

# 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 set-up, EXPO, or take down).
2. Ensure your display is set up on Monday May 17 between 7:00 am and 4:00 p.m.
3. Tailor your display to the general public.
4. Leave exhibit up for the entire duration of the event (Please do not leave early)
5. 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.
6. Make arrangements to have your booth supplies removed from the TRAC facility BEFORE 9:00 A.M. ON MAY 19. Ensure your representative is with your display until all your items are removed from the TRAC facility (This includes the morning of May 20 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 or services ONLY upon attendees request.
9. Get brochures, giveaways and literature pre-approved by the Topics and Exhibits Team, if it has not been approved you may NOT be allowed to use it. **STICKERS, TATTOOS AND BALLOONS ARE NOT ACCEPTABLE GIVEAWAYS.**
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. **Aggressively sell your products or services. (NO PRICING OF MERCHANDISE OR SERVICES IS ALLOWED. HANDOUTS MAY NOT HAVE PRICING ON THEM, UNLESS PREAPPROVED).**
3. **Solicit for donations, pay for raffles, or fund-raising drives.**
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 and 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 and 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.