



February 24-25 is just around the corner! The 2018 Spokane Golf Show information in this packet will aid you in planning ahead. Call Vision Marketing at (509) 621-0125 if you have any questions.

**LOCATION:** Spokane Convention Center – Exhibit Hall A (the big building that looks like a boat!), 334 W Spokane Falls Blvd., Spokane, WA 99201, 509-353-6500

**MOVE-IN:** Set-up for the Spokane Golf Show is Friday, from Noon to 6:00PM, unless other arrangements have been made.

**SPOKANE GOLF SHOW HOURS**

Saturday – February 24 – 9 AM – 5 PM  
Sunday – February 25 – 10 AM – 4 PM

**BOOTH INCLUDES:** 3' high side drape, 8' high drape, table, 2 side chairs, electrical and wireless internet. 10 x 10 booth size. The Spokane Golf Show will have a Green and White color theme. The Convention Center Exhibit Halls are **NOT** carpeted.

**MOVE-OUT:** Begins at 4:00 PM Sunday. **NOT BEFORE.** All displays **MUST** be completely removed by 10:00 PM SUNDAY.

**EXHIBITOR IDENTIFICATION:** Exhibitors receive up to 4 passes per booth unless other arrangements have been made with the show office. All exhibitors must turn in an exhibitor list in advance of the show for passes to work the booth. Additional passes are available at \$5/each.

Please fax or email the list to our office by **February 16<sup>th</sup>**  
FAX:(509) 621-0118 or Email: [info@spokanegolfshow.com](mailto:info@spokanegolfshow.com)

**\*\*Picking up passes the day of show:** Passes will be at will call at the front of the show 30 minutes before show opening at the ticket booth in front of the show. If you arrive earlier, you must pick up your wrist band at the back of the show. You will need to be at WILL CALL early to obtain your pass if you have not obtained it earlier when setting up your booth. We will not be able to let anyone into the front gate without a pass to work their booth. Plan your time wisely for the WILL CALL line to obtain your pass if you are working the show opening.

---

All Passes will be held under your COMPANY NAME and will be available for pick-up :

Friday	February 23, 2018	Noon to 6:00 pm	Back of Hall Check in table
All Other Days	Feb 24-25 2018	30 min B-4 Show Open	Front WILL CALL

**VEHICLE DISPLAY/GOLF CART VENDORS:** No vehicles with studded tires will be allowed inside the building. Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons (18.9 L), whichever is less.

**NO SMOKING:** Just a reminder. By law, this is a non-smoking facility. You are welcome to step outside to smoke!

**SOUND:** Exhibitors are asked to monitor their own booths to be sure the noise levels from demonstrations or video systems does not interfere with others. Vision Marketing reserves the right to determine at what point the sound interferes with others and must be discontinued.

**DISTRIBUTION OF LITERATURE AND GIVE-AWAYS:** No person or firm will be allowed to distribute literature or merchandise outside of their own exhibit area. Persons or firms not exhibiting will not be allowed to distribute any literature or merchandise without the written consent of Vision Marketing.

**PARKING:** The parking garage adjacent to the facility is \$8 per day if there is room available.

**MESSAGES DURING SHOW HOURS:** In the event of an emergency, the message will be delivered to the exhibitor. Vision Marketing phones are available for use during The Spokane Golf Show, Tom: (509) 869-0343 and Karen (509) 869-0344.

**BUSINESS AND OCCUPATION TAX:** All commercial exhibitors making sales are required by law to collect and remit sales tax. Please call the Washington Department of Revenue at 509-482-3800, if you have any questions regarding the B & O tax.

**OTHER INFORMATION YOU MAY HAVE QUESTIONS ABOUT:**

The following information is available online at [www.spokanegolfshow.com](http://www.spokanegolfshow.com) on the Exhibitors Info page.

If you need anything, please don't hesitate to call 509-621-0125 or fax 509-621-0118, [info@spokanegolfshow.com](mailto:info@spokanegolfshow.com) We will attempt to answer any questions you might have.

# EXHIBITOR EMPLOYEE LIST

**Exhibitor Company Name:** \_\_\_\_\_

Employees must be on this list to enter the show through the exhibitor entry or they will need to pay admission. This list is for employees only! Additional passes for employees above the 4 per booth may be purchased \$5/each.

## NAMES

The Names on the list must have ID to pick up their Exhibitor Passes to get into the show.

1) \_\_\_\_\_

2) \_\_\_\_\_

Wristbands will be provided for entry and re-entry into the show. Each day of the show will have a different color.

3) \_\_\_\_\_

Torn, shredded or broken wristbands will not be admitted.

4) \_\_\_\_\_

Additional Names

Please use one of the following to send us this list:

5) \_\_\_\_\_

Email: [info@spokanegolfshow.com](mailto:info@spokanegolfshow.com)

Fax: 509-621-0118

6) \_\_\_\_\_

Mail: PO Box 85  
Newman Lake, WA 99025

7) \_\_\_\_\_



For Office use:

Approved by: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional passes - Inv