

Recreation Northwest EXPO Exhibitor Set-up and Staffing information

We are just a few short days away to what is shaping up to be a fun and high energy Expo!

There is a lot of information below, please read through it and share this with whoever will be staffing your space on Saturday.

As an exhibitor at the Recreation Northwest EXPO we want to provide you with the information you need to set-up your space and promote yourselves.

The Logistics

Bellingham Cruise Terminal

355 Harris Ave, Bellingham, WA 98225

Saturday Feb. 24th

Noon – 5:00 pm

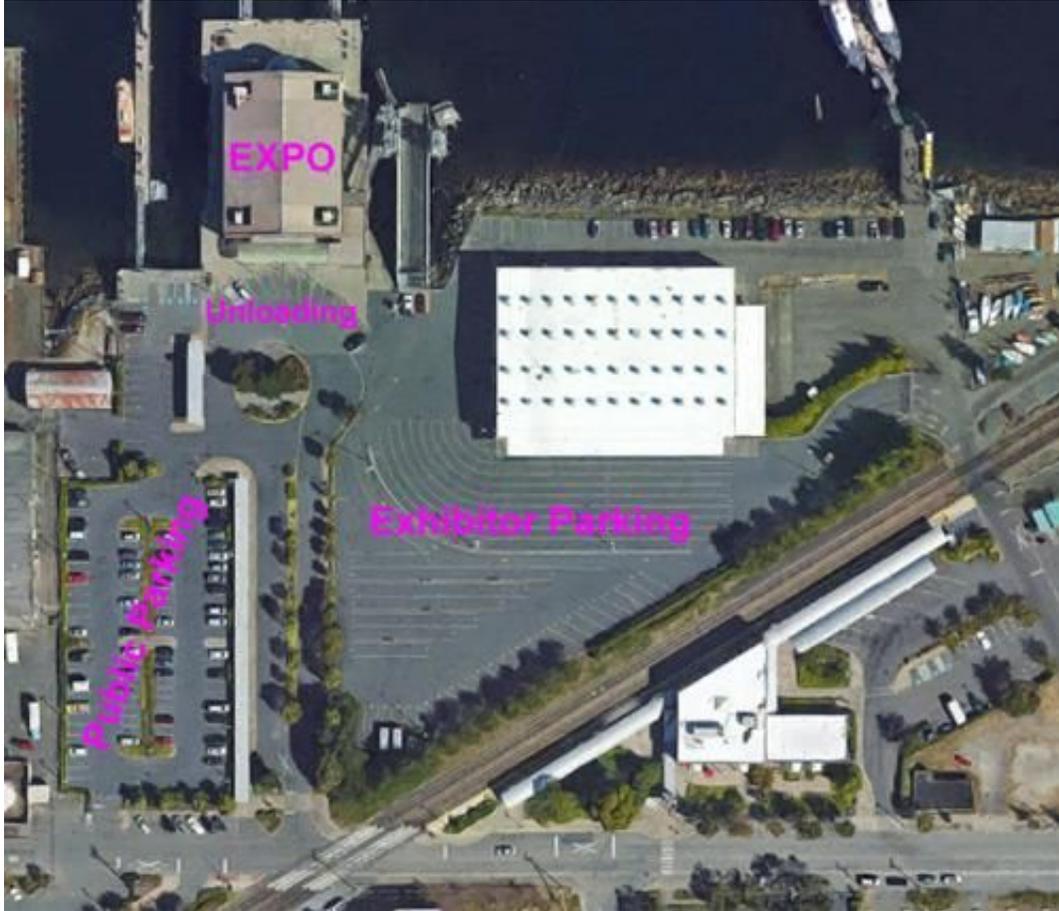
Set up is 10:00am - 11:30am (We will have a quick check-in in the rotunda room at 11:30 and Doors open to the public at Noon)

Equipment drop off

There is a row of parking spaces right in front of the Cruise Terminal.

Please plan to pull in, unload your stuff and then move your vehicle BEFORE setting up your table so as many exhibitors as possible have use of those spaces.

Please park in the Ferry Loading area so that we can save the main Cruise Terminal parking area for the public.



Volunteers will be there to help you find your booth/table space.

Please note - the EXPO is upstairs. While there are four sets of stairs, there is only one elevator. Leave yourself enough time for load-in. We have a few dock carts to assist and if you have carts or wagons we encourage you to bring them.

Set-up

There will be power available for those who requested it- please bring your own power cords.

You will be provided with a 6' table and dark brown draping. The EXPO layout will be posted soon on the [Exhibitors page of our site](#) if you want to check it out.

We have the tables set-up with room to stand NEXT to your table. We have found this to be a really engaged audience and ask that you not sit or stand behind your table.

All signs, banners, etc need to be freestanding, please do not plan to attach anything to the walls

Yes you are welcome to sell at your table. Last year we had 1800 people come through and expect over 2000 this year.

There is WIFI in the space:

Portofbellingham password: POBFTW225

StrEAT Food will be open for the event downstairs and Boundary will be pouring upstairs.

Break-down

The EXPO runs from Noon-5pm.

Break-down begins at 5pm and we need to have everything out of the building by 6pm.

Prize Drawing

If you have donated a prize I will be sending you additional information soon.

We are also looking for small items like brand stickers, chapstick, etc... that we can hand out at the door to those who do not win a bigger doorprize. If you have small items in high quantity, please let me know.

Promotions

If you have demos or specials you will be offering at your space, please let us know and we will add it to our site. [Check out what's listed so far along with our Demo schedule.](#)

Thank you to everyone who has been **sharing the event** on E-mail lists, online calendars, facebook, Twitter, and Word of Mouth. Keep it up, we are expecting a great crowd this year!

Please join us and the Summit attendees for Basecamp networking the night before the EXPO.

Friday, February 23rd, 7:00pm – 9:00pm

Boundary Bay Brewery's Mountain Room (enter from the Alley)

We're looking forward to seeing you all on Saturday, February 24th!

If you need to reach me on Saturday, my cell is [360-223-5262](tel:360-223-5262).

Thank you and we look forward to seeing you all soon,
--April