



2026 Vendor Expo Exhibitor Information

This document is for exhibiting vendors for the 2026 KCDA Vendor Expo.
Vendor staff that are planning and attending the event should review this document.

KCDA Purchasing Cooperative 18639 80th Ave S, Kent, WA, 98032

Exhibitor Setup: Wednesday, September 16, 2026, 1:00PM – 4:00PM *(for 10x20 booths, large displays)*

Vendor Expo: Thursday, September 17, 2026, 10:00AM – 2:00PM *(exhibitor move out 2:00 - 4:00pm)*

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Exhibitor Schedule

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

Wednesday – September 16

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

Thursday – September 17

Morning setup: 7:00AM – 9:30AM Exhibitors must be set up no later than 9:30AM.

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 – 1:00 PM. Lunch will be provided by KCDA and offered to all.

Exhibitor Booth 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 between 1:00 and 4:00pm to avoid Thursday morning move-in congestion.

Lodging Information

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

Receiving Your Shipments

1. **For small to medium packages** that need to be received by KCDA, please send them to the address below and ensure your packages are received by KCDA no later than Wednesday, September 16:

KCDA Vendor Expo
Attn: *(Company Name, Staff Name and contact info)*
18639 80th Ave S
Kent, WA 98032

2. **Large and palleted shipments:**

- **Shipments should arrive between Monday September 14th by 4:30pm and Wednesday, September 16th, by 2:00PM.**
- Pallets and large shipments must be visibly marked "VENDOR EXPO – VENDOR NAME" and with contact information.
- Large shipments needing to be picked up after the expo must be coordinated with KCDA in advance. Contact Pennie Britz at customerservice@kcda.org for more information.

Return Shipping

Small to medium packages: If you require return shipping assistance, please supply and prepare your return package with a prepaid **UPS** label for and we can place your package with our outgoing UPS shipments. You may leave your prepared package at your booth after tear-down. KCDA cannot generate a shipping label on your behalf.

Large outgoing shipments: must be coordinated with KCDA in advance. Contact customerservice@kcda.org for more information.

Exhibitor Details

Expo Floor Layout

- KCDA will provide follow-up confirmation and booth placement via email. A booth layout with vendors listed will be published as well.
- Power access may only be supplied to the outer rows of the trade show floor for vendors needing to power a display or electronics for their presentation.

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 16 at 1:00PM until 4:00PM for vendors with 10'x20' booths, large items, furniture, or big displays. Final and regular setup will be available Thursday, September 17th at 7:00AM and must be completed by 9:30AM.

KCDA's warehouse has an elevated floor. Truck deliveries may use bay doors 1, 2 or 3 only and offload using the ramp.

Teardown - begins Thursday, September 17 at 2:00 PM, and must be completed by 4:00PM.

Exhibitor Policies

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 Friday, September 11, 2026. No refunds will be issued for cancellations made after 5:00 PM PDT on September 11, 2026.

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 are placed in booths 15-44.

Food and Beverage

Morning refreshments and lunch will be provided for 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 80th Ave S, Kent, WA, 98032. 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.

Unloading: See parking map for two unloading options for Thursday, September 17. A few parking spots in front of the office will be temporarily made available for ground-level unloading but **must** be left open by 9:30AM for attendees.

Parking Map

For Thursday September 17:



Connecting with Attendees

Raffles and Drawings

Exhibitors are welcome to hold their own raffle drawings for attendees on Thursday September 17. You may present the 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 branded promotional items.

THANK YOU! ...and contact info

Thank you so much for supporting the KCDA Vendor Expo! This event would not be possible without you, our valued, awarded contract vendors. 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

