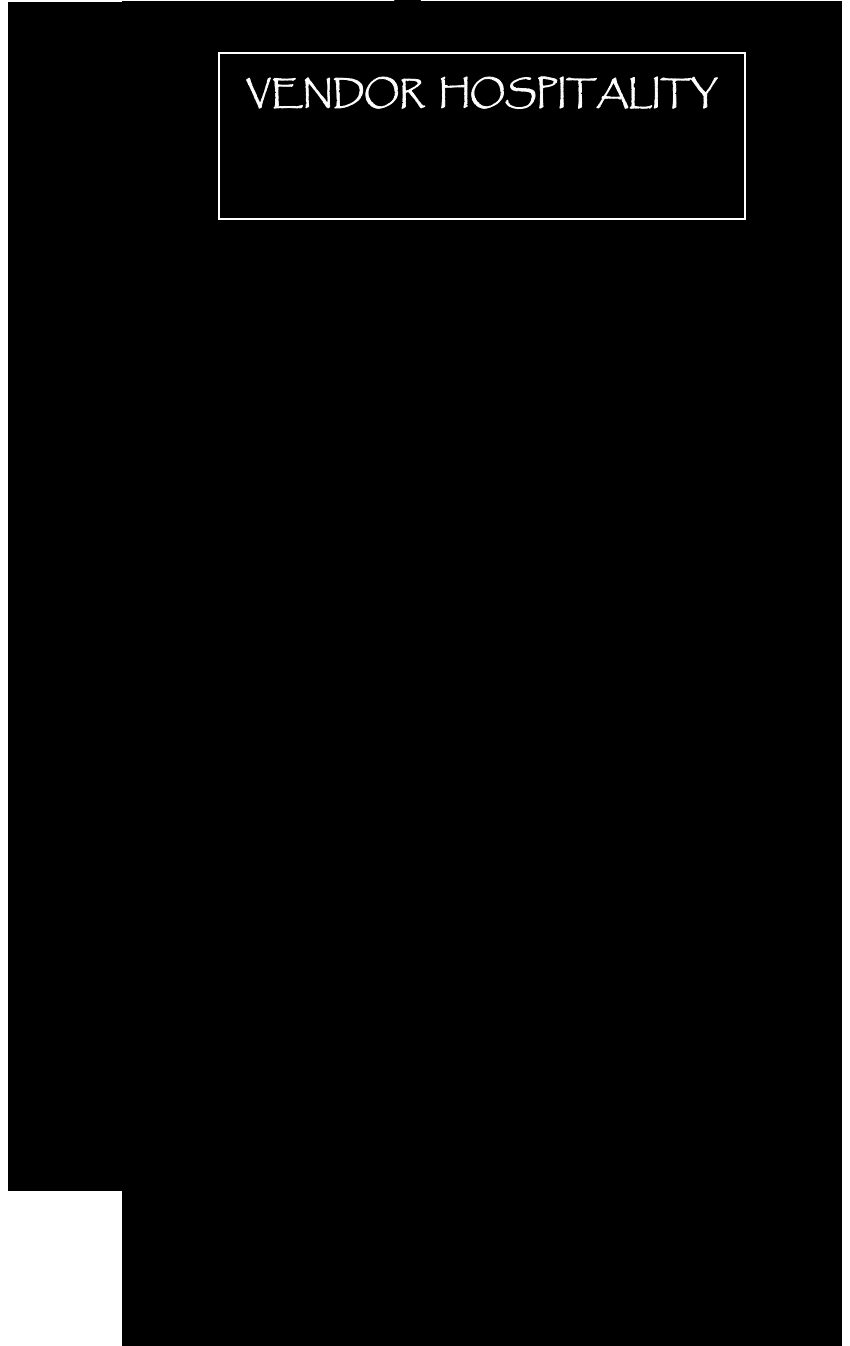
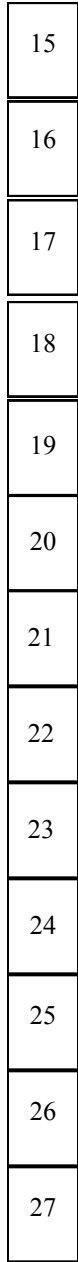
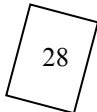
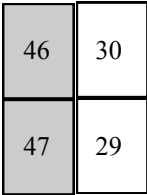
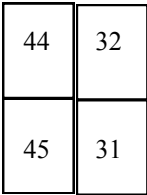
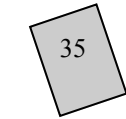
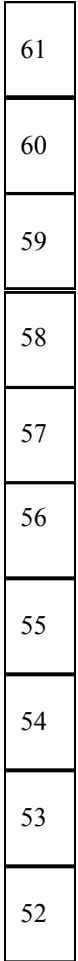
Lower Columbia Contractors Association • PO Box 2306 • Longview, WA 98632  
or fax to: 360-425-6609  
phone: 360.425.8820 • [lcca@lcca.net](mailto:lcca@lcca.net)

Food Court  
MALL ENTRANCE



SE Parking Lot Entrance

**DOOR**



**DOOR**

I-5 Entrance



Reserved Space

# EXHIBITOR REGISTRATION

*Please complete the following information as completely as possible.*

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

BRIEF DESCRIPTION OF PRODUCT OR SERVICE: \_\_\_\_\_

\_\_\_\_\_

*Please consult attached diagrams of show space for booth selection.*

BOOTH SPACE(S): 1st Choice: \_\_\_\_\_ 2nd: \_\_\_\_\_ 3rd: \_\_\_\_\_

## COST AND PAYMENT

*Payment MUST be received in full no later than September 3, 2010 to qualify for reserved booth space selection*

*Floors are carpeted and all booths include rod and drape at no additional charge. If you do NOT want rod and drape, please initial here \_\_\_\_\_.*

# Booth Spaces \_\_\_\_\_ x COST = \$ \_\_\_\_\_  
(1 table & 2 chairs provided)

Electricity at Booth YES NO x n/c \$ \_\_\_\_\_

Additional # 6' Skirted Tables \_\_\_\_\_ x \$10.00 = \$ \_\_\_\_\_

Additional # Folding Chairs \_\_\_\_\_ x \$ 2.00 = \$ \_\_\_\_\_

**TOTAL COST** \$ \_\_\_\_\_

BY CHECK: Please make checks out to LCCA. Form may be faxed to 360.425.6609, and then mailed with check within 10 days to reserve booth space.

Mail Payment to: LCCA , PO Box 2306, Longview WA 98632.

BY CREDIT CARD: \_\_\_ VISA \_\_\_ MasterCard

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

**THANK YOU! WE LOOK FORWARD TO A SUCCESSFUL SHOW!**

# EXHIBITOR AGREEMENT

Agreement is between the Lower Columbia Contractors Association (“LCCA”)

and \_\_\_\_\_ (“EXHIBITOR”).

*Company Name*

## RESPONSIBILITIES OF LCCA

1. Provide to Exhibitor use of agreed upon exhibit space in the Three Rivers Mall (“FACILITY”) for the dates of September 10, 2010 (set-up) to September 12, 2010, for the purpose of exhibiting in the 2010 LCCA Fall Home Improvement and Leisure Show. (“EVENT”).
2. Provide rod and drape for agreed upon exhibit space, unless otherwise requested in writing by Exhibitor. (8’ back drape and 2-3’ sides)
3. Provide one table and two chairs to EXHIBITOR.
4. Have a representative at the FACILITY during all set-up, show, and tear-down hours to respond to EXHIBITOR needs.
5. Handle all advertising for EVENT, including but not limited to radio, print.
6. Produce high-quality Event Program for distribution to all attendees.
7. Provide parking space for EXHIBITOR during set-up, show hours, and tear-down.

## RESPONSIBILITIES OF PARTICIPANT

1. Have exhibit completely set-up and functional by 9:30 am on September 11, 2010 and remain so until 5:00 pm on September 12, 2010.
2. Actively staff exhibit area during all show hours.
3. Have exhibit and all exhibit materials completely removed from FACILITY no later than 7:00 pm on September 12, 2010, unless other arrangements are made for later pickup.
4. Contain all exhibit structure, materials and accessories within the rented exhibit space. No materials may be stored or displayed in the aisles.
5. Exhibit may not include concessions of any kind (food or beverage for sale), unless approved in writing by LCCA.
6. Park vehicles in the outer perimeter of Mall parking during show hours.

We agree to the terms, conditions, authorizations, and covenants contained on the reverse side of the agreement which are incorporated in and form a part of this agreement and upon acceptance of this agreement, the undersigned, agrees to lease booth space as assigned by the LCCA and noted above for the duration of said show, September 11 & 12, 2010.

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EXHIBITOR SIGNATURE

DATE

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PRINT NAME

# Exhibitors Responsibilities

1. Have exhibit completely set-up and functional by 9:30 am on September 10, 2010 and remain so until 5:00 pm on September 12, 2010.
2. Actively staff exhibit area during all show hours.
3. Have exhibit and all exhibit materials completely removed from FACILITY no later than 7:00 pm on September 12, 2010.
4. Exhibits or merchandise may not be removed from the building until 5:00 pm of the closing day, and must be removed through exterior entrances.
5. Contain all exhibit structure, materials and accessories within the rented exhibit space. No materials may be stored or displayed in the aisles.
6. Exhibit may not include concessions of any kind (food or beverage for sale), unless approved in writing by LCCA.
7. The contracted space is to be used solely by the Exhibitor whose name appears on the contract and no portion can be sublet or assigned.
8. No confetti/glitter without prior written approval.
9. Candles are allowed only when displayed un-lit due to allergy sensitive exhibitors and guests.
10. After the event, all items shall be removed from the room, unless prior arrangements have been made.
11. Large boxes, cardboard, etc. shall be removed by exhibitor unless prior arrangements have been made. Additional charges may apply if such items are left after the event.
12. Helium tanks must be on carts and properly secured.
13. Skirting with self sticking adhesive tape backing is not permitted. If used, additional charges may be charged for clean-up.
14. No popcorn or shelled peanuts are to be sold or given away without prior approval.
15. All electrical connections shall be equipped with an equipment ground conductor. **We recommend you bring additional extension cords to ensure access to your power source.**
16. Animals are not permitted inside the corridors or carpeted areas of the facility at any time. This policy will be strictly enforced. In an effort to leave the best parking for the public, we request that you park vehicles on the outer perimeter of the mall parking lot during show hours.
17. In an effort to leave the best parking for the public, we request that you park personal vehicles in the exterior parking spaces during the show hours.
18. A designated smoking area is assigned by the Three Rivers Mall Management. A map will be issued upon request.
19. Vehicles exhibiting inside the exhibit hall must be set-up on Wednesday evening after 8pm.

## Services

*Hospitality:* Each morning donuts, muffins, coffee, etc. is available to all exhibitors. The hospitality area is located to the left of the Mall Entrance in the show room. This space is not intended for the general public, and will be used as the break room.

*Food Court:* The food concession will be open during most show hours.

## Exhibitor Admission Passes

Admission passes for the show will be issued during set-up on Friday, September 10th. Please issue the passes to all staff working the exhibit space.

## Questions

If you have any questions or needs you can contact a LCCA Board Member or a Representative of the Lower Columbia Contractors Association.