

PLEASE READ!

**YOU AND YOUR HELPERS ARE RESPONSIBLE FOR THIS INFORMATION!
THE EVENT ENTRANCE AREA HAS BEEN CHANGED BY THE FAIRGROUNDS.
INFORMATION ABOUT THIS IS INCLUDED.**

Dear Seller,

This document was prepared to advise you as to the organization and operation of the Mike & Key Amateur Radio Club Electronics Show and Fleamarket, held in March in Puyallup. When you send your Registration in a post card advising you of your specific reservation breakdown will be sent to you. The post card is the confirmation of your reservation as well as a packet request and should be presented to Registration when you arrive. If you purchased any Advanced Buyer Admission's, please remember that they will not be honored until 9AM on the day of the event. Only **badge wearing** sellers and their helpers will be admitted during setup times.

It should be noted that if you made a specific assignment request (i.e. table location), we will attempt to fulfill it. All requests are made on a first come, first serve, and space available basis. The earlier your reservation was submitted, the better your chances. Requests for adjoining tables shouldn't be a problem as long as the person(s) you wish to be placed next to register in appropriate time.

Packets containing table assignments, badges, and tickets will be available starting at 2PM on Friday, and after 5:30AM on Saturday. You will obtain your packet at the registration booth when you arrive at the Western Washington Fairgrounds. At a minimum, your packet will contain the following....

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| 1) your table(s) or booth assignment | 2) a color-coded Fairground vehicle pass |
| 3) purchased seller/helper badges | 4) copy of the City power cord requirements |
| 5) tickets for any drawings | 6) a copy of general rules and regulation |
| 7) a pre-registration for the next year | 8) floor maps of the tables and booths |

Setup hours are 2PM – 7:30PM on Friday and 5:30AM - 8:30AM on Saturday. Doors will be opened to the public at 9AM on Saturday, NO ONE will be allowed in the Pavilion during seller setup times without a badge. This has created much grief in the past for sellers and their helpers arriving separately from the person who picks up the registration packet. Please make prior arrangements to meet up and distribute badges. **YOU OR WHOMEVER YOU DESIGNATE TO PICK UP YOUR PACKET ARE RESPONSIBLE FOR GETTING BADGES TO ANY OTHERS IN YOUR PARTY BEFORE THEY CAN BE ALLOWED ON THE FAIRGROUNDS!** Fairground personnel will be guarding the gates and **WILL NOT** let anybody on site without a badge. We will be happy to work with you to make packet/badge pick up as convenient as possible - even splitting up packets for late arriving helpers if necessary. Call us at our contact number.

Because this is a large event, with a setup exceeding 300 tables, we are recommending that all sellers that are able to unload and setup on Friday, do so. This will provide you with the most convenience and allow you to avoid the Saturday morning rush. For security purposes, the building will be locked overnight on Friday until 5:30AM Saturday morning. The on-site snack bar will be able to provide you with breakfast starting at 6:30AM on Saturday.

Because of FAIRGROUND restrictions, vehicles are **NOT** allowed on the grounds during exhibition hours - 9AM to 3PM. **You must understand** that this means you must pack your own goods on or off the site without assistance if you desire to arrive or leave during those hours. You **CANNOT** drive on to the fairgrounds during exhibition hours to pick up anything up.

Fifth Street, on the west side of the Fairgrounds has been annexed by the Fairgrounds and is no longer used. However, the Purple gate still exists and we plan on using it as a seller entrance. The fairgrounds has created a new street from "5th Avenue to 15th Avenue called the Corridor" that runs diagonally from the northwest corner of the fairgrounds in a southwesterly direction towards 15th Ave (see map). In the middle of that corridor is a stop light which should allow entrance to the fairgrounds western parking area. Follow signs to the Orange gate. There should be signs available to direct you.

All vehicles must enter the grounds through the PURPLE GATE on the West Side of the fairgrounds. All vehicles that enter the grounds during setup hours must have a pass. Your confirmation postcard is your temporary car pass and packet request. If you forget or lose your postcard, you can request a temporary car pass at the Purple gate. You will then be directed to Registration where you will pick up your permanent car pass and packet with your table assignments. If you have multiple vehicles, additional permanent car passes can be obtained at Registration. Hang the permanent car pass on your mirror **until the event is over**. **NO ONE** will be allowed in the Pavilion during seller setup times without a badge. You must put your badges on before you get to the pallet dock.

Immediately after unloading, you must exit through the GOLD gate on the northeast corner of the fairgrounds. Except for vehicles that cannot meet the Gold gate height restrictions, there is no exiting via the Purple gate. There is NO PARKING on the fairgrounds and vehicles left on the grounds unattended are subject to towing. If you require handicapped parking, it will be in areas designated by the fairgrounds as such.

Walk-Ins Only

Walk-ins will first park in the **Gold Parking Lot**, northeast corner across from the fairgrounds. You will not be able to park at the gate as it is the exit for Sellers that are driving out. From the **Gold Parking Lot** you must hand carry your items and walk in through the **GOLD GATE**, northeast corner of the fairgrounds. There will be a Registration booth inside the Gate. Use your postcard to pick-up your packet and continue walking your items to the pallet dock. Put them on a pallet and the pallet crew will then take them to your table. **NO ONE** will be allowed in the Pavilion during seller setup times without a badge. You must put your badges on before you get to the pallet dock.

Power is available for all tables. However, bring your own extension cords as the power outlet may be up to 30 feet away. Puyallup is quite strict about the use of extension cords and an inspection will take place before the show can open. Please note the requirements regarding cord specifications on the event Web page. **Failure to observe these requirements may result in a ticket and/or fine issued by the Puyallup Fire Marshall to YOU!**

For the safety of your goods, we ask that all Sellers setting up on Friday bring coverings (tarps, blankets, etc) to place over their wares while they are unattended. This will make it easier to determine tables being tampered with.

We look forward to serving you at Puyallup during the event. We have worked hard to make this a smooth running, safe, and fun event. If you have need for further information, please feel free to write or call. You may call (253) 631-3756 between 6AM and 9PM (PST). If there is no one available to take your call, leave a message and we will return your call as soon as possible. For those with e-mail capability, inquiries may be directed to n7wa@arrrl.net.