

Fly Fishing Show®

February 17 & 18, 2024

Show Hours:

Saturday 9:00am-5:30pm, Sunday 9:00am-4:30pm



Meydenbauer Center

11100 NE 6th Street

Bellevue, WA 98004

(425) 637-1020

<https://www.meydenbauer.com/>

EXHIBITOR SERVICE KIT

Fly Fishing Show® 814-443-3638 Email: info@flyfishingshow.com

531 N. Center Ave. Ste. 102 Somerset, PA 15501



February 17-18, 2024
Meydenbauer Center
Bellevue, WA

Dear Fly Fishing Show® Exhibitor,

Thank you for choosing to exhibit at the 2024 Fly Fishing Show®, February 17 & 18, 2024, at the Meydenbauer Center.

This is our easy-to-use Exhibitor Service Kit. The kit is complete with information and services pertinent to making your show experience smooth and successful.

Exhibitor Staff Registration Procedures:

Exhibitors are allotted badges based on the number of booth spaces purchased. If you exceed your allotment of badges for staff or guests, you will need to purchase additional passes for \$12/person. Please see the Exhibitor Name Badge Form in this kit to see how you can register your workers.

Badge Pick-Up Counter

Exhibitor badges will be available for pick up Friday during set up time and Saturday morning starting at 7:00 am. Please go to Exhibitor Check-in located near the front of the show when you arrive.

We ask that you please review all deadlines carefully as many of the services provided are time sensitive and offer discounts.

If you have any questions please call directly at 814-443-3638.

Sincerely,
The Fly Fishing Show



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Set-up: Friday, Feb. 16th: 12:00 pm-10:00 pm

Saturday, Feb. 17th: 7:00 am-9:00 am

Fern Service Desk will be open from 12:00 pm to 5:00 pm on Friday.

Tear-down: Sunday, Feb. 18th: 4:40 pm-10:00 pm

Travel: Sea-Tac Airport – Port of Seattle

17801 International Blvd Seattle, WA 98158

Phone: 206-787-5388

Please visit <http://www.portseattle.org> for ground transportation options.

Shuttle Express <https://shuttleexpress.com/book-round-trip/> or call 425-981-7000.

Hotel: Seattle Marriott Bellevue

200 110th Avenue NE Bellevue, Washington 98004

17 Miles to SEA airport

Phone: 425-214-7600

Rate per room: \$204 per night

Rates includes free Wi-Fi.

[Click here for reservations](#) at Seattle Marriott

Cut-off for special room rate is 1/19/24

Courtyard Seattle Bellevue/Downtown for 179 USD per night

11010 NE 8th Street Bellevue, Washington 98004

Rate per room: \$179 per night

[Click here for reservations](#) at Courtyard

Cut-off for special room rate is 1-31-24

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Exhibitor Badges

All exhibitors and those working at their booth must have a badge. Each single booth is allotted four badges—additional booths receive two additional badges each. Small Business and Bamboo tables receive two badges per booth. Badges are to identify the persons who are actually working in the booth—they are not “freebies” for your customers and friends.

We cannot give out badges or passes while the show is in operation to anyone who has not been previously identified to us as a legitimate worker. **PLEASE PRINT LEGIBLY**

Booth Name: _____

WORKER: _____

WORKER: _____

WORKER: _____

WORKER: _____

Please send your worker names to any of the following: email to amy@flyfishingshow.com

Mail to: The Fly Fishing Show® 531 North Center Avenue; Suite 102, Somerset, PA 15501

Extra Exhibitor Badges

Need badges for additional workers beyond your booth allowance?

We can provide you with show passes at **\$12 each**. They are non-refundable.

NUMBER OF EXTRA WORKER BADGES NEEDED: _____

PLEASE PROVIDE US WITH YOUR ADDITIONAL WORKER NAMES ABOVE.

Enclose check for \$12 per badge, payable to: **FLY FISHING SHOW®**

Name as it appears on credit card: _____

Signature: _____

Credit card# Visa/MasterCard/Discover/AmEx: _____

EXP DATE: ____/____ Security Code: _____ Billing Zip Code: _____

Deadline for this form January 26, 2024

Badge requests turned in after this date cannot be guaranteed



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DISCOUNTED SHOW PASSES

Do you need passes for special customers, friends and family? Show passes are NOT badges and are good for 1 day, 1 entrance only per ticket.

We can provide you with show passes at **\$12.00 each**. Passes are non-refundable.

NUMBER OF SHOW PASSES NEEDED: _____

Enclose check for \$12 per pass, payable to: **FLY FISHING SHOW®**

Email this form to amy@flyfishingshow.com

Name as it appears on Credit Card: _____

Credit Card# Visa/MasterCard/Discover/AmEx: _____

EXP DATE: ____/____ Security Code: _____ Billing Zip Code: _____

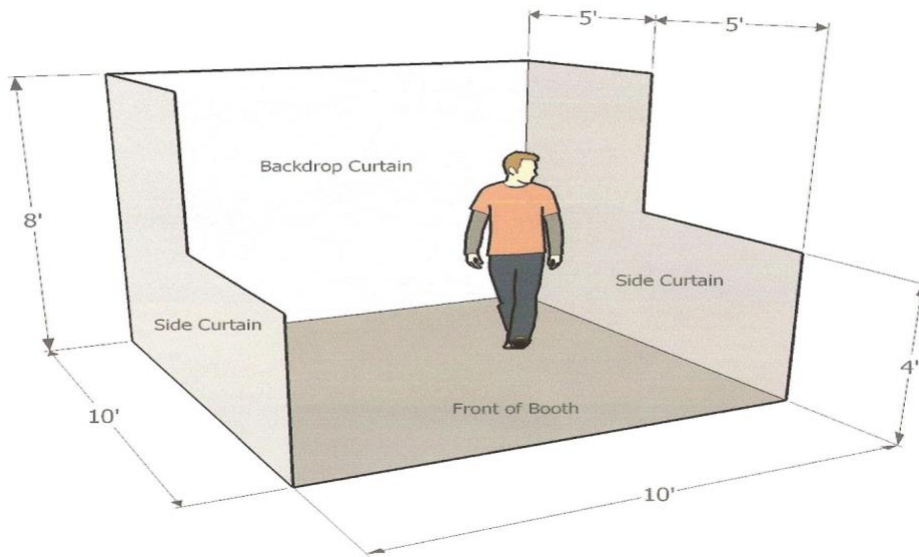
Signature:

How would you like to receive your tickets?

_____ MAIL TO: _____

_____ Pick up at Will Call Name: _____

This diagram is for illustration. Please note that booth spaces vary. We have 10x10 & 8x10 booths.



Each booth is a 10' x 10' space, with side curtains, curtain backdrop, and standard sign. Please observe the above guidelines to provide an unobstructed view and reasonable sightline from the aisle for each exhibitor.

Displays over 4' high must be confined to that area of the booth that is at least 5' from the front of the booth.



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2024 Fly Fishing Show® Regulations

These regulations are part of the contract

- Exhibitors may not share booth space without the express approval of the show director, nor may they sell, sub-let, or otherwise assign their space. The exhibitor whose name appears on this contract is the only entity allowed to exhibit in the booth assigned. Violation is cause for immediate dismissal from the show.
- Only those products/services listed on your contract are allowed in your booth and you may promote these only within the confines of your booth. You are not permitted to solicit in the aisles, put out literature in the lobby, or anywhere other than your booth. The director must approve any exceptions.
- Unless the show director gives his express approval the sides of your exhibit extending beyond 5' from the curtain backdrop may not exceed 48 inches in height and no part of your exhibit may exceed the height of the curtain backdrop.
- Exhibits must be ready and staffed 15 minutes before the show opens and be manned at all times.
- Show director will assign all spaces and reserve the right to reassign spaces.
- All exhibits must have their names and booth numbers boldly displayed. You may use the sign we provide or your own.
- Acceptance of this contract by the management is for the year **2024** only.
- Nothing edible or drinkable may be sold, dispensed, or given away without prior approval.
- All exhibits must be orderly and blend in with the catch and release fly-fishing themes of the show. No animal heads or other animal parts may be displayed except for small portions of animal fur for sale as fly tying materials. In case of any doubt, ask us first.
- All exhibitors must refrain from displaying a "flea market" look. Signs must be professional and sales should only be a portion of your booth, never an entire booth. Management has the right to have unprofessional signs removed. We recommend show specials not to exceed 30% of your display. **Booth tables must be covered and skirted** either by you or our show decorator. Please no bare undressed tables.
- Use of duct tape or any other adhesive that is not pre-approved will not be permitted on walls or linens. Any unapproved use may result in damage charges.
- Consumption of alcoholic beverages not purchased from a licensed vendor is not permitted and can result in the removal from the show.
- Booths cannot be taken down prior to show closing without approval from management.

****The show management will not be held liable to the exhibitor, to his employees to his agent, or to his guests, for any damage, loss, injury from fire, water, storm, adverse weather, electricity, smoke, theft, labor disputes, acts of other exhibitors, acts of the convention center, acts of any governmental agent, or any causes whatsoever beyond the control of The Fly Fishing Show.***



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Alternative Shipping:

We are pleased to announce that **Paul Hess of Happy Rock Enterprises** will once again be providing vendor transportation for The Fly Fishing Show® tour this year. Happy Rock Enterprises specializes in providing equipment and technical support for all types of events including running events, cycling events and benefit galas. His client list includes The New York Marathon, Race for The Cure (multiple locations), O'Mealia Special Events, and the Nestle Water Group, which includes Poland Spring and Deer Park.

Happy Rock looks forward to providing personalized service to each and every vendor in the program. Our goal is an efficient load-in and load-out for everyone.

Some of you may already know Paul as he spends his spare time fly-fishing. You may also recognize Paul as part of our Fly Fishing Show® staff.

Paul can be reached at 908-256-5282 or Paul@fishingrock.net





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Tax Information

Owes other taxes or fees to the Department of Revenue

The Department of Revenue collects a number of taxes in addition to the retail sales and business and occupation taxes. These taxes include the use tax on purchases for use in Washington for which sales tax is not paid, forest tax on harvested timber, tobacco tax, refuse collection tax, fish and litter taxes. Businesses owing any of these or other taxes collected by the Department are required to register by completing a Master Application. Applications are available from the Secretary of State and the departments of Revenue, Licensing, Employment Security and Labor and Industries.

Operates as a buyer or processor of "Cedar" or "Specialty Wood Products"

Any buyer or processor of cedar or specialty wood products must be registered with the Washington Department of Revenue effective July 24, 2005 (Chapter 401, Laws of 2005).

Engages in a business activity requiring a license under this state's master license program

Some businesses require licenses which must be renewed each year. These include liquor licenses, licenses for lottery retailers, cigarette retailers and wholesalers, and licenses for egg, pesticide, seed and nursery dealers.

Please contact the Department of Licensing at (360) 664-1400 for more information on renewable licenses.

Do you need to register with other state agencies?

When businesses open in Washington, they are often required to register with multiple state agencies. For instance, businesses with employees must register for industrial insurance with the Department of Labor and Industries, and for unemployment insurance with the Employment Security Department. Even if you don't have to register with the Department of Revenue, you may still be required to fill out a Master Application and register with other agencies.

If your business meets all of the above criteria for not registering with the Department of Revenue, you must still fill out a Master Application if your business plans to hire employees or register a trade name.

If you are not sure whether you need to register, don't take a chance. Contact the Department of Revenue for assistance.

To inquire about the availability of this publication in an alternate format for the visually impaired, please call (360) 705-6715.

Teletype (TTY) users please call 1-800-451-7985.

Washington State Department of Revenue Taxpayer Assistance Locations:

Bellingham

(360) 676-2114
1904 Humboldt Street
Suite A
Post Office Box 1176
Bellingham 98227-1176

Everett

(425) 356-2911
11627 Airport Road
Suite B
Everett 98204-8714

Kent

(253) 437-3440
20819 72nd Avenue S
Suite 680
Kent 98032

Port Angeles

(360) 457-2564
734 East First Street
Suite B
Post Office Box 400
Port Angeles 98362-0064

Richland

(509) 734-7526
1657 Fowler Street
Post Office Box 140
Richland 99352

Seattle

(206) 956-3000
2101 4th Avenue
Suite 1400
Seattle 98121-2300

Spokane

(509) 482-3800
4407 N Division
Suite 300
Spokane 99207-1685

Tacoma

(253) 593-2722
3315 South 23rd Street
Suite 300
Post Office Box 111180
Tacoma 98411-1180

Tumwater

(360) 705-6676
6500 Linderson Way SW
Suite 102
Post Office Box 47478
Tumwater 98504-7478

Vancouver

(360) 260-6176
8008 NE 4th Plain Boulevard
Suite 320
Post Office Box 1648
Vancouver 98668-1648

Wenatchee

(509) 663-9714
630 N Chelan Avenue
Suite B3
Post Office Box 220
Wenatchee 98807-0220

Yakima

(509) 575-2783
1714 S 16th Avenue
Yakima 98902-5713

Telephone Information Center 1-800-647-7706

Do you need
to register
your business?





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Tax Information

If you are starting a small business in Washington, you need to be aware of the tax registration requirements for businesses.

Most persons conducting business in Washington are required to have a tax registration. However, certain small businesses are not required to be registered with the Department of Revenue.

An active tax registration is required of persons meeting any of the following conditions:

- ▶ Conducts business in this state and makes retail sales of any amount;
- ▶ Earns gross income of \$12,000 or more before expenses;
- ▶ Owes other taxes or fees to the Department of Revenue;
- ▶ Operates as a buyer or processor of "Cedar" or "Specialty Wood Products" (SHB 1406 - Chapter 401, Laws of 2005);
- ▶ Engages in a business activity requiring a license under this state's master license program.

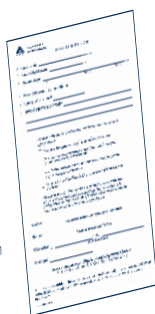
The following is a detailed explanation of the requirements.

Conducts business in this state and makes retail sales of any amount

State law defines the activities that are subject to the retail sales tax. Generally speaking, all sales of goods to consumers are considered retail sales. In addition, a variety of services applied to real or personal property are also taxable, as well as certain other personal services and activities.

Sale of any item at retail

A retail sale is the sale of an item to a consumer, as compared to selling an item to a wholesaler who will resell it to a user. All sales are considered retail sales unless the seller receives a resale certificate from the buyer. The certificate frees the seller from collecting retail sales tax. For more information on resale certificates, please contact the Department of Revenue at 1-800-647-7706.



Repairing, installing, altering, decorating, cleaning, constructing, or improving any real or personal property for consumers

A variety of services are considered retail sales and subject to retail sales tax. These include the improvement of real property (such as buildings) or personal property (such as equipment and vehicles).

Certain services

A business that performs certain services is required to collect retail sales tax and register with the Department of Revenue.

The following transactions/services are defined as retail sales and subject to the retail sales tax:

- ▶ Sales of extended warranties;
- ▶ Personal services such as physical fitness services (including Pilates training and aerobic classes), tanning, and tattoo services;
- ▶ Landscape maintenance and horticultural services, including lawn mowing, tree and shrub pruning and trimming, spraying, fertilizing, and insect and pest maintenance (excluding farmers);
- ▶ Service charges for tickets to professional sporting events;
- ▶ Rental of equipment with operators;
- ▶ Steam and Turkish baths, including hot tubs;
- ▶ Escort and dating services;
- ▶ Construction services for land owners;
- ▶ Amusement and recreation businesses, including golf, billiards, bowling and similar activities;
- ▶ Clearing land and moving earth;
- ▶ Towing and parking automobiles;
- ▶ Cleaning, fumigating, razing, or moving structures, cleaning and repairing furnaces and septic tanks and snow removal;

- ▶ Renting or leasing tangible personal property;
- ▶ Charges for lodging and the use of real property for periods less than one month by hotels, motels and similar establishments which provide accommodations;
- ▶ Competitive and network telephone services;
- ▶ Charges for tangible personal property purchased by service businesses; and
- ▶ Charges by abstract, title insurance, escrow and credit bureau businesses, including tenant screening services.

Personal and professional services are not considered retail sales. These services include those provided by health practitioners, all massage services, attorneys, accountants, barbers and beauty salon operators, etc. If you have questions regarding retail services, please contact the Department of Revenue at 1-800-647-7706.

Earns gross income of \$12,000 or more before expenses

If you think your annual gross business income may be close to \$12,000, you should register. If you feel you don't need to register now, be sure to contact the Department of Revenue if your annual gross receipts do exceed \$12,000 or there is a change in the type of activity your business performs. At that time you may be required to register with the Department of Revenue and other agencies.



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EXHIBITOR PLUS

Upgrade your on-line show listing profile:

Upgrade your profile on our interactive map to Exhibitor Plus. Exhibitor Plus allows your business to grab the attention of thousands of viewers visiting www.flyfishingshow.com daily. This gives you an opportunity to enhance your visibility at our show(s). Customers will be able to find out more about your business prior to the show, easily track you down and follow up with you after the event. Upgrades include, but are not limited to the following:

- have the ability to log in to their profile and update at any time
- add logos
- update who's in the booth
- include products and services, videos, and a picture gallery
- a business contact form and a QR code generator for sales
- a direct link for easy promotion and an embeddable profile to share on your website or social media.

[CLICK HERE TO UPGRADE](#)



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EXHIBITOR MEDIA KIT

Images sized for Facebook and Instagram for sharing with your community.

<https://flyfishingshow.com/exhibitor-media-kit/>



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Fern Exhibitor Services is pleased to be the official services provider for *Fly Fishing Show 2024*.

Through OneView, Fern's online exhibitor service portal, you can access information, order, view, track and collaborate with your team on all the elements required to ensure you have a successful event.

First time users are prompted to set up their password, which will be used for all events where Fern is the General Service Provider.

Returning users are prompted to sign in using their email address and previously created password. If you have forgotten your password, you may simply click on "forgot your password" and follow the instructions.

[Click Here](#)

Have a question? Reach the Exhibitor Service Team at 1-800-774-1251 X 1
You can also reach Art Smith at asmith@fernexpo.com
206-853-1865

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VEHICLE/BOAT INFORMATION

All will need to drive it through the roll door in Center Hall B to the appropriate location. The roll up door is 15'11" wide and 12' tall. Because of the safety concerns with having a vehicle inside Center Hall, there are a few precautions that must be taken:

Vehicles/Internal Combustion Engines on Display

All automobiles, trucks, motorcycles or other motorized vehicles or equipment used for display within the building shall be in accordance with the U.F.C. Section 2505, and/or the following:

- Batteries shall be disconnected in an approved manner.
- Vehicles shall not be fueled or defueled in the building.
 - o All motor vehicle or equipment fuel tanks shall not exceed $\frac{1}{4}$ of the tank capacity or 5 gallons, whichever is less.
 - o Fuel tank openings shall be locked and sealed to prevent the escape of vapors.
 - o Fuel for the vehicles or equipment shall be stored in approved containers in an approved location outside of the building.
 - o Fuel spills shall be cleaned up immediately. Vehicles leaking fuel or other liquids shall be removed from the building.
- Vehicles or equipment shall not be started or run inside the building.
- The location of vehicles or equipment shall not obstruct or block exits, exit doors, or fire alarm or fire extinguishing equipment.

Any display vehicle or equipment which includes an internal combustion engine (gas or diesel) shall comply with the following requirements at all times while inside the facility:

- Drip protection will be required if displayed in a carpeted area
- Ignition and door keys for display vehicles will be left with building security while the vehicle is on display
- Taped wheels for carpet protection

Vehicles may only be operated for placement and removal during event move-in/out. Vehicles may not be operated, driven or moved during occupied event hours. Meydenbauer Center does not provide any means to elevate display vehicles. The facility has no equipment or staging that will accommodate the weight of most motor vehicles.

A time must be determined for vehicle arrival so security is on hand to assist.

tthorton@meydenbauer.com



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MEYDENBAUER CENTER INFORMATION

To Order Power and WiFi

- Power: everyone is getting a 5 amp drop. Additional electrical needs can be ordered in the below link.
- WiFi: Basic is a complimentary vendor network that provides 10 mbps.

<https://www.meydenbauer.com/convention-center/exhibitors/order-technical-services/>

Shipping and Receiving Information

<https://www.meydenbauer.com/convention-center/exhibitors/shipping-receiving/>

Exhibitor Loading Dock Access

<https://www.meydenbauer.com/convention-center/exhibitors/move-in-out/>

City of Bellevue Business License Information

<https://bellevuewa.gov/city-government/departments/finance/business-taxes/business-licenses>

Parking:


Vendors should have parking tickets validated on set up day. During show days, vendors will park in the North Lot. Over-sized vehicles and trailers are to be parked in the North Lot

<https://www.meydenbauer.com/convention-center/attendees/directions-parking/>

**M MEYDENBAUER
C CENTER**


Driving Directions:
Meydenbauer Center Parking
Garage & North Lot

Meydenbauer Center in downtown Bellevue is conveniently accessible from Interstate 405 which runs north and south through Bellevue.

Meydenbauer Center  Garage Parking

The garage entrance is midblock at 11100 NE 8th Street, between 110th Avenue NE and 112th Avenue NE.

- Parking garage offers 434 parking stalls and 6', 9' clearance. Oversized vehicles park in the North Lot.

Meydenbauer Center  North Lot (overflow parking)

The North Lot entrance is midblock off 112th Avenue NE, between NE 8th Street and NE 6th Street.

- Pay station located in NE corner of the lot.



Rev. 7/22