



Exhibitor Confirmation Packet

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Tacoma Spring Wedding Expo

Brides  Club

Bridesclub • 16637 SE 17th Place • Bellevue, WA 98008

Contact Brad Buckles: Office (425) 373 - 1894 Cell (425) 922 - 7924

Fax (425) 373 - 1895 Email: brad@bridesclub.com

Tacoma Spring Wedding Expo

March 21 - 22, 2020
Tacoma Dome Exhibition Hall
2727 East D Street, Tacoma, WA
(Please call for Directions...)

SPONSORED BY:

Men's Wearhouse, Grand Event Rentals, Belle Bridal, and BridesClub.com

It's that time of the year again! The Tacoma Wedding Expo is off to a great start! Booths are filling up quickly. There is a lot in store for you this year! Thank you for participating in the 2020 Tacoma Wedding Expo. We appreciate your support! Please contact us if you have any questions about the show. Heather can be reached by phone (425) 373-1894 or email at heather@bridesclub.com and Brad Buckles is available by email at: brad@brides-club.com or by phone or text at: (425) 922-7924.

Highlights of the show so far...

- 150 of the finest wedding vendors, (150 booths)
- Live Entertainment and Live music showcased hourly
- Great Attendance, over 1,400 brides attended the show last year over two days!

We thank you again for all of your support! Please see our website for maps, photos from last year, and more info: www.bridesclub.com

Find us on:

Facebook: <https://www.facebook.com/weddingexpos>

Twitter: <https://twitter.com/bradbuckles>

Pinterest: <http://pinterest.com/BridesClub>

Tumblr: <http://bridesclub.tumblr.com>

EXHIBITOR INFO:

HOURS OF EXPO- Saturday (9:30am-3pm) and Sunday (9:30am-3pm). The lobby opens 30 minutes before the main floor***Tear down: Sunday AFTER 3pm.

IN STORE DISPLAYS- We have hundreds of 11x17 counter-top displays that have information and flyers for the upcoming event. Displays also include 2 for 1 coupons! Please request one to advertise in your store if you do not have one already.

ATTENDANCE- We estimate approximately 2500 people/1000 brides. As always, we offer several incentives/ discounts for admissions so brides can save their money for your business!

DAY OF SET UP- Set up is on Friday (12pm-6pm). There will be NO SET UP on Saturday unless approved by email confirmation PRIOR to the event. You can either unload at the main entrance or pull around to the back of the hall where doors will be open for you to unload your set up supplies. PLEASE move your vehicle after you are done unloading to allow other vendors to unload their supplies.

EXHIBITOR MOVE-IN- Exhibitors may enter the arena 2 hours before the show. Exhibitor carts are not provided. If needed please bring your own for transporting materials in and out of the Exhibition hall. Dollies, carts, and hand trucks are not allowed on the show floor during the Expo.

BOOTH GUIDELINES- Open flames or candles are not allowed. There is height restrictions and an approval is needed if a display is over 8' tall. A 10x10 display may not block any neighboring booth displays. A 20' booth may self in close. 3' side rails may not block your neighbor's line of sight and you may only extend out 5ft from the back of the booth with signage, trees, back wall or props. You **may not** build a 10ft or 8ft side wall. For Fire Marshal rules and guidelines please call the Tacoma Dome directly at (253) 272-3663 and speak to John McClees or Jeff Brown.

PARKING- Parking is available on Friday for set up on the side of the building for limited time. Parking permits will be available for the Tacoma Dome by the stage until 4pm on Friday and before the show starts on Saturday and Sunday. On event days parking will be available at the parking lot J.

VENDOR BADGES/PASSES - We do not supply vendor badges. This allows vendors to focus on their booths. Please check in at the Registration Table on Friday to let us to know you have arrived. We can also help with directing you to your booth and answering any last minute questions.

ELECTRICAL - Each booth will be provided with 500 Watts of Electricity. For additional electrical needs please contact the Tacoma Dome at (253)272-3663.

FASHION SHOW COORDINATOR - If you are participating in the Fashion Show, Katrina will be contacting you a month before the show. If you have any questions please call her directly at (425) 681-2249 or email her at lovebloomscontact@gmail.com.

The Fashion show will be at 2pm on both Saturday and Sunday. As you set up please bring your marked gowns to the stage to be ready when the show starts.

SHOW DECORATOR/VENDOR FORMS - You can download the vendor form from either the following link: <http://bridesclub.com/docs/Tacoma-Wedding-Expo-Vendor-Forms.pdf> or logging in at Bridesclub.com and clicking on the Forms and Deadlines bar. Select "Vendor Forms" and read carefully. Any questions concerning the form please direct to Jill at (425)462-7368 or info@grandevent.com

TASTING SAMPLES - Please fill out the attached Sample Request Form and fax it over to the Tacoma Dome at (253) 593-7645. Also, be sure to contact the Tacoma Health Dept at (253) 798-6500 in regards to any updated health codes***If you have not received the Sample Request Form please email Heather@bridesclub.com.

OTHER CHANCES TO ADVERTISE:

THE WEDDING SPOTLIGHT-EMAG - If you are not already advertising in The Wedding Spotlight Online Magazine you could be missing out! Brides get a chance to download and view the magazine as well as read a interview about you and your company! This will help the bride understand more about you, your company and what you do. Our online magazine goes directly to all the brides that attend our shows and is emailed to the bride once they register on our site.

Email Heather Bucles at Heather@bridesclub.com or call (425) 373-1894.

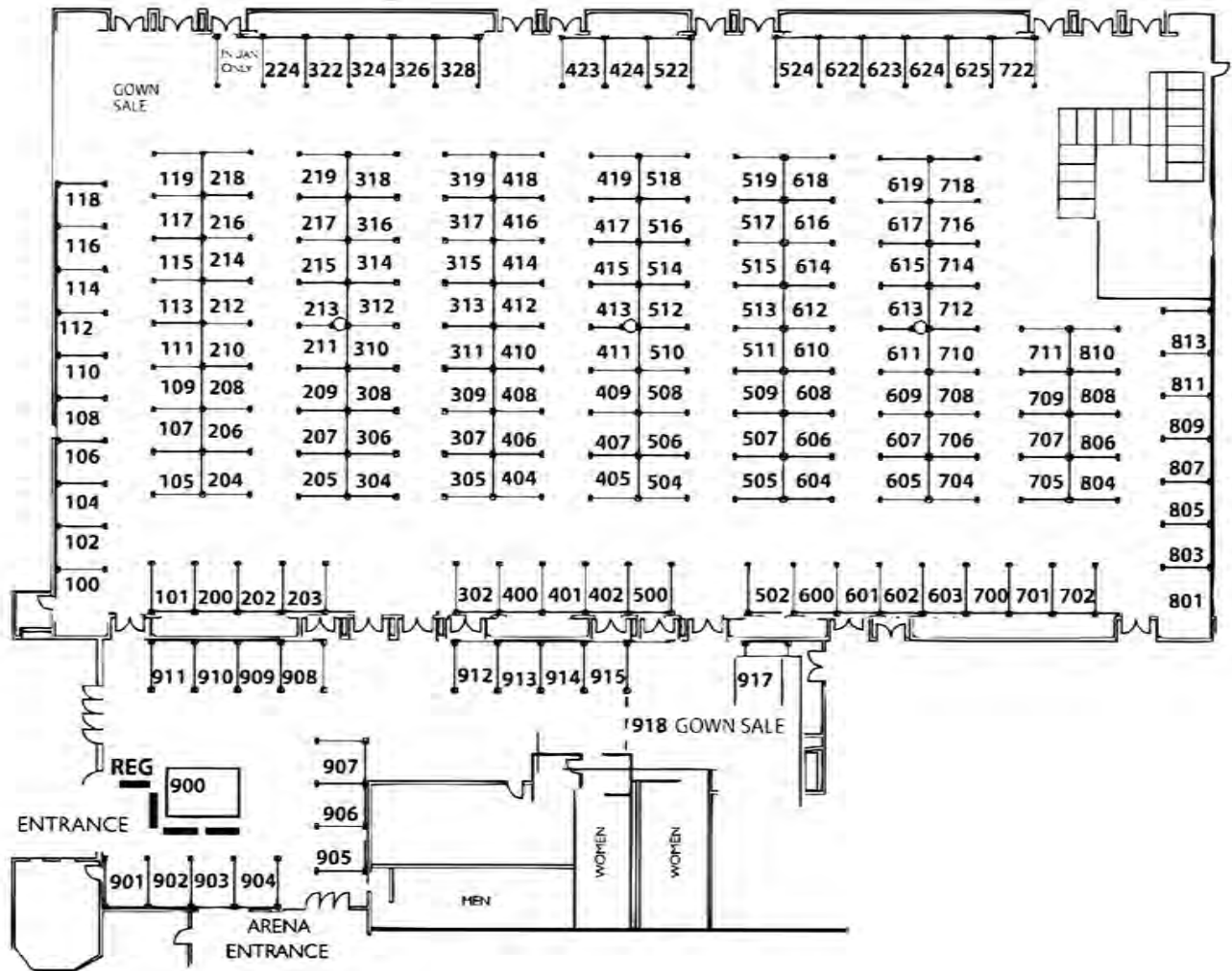
ENHANCED LISTINGS/ELEADS - Listings on www.bridesclub.com are still available before the Expo starts! This listing prepares the brides in knowing who will be at the Expo and what to expect. You can sign up now to be on the listings now for only \$40 per month or \$400 for the whole year! Hundreds of brides visit our website daily and provide us with information on their upcoming wedding to discover vendors like you! Please let us know if you would like to have access to a Weekly Lead List.

We appreciate your support and thank you for participating in our Wedding Expo!
Please feel free to contact me if you have any questions regarding the show by either email at Heather@bridesclub.com, by office phone, or Brad Buckles directly at (425)922-7924.

Best wishes,

Heather Buckles
(425)373-1894

FLOORMAP



Tacoma Dome Exhibition Hall

SET-UP HOURS

Friday 12pm - 6pm

EXPO HOURS

Saturday 9:30am - 3pm

Sunday 9:30am - 3pm

*Lobby open to brides half an hour earlier than Expo hours



Voice and Internet Service Order Form

Pre-Order Deadline: 7 days prior to event.

Return To: Cynthia Davis, 2727 East D Street, Tacoma, WA 98421
 E-Mail: cdavis2@TacomaDome.org
 Phone: 253-272-3663, Fax: 253-593-7620

Order must be received **BEFORE** pre-order deadline. All other orders **WILL** be charged the late order rate. Credits will not be issued on services ordered even though not used.

	Quantity	Pre-Order Cost	Late Order Cost	Amount
Voice Line		\$125 per line/per day	\$200 per line/per day	
Internet (DSL) Line		\$55 per line/per day	\$100 per line/per day	
Long Distance		\$10 per line/per event	\$20 per line/per event	
ISDN		\$175 set up fee + \$20 per day	\$250 set up fee + \$20 per day	

All lines include set up and tear down according to the show requirements. Each hook up includes a jack. All hardware is the vendor's responsibility

Event Name: _____ Dates of Service: _____

Exhibitor Name: _____ Phone: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Booth Number(s): _____ Total Amount Due: _____

Ordered by (if different than exhibitor name): _____

Signature: _____

Payment methods include (Circle One): Cash Credit Card Cashiers Check

If Credit Card please complete below:

I authorize the Tacoma Dome to debit my credit card for the charges listed above and for any additional charges incurred.

Circle one: VISA MASTERCARD

Credit Card #: _____ Exp. Date: _____

CVC# (Security # on back of Card): _____

Card Holder (PRINT): _____

Authorization Signature: _____

REQUIREMENTS TO OPERATE AT TEMPORARY EVENTS

1. **Read and check off** each of these 23 items so you can comply with all SHD requirements.

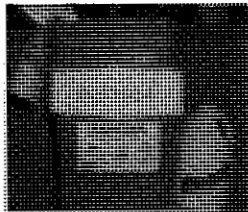
2. **Fill out an application.** Your application and payment must be received at the Snohomish Health District (SHD) **7 days before** the event or you will be charged a non-refundable late fee.

3. **A metal-stem thermometer** must be available and used often to check internal temperatures of potentially hazardous foods. It must be able to measure from 0°F to 220°F. Make sure your thermometers are calibrated. Ask your inspector if you do not know how, or refer to attachment.



4. **Hand-washing facilities.** You need at least warm running water, soap, individual paper towels, and a bucket to collect the dirty water. An **insulated container** (5 gallon minimum) with a **free flow** spigot is required. Other warm water free flow sinks may be used if pre-approved by SHD.

5. **Wiping cloths.** You need a separate bucket of sanitizer for rinsing/storing wiping cloths to be used on cutting boards and table tops. One teaspoon of liquid bleach added to one gallon of cool water provides an adequate sanitizer. Other sanitizers may be used if approved by SHD. Change the solution frequently during the day.

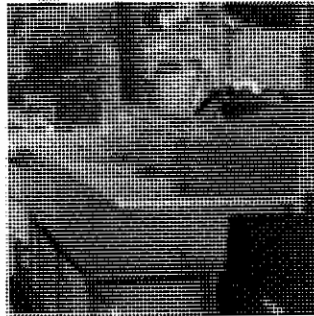


6. **All food preparation must be done in the booth or at a kitchen approved by SHD** to minimize the potential for foodborne illness. Home preparation of foods is not allowed.

7. **Food Protection.** All opened food items must be protected from possible contamination. **Samples** must be protected by a covering while on display, and dispensed by a utensil or single serving item. Gloves must be worn when handling samples. Hard crusted bread must be protected by packaging or by display cases furnished with hand contact barriers.

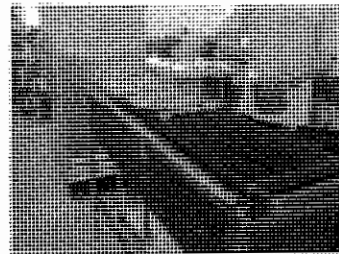
8. **No cooling of potentially hazardous foods can be done at the booth.**

9. **Dishwashing facilities.** Wash equipment and utensils in three-compartment sinks or an approved dish machine. Make sure all utensils and equipment are washed, rinsed and sanitized in that order. If the food service operates more than one day, a three-compartment sink with hot and cold running water must be available within 200 feet. This facility can be used by several food booths.



10. **All cooking of foods must be done toward the back of the booth.**

When barbecuing or using a grill, you must separate (rope off) the equipment from the public by at least 4 feet to protect the public (from burns or splashes of hot grease).

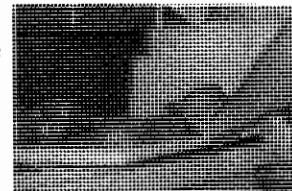


11. **Equipment containing flammable materials**, such as **deep-fat fryers** must be on stable surfaces and shielded from the public (Fire Marshal requirement). **Check with your local fire authority** to ensure you meet all fire codes when working with open flame and grease.

12. **Make sure** your electrical devices will not overpower the electrical circuits provided.

13. **Smoking, eating or drinking in booths is not allowed.**

14. **Minimize bare hand contact with ready-to-eat foods** by using gloves, tongs, deli tissue or utensils.



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HD 12.2



ENVIRONMENTAL HEALTH DIVISION
Food Section
3020 Rucker Avenue, Suite 104
Everett, WA 98201-3900
425.339.5250 Fax: 425.339.5254

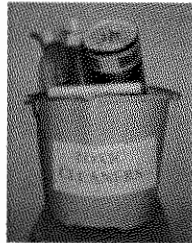
15. **Steam tables or other hot holding devices** are to be used to keep foods above 140°F, not to reheat. Use stoves, grills or microwaves for quick reheating.

16. **Sterno devices are not approved** for outdoor hot holding due to wind and other potential weather conditions causing flame to extinguish.

17. When being inspected, **all critical or RED item violations**, directly related to foodborne illness, must be corrected immediately. **All BLUE item violations**, related to sanitation, design and maintenance of the food booth, must be corrected within the time frame determined by the inspector.

18. **No person who is infected with a communicable disease**, such as a cold or flu, or who has open sores or infected cuts on his/her hands, shall work in any temporary food establishment.

19. **Chemicals** such as liquid bleach and detergents must be stored in a separate area away from food preparation and display areas. Make sure all cleaning supplies and sanitizers are labeled properly.



20. **One person** working in the booth is required have a **valid Food Worker Card** posted. However, Snohomish Health District recommends that all employees have Food Worker Cards.

21. **All booths must be set on a cleanable surface** such as asphalt, plywood, heavy tarp or cement. Grass, gravel and dirt are not acceptable flooring materials.

22. **Liquid waste** should not be dumped into streets, storm drains or onto the ground. Use containers to collect the dirty water and then discard it in a sanitary manner (e.g., sanitary sewer).

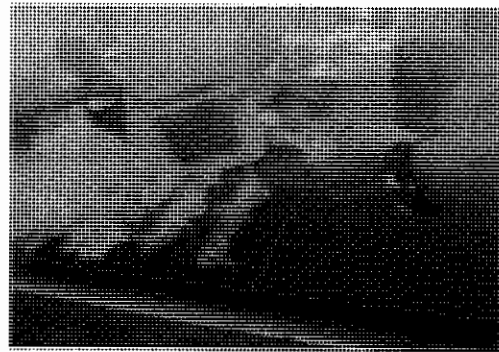
23. **Have receipts**, shellfish tags, etc. available to verify that food/water/ice is from an approved source.

24. **All raw foods**, such as oysters and sushi, must be listed as "raw" on the menu.

RECOMMENDATIONS

1. **For refrigeration**, mechanical refrigeration is requested. However, in case of electrical problems, a cleanable ice chest with ice from an **approved source** (e.g., store-bought, bagged ice) may be better than a poorly operating refrigerator on a hot day. In some cases walk-in coolers or commercial refrigeration trucks onsite may be used but must be approved by SHD before the event.

2. **For hot holding**, electrical equipment is preferred. However, in case of electrical problems, propane stoves or grills capable of holding food at 140°F or above may be used and/or should be available for backup.



**KEEP IT HOT - ABOVE 140°F,
KEEP IT COLD - 41°F OR BELOW,
OR DON'T KEEP IT!**

**USE YOUR FOOD THERMOMETER
ON A REGULAR BASIS OR AS
NEEDED TO CHECK THE
TEMPERATURES OF POTENTIALLY
HAZARDOUS FOODS!**



Cook hamburger to at least 155°F



Application – Temporary Food Service Permit

- **Application must be completed in full and submitted with fee for processing. Faxed applications will not be accepted.**
- **Application MUST BE RECEIVED in the Environmental Health Division office seven (7) days before the event to avoid a non-refundable late fee. Postmark is NOT sufficient.**
- **Late Fee \$48.00**

Event Information:

Event Name: _____
 Event Address: _____
 Event City: _____
 Event Dates: _____ Event Hours: _____
 Food Service Hours From: _____ To: _____
 Event Coordinator: _____
 Coordinator Phone Number: _____
 Coordinator Email Address: _____

Vendor Information:

Booth Name: _____
 Person in Charge: _____
 Daytime Phone: _____
 Email Address: _____
 Mail Address: _____
 Mail City / State / Zip: _____
 Does Person in Charge have a Food Worker Card? _____

Permit Fees: Check applicable box

<u>Low Risk</u>	<u>Fee</u>
<input type="checkbox"/> 1-21 Consecutive Days	\$79.00 (345)
<input type="checkbox"/> Annual / Restrictive 1 st Location	\$200.00 (367)
<i>*No more than 3 days per week at same location</i>	
<input type="checkbox"/> Annual / Restrictive each add'l location	\$100.00 (367)

Food Demonstrator (Low Risk Foods only)

<input type="checkbox"/> 1-21 Consecutive Days	\$79.00 (350)
<input type="checkbox"/> Annual (No location restrictions)	\$184.00 (369)

<u>High Risk</u>	<u>Fee</u>
<input type="checkbox"/> 1 Day	\$111.00 (346)
<input type="checkbox"/> 2-3 Consecutive Days	\$163.00 (347)
<input type="checkbox"/> 4-8 Consecutive Days	\$221.00 (348)
<input type="checkbox"/> 9-21 Consecutive Days	\$378.00 (349)
<input type="checkbox"/> Annual / Restrictive 1 st Location	\$475.00 (368)
<i>*No more than 3 days per week at same location</i>	
<input type="checkbox"/> Annual / Restrictive each add'l location	\$168.00 (368)

<u>Judged Cook-Off</u>	<u>Fee</u>
<input type="checkbox"/> 1-20 Entrants	\$263.00 (379)
<input type="checkbox"/> 1-20 Entrants <u>OPEN</u> to public	\$578.00 (380)
<input type="checkbox"/> <u>Over 20 Entrants</u>	\$263.00 (381)
<input type="checkbox"/> <u>Over 20 Entrants OPEN</u> to public	\$840.00 (382)



APPLICANT SIGNATURE _____ DATE _____

Foods prepared outside of the booth must be prepared at a kitchen with a permit that is approved by the Snohomish Health District.

 Name/location of Permitted Kitchen & Permit Number

 Kitchen Contact Person Phone

OFFICE USE ONLY

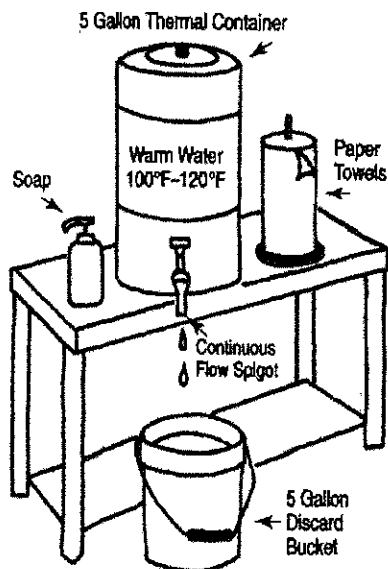
Permit #: _____
 Date logged in: _____
 Reviewed by: _____ Date: _____
 Date issued: _____

ADDITIONAL REQUIREMENTS

- **HANDWASH STATION** (See illustration below)
- **SANITIZER & WIPING CLOTHS** (One teaspoon of bleach per gallon of cool water or other approved sanitizer)
- **STEM THERMOMETER** (If potentially hazardous foods served. Digital is best practice.)
- **DIGITAL THERMOMETER** (Required for thin foods, i.e. hamburgers, chicken pieces, etc.)
- **WATER MUST BE OBTAINED FROM AN APPROVED SOURCE**
- **WASTEWATER DISPOSAL OF IN A SANITARY SEWER** (Disposal in storm drains or on the ground is not acceptable.)
- **DISHWASHING FACILITIES** (Must be provided by you or event coordinator if event is more than one day.)
- **BOOTH RESTRICTIONS**
 - Walls and ceiling – wood, canvas, or other material that protects booth interior from dirt and weather.
 - Floor – cleanable material such as concrete, Astroturf, asphalt, or tight-grained plywood.
 - Food cannot be prepared, cooked, or displayed on front counter unless it is protected from contamination.
- **SKETCH OF FLOOR PLAN FOR BOOTH OR TRAILER** (See below)
- **REVIEW AND POST CHECKLIST “REQUIREMENTS TO OPERATE AT TEMPORARY EVENTS”**

How to make a Handwash Station:

- 5-gallon INSULATED CONTAINER with FREE-FLOW spigot
- Warm water
- Bucket for wastewater
- Pump hand soap and paper towels
- WASH HAND FREQUENTLY!



Describe the following:

1. Handwashing facilities:

2. Wastewater disposal:

3. Dishwashing facilities:

4. Construction materials (floors, walls, ceiling):

5. Restroom facilities:

DRAW YOUR FLOOR PLAN HERE

Application for exemption from permit

This application is based on WAC 246-215-191 (Rules and Regulations of the State Board of Health for Food Service)

Office use only:	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied
<input type="checkbox"/>	Plans/specifications requested
Logged _____	# _____

Application must be received **at least seven (7) days** prior to operation

Food items that may be exempted from permit:

- **Popcorn** (including kettle corn)
- **Cotton candy**
- **Dried herbs and spices** (if processed in an approved facility)
- **Machine-crushed ice drinks** (if made with nonpotentially hazardous ingredients and ice from an approved source)
 - **Corn on the cob**
- **Whole roasted peppers** (if roasted for immediate service)
- **Roasted nuts** (including candy-coated)
- **Deep-fried pork skins** (if made with pork skins from a food processing plant)
 - **Caramel apples**
- **Chocolate-dipped ice cream bars** (if made with commercially packaged ice cream bars)
- **Chocolate-dipped bananas** (if made with bananas peeled and frozen in an approved facility)
 - **Sliced fruits and vegetables for sampling** (if used for individual samples of nonpotentially hazardous produce)

\$40.00 Processing Fee (effective 12/1/11)

Applicant and Event Information:

Applicant Name _____ Daytime Contact Phone _____

Business Name, if applicable _____

Mailing Address _____ City, State, Zip _____

Event Location / Date or attach itinerary for the year (**only one form is required per year**)
Please notify SHD if additional events are added to your itinerary

Food Items, check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Popcorn | <input type="checkbox"/> Roasted nuts |
| <input type="checkbox"/> Cotton candy | <input type="checkbox"/> Pork skins |
| <input type="checkbox"/> Herbs and spices | <input type="checkbox"/> Caramel apples |
| <input type="checkbox"/> Iced drinks | <input type="checkbox"/> Chocolate-dipped ice cream bars |
| <input type="checkbox"/> Corn on the cob | <input type="checkbox"/> Chocolate-dipped bananas |
| <input type="checkbox"/> Whole peppers | <input type="checkbox"/> Fruit and vegetable samples |

Food Safety Requirements:

Food handlers are required to make sure that food safety rules are followed. Read the statements below and mark Yes (Y), No (N), or Not Applicable (N/A).

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. At least one person in the establishment will have a valid Washington State Food Worker Card . |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. You will enforce an illness and handwashing policy and provide a handwashing facility during food preparation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. You will provide water, ice and food from approved sources . Home storage or preparation is not allowed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. You will use approved barriers including utensils, paper wraps, and gloves (which must be changed when contaminated, ripped, or after changing tasks) to prevent bare hand contact with all ready-to-eat foods. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. You will make sure that your employees have accessible restrooms. All employees must wash their hands after using the restroom. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. You will provide an adequate number of clean utensils or a 3 basin dish-wash facility. All utensils will be washed in hot, soapy water (basin 1), rinsed in clean water (basin 2), sanitized (basin 3), and <i>air dried</i> before use. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. You will store all food, ice and single-service products off the ground and away from sources of contamination . You will only use food-grade containers for food storage and transport. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. You will make sure all food-contact surfaces are sanitized prior to, and during, food preparation. |

After receiving your application, an inspector will review your plan with you. You may be asked to provide additional information. Once the application is approved, **NO** changes may be made without approval from this department.



Snohomish Health District
Food Section
3020 Rucker Ave. Suite 104
Everett, WA 98201-3900
425.339.5250
Fax 425.339.5254
www.snohd.org

Rev112111sm

Signature of Applicant _____ Date _____ Signature of Regulatory Authority _____ Date _____