

# Fly Fishing Show®

## February 17 & 18, 2024

Show Hours:

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



### Meydenbauer Center

11100 NE 6<sup>th</sup> Street  
Bellevue, WA 98004  
(425) 637-1020

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

## NON-PROFIT SERVICE KIT



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.

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. 16<sup>th</sup>: 12:00 pm-10:00 pm

Saturday, Feb. 17<sup>th</sup>: 7:00 am-9:00 am

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

**Teardown:** Sunday, Feb. 18<sup>th</sup>: 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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## **Fly Fishing Show® Volunteer Pass Policy**

In addition to your discounted space, the Fly Fishing Show® permits **5 hand stamps** per day for your volunteer helpers to enter the show. Once all of your **5** volunteers have been stamped, you are permitted to purchase extra price-reduced tickets for \$12 each per day for additional volunteers. If it is a three day show this means you have a total of **15** entrance hand stamps, but limited to **5** each day.

This policy has been working for everyone. Remember your booth is offered at a substantial discount and we often turn away exhibitors closer to the show date that want to rent your space, which is around \$1000 per booth. You are valuable to us and our sport for all your dedicated work and promotion. We need booth fees to pay for magazine ads, radio, TV, and brochures, but we also need you. Thanks for helping promote our sport and being an integral part of our show family.

Please remember that we provide your space, but you are responsible for the table and purchasing electric if you need it. Feel free to contact the office if you have any questions.

### **Show Requests**

Please refrain from retail sales. Raffles for volunteer funding are acceptable. If you are selling tickets for a raffle confine your sales to your space. Please, no hawking in the aisles and confronting customers must be done politely. Refrain from aggressive selling and you'll have better results. We don't want our customers to feel pitched. Your cooperation is appreciated. Even though we could sell your space, the work that your organization or club performs allows us to enjoy our sport. Without fishing water, there would be no Fly Fishing Show®.

Please do your best to promote the show in return for the booth. Let all your club members and friends know via newsletters, emails, websites and social media. Please e-mail or send us a copy of your newsletter where our show is mentioned. The better job everyone can do to promote the show, the better it helps us all have a successful show.

All other show rules and regulations for booth set up are located in our exhibitor kits, including equipment rental information.

Thank you,

The Fly Fishing Show®



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## **Discounted Pre-Purchased Tickets**

You may pre-purchase discounted tickets for your club or organization in blocks of 20 or more at a discounted rate of \$12.00 each.

**Please complete the form in its entirety.**

### **Mail Tickets to:**

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Number of tickets needed:** \_\_\_\_\_

### **PAYMENT INFO:**

Enclose check payable to: **FLY FISHING SHOW®**

**Pay by Credit Card: Visa/MasterCard/Discover/American Express**

**Name on Card** \_\_\_\_\_

**#:** \_\_\_\_\_ **EXP DATE:** \_\_\_\_ / \_\_\_\_

**CSV** \_\_\_\_\_ **Billing Zip Code:** \_\_\_\_\_

**Signature** \_\_\_\_\_

### **Please remit form to:**

**The Fly Fishing Show®, 531 N. Center Ave.; Suite 102, Somerset, PA 15501**

**Email:** [amy@flyfishingshow.com](mailto:amy@flyfishingshow.com)



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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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### 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.

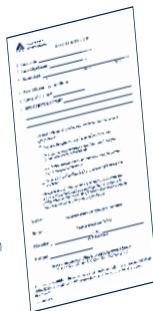
The following is a detailed explanation of the requirements.

### 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.



## 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](http://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](mailto: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](mailto: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/>

# MEYDENBAUER 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** P

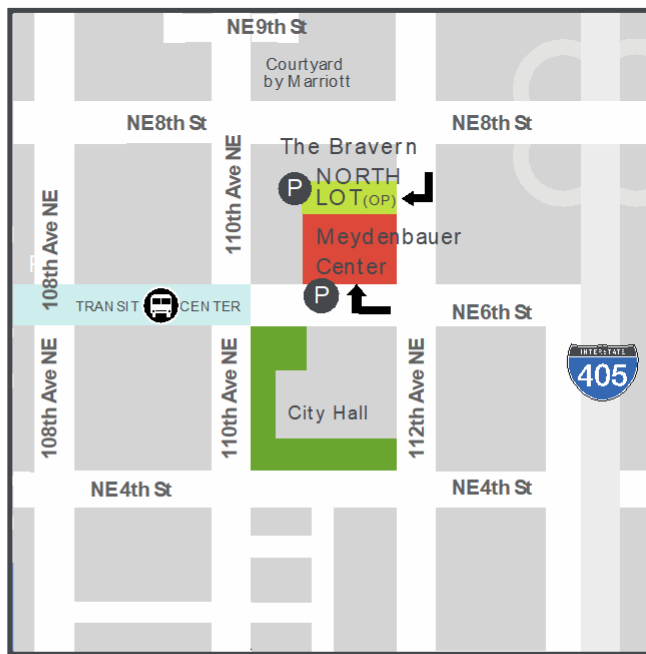
The garage entrance is midblock at 11100 NE 6th Street, between 110th Avenue NE and 112th Avenue NE.

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

**Meydenbauer Center North Lot (overflow parking)** P

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.



■ Meydenbauer Center ■ North Lot overflow parking

Rev. 7/22