

Recreation Northwest Expo

Saturday, February 23rd, 2019

Recreation Northwest EXPO Exhibitor Set-up and Staffing information

We are a week away to what is shaping up to be a fun and high energy Expo!

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

11:00 am – 5:00 pm

Set up is 9:00am - 10:30am

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

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.

Wireless:

Portofbellingham

password: POBFTW225

Food and Drink

We recommend you bring your own, since you'll be soooo busy!

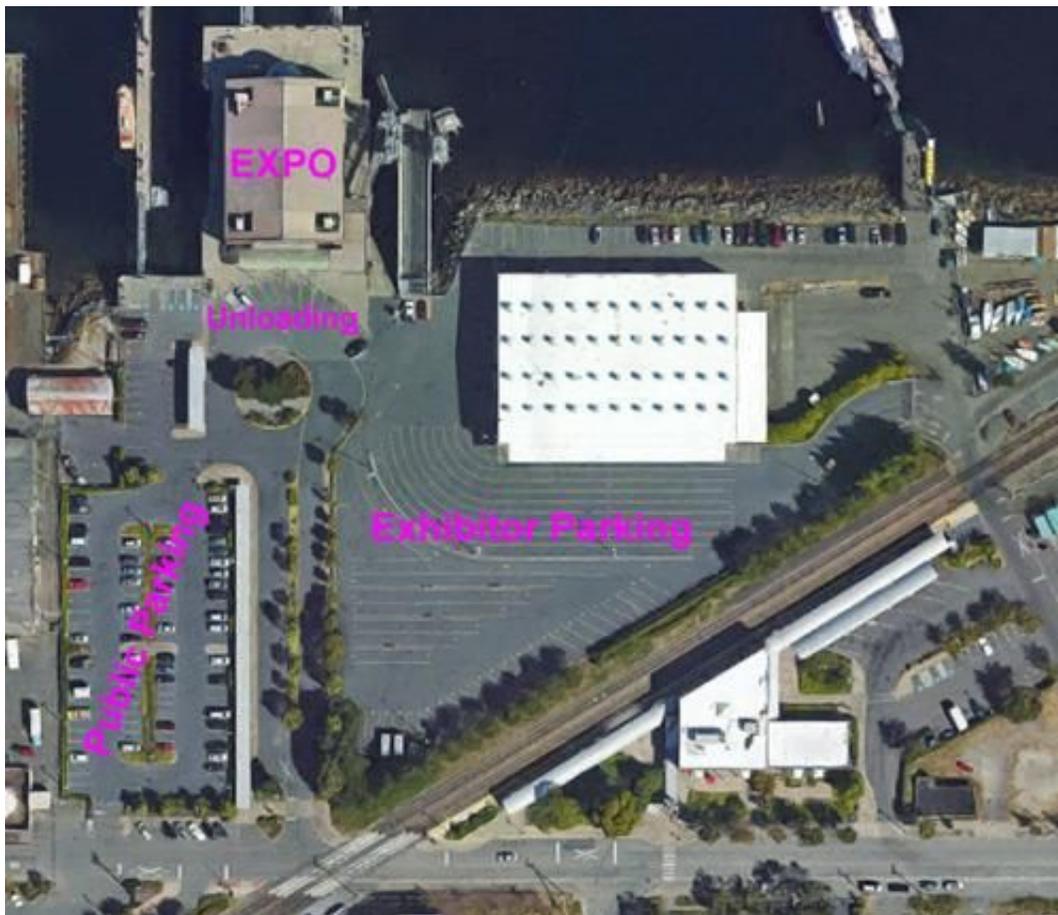
StrEAT Food will be open for the event downstairs and Boundary will be pouring beer upstairs.

If you need a beer, ask Todd and he'll hook you up (bring \$5 for each beer)

Recreation Northwest Expo

Saturday, February 23rd, 2019

Exhibitor Parking Map



as

Set-up

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.

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

Recreation Northwest Expo

Saturday, February 23rd, 2019

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

Break-down

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, people will redeem at your table/booth

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.

Sharing is Caring

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!

We're looking forward to seeing you all on Saturday, February 23rd!

If you need to reach me on Saturday, my cell is 360-739-8458

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

Todd & EXPO Crew

Todd Elsworth
360-739-8458

Todd@RecreationNorthwest.org