



# 2023 Vendor Expo Exhibitor Information

This document is for those who are exhibiting at the 2023 KCDA Vendor Expo. Exhibitor staff that are planning and attending the event should review this document.

**KCDA | 18639 80<sup>th</sup> Ave S, Kent, WA, 98038**

**September 20, 2023 – Exhibitor Setup, 1:00PM – 4:00PM**

**September 21, 2023 – Vendor Expo, 10:00AM – 4:00PM**

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# Exhibitor Schedule

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The Vendor Expo will be hosted in the KCDA Warehouse adjacent to the office.

## Wednesday – Sep 20

**Exhibitor Booth Set-Up:** 1:00PM to 4:00PM

## Thursday – Sep 21

Morning setup: 7:00AM – 9:00AM Exhibitors must be set up no later than 9:00AM.

**Vendor Expo:** 10:00 AM – 2:00 PM

- Coffee and morning refreshments will be available to attendees and exhibitors in the trade show area from 7:00AM – 11:00AM
- Lunch will be from 12:00PM – 1:30 PM. Lunch will be provided by KCDA and offered to all.

**Exhibitor Booth Pack Up/Tear Down:** 2:00 PM – 4:00 PM Exhibitor booths must be vacated by 4:00 PM.

**Exhibitors that have registered for a 10ft. x 20ft. booth, have furniture, or large displays:**

Please plan to set up on Wednesday to avoid Thursday morning move-in congestion.

# Lodging Information

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KCDA does not have any blocks of rooms or special rates reserved for the Vendor Expo, however, the two hotels closest to KCDA's office and warehouse (where the expo will be hosted) are:

[Marriott TownePlace Suites Seattle Southcenter](#)

[Hampton Inn & Suites Seattle/Kent, WA](#)

There are several more lodging options in the SeaTac area along International Blvd./Pacific Hwy. S (Hwy 99) close to SeaTac international Airport, for any exhibitors flying to SeaTac International Airport to attend the expo. Kent and Tukwila also have options for lodging.

# Shipping

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## Receiving Your Shipments

For any packages that need to be received by KCDA, please ensure they are sent to:

**KCDA Vendor Expo**

**Attn: (Vendor Contact Name)**

**18639 80<sup>th</sup> Ave S**

**Kent, WA 98032**

Please ensure your packages are received by KCDA no later than Wednesday, September 20<sup>th</sup>.

## Return Shipping

If you require return shipping, please have a prepaid UPS label for shipping any merchandise and we can place your package with our outgoing UPS shipments.

# Exhibitor Details

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## Expo Floor Layout

Please refer to your registration confirmation from KCDA staff for the booth number you have been assigned. You can also [view the booth layout here](#).

If your booth choice was not selected, either the booth space was not available, we did not want to place you directly next to a competitor, or you indicated or agreed to not needing power for your booth as we can only supply electricity to the outer rows of the trade show floor.

## Booths

- All booths are 10ft. x 10ft. unless a 10ft. x 20ft. was requested during registration.
- Booths are draped in the back (8ft) and include 3ft tall side draping between booths.
- Booths include: (1) 6' long table with tablecloth and 2 chairs.

**Set Up - begins Wednesday, September 20<sup>th</sup>** at 1:00PM until 4:00PM. Final setup will be available Thursday, Sep 21<sup>st</sup> at 7:00AM and must be complete by 9:00AM.

KCDA's warehouse has an elevated floor. Heavy truck deliveries may back up to the open bay door and offload using the ramp.

**Teardown - begins Thursday, September 21<sup>st</sup>** at 2:00 PM, and must be completed by 4:00PM.

# Exhibitor Policies

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The following rules are outlined to ensure the best possible experience for both the exhibitor and the attendees.

## Cancellation Policy

Cancellations and requests for refunds must be submitted to KCDA in writing. 100% of exhibit fees will be refunded for cancellation notifications and refund requests made prior to 5:00 PM PDT on September 8, 2023. No refunds will be issued for cancellations made after 5:00 PM PDT on September 8, 2022.

## Onsite Information

### Equipment and Electrical

KCDA is only able to offer electrical access for booths 1-14, and 45-61 (outer booths on layout). Electrical outlet access is unavailable for booths 15-44 (inner booths). Vendors that have previously indicated power not needed during registration or that have been in contact with Randi Michie with KCDA were placed in booths 15-44.

### Food and Beverage

Morning refreshments and lunch will be provided to attendees and exhibitors. Accommodation will be provided for those that have indicated a food preference. A menu will be provided, and food items will be labeled with key ingredients. Exhibitors are not permitted to serve alcohol.

## Parking & Unloading

Exhibitor parking is available near KCDA's shipping and receiving docks at 18639 80<sup>th</sup> Ave S, Kent, WA. Please be aware this is an active warehouse and logistics center with significant truck traffic. After unloading trucks, please park in designated exhibitor areas to avoid blocking dock doors.

For ground-level unloading, you may unload in the attendee parking lot to access the main entrance, then park in the exhibitor parking area afterwards. See parking map.

## Parking Map



# Connecting with Attendees

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## Raffles and Drawings

Exhibitors are welcome to hold their own raffle drawings for attendees starting at 1:30PM on Thursday 9/21. You may present the raffle prize in person or ship it to the winner.

Please be aware that KCDA Vendor Expo attendees are public employees and are subject to limitations on gift values, except for promotional items of nominal value, such as pens, note pads, etc.

# Contact KCDA

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Thank you so much for supporting the KCDA Vendor Expo! This event would not be possible without you, our valued awarded contract vendor partners. Please do not hesitate to reach out to Pennie or Randi for any questions prior to or during the event. We look forward to seeing you in September!

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# KCDA Vendor Expo Booth Layout

