

**ASQ World Conference on Quality and Improvement
Washington State Convention Center
Seattle, WA**

**April 29 – May 1, 2018 (show dates)
April 30 – May 2, 2018 (conference dates)**

SHOW SCHEDULE/GENERAL INFORMATION

To make your move-in a pleasant experience, please note the following information and instructions.

LOCATION

Washington State Convention Center
705 Pike Street
Seattle, WA 981021
Exhibit Hall 4E

Web: <http://www.wscc.com>

OFFICIAL SHOW DECORATOR

Global Experience Specialists, Inc. (GES)
7000 Lindell Road
Las Vegas, NV 89118-4102

FOR ALL CUSTOMER SERVICE INQUIRIES
(shipping, drayage, rental, and misc. show services)

Phone: (800) 475-2098 Fax: (866) 329-1437
Outside the United States: 001-702-515-5970
Web: www.ges.com/chat

EXHIBIT HALL HOURS

Exhibitor Move In

Day	Date	Time
Friday*	April 27	Noon – 4:30 p.m.
Saturday	April 28	Noon - 5:00 p.m.
Sunday	April 29	8:00 a.m. – 4:00 p.m.

*By appointment only; contact Marjorie Maupuy at mmaupuy@asq.org

Show Open

Day	Date	Time
Sunday	April 29	6:30 p.m. – 8:30 p.m.
Monday	April 30	9:00 a.m. – 5:00 p.m.
Tuesday	May 1	9:00 a.m. – 4:00 p.m.

Exhibitor Move Out

Day	Date	Time
Tuesday*	May 1	4:00 p.m. – 8:00 p.m.
Wednesday	May 2	8:00 a.m. – Noon

*** The Exhibit Hall will close on Tuesday, May 1 at 4:00 p.m. Be considerate of other exhibitors and DO NOT BREAK DOWN YOUR BOOTH until the hall has closed at 4:00 p.m. To facilitate a smoother move out, leave aisles clear of materials. Boxes/crates will be delivered between 4:30 p.m. - 5:00 p.m. AFTER the carpeting has been rolled up.*

To avoid overtime labor, we suggest you complete your move out on Wednesday, May 2.

All Out

Day	Date	Time
Wednesday	May 2	Noon

NOTE: All freight carriers must be checked in with GES by 7:00 p.m. on Tuesday, May 1 or 10:00 a.m. on Wednesday, May 2, 2018.

SHOW FLOOR DETAILS

Show Colors

Drapes:	Blue, White
Side Rails:	Blue
Exhibitor Booth Carpet:	Grey
Aisle Carpet:	Pepper

Each 10'x10' Booth Includes

1. Draped back wall – 8 ft. high
2. Draped side walls – 3 ft. high
3. One (1) 7"x44" booth sign with company's name (2-line max)
4. Grey Carpeting
5. General security within the exhibit hall (not individual booths)

Exhibit Hall A Specs

Floor Surface:	Cement
Ceiling Height:	25'

Utilities Available – Telephone, Internet, Electrical

DUE DATES

GES Discount Deadlines:	April 6, 2018
Other Vendor Discount Deadlines:	See Key Due Dates page
Advance Shipments to Warehouse:	March 26 - April 24, 2018 Monday - Friday ONLY 8:00 a.m. - 4:30 p.m.
Direct Shipments to Exhibit Site:	Friday - April 27, 2018 Noon - 4:30 p.m. Saturday - April 28, 2018 Noon - 5:00 p.m. Sunday - April 29, 2018 8:00 a.m. - 4:00 p.m.

EXHIBITOR BOOTH REGISTRATION INCLUSIONS

Each 10'x 10' booth – the exhibiting company receives **ONE (1)** complimentary **Full Registration Package** for the 2018 World Conference on Quality and Improvement.

Full Registration Package: Attend all 3 days of sessions
Online access to conference presentations
Lunch (Monday and Tuesday)
Reception Ticket (Tuesday night)

Additional meal function tickets can be purchased when you register.

Monday Lunch:	\$40
Tuesday Lunch:	\$40
Tuesday Reception:	\$65

ATTENDEE REGISTRATION HOURS

Day	Date	Time
Saturday	April 28	Noon – 5:00 p.m.
Sunday	April 29	8:00 a.m. – 8:00 p.m.
Monday	April 30	7:00 a.m. – 5:00 p.m.
Tuesday	May 1	7:30 a.m. – 5:00 p.m.
Wednesday	May 2	7:30 a.m. – 10:00 a.m.

SHOW SCHEDULE/GENERAL INFORMATION

EXHIBITOR REGISTRATION

All individuals staffing the exhibit booth(s) must register for their name badges by: April 2, 2018.

Exhibit/Sponsor Registration URL:

<https://www.mylibralounge.com/regeng/wcqi0518/exhibitor/en/Register.aspx>

Password: W1C8SEA5

Additional information can be found on the *Name Badge Registration Information* under the Show Information tab.

SELLING ON THE SHOW FLOOR

If you are intending to sell tangible personal property in the state of Washington, you will need to review and complete the proper forms for the *State of Washington*. See the information and directions under the Additional Show Services tab. If you are selling and cannot provide the appropriate state tax ID number, you will be asked to cease all sales.

VEHICLE PERMITS

In the event your exhibit includes a vehicle of any sort, you must complete the *Vehicle Placement Order Form* (due April 6, 2018). For more information please refer to the Shipping, Drayage and Material Handling tab.

ORDERING EXHIBIT SERVICES AND BOOTH UTILITIES ON-SITE

GES, Washington State Convention Center, ShowCare, and AV Network will have service desk representatives onsite accepting orders. Services ordered on-site will be charged at an increased rate. **You will save time and money by using the forms in this kit.**
