

July 16, 2015

Hi all! This is the first of 2 final information letters letting you know all the things that we think you will find helpful for the Sasquan Dealer Room. I apologize for writing a novel here but there's lots to cover! Please read this and check the FAQ BEFORE emailing me with questions.

What this letter DOES NOT cover is electrical costs. We are still waiting to find out this information from the convention center. What we do know is that it will be much cheaper for Sasquan to buy the electrical service in bulk and parcel it out to dealers. Please email me to let me know if you are interested in electricity at your booth. This will assist the hall manager to make sure there is sufficient power for all requests. Once I know how much and what the process is to purchase electrical access another letter will go out with details. I apologize for the inconvenience of not having this information to give out at this point.

This letter covers set-up/open hours, how to get your stuff into the Dealer Room, badge pick-up/troubleshooting, and Dealer ribbons. We will NOT be publishing a map of the Dealer room until right before the convention.

HOURS

Tuesday - Set Up Only 9 AM - 8 PM

Wednesday - Set Up 9 AM - 12 Noon, Open 12 Noon - 6 PM, Dealer Only Access 6 - 6:30 PM

Thursday - Dealer Only Access 9 -10 AM, Open 10 AM - 6 PM, Dealer Only Access 6 - 6:30 PM

Friday - Dealer Only Access 9 -10 AM, Open 10 AM - 6 PM, Dealer Only Access 6 - 6:30 PM

Saturday - Dealer Only Access 9 -10 AM, Open 10 AM - 6 PM, Dealer Only Access 6 - 6:30 PM

Sunday - Dealer Only Access 9 -10 AM, Open 10 AM - 3 PM, Tear Down 3 PM - 9 PM

Cover Cloths/Additional Items

If you wish to cover your display while closed bring your own cover cloths. None are provided by the convention. You may bring your own tables, chairs, bookcases, etc. to use in your space provided nothing exceeds 8' in height.

MOVE IN

If you are driving and wish to use the loading dock at the convention center YOU WILL NEED TO GO TO THE MARSHALLING YARD AT THE RED LION INN AT THE PARK FIRST. NO EXCEPTIONS. The parking area by the loading docks has limited parking and there is no safe way to wait outside the lot on the street. You will not be allowed to enter this area without a vehicle pass.

The Red Lion Inn At The Park is located at 303 W North River Dr, Spokane, WA 99201. Turn left into the entrance and then turn immediately to the right into their North parking lot. You will be met by a Dealer room staff member who will check you in and give you a vehicle pass once there is space in the loading dock. You will also be given a map of how to get to said loading dock. If the loading dock area is full you will need to wait until space clears for your vehicle. We will have between 18-25 spots in the lot so we're hopeful that people won't be waiting for hours but we can't predict how long it will take.

Once you arrive at the loading dock area the gate guard will let you in (ONLY IF YOU HAVE A VEHICLE PASS) and you will be directed to a parking space. One of the forklift drivers will drop pallets behind your vehicle/close to it/in the general vicinity. Load your items onto pallets. Once you have done so a forklift driver will take your pallets to the loading dock and a second forklift will then take your pallets into the Exhibit Hall and place them as near your space as reasonable. (There is a really steep ramp connecting the loading dock and the hall so we're using 2 forklifts to avoid it as much as possible.) We will have forklifts working from 9 AM to 6 PM Tuesday. Arrivals after 6 PM may not have access to forklifts and should plan accordingly.

Once your vehicle is unloaded you must remove it from the loading dock. Do not unload your pallets or begin setting up your displays until your vehicle is removed. Please tell the Dock Master that you are departing so that another dealer can start the process. There is limited overnight parking for cars and vans under the convention center for guests of the Doubletree Hotel as well as pay lots nearby. There is no truck parking under or around the convention center grounds.

Once you have removed your vehicle from the loading dock you may begin to unload your pallets and set up your display. When you empty pallets please drag them to the aisle so they may be found easily by forklift drivers and removed/reused. Please consider forklift traffic when unloading your pallets and refrain from building box fortresses in the aisles.

The aisles in the Dealer room will be carpeted! The carpet goes down Wednesday morning. There will be NO loading dock or forklift assistance available Wednesday. Only hand-carry load in is allowed. Wednesday set up will be from 8:00 AM until 12:00 noon. You must have all your items out of the aisles by 11:00 AM unless carpet has

been laid; otherwise, 11:45 AM. We will not be able to open to the public until the aisles are clear. Please plan accordingly.

BADGES AND RIBBONS

If you are listed as a Dealer or bought a Dealer discount membership your badge will be waiting at the Dealer control table for you to pick up. Please bring ID for at least one member of your group if one member wishes to pick up all the badges at once. You may be required to sign for badges. If you or some of your associates are not listed as Dealers and would like to pick up badges at the Dealer control table SEND ME EMAIL WITH NAMES NO LATER THAN AUGUST 1 so that Registration can accommodate this. Otherwise badges will be available at Registration (which will be open from Tuesday afternoon onward).

If you wish access to the Dealer Room during Dealer Only Access hours you will need to have a Dealer ribbon. You will receive these when you pick up your badges IF you have provided a valid Washington UBI number (tax ID). If you don't have one really go get one. It's free for a temporary number and you won't be allowed to open for business without one.

As always, feel free to email if you have specific questions not covered by the FAQ or this letter. See you in August!

Regards,

Angela Jones-Parker