

BRIDGE CONFERENCE

Vendor Space Terms & Conditions

October 26-27, 2026 | Greater Tacoma Convention Center

1. Contract for Space

Applicants for vendor space must submit the online [Vendor Interest Form](#) and agree to abide by these Terms and Conditions and the [Greater Tacoma Conference Center's Vendor Guidelines](#). To be considered complete, each application must include a signed Memorandum of Understanding (MOU). The completed application and the Conference Coordinator's written notice of acceptance and signed MOU together constitute a contract for the right to use the assigned vendor space.

School's Out Washington (SOWA) will assign vendor spaces in the order that a completed application, registration, and signed MOU are received. SOWA reserves the right to modify the vendor and vendor floor plan, including space assignments, at any time as determined by the Bridge Planning Team, Conference Coordinator, and/or SOWA senior leadership.

2. Application, Registration, & Payment

To reserve a vendor space and receive associated vendor benefits, SOWA must receive a completed Vendor Interest Form and signed Memorandum of Understanding (MOU). Vendors must complete all required application and MOU requirements to be recognized as official Bridge Conference vendors and to be included, as applicable, on the SOWA Bridge Conference website, social media channels, Bridge Conference communications, the 2026 Bridge Conference Sched platform, and the conference program.

Prospective vendors must complete the online Vendor Interest Form to be considered for vendor space. Upon approval, SOWA will send an MOU for signature through DocuSign. In a separate email, SOWA will provide a registration link and unique vendor registration code, which grants access to the Vendor registration section.

Vendor registration is not required to reserve a vendor space; however, vendors are encouraged to complete registration to assist SOWA with conference planning, including attendance and headcount tracking.

3. Deadlines & Cancellations

Vendor spaces are limited and available on a first-come, first-served basis. Vendor Interest Forms will be accepted until October 4, 2026, at 11:59 PM PST, or until all available spaces have been filled. A signed MOU must be returned within two weeks of receipt and no later than October 16, 2026, whichever occurs first. Vendor benefits will not be provided until SOWA has received a completed Vendor Interest Form and signed MOU.

SOWA reserves the right to decline a vendor's application if SOWA determines that the vendor, its organization, or its services or products are not aligned with the Bridge Conference audience, goals, or values.

All cancellation requests must be submitted in writing via email to bridge@schoolsoutwashington.org. Cancellations before October 1, 2026, will not be subject to a cancellation fee. Cancellation requests received on or between October 1 and October 11, 2026, will be subject to a \$150 cancellation fee. Cancellation requests received after October 11, 2026, will be subject to a \$200 cancellation fee.

4. Vendor Rates, Benefits, & Attendance

Vendors shall pay SOWA 15% of total sales generated at the Bridge Conference, calculated before any deductions for expenses, taxes, or fees.

Vendor's must submit a detailed sales report to SOWA by emailing bridge@schoolsoutwashington.org within 7 business days following the final day of the Bridge Conference. Upon receipt and review of the sales report, SOWA will issue an invoice for the amount due. Payment must be received within 30 days of the invoice date. SOWA accepts payments via electronic funds transfer or check. Checks must be made payable to School's Out Washington and sent to Schools Out Washington 625 Andover Park W, Suite #101 Tukwila, WA 98188.

Benefits:

- Assigned placement in exhibition hall
- One (1) 6'x30" table with black skirt and linen
- Two (2) chairs
- One (1) wastebin
- Access to electricity (for purchase)
- Optional access to high-speed internet
- One (1) complimentary conference registration including all meals provided during the conference and opportunity to attend some sessions, as long as a member of your team is staffing your table at all times **
- Placement of org/business logo, website link, and contact information in the vendor section of the 2026 Bridge SCHED platform
- Placement of org/business logo and website link on the Bridge website, email newsletters and social media posts
- Dedicated conference staff person available during set up and tear down times

Additional tables and chairs may be purchased during registration.

***Any additional individuals from your team participating in additional conference activities (i.e. workshops, etc) must register and pay as an attendee.*

5. Table Configuration

Each approved vendor will be provided with one table, two chairs, linen, and a wastebin. Vendors may purchase additional tables/chairs during registration for a fee.

All tables come with standard black linens. You may request that linens are removed from your table(s) at the time of registration. Tables and chairs may not be moved from their assigned location and are placed in accordance with local fire codes. Tables, chairs, and/or exhibit materials may not extend into the fire egress path. Space around, behind, and in front of tables for display equipment is extremely limited and not available for all tables. Dividers, walls, canopies, and large marquee displays are not permitted.

6. Exhibition Timeline & Dates

- During exhibition hours, exhibits must be staffed by those renting booths.
- Conference staff will not be available to staff booths. SOWA is not responsible for any lost, damaged, or stolen materials.

The exhibition space hours are as follows:

Exhibitor Space Timeline	Dates	Hour(s)
Setup	Sunday, October 25, 2026 OR Monday, October 26, 2026	2:00 PM-4:30 PM 7:15 AM-7:45 AM
Exhibition Hours	Monday, October 26, 2026 Tuesday, October 27, 2026	7:45 AM-6:00 PM 8:00 AM-4:00 PM
Tear Down	Tuesday, October 27, 2026	3:30 PM-5:30 PM

All preparations must be completed in the exhibit booths before the exhibition space opens at 7:45 AM on the first day of the conference. If the booth is not occupied by the date and time stated above and advance arrangements have not been made with the Conference Coordinator, SOWA has the right to use the space as they see fit. All booth displays and contents must be removed by 5:30 PM on Tuesday, October 27, 2026 but no earlier than 3:30 PM on the same date.

7. Vendor Shipping

Due to limited on-site storage, **advance written notice is required for all shipments.** Please contact the convention center if you are shipping items directly to the facility. Greater Tacoma Convention Center reserves the right to refuse any shipments if advance notice fails to occur. SOWA will accept limited shipments to our office and transport to the conference space upon approved written request. Vendors agree to indemnify and hold harmless the Greater Tacoma Convention Center and/or School's Out Washington from all claims, lawsuits, litigation, judgments, damages and costs arising out of loss of or damage to, including, but not limited to, destruction or theft of property.

Incoming vendor shipments will only be accepted **one day prior to the scheduled event move-in day**. Outgoing shipments must be completed by **one business day after the event move-out**. Incoming and outgoing shipping guidelines, as well as example shipping labels, are available. Shipping labels are [available at this link](#).

8. Use of Space

All demonstrations, signs, promotional materials or other sales/networking activities must be confined to the limits of the table and the immediate space in front and behind. Please do not impede the traffic flow through the exhibit space or block a neighboring booth's access.

9. Vendor Utilities

Public Wifi (SSID: GTCTC-Public) is available and there is no password for login. Additional utilities must be ordered online at least thirty (30) days prior to the event, e.g. power (electrical), hard internet lines, etc. Orders may be placed via this link: <https://vendors.venueops.com/vendorStore/account-1751-A/exhibition-4193-A>.

10. Vendor Fire Safety

All fire, safety and Convention Center regulations must be strictly followed. No propane, acetylene or other flammable or explosive materials are allowed. Tanks of compressed air or gas are prohibited. **The use of easy-up or pop-up canopies is prohibited.**

11. Vendor Signs, Decorations, & Banners

Decorations may not be affixed to any surfaces in the building. No holes may be drilled, cored or punched into the building or any surfaces within the building. All equipment used must be stable without bolting or anchoring to floors or walls. Decorations may not include balloons, crepe paper, cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs/trees, glitter, sheaves of grain, streamers, straw, paper, vines, etc. Refer to the "Rigging" section of [Greater Tacoma Convention Center's Exhibitor Guide](#) for rigging guidelines.

12. Vendor Giveaways

Samples may not include self-adhesive decals of any sort, balloons, yardsticks or any item that could be considered a weapon of any type.

13. Children & Animals

Children under the age of sixteen (16) and animals are not permitted on the event floor during move-in and move-out times. Exceptions are made for service animals.

14. Smoking Policy

The Convention Center is a smoke-free environment. Washington State law prohibits smoking in all indoor areas as well as 25 feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited.

15. Catastrophe

In the event that war, fire, strike, government regulation, public catastrophe, act of God, the public enemy, etc., prevents the conference or any part thereof from being held, the conference coordinators shall determine and refund to the applicant its proportionate share of the balance of the aggregate exhibit fees received that remains after deducting all show related fees, costs and expenses, but in no case that the amount of the refund to the applicant exceed the amount of the table rental fee paid.

School's Out Washington will not be responsible for the safety of the property of the Vendors from theft, damage by fire, accident or other causes. The Vendor understands that neither School's Out Washington nor its affiliates maintain insurance covering the Vendor's property and it is the sole responsibility of the Vendor to obtain said insurance. Neither School's Out Washington nor the management, officers, or staff members of either Greater Tacoma Convention Center or School's Out Washington shall be held accountable or liable for, and the same are hereby released from accountability or liability for, any damage, loss, harm or injury to the person or any property of the applicant resulting from theft, fire, water, accident, or any other cause. Each party will maintain insurance sufficient to cover any claims or liabilities which may reasonably arise out of or relate to its obligations under this Agreement and will provide evidence of such insurance upon request.

16. Indemnification

Vendor agrees to protect, save and hold School's Out Washington, Greater Tacoma Convention Center, and all agents, employees, servants and officials thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Vendors or those holding under the Vendor. Further, the Vendor shall, at all times, protect, indemnify, save and hold harmless the Indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by any reason of any accident or bodily injury or other occurrences to any person or persons, including the Vendor, its agents, employees or business invitees, which arise from or out of or by reason of said Vendor's occupancy and use of the exhibition premises, the hotel or any part thereof. Each party will indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims resulting from its breach of this Agreement or the negligence, gross negligence or intentional misconduct of such party or its officers, directors, employees, agents, contractors, members or participants when acting within the scope of their employment or agency. Neither party will be liable for punitive damages. The Vendor understands that neither School's Out Washington nor the Greater Tacoma Convention Center maintain insurance covering the Vendor's property and it is the sole responsibility of the Vendor to obtain such insurance.

17. Additional Rules

The conference coordinators reserve the right to establish and enforce additional rules and regulations to further the goals of the exhibition. The Vendor agrees to comply with them.