



A Regional Chapter of the
Association of Drilled Shaft Contractors

Territory:

Alaska
Arizona
California
Hawaii
Idaho
Nevada
Oregon
Washington

West Coast Chapter Exhibitor Guidelines

The following rules apply to all Table Top Displays and Exhibits at ADSC West Coast Chapter Education Sessions and Meetings.

Chapter Administrator

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Portland, OR

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El Cajon, CA

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Placerville, CA

- 1) All Exhibit Spaces are reserved on a first come / first paid basis. Exhibit space is only available to current members of the WCC.
- 2) Table Top displays are preferred. They will be 6' each, limited to one per exhibitor. The total number of exhibitors available will be determined by the conference location.
- 3) An exhibitor may use a pop-up or free-standing display, ONLY IF that booth fits within the assigned display area (normally a 6' table top). Please inform the WCC if you will be using one of these alternative displays and therefore will not be in need of a table.
- 4) As our event locations change we may be able to offer larger display sizes – the WCC will keep you informed as to your display options.
- 5) The maximum height of displays is 84" (includes average table height of 30"). Don't bring a display that will block the view of your neighbor's booth.
- 6) Table Top Display locations will be assigned by the Associate Chair prior to the setup time.
- 7) Most conference locations charge to supply electricity to the displays, \$25.00 or the amount specified by the conference location. It is up to the displaying company to reserve their electrical connection when reserving their Table Top with the WCC.
- 8) The times for setup and tear down will be provided to each exhibitor prior to the conference. These times will not be negotiable.
- 9) As the exhibitor you are responsible for your booth at all times. Remember, sometimes, there are other people in the exhibit area before or after our event hours; make sure your booth area is secure.
- 10) Be professional and courteous to your fellow exhibitors – as funny as it might be to you to switch brochures or photos around in the booths, not everyone might find it as amusing.
- 11) If any of these rules are violated the offenders will face one of the following penalties:
 - a. Be placed at the bottom of the priority list for presentations and display opportunities for the next two years
 - b. Be banished from exhibiting at any WCC event for five years.

Established by the Associates Committee, January 16, 2010 – updated 12/26/13

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