

# **EXHIBITOR RULES AND REGULATIONS**



**September 21-23, 2023  
EDUCATION / SCHOOL TOUR DAYS 21-22  
GENERAL SHOW DAYS 21-23**

**Weyerhaeuser Vail Tree Farm  
Rainier, WA**

**PACIFIC LOGGING CONGRESS  
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**PACIFIC  
LOGGING  
CONGRESS**  
**9TH LIVE IN-WOODS SHOW**

**Mission: To provide an educational opportunity for the public, teachers, students and media to see an environmentally friendly, sustainable and safe way of harvesting and managing our forests.**

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## 1. DATES AND SHOW HOURS

### **Thursday, September 21**

General Attendance

8:00am – 4:00pm

Education/School Tours

9:00am – 1:00pm

### **Friday, September 22**

General Attendance

8:00am – 4:00pm

Education/School Tours

9:00am – 1:00pm

### **Saturday, September 23**

8:00am – 1:00pm

Public Day – Free admission

Buses will take people from Registration / Parking site beginning at 8:00am Thursday through 1:00pm Saturday.

## 2. TYPES OF EXHIBITS AND FEES

Active exhibits \$5,000 US funds for Each Major Manufacturer.

### **Outside static exhibits**

\$800 US funds per 15' x 20' area

\$1,200 US funds per 20'x30' area

All Exhibitors must be a current 2023 dues paying member of the Pacific Logging Congress to participate at the 9th In Woods Show.

## 3. CANCELLATION POLICY

Transferring or subletting of assigned spaces is strictly forbidden. No refunds after August 1, 2023. Spaces abandoned and not occupied at the time of the opening may be repossessed without indemnity and reassigned by management to exhibitors or other users.

## 4. DISASTER PLAN

In the event of a disaster PLC executive board will evaluate the disaster's impact on show and will set guidelines in advance if the show will be a GO vs. NO GO or Delay decision. This plan will be available to all exhibitors upon request.

## 5. INSURANCE

All exhibitors must provide PLC with a certificate of their third-party liability insurance. Exhibitors must carry their own fire, theft, or other insurance. The management shall take reasonable precautions to prevent losses and protect the interest of the exhibitors, but under no circumstances will it be liable for such losses. The management will not be responsible for losses due to causes or conditions beyond its control (i.e. war, panic, civil unrest, eco-terrorism, strike, fire, mobilization, flood, etc.) which could arise prior to or during the event.

In the event the exhibition is reduced in duration or does not open due to such conditions, the management will not be responsible for any expenses incurred by an exhibitor in preparation for, or promotion of his participation in the exhibition. The management may retain such part of the exhibitor's fee as shall be required to recompense it for expenses incurred up to the time such contingency occurred. All exhibitors will be responsible for the costs of damage to their own equipment regardless of the cause, and for injury to any of their employees, operators, and third parties, etc.

## 6. ACTIVE SITE SELECTION

Site selection will take place at the first site inspection scheduled in May 2023.

## 7. EXHIBITOR VEHICLES

Only official show vehicles will be permitted to drive in the show area during exhibit hours. These will include:

- Shuttle Buses to provide transport from the parking area to the demonstration site.

PLC will provide transportation within the demonstration area for handicapped and others requiring assistance.

Show administration will operate vehicles.

Onsite parking is limited. Active exhibitors will receive two parking permits for a service truck/vehicle. Static exhibitors will receive one parking permit. Parking permits will be required for anyone parking on show site. Passes will be available at will call September 20 at registration tent.

Vehicle entrance onto the show site will be allowed from 6:30am – 7:30am and exit after show closes from 4:30pm – 6:00pm. Vehicles may NOT come and go throughout the day.

This vehicle(s) will be onsite at their site.

Other exhibitor vehicles will park at the designated offsite parking area at the general parking located at registration tent and take shuttle bus starting at 7am taking exhibitors to the Show site.

## 8. EXHIBITOR STAFF PASSES

Active Exhibitors – Each active exhibitor will receive (8) eight passes to the show for Sales staff, active machine operators and maintenance staff.

Static Exhibitors - Each static exhibitor will receive (4) four passes per paid display for the show.

Passes will be available at registration tent on September 20 and 21, 2023.

## 9. EQUIPMENT MOVE IN /OUT

Active Equipment - Move-In & Move-out (Delivery, Set up, Breakdown).

PLC representatives will be on site ready to assist active exhibitors with move-in beginning on September 18, 2023. All active equipment must be in place by 5:00pm, Wednesday, September 20, 2023.

Active display should be ready to demonstrate by 8:00am on September 21 - 23. No equipment is to be moved out until Sunday, September 24, 2023. Questions about move in may be directed to Ed Hanscom, 541-890-6974, Craig Olson, # \_\_\_\_\_, Diane Mettler, 253- 777-8077

Static / Booth – These exhibitors will move in from 8:00am to 5:00pm on September 19 and 20. You must be set up by 8:00am on September 21.

## 10. DEMONSTRATION SCHEDULE

The show site will provide ample timber. The active exhibitors will develop a plan for operation suitable to all parties.

## 11. ACTIVE SITE SUPERVISORS

Each active exhibitor will appoint a site supervisor. The site supervisor will be responsible for all activities on the demonstration site and will coordinate all harvesting with the show superintendent. The site supervisor will wear a white hard hat.

## 12. ALCOHOL & SMOKING RULES

Absolutely NO alcoholic beverages will be permitted on site. Any exhibitor breaking this rule will be shut down immediately. Absolutely NO SMOKING on Site.

## 13. SAFETY

Safety is the major priority for the show sponsors and exhibitors. Each exhibit must pass a safety inspection prior to the show. Each active exhibitor shall designate (in writing) a site safety supervisor. The site safety supervisor is responsible to ensure that all staff/crew members comply with PLC safety guidelines or designated by WA OSHA and Weyerhaeuser. Each exhibitor shall submit a list of other personnel along with equipment operator qualifications to the PLC Safety Director prior to the show.

Each site safety supervisor shall wear a white hard hat (provided by PLC) with the word safety clearly visible on each side. The safety supervisor shall be responsible to see that all activities on the exhibit site are done in the safest manner possible. The safety supervisor shall be knowledgeable of all show safety standards, first-aid and medical services.

For your safety no open toed shoes will be allowed on show grounds.

## 14. REQUIRED FIRST AID KITS

Each exhibitor (active and static) shall have a first aid kit. The size and quantity of first-aid kits at each exhibit shall be determined by the number of people dependent on each kit.

Personnel First-Aid Supplies

1-5	10 package kit
6-15	16 package kit
16-30	24 packet kit

## 15. MEDICAL SERVICES

PLC will provide onsite First Aid Stations and a first responder will be on site.

## 16. WRITTEN MEDICAL PLANS

A written emergency medical plan will be provided to each site safety supervisor. The site safety supervisor shall explain the emergency medical procedures to staff and crew members, as well as designated onsite emergency Heli Pad Air-Vac and first responder medical emergency locations.

## 17. SAFETY MEETINGS

A pre-show safety meeting will be held on Tuesday, September 19th at 8:00am and all exhibitor personnel shall attend. The meeting will be held at the food vendor location. Each subsequent day, the PLC Safety Director will meet with the safety supervisors at 7:30am for half an hour, at the food vendor location. The site safety supervisors shall then hold safety meetings with their personnel to emphasize safety, discuss site specific hazards and previous day activities.

## 18. FOREST FIRE EQUIPMENT

You must comply with Washington Department of Forestry Fire regulations and requirements.

All vehicles coming into the wooded sites MUST always have the following firefighting equipment (this includes site inspections, site prepping and during the show). This rule will be enforced by the Washington Department of Forestry.

Fire protection for ACTIVE exhibitors shall include:

- Any fixed position machine shall be equipped with two fire extinguishers each at least a five B.C. rating and an approved shovel.
- Any tractor or mobile machine must be equipped with one fire extinguisher of at least a five B.C. rating and an approved shovel.
- Cable yarding must also have two five-gallon backpack pump cans filled with water.

All STATIC and BOOTH exhibitors shall have:

- At least one 5-lb. BC rating fire extinguisher.

## 19. DANGER ZONES

Ropes or heavy-duty warning ribbon shall be used to rope off danger zones. Participants must stay out of the danger zone while equipment is operating. The site safety supervisor is responsible for crowd control. The danger zone around mechanical and hand felling shall extend at least two tree lengths from the trees being felled.

## 20. ACTIVE - SAFETY EQUIPMENT

Seat belts shall be used in all vehicles and machines. All active exhibitors must wear the following:

- High visibility (yellow or orange) hard hat, vest, shirt or jacket.
- Hearing protection required when noise exposures equal or exceed an 8-hour time – weighted average of 85 decibels.
- Shoes/boots with proper ankle support and caulk boots required when walking on logs.

When operating a chain saw, heavy duty leather boots or approved rubber boots, leg protection (chaps or inserts) eye and hearing protection required. (Caulks are required for walking on logs.)

## 21. OPERATORS – ACTIVE SITES

Only experienced operators will be allowed to operate equipment. Before the operator leaves the operator's station of machines, it shall be secured as follows:

- Parking brake or brake locks shall be applied and transmission placed in manufacturer's park position.
- Blades, buckets, saws, shears or other moving parts lowered to the ground.

During shut down periods, ignition keys will be removed and cabs locked at the end of each day.

Before beginning maintenance or servicing of equipment where the unexpected energizing, start-up, or release of stored energy could cause injury, the equipment will be shut down, isolated from all potentially hazardous energy and locked or tagged out following manufacturer's recommendations.

## 22. ACTIVE DEMONSTRATION GUIDELINES & SUGGESTIONS

### **Active Site Layout**

Each active exhibitor will have a private area that can be used for trade dress, product promotion, education, tent, and/or a static equipment display. Please respect the boundaries of your own site.

### **Materials / Supplies**

The PLC will not supply electrical power to any active site. The PLC will not supply bleachers or sound systems however either or both can be rented by the exhibitor.

### **Suggestions**

Contractors that visit a live trade show want to see action. Live demonstrations flow if machine function is



representative, but not monotonous. As an example, past exhibitors found that a 20-minute live demo was enough time to fell (3) trees, shovel them to a delimeter and process the stems to length. Within every hour, expect the time to be divided into thirds:

- 1/3 to demo
- 1/3 to visit with customers and answer questions
- 1/3 to allow a new crowd to form

## **FULL-TREE and CHIPPING COMMON DEMONSTRATION AREA ONLY**

### **Site Layout**

Each active exhibitor will have a private area that can be used as for trade dress, product promotion, education, tent, and /or a static equipment display. Respect the boundaries of your own site.

### **Live Demonstration Format**

Individual exhibitor live demonstrations will start at the top of the hour and be no longer than 20 minutes in length. One vendor demonstration will be live at a time. Exhibitors will alternate live demonstrations within the common area. Site A will start at the top of the hour, Site B at 20 minutes past the hour and Site C at 40 minutes past the hour. If you decide to skip an allotted demonstration time, extra time will not be allotted during another hour.

A program specifying demonstration times will be provided.

## **23. LOG LENGTH REQUIREMENTS**

Log quality is important. Before any trees are bucked you must have your machine calibrated. A PLC log length Supervisor will provide log specs.

All logs produced during the PLC woods show will be hauled after show hours.

You must process and bring all cut logs roadside.

Final log length prescription (cut cards) will be determined by Weyerhaeuser prior to opening of the show.

## **24. NO HAZARDOUS PRODUCT DUMPING ON GROUNDS**

You will be responsible for any clean up and cost. Each site must always have an oil spill kit available.

## **25. HARVEST AREA CLEAN UP**

Weyerhaeuser will inspect each site during and at the end of the show. All felled trees must be processed and transported to roadside. Exhibitors will be advised if cleanup is required. Before equipment leaves the site a final inspection must be done and any cleanup completed. Exhibitors will be billed for any work not completed.

## **26. CHIP ALLOCATION**

Bark chips or wood chips will be provided and spread prior to move in.

## **27. SITE COMMUNICATION**

Show coordinators will use handheld radios and cell phones for communications to solve logistics problems and for quick response for safety and medical problems. Cellular phone service is “generally OK” on the demo site.

## 28. SECURITY

Night security service will be provided by Weyerhaesuer. This will be in force nightly from September 12 to September 23. The security staff must be informed of all night maintenance work, etc. or access to the site will be refused. Gates will be locked at 6:00pm each night.

## 29. SHUTTLE TRANSPORTATION

Transportation for visitors will be arranged to arrive on site at 8:00am. Shuttle will depart from the parking area to the active site throughout the day. Schedule will be adjusted as needed.

Transportation on site will be provided for handicapped individuals.

## 30. HARD HATS

All exhibitors and participants must wear hard hats, hiking boots or closed toed shoes. Exhibitors are expected to supply hard hats for their staff.

PLC will provide hard hats to attendees and students prior to entering the show site.

## 31. FOOD ON SITE

Food concessions will be set up at the site. A cleanup of the site after the show will be organized. Garbage barrels will be provided for trash, etc.

## 32. TOILETS AND GARBAGE

PLC will provide adequate toilets and garbage cans throughout the show site. The toilets will be emptied and cleaned each night after the show. Garbage will be collected as needed.

Exhibitors are strongly encouraged to have their own trash cans at their exhibit site.

## 33. SHOW GUIDE / SITE MAPS

TimberWest magazine will be the official show guide for the PLC and copies will be available at the welcome tent.

## 34. TENT, AWNINGS & TRAILERS

Fern will provide tents and decoration services. Information regarding securing a tent is available at [www.pacificloggingcongress.org](http://www.pacificloggingcongress.org). Go to Exhibitor section to fill out Fern's form.

## 35. EQUIPMENT REPAIR

PLC will make arrangements with a local company in Rainier and/or Chehalis to provide general repair service for participants on a call basis. See Services item # 40 for more details. PLC is not responsible for payment of services and repairs.

## 36. FUEL SERVICE

All Equipment must be fully fueled before it is delivered to the show site. Exhibitors will need to make arrangements with a fuel Company in the area to setup an account.

## 37. SIGNS

PLC will provide signs for traffic flow, bus stops and information for visitors. Active and static exhibitors are to provide their own signs for their displays.

## 38. ADVERTISING / PUBLICITY

**Publicity** – PLC will work with industry trade journals to promote the 2023 “In the Woods” show.

**Advertising** – PLC will provide advertising through trade magazines, roadside billboards and various social media.

**Exposure at Regional Conferences** – Presentations have been made at all of the regional conferences and conventions through out the Northwest and Canada. BC Truck Loggers, Sierra-Cascade Logging Conference, Oregon Logging Conference, Redwood Logging Conference, Intermountain Logging Conference, Olympic Logging Conference, Washington Contract Loggers Association, Canadian logging conferences and various other conventions.

## 39. EXHIBITORS PROVIDE

Exhibitors will provide:

- Their own signs or banners for active and static exhibits. Tables, chairs, tents, generator, etc.
- Use heavy caution tape or yellow poly prop rope with DO NOT ENTER signs attached, or string pennants, to rope off danger areas.
- Safety equipment for exhibitor staff
- Shovels and rakes to spread chips
- Very good muffler system for any generators
- First aid kit on site
- Approved fire equipment
- Insurance coverage

## 40. SERVICES AVAILABLE

- **Hydraulic hose repair**  
Cascade Trader., (360) 748-1182
- **Fuel, lubricants, hydraulic fluid**  
Wilcox and Flegel, (360) 736-6164
- **Tire Repair**  
Superior Tire Service  
253-981-4395 – and will have service truck on site
- Advice on operating procedures and spectator safety
- Show guide with map and exhibitor information
- Lift truck services

Due to strict environmental issues any cleaning to remove road debris on-site (in the woods) must be done with NO CHEMICALS OR SOAP - COLD CLEAN WATER ONLY.

## 41. SERVICES FOR ATTENDEES

- Show guide with map and exhibitor information.
- Food service for show spectators.
- Shuttle bus transportation from parking area in Vail to active site.
- Toilets and rest areas
- First-aid center
- Garbage cans
- Hard hats for each spectator

## 42. SPONSORSHIP OPPORTUNITY

To help you to get the most exposure possible at the 9th In the Woods Show, we offer brand placement opportunities.

Please contact the PLC office if you are interested in sponsoring – 253-777-8077.

## 43. IMPORTANT CONTACTS

**Casey Black, Weyerhaeuser – PLC President**

360-791-7451

**Diane Mettler, PLC Exec. Director**

253-777-8077

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## 44. DIRECTIONS

### **TRUCK ROUTE**

Pacific Logging Congress 9th Live In-Woods Show

Weyerhaeuser Vail Tree Farm

16506 Vail Loop SE, Rainier, WA

### **North**

From Hwy. 507 S., take Vail Road SE. Then take left over bridge on Vail Loop Rd. SE, then left on Gordon Rd. to parking lot.

### **South**

From I-5/Great Wolf Lodge

Take Old Hwy. 99 SW, travel through Tenino towards Rainier.

Turn right on the Vail Cutoff Rd SE (which turns into the Vail Loop Rd SE). Turn right onto Gordon Rd SE and follow to the parking lot.