



Washington Lodging Convention  
Davenport Grand Hotel, Spokane  
November 6-8, 2016

## Information for Sponsors and Exhibitors

Thank you for participating in the 2016 Washington Lodging Convention & Trade Show. We are committed to providing you with a solid return on your investment and encourage you to use the following information as your guide to making the best use of your convention time and increasing your sales opportunities.

### Hotel Information

The Convention takes place November 6-8 at The Davenport Grand Hotel, located at 333 W Spokane Falls Blvd in Spokane Washington. The phone number is (509) 458-3330. Please contact them immediately for your room, and be sure to ask for the WLA Convention rate.

### Exhibit Space & Signage

Exhibitors receive one 6' skirted table and one chair at the Trade Show. Signage is not included. Table top space assignments will be available by October 15th.

### Meals and Staffing

Exhibit space includes one 6' skirted table and one chair at the Trade Show and covers attendee's meals and admittance to Monday and Tuesday programs and events. Sunday night's networking event is an additional \$40 and not included in registration fee. Signage is not included.

### Exhibit Set Up and Take Down Times

**Set up:** Sunday, November 6, 12 pm – 4 pm

**NOTE: Exhibit tables must be completely set up and ready by 4:00!**

#### **Display times:**

The "exclusive" Trade Show time within the convention program will be Monday afternoon from 1:00 p.m. to 2:30 p.m. There will also be Trade Show time during two breaks on Monday, one in the morning and one in the afternoon. In addition, please plan to interact with hoteliers, throughout the day Monday and Tuesday morning at all the meals; general sessions and workshops; and at the auction and dinner.

**Take down:** Exhibit tear down will begin at the program completion on Tuesday at 12:00 pm.

### Electrical Needs

Electrical cost: \$20 per table. Please send an email to Sheri Sinn, WLA Show Manager at [sheri@donetailz.com](mailto:sheri@donetailz.com) or contact her via phone at 509-844-2150 if you need electrical at your exhibit. Electrical requests must be received by October 20th.

## **Shipment of Materials**

Send your display materials directly to:

Your Company Name | Washington Lodging Association | November 6-8, 2016  
c/o The Davenport Grand Hotel  
333 W Spokane Falls Blvd  
**Spokane, WA 99201**

(509) 458-3330

When shipping multiple packages, please make sure they are numbered in the following fashion to help ensure you receive your entire shipment: 1 of 3; 2 of 3; 3 of 3.

We're committed to ensuring you get maximum value from your convention participation. Don't hesitate to contact Sheri Sinn at 509-844-2150 or [sheri@donedetailz.com](mailto:sheri@donedetailz.com) if you have questions.