



seattle wedding show

GUIDELINES FOR DISPLAY
RULES & REGULATIONS
2024 SEATTLE WEDDING SHOW

Revised 6/15/23

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GUIDELINES DISPLAY

The Seattle Wedding show strives to provide each exhibitor with a reasonable sightline from the aisle. To help accomplish this, we have created the following guidelines, which will be enforced. Questions regarding these guidelines should be directed to howard@weddingshow.com or onsite at our information booth.

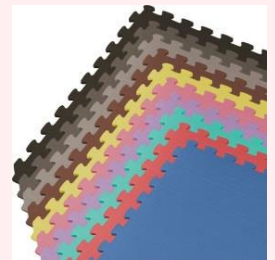
No children under the age of 16 will be allowed on the loading dock, hand-carried freight, or in the exhibit hall during move-in and move-out hours. This is a Convention Center rule and will be strictly enforced by their security staff.

INSPECTION

Exhibit setup must be completed by 10 am Saturday. Show management will continue to monitor and inspect booth displays during setup and the show. If your presentation is not in compliance, you will be asked to make changes. If needed, the Seattle Wedding Show will have the show decorator bring your booth into compliance at your expense.

FLOOR COVERING

Floor covering within your booth is **not** provided but is highly recommended for your booth. You may order through the show decorator. Here is a link to their information. <https://weddingshow.com/s/FERN.pdf> You may also bring a floor covering. A new popular floor covering that is lightweight, comfortable, and easy to install is anti-fatigue floor tiles. They can be ordered from almost anywhere, including Amazon. (The sky bridge is already carpeted)



STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected to withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also withstand moderate wind effects that may occur in the exhibition hall when freight doors open and close. Exhibitors should ensure that any display fixtures such as racks or shelves are designed and installed properly to support the products or marketing materials to be displayed.

FIRE MARSHAL REQUIREMENTS

The following items are required by the Seattle Fire Marshal's Office for booths at trade shows or otherwise used for display within Seattle city limits.

FLAME PROOFING

All decorative materials hung vertically must meet the NFPA 701 code. Either by being tagged to ensure that it meets the code or with a certificate by a third party that it has been treated with a flameproofing treatment.

To facilitate verification an item is flame retardant; the following options may be used:

1. A copy of the Certificate of Flame Resistance for the item may be left in the booth when the vendor is not present. The Certificate of Flame Resistance must indicate the item meets the requirements of either National Fire Protection Association 701 (NFPA 701) and /or the State of California Fire Marshal approved standard for flameproofing (Note: Certificates of Flame Resistance are valid for one (1) year after which time they must be renewed. Unless the certificate shows an expiration date stating otherwise or indicates the treatment cannot be removed when laundered).
2. A tag or label affixed to the item indicating it meets either the NFPA 701 and/or The State of California Fire Marshal's approved standard for flameproofing.
3. Only certificates from a third-party certifier or manufacturer of the product(s) are acceptable. Treating the item(s) yourself will no longer be permitted.

The use of oilcloth, tarpaper, sisal paper, nylon, Orlon, and certain other synthetic materials that cannot be made flame-resistant is strictly prohibited.

Items that are not accompanied by a valid Certificate of Flame Resistance shall be removed. If the item(s) is unable to be removed from the show floor before the showing opening, the show doors may be held, and/or the vendor/exhibitor's booth may be closed!

COMBUSTIBLE STORAGE

Combustible storage –repacking material, etc., is prohibited throughout the public assembly area. This includes areas in and behind individual booth spaces. NOTE: Small amounts of brochures and other literature for distribution may be stored under tables but must be 18" away from electrical cords.

No lit candles will be allowed in any booth at any time.

IF YOU NEED DECORATIVE MATERIALS OR DRAPES TREATED, PLEASE CONTACT:
AMERICAN FLAME COAT 206-789-6094

They can treat and provide certification of your materials; call for pricing.

Here is a link to their information:

http://weddingshow.com/Updated_Items/vendor_documents/americanflamecoat.pdf

STANDARD BOOTH EQUIPMENT PROVIDED

The official show decorator is FERN Exposition Services. They will provide drapes, table, identification sign, wastebasket, and chair. If you wish to order additional products, do so before **January 5, 2024**, to take advantage of price discounts.

<https://weddingshow.com/s/Fern.pdf>

For onsite Phone, additional Internet connections, Electrical, Catering, and Audio Visual, please visit the Convention Centers' online ordering.

<https://seattleconventioncenter.com/event-services> . Your booth **includes** 500 watts of electrical power and ONE internet connection regardless of size. Only order additional power and internet connections if needed.

For additional Wi-Fi connections and options at the Convention Center:

<https://weddingshow.com/s/smartycity.pdf>

Each exhibit space will include an 8' high white back wall drape, 3' high white side rail drapes, one-line 7" x 44" identification sign, one 500-watt outlet, ONE internet connection and one wastebasket. Other items provided are as follows:

5' x 10' Booth

One 4' draped table
One Chair

10' x 10'

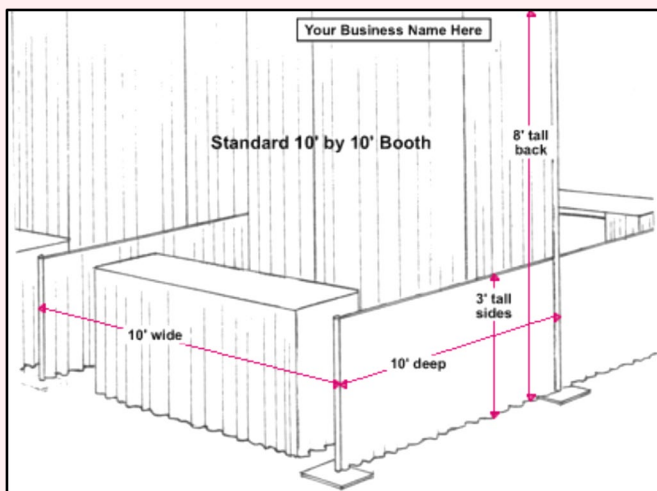
One 8' draped table
One Chair

15' x 10'

One 8' draped table
One Chair

Exhibitors with booths 20'x10' or larger will receive the standard 10'x10' package for every 10 feet of aisle frontage. Except for power, only one 500-watt outlet and internet, only ONE internet connection is provided regardless of booth size.

Exhibitors also have the option of replacing their provided table with one 4', 6', or 8' skirted table at no additional charge if **ORDERED BEFORE January 5, 2024**.



Show Colors

Back wall Drape: White

Sidewall Drape White

Aisle Carpet: Silver

Booth Floor: Grey cement.

Booths are not carpeted; we suggest that you bring your own or rent floor covering (the sky bridge is carpeted)

FERN Exposition Services 503-417-8000

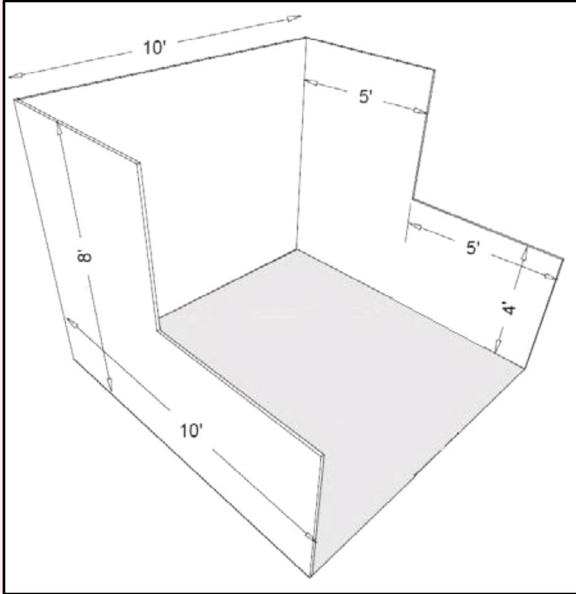
American Flame Coat 206-786-6094

SCC Exhibitor Services 206-694-5015

DIMENSIONS

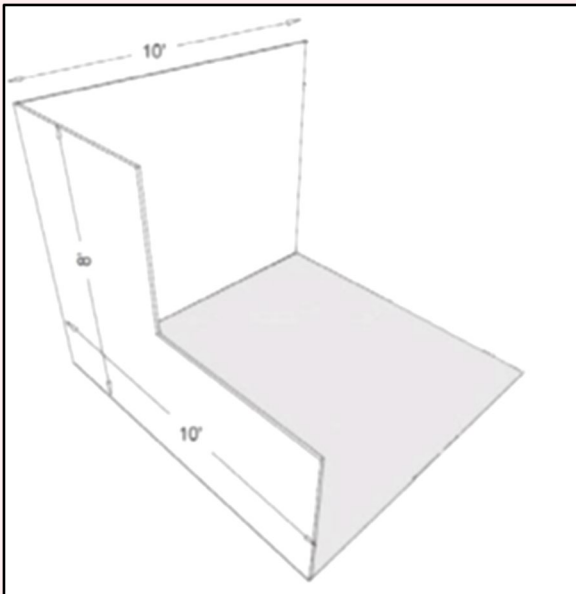
The Seattle Wedding Show offers booth widths in 5-foot increments and 10' depths. There are a few exceptions and will be noted in your contract. The most common booth is a 10' wide x 10' deep and 5' wide x 10' deep.

SIGHTLINE RESTRICTIONS



Standard Inline Booth

Inline booths are generally arranged in a straight line and have neighboring exhibitors on either side, leaving only the front exposed to the aisle. Shown is a standard 10'x10' inline booth sightline restriction.



Corner Booth

A Corner inline booth is at the end of a series of booths with exposure to intersecting aisles on two sides.

Wall Corner

A Wall Corner inline booth is at the end of a series of booths with a gap between the next booth because of a fire exit or at the end of a wall. These spaces will have openings to the aisle and on one side.

Shown is a standard 10'x10' inline corner booth sightline restriction.

HEIGHT RESTRICTIONS

All exhibits must not exceed 8' in height. If your display will exceed 8' in height or you will be covering your booth with a tent or fabric, you must complete a booth display variance form posted on our website at <https://weddingshow.com/s/heightrestrictions.pdf>
[http://weddingshow.com/Graphics/Exhibitor Information/variance.pdf](http://weddingshow.com/Graphics/Exhibitor%20Information/variance.pdf)

Please refer to the show floor plan for the maximum height restriction for your booth location before applying for a variance. <https://weddingshow.com/s/floorplan.pdf>

If any part of your booth is approved to exceed the 8' height limit and can be seen from the adjacent aisle, you will be responsible for back draping from the show decorator at your expense. Intent: If a portion of an exhibit booth extends above 8' high, the exhibit booth background will impact the exhibit directly behind that booth.

NO VARIANCE ALLOWED

These booths are highlighted in blue on the floor plan and cannot exceed the 8' backdrop height limit.

DOUBLE END BOOTHS

These booths require booking at least four 10'x10' booths and will include two corner spaces. It will be configured into a 20'x20' area and have 20' openings in the front and two sides. Sponsors Only: We offer a 15'x20' double end that is similarly configured. The back walls to these spaces are other vendors' side walls and create an exception to sightline rules. See exceptions below for more information.

EXCEPTIONS

Many tented and framed spaces drape the side of their booth and swag the drapes for a more finished look. This will be allowed as long as 50% of the sidewall is left open and clear above the 3' side drape.

If you are ordering a side drape for your booth through the show decorator, they offer a horizontal 6' pole which means you need to pull the drape back 1' or swag it back so that you meet the sightline requirements listed above.

Canopies and ceiling drapes that have received a height variance approval can swag the ceiling or canopy fabric from the 12' or 10' back drop down to the 8' horizontal framed pole in the front of the booth.

A standard inline booth that is next to double-end booth will be marked on the floor plan with a **red line**. The red line indicates a wall of 10'. In this case, you may hang signs, images, and fixtures extended out to the front of the booth on the 10' side drape

