**EXHIBITOR MANUAL**

**Saltwater Sportfishing Show**

**Presented by OCEAN**

**Move-in and Move out:**

* Move-in is on Friday, February 21, 2025, before the weekend show, from 8:00 am until 7:00 pm.
* Exhibit hours are Saturday, February 22, 2025, 9:00 am – 5:00 pm

 Sunday, February 23, 2025, 9:00 am – 3:00 pm

* Move-out is on Sunday, February 23, 2025, when show ends to 7:30 pm. **NO EXCEPTIONS.**

**Check in:**

* Each exhibitor is required to check in at the registration office located at the east main entry of the Jackman Long building. Exhibitors will be provided wrist bands designed to wear around either wrist for both days of the show.
* Volunteers and or associations that have multiple people working, will be required to provide a list at Will-Call.
* All booths are 10’ x 10’ unless otherwise specified.
* Each exhibit space is furnished with 3’ sidewall drapes and one 5-amp electrical outlet at no charge. Exhibitors will need to bring extension cords and/or power strips.
* Exhibitors must supply all display items for booth, including backdrops, etc.
* Tables ($8.00) and Chairs ($2.00) can be rented on site if needed, we advise you bring your own.
* Exhibitors can drive into the building via a roll up door on the East side of the building.

**Early Admittance:**

* Exhibitors are allowed into the building thirty (30) minutes prior to show time. If you need more than thirty (30) minutes you must sign the early admittance list at the Show Office before closing the night before.

**Food Service:**

* Concessions will be open for food and beverage purchases beginning at 10 am on both show days.

**Hotels:**

* Properties close to the fairgrounds are: Holiday Inn, Shilo, Double Tree and Comfort Suites.

**Parking:**

* $5.00 per car for the public. Each exhibit space will be given two (2) passes. If additional passes are required the cost is $2.00 per pass.

**Direct Shipments:**

With the show being only two days, direct shipments are not recommended. If it is necessary, they must arrive on Friday, February 21th during set-up, between 8:30 am and 5:00 pm. All shipments must be prepaid. Shipments must be addressed as follows: Exhibitor Name Booth Number, Saltwater Sportfishing Show, Oregon State Fair & Exposition Center – Jackman Long Building, 2330 17th St NE, Salem OR 97301