

Health & Safety EXPO

Rules of EXPO

As a vendor or exhibitor at the Health & Safety EXPO you are expected to:

1. Wear appropriate clothing. (No open-toed shoes during EXPO).
2. Remember that EXPO is open to the general public as well as Hanford employees; please tailor your display for both audiences.
3. Leave exhibit up for the entire duration of the event (Please do not leave early)
4. Bring your supplies. Common items forgotten include; electrical extension cords, scissors, step stools, small ladders, tape, and display boards. EXPO will provide partitions, chairs, skirted tables, and electricity.
5. Make arrangements to have your booth supplies removed from the TRAC facility before 9:00 a.m. on May 14.
6. Ensure your representative is with your display until all your items are removed from the TRAC facility (Including the morning of May 14 from 7:00 a.m. until removed).
7. Promote products or services utilizing the "Soft-Sell" approach. Product or services may be sold ONLY if participants inquire about purchasing them.
8. Provide a price list of your merchandise ONLY upon attendee's request.
9. Get brochures, giveaways and literature pre-approved by the Topics/Exhibits Team, if it has not been approved you may NOT be allowed to use it.
10. Contact Owen Berglund if you have confirmed a booth, and you cannot attend.
11. Contact the Information booth at EXPO if you plan to leave your display unattended for more than 30 minutes.

As a vendor or exhibitor at the Health & Safety EXPO you are NOT expected to:

1. **Do anything unsafe. (No standing on chairs or tables.)**
2. **Dress appropriately (No open-toed shoes)**
3. **Aggressively sell your products or services. NO pre-pricing of merchandise or services is allowed. Handouts may not have pricing on them.**
4. **Stick anything to the curtains, tables or the floors of your booth.**
5. **Give-away items that could create choking hazards.**
6. **Give-away samples of food or beverages (including water) without express written consent from the Topic/Exhibits Team.**

It is our intent to ensure attendees, vendors, and guests have a SAFE and MEMORABLE experience at EXPO. Please help us by following these few simple rules.

Questions regarding these rules should be directed to Owen Berglund,
EXPO Topics/Exhibits Team, 509-376-9035 or 509-308-4962.
Health & Safety EXPO, C/O Owen Berglund, P O Box 1000,
MSIN S7-83, Richland, WA 99352.