

Event Requests

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

Event Name: _____

Contact Person: _____ **Phone #** _____
Name of person we should contact for more information

On-site Contact: _____ **Phone #** _____

Will you have a show office/information booth on-site? Yes No
If yes, where will it be located? _____
Would you like telephone service? Yes No

Hours of Drive In Access: *Please fill out info below for loading in and loading out*

| | <u>Date</u> | <u>Times</u> | <u>Gate</u> |
|----------------------|-------------|--------------|-------------|
| Load In: | _____ | _____ | _____ |
| During Event: | _____ | _____ | _____ |
| Load Out: | _____ | _____ | _____ |

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

Set-up Schedule:

Please note: setup & dismantle must be scheduled during the contracted times.

| | <u>Date</u> | <u>Times</u> |
|------------------------|-------------|--------------|
| Event Staff/Decorator: | _____ | _____ |
| Exhibitors: | _____ | _____ |

Who will actually do the set-up of equipment requested? Fair staff Your organization
*If you would like the Fair to set-up any equipment on your behalf, you will **need to include a detailed floor plan with this form** (set-up and dismantle charges will apply).*

Event Dates & Times:

| <u>Date</u> | <u>Show Staff Arrive</u> | <u>Exhibitors Arrive</u> | <u>Event opens</u> | <u>Event closes</u> |
|-------------|--------------------------|--------------------------|--------------------|---------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Dismantle Schedule:

| | <u>Date</u> | <u>Times</u> |
|------------------------|-------------|--------------|
| Exhibitors: | _____ | _____ |
| Event Staff/Decorator: | _____ | _____ |

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

Are you using a Caterer? No Yes, Catering provided by? _____

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

Washington State Fair Caterer Bringing yourself Other _____

Equipment Requests:

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 _____

_____ Cedar Dividers

_____ Pipe & Drape: **Include in your floor plan** _____

Audio Visual Requirements – Additional fees will apply

_____ Screen

_____ Projector

_____ Microphone

_____ Speakers

_____ Event Technician (during event)

Other AV needs: _____

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

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