

Show Info & Equipment Requests

Conventions, Consumer & Trade Shows, Conferences



Washington STATE FAIR

EVENTS CENTER
PUYALLUP

Please fill out the following form and return to the Facility Rental department **at least 6 weeks** prior to your event. You must attach a floor plan.

Show Name: _____

Contact Person (Day-of-Event): _____ Phone #: _____
(NAME)

Will you have a show office/information booth on-site? Yes No

If yes, where will it be located? _____

Do you need telephone service in the office? Yes No

How can people contact the show for more info, during setup/event hours? _____

Public Event Dates/Hours:

Date	Staff Arrival/Gates Opened:	Exhibitors Arrival	Event Opens:	Event Closes:
___/___/___	___:___ AM/PM	___:___ AM/PM	___:___ AM/PM	___:___ AM/PM
___/___/___	___:___ AM/PM	___:___ AM/PM	___:___ AM/PM	___:___ AM/PM
___/___/___	___:___ AM/PM	___:___ AM/PM	___:___ AM/PM	___:___ AM/PM

Drive in access?: (for load-in / load-out) No Yes (Check with your Event Coordinator for the proper gate)

Parking Permits for on-grounds, during event? Yes, How many? _____ No

Hours of Drive In Access? (load in):

Who? (exhibitors/decorator etc.)	Date	Gate Access Open	Gate Access Closed
_____	___/___/___	___:___ AM/PM	___:___ AM/PM
_____	___/___/___	___:___ AM/PM	___:___ AM/PM
_____	___/___/___	___:___ AM/PM	___:___ AM/PM

Notes:

Dismantle Time? (load out):	Date	Gate Access Open	Gate Access Closed
_____	___/___/___	___:___ AM/PM	___:___ AM/PM

Would you like Food Service/Concessions during your event? Yes No

Do you need catering for this event? Yes No

Who are you ordering linens through? (refer to Rental Information form for colors and pricing)

Washington State Fair Caterer Bringing yourself Other _____

_____ Linens (**Tables:** 8', 60" round, or 6') _____ 54x120 _____ 72's _____ 85's _____ 54x90

_____ Linen Overlays (54x54)

_____ Linen Napkins

Equipment setup/dismantle: *If you would like Fair Staff to set-up requested equipment on your behalf, you will need to include a detailed floor plan with this form (set-up and dismantle charges will apply).*

Fair staff Lessee

Equipment Requests: *Please note all equipment quantities and specific colors are based on Association availability.* *We need a close count at least one month prior to your event. If you need to make minor increases a few days before the event you may do so (based on availability) by calling our office.*

_____ 8' Tables (seat 8)

_____ 6' Tables (seat 6)

_____ Tables, Other _____

_____ Chairs

_____ Electrical Drops - include floor plan. (Avg. 50 amp)

_____ Stage Risers (8x4 sections) Total Stage Size needed: _____ x _____

_____ Cedar Dividers

_____ Pipe & Drape Color: **Must include drape locations on your floor plan**

Audio Visual Requirements – Additional fees may apply

_____ Sound system

_____ Microphone

_____ Speakers

_____ Screen

_____ Projector

_____ Event Technician (during event)

Other AV needs: _____

Miscellaneous Requirements - (special add-ons or upgrades) Any special requests that are not covered above. _

DISCLAIMER: *Any last minute changes are subject to additional charges and all equipment requests are rented on an "as available" basis.*