EVERGREEN RECREATIONAL VEHICLE SHOW

APRIL 4, 5, 6, 2025

PRODUCED BY WESTLAKE PROMOTION INC.

Exhibitor Information

APRIL 4, 10-6pm
APRIL 5, 10-6pm
APRIL 6, 10-5pm

Evergreen State Fairgrounds 14405 179th Ave SE Monroe WA 98272

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5. **Fire Regulations**

RV exhibitors must send
"PROOF OF INSURANCE"
To Meg McCarron: email (mkwestlake@comcast.net)
or fax (206-708-7406),
Naming additional insured as:
Evergreen State Fair & Expo Center
14405 179th Ave SE
Monroe WA 98272
and
Westlake Promotion Inc.
758 Arrowhead Road
Camano Island WA 98282

Questions?
BILL BRADLEY
Phone 206-669-7375
Email bbwestlake@seanet.com
Web: www.westlakepromo.com

Show Schedule

Evergreen RV Show
APRIL 4, 5, 6, 2025

Monday March 31
7:30am **RV Staging**
6pm All RV exhibitors may enter the Fairgrounds and stage rigs in main lot. **Do not move any rigs into show position at this time.**

Tuesday April 1
7:30am **RV Staging**
6pm All RV exhibitors may enter the Fairgrounds and stage rigs in main lot. **Do not move any rigs into show position at this time.**

Wednesday April 2
7:30am **RV Move-in per individual schedules**
7pm

Thursday April 3 **BOOTH EXHIBITORS NOT DISPLAYING VEHICLES MOVE- IN 9AM**
8am Facility opens
9am Booth exhibitors move in. All exhibitors please check in at show office prior to set up.
8pm Facility closes

Friday April 4
8am Show office opens
10am Show opens to the public
6pm Show closes

Saturday April 5
9am Show office opens
10am Show opens to the public
6pm Show closes

Sunday April 6
9am Show office opens
10am Show opens to the public
5pm Show closes and move out begins

Monday April 7
7:30am Buildings open. Move out continues.
11am All rigs must be clear of buildings and Fairgrounds by 11am.

Questions?
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Exhibitor Quick Info

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All Exhibitors

Show Office	Located in the Main Building. The office will be open 9am booth exhibitor move-in day and remain open through move out. The show office opens each morning one hour prior to show opening.
WI-FI	Free Wi-Fi is available Inside Main Building and within about 75 feet surrounding Main Building.
Parking	Parking is free.
Insurance	All exhibitors are required to provide Westlake Promotion Inc. with an insurance certificate. This certificate must list as names insured: Evergreen State Fair & Expo Center and Westlake Promotion Inc. If you have not already done so, Fax (206-708-7406), or email Meg McCarron, mkwestlake@comcast.net, a copy of your insurance certificate to Westlake Promotion.
Speakers	No loudspeakers or microphones are permitted in your exhibit space. Exhibits that depend on sound systems must be approved by Westlake Promotion in writing.
Music Policy	Absolutely no music of any kind is allowed without A.S.C.A.P. or B.M.I. written approval. That includes playing radios, stereos, CD's, etc. at any time during the show.
Admission	Adults $12, Seniors (65+) $10, Children 16 & under free if accompanied by an adult

Booth Exhibits Only

Move In	Thursday APRIL 3RD, 9am-5pm All exhibitors must check–in at show office before setting-up
Booth	Exhibit booth includes: 8 ft high backwall drape, 3 ft high siderail drapes, ID sign, **Power outlet is additional $50.** **Non-Skirted 8 Foot Table and 2 chairs are an additional $50.** **Contact Sam Scott sswestlake@seanet.com if you need an electrical outlet or table and chairs and have not ordered already.**

RV Exhibits Only

Cleaning	For those without self-contained washing stations, there will be running water available at the Fairgrounds during move in on Tuesday and Wednesday. Bring a hose and cleaning supplies. **NOTE: SOAP MAY NOT BE USED ON FAIRGROUNDS DUE TO DRAINAGE RESTRICTIONS.**
Used RVs	Used RVs will be classified as those having a verifiable processed registration showing new owners (not just a temporary permit or warranty start).
RV Electrical Hookup ***	Power will be supplied to each of your units. Make sure you have correct adapters for standard plug in. Make sure you bring a few 25 ft extension cords in case you need a little extra line to reach the power distribution boxes. ***** **There is not enough power to support halogen lights, electric heaters, microwaves or other major accessories – use running lights only *****

Questions?
BILL BRADLEY
Westlake Promotion, Inc.
Phone 206-669-7375
Email bbwestlake@seanet.com
Web: www.westlakepromo.com

Exhibitor Badges

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YOU MUST RETURN THIS COMPLETED FORM TO RECEIVE EXHIBITOR BADGES

ADDITIONAL BADGES CAN BE MADE ON SHOW SITE AS WELL

E-mail this form to Meg McCarron

mkwestlake@comcast.net

Or FAX TO WESTLAKE PROMOTION 206-708-7406

Important Note: Badges are for people working in your booth. Exhibitors must be prepared to identify themselves to security. Limit 6 badges per exhibit.

Your Company Name _____ Your Space # _____

Badges Ordered By _____ Your Phone # _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Booth exhibitors can pick up badges in the show office.

Fire Marshal Regulations

1. No display or exhibit shall be installed or operated that will interfere in any way with access to any exit or any exit sign. No display shall block access to firefighting equipment such as fire extinguisher stations, fire hose cabinets and fire hydrants.

2. Any displays, exhibit booth or temporary construction in connection therewith shall not be built of highly combustible material. The use of any combustible construction material shall be approved by the Fire Marshal prior to use.

3. Any paper or fabrics used in construction of displays or exhibits shall be fire resistive or treated with an approved fire retardate solution prior to use in displays.

4. All electrical extension cords must be of the three-wire #14 grounded, hard usage type. No two-wire extension wiring will be allowed. All extension wiring shall be protected from physical damage.

5. Electrical equipment and installation shall be inspected and approved by the State Electrical Division.

6. The use, storage and handling of all flammable and combustible liquids shall be subject to written approval from the Fire Marshall.

7. The use and storage of Liquefied Petroleum Gas portable containers inside buildings or tents is prohibited.

8. All liquefied Petroleum Gas tanks located on the exterior of building or tents shall be secured in an approved manner, rigidly supported by brackets or secured to an upright member with chains.

9. Commercial cooking will only be allowed in approved locations and with approved equipment. Prior approval by the Fire Marshal is required.

10. The use or exhibiting of motorized vehicles powered by gasoline internal combustion engines inside shall require the following:
    - All gasoline must be drained from the tank allowing only enough gasoline to enable vehicle to drive in and out of the building.
    - The battery or batteries must be disconnected and taped with electrical tape.
    - Vehicles must be inspected by the Fire Marshal.

11. Trash receptacles used in displays and exhibits shall be constructed of a non-combustible material.

12. Any display or exhibit requiring use of any type of open flame heating device is prohibited in any building or tent. All units are required to be inspected prior to use. Any other open flame equipment must be used in an approved outside location. All such locations shall be provided with a minimum of 2A, 10 BC rated fire extinguisher, mounted in a location accessible to occupants.

13. By order of the Fire Marshal, NO SMOKING will be allowed in the booths or inside the buildings.