



February 27, 2018

11:00am – 2:00pm

Hotel RL Olympia

(formerly Red Lion Hotel)

## Accessible Housing Tradeshow Information

BIAW Accessibility Trade Show provides you an environment where BIAW Board of Directors, Members, and Guests network and learn about the latest products and resources. The goal is for attendees to learn from you, the industry expert, about the latest news, resources, and technologies so they can bring that information to other members and their own clients. The Tradeshow thrives off of interactive displays, industry proven tools, technologies and evidence-based research. Be prepared to show and share the best of your products and expertise!

Take advantage of the free opportunity to reach a concentrated group of members by reserving your booth at the Accessibility Tradeshow. Each space includes:

- 6 foot table with skirting
- 2 chairs
- Electricity – one plug only and only upon request prior to deadline
- Flyer distribution including your business name/logo/and description if received by deadline date. (Flyer distributed to Local Associations prior to Board meeting, and handed out throughout meeting week.)
- Advertisement about event in prior Building Insight newsmagazines

### Contact information:

Karen Hall  
Building Industry Association of Washington (BIAW)  
111 21<sup>st</sup> Avenue SW, Olympia, WA 98501  
karenh@biaw.com 360-352-7800 x137

**Move-in contact:**  
Hotel RL, Olympia  
2300 Evergreen Park Dr. SW, Olympia, 98502  
360-943-4000

Registration is 1<sup>st</sup> reserved 1<sup>st</sup> served. Special requests deadline by January 12, 2018.

### Reach BIAW to register

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### Register Now!

Fax 360-352-7801  
or email karenh@biaw.com \*

_____	_____
Business Name	Date Registering
_____	_____
Contact Person(s)	Phone and Email
_____	_____

Accessibility Product / Service you will be showing  
\_\_\_\_\_

Member of BIAW Local?            Y    N    If yes, please list \_\_\_\_\_

Electricity? Y / N            Special Requests: \_\_\_\_\_

BIAW will create a flyer for event, please provide product/service description (50 words maximum) and email us your company logo.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* BIAW will send a confirmation of this registration via email

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## The Legal Stuff

### Space:

Due to the size of the space for this event, exhibit spaces are 8 feet wide and are assigned on a first reserved first served basis. There will be few spots for oversized exhibits; every effort will be made to accommodate requests for assignments if the request is submitted before the deadline date. BIAW reserves the right to make floor plan changes of locations of tables as deemed necessary. If Tradeshow is “filled up” due to space requirements, and you are still interested, BIAW can put you on a waitlist.

### Cancellation:

If you have registered and are not able to attend, we ask that you give BIAW one week notification prior to event date. This will allow us to invite any waitlisted companies

### Move In – Move Out

Move in date No later than 9:00am on 02/27/18

Move out date No earlier than 2:00pm 02/27/18 and no later than 10:00pm 02/27/18

Tradeshow is held during the BIAW Board of Director's meeting and meetings may surround the Tradeshow area. Please have your move in/move out be courteous of these meetings – if you have oversized items that will take assembling / disassembling please work with BIAW staff to confirm that you will not disrupt meetings that are happening. Thank you. Oversized items should be coordinated with the Hotel RL Olympia (contact information above).

### Use of Space:

Care must be taken that no display extends over the space provided or obstructs the view or affects other participant's space. Due to the smaller event space, noise produced from operation of equipment or apparatus should be approved by BIAW event staff before event.

### Liability:

BIAW and Hotel RL Olympia will not be held responsible for the safety of participant's property from theft, fire, damages, accident or other causes. Participant agrees to protect, save, and hold BIAW and the Hotel RL Olympia and all their agents and employees thereof forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the participant or those operating of the Participant. Further, participant shall at all times protect, indemnify, save and hold harmless the from any and all losses, costs (including attorney fees), damages, liability or expense arising from or out of by reason of any accident of bodily injury or other occurrence to any person or persons, including the participant, its agents, employees and business invitees which arises from or out of or by reason of participant's occupancy and use of the Tradeshow premises or a part thereof.

### Security:

The Tradeshow is being held in the hotel and no security will be provided. Neither BIAW nor the Hotel RL Olympia can be held responsible for any lost, damaged or stolen participant materials. Please take the necessary precautions for safeguarding your materials, BIAW recommends removing valuable materials when not at your table.

### Selection of Participants:

Firms and companies whose services and products are appropriately related to the purpose of the Accessible Housing / Aging-in-Place / Universal Design market have been recruited for Tradeshow participation. BIAW reserves the right to decline or prohibit any participant and in its sole judgment deem what products or services are inappropriate for this event.