

Move-In / Move-Out Information

We look forward to making set-up at this show as quick and convenient as possible for our exhibitors. Please review the information in this packet and provide a copy to your delivery and/or set-up staff to facilitate a smooth set-up and delivery of your exhibit material.

We have also enclosed a map of the surrounding freeway system and have routed the most convenient exits to take for set-up. If you have further questions about anything in this packet, please contact the Show Biz Productions, Inc. main office at (714) 418 – 2000 for assistance.

MOVE-IN HOURS:

- Thursday, January 22 **8am – 9pm**
- Friday, January 23 **NO MOVE IN (See note below)**

IMPORTANT NOTES:

- There will be **NO** exhibitor move in on Wednesday or Friday. All exhibitors arriving for set-up **after 9:00pm on Thursday, January 22** will be subject to a **\$200.00 late set-up fee** if their booth has not already been resold.
- Due to safety concerns, children under 18 years of age are **NOT permitted** inside the facility during move-in or move-out times.

SHOW HOURS:

- Friday, January 23 **1pm – 7pm**
- Saturday, January 24 **10am – 7pm**
- Sunday, January 25 **10am – 5pm**

During show hours, exhibitors working the booth can pick-up their show badges at Will-Call.

MOVE-OUT HOURS:

- Sunday, January 25 **5pm – 8pm**
- Monday, January 26 **8am – Noon**

Additional Time

Those exhibitors who require additional time to move-in or move-out must call the Show Coordinator at (714) 418-2000 upon receiving this kit to make arrangements to do so. Exhibitors who do not have their displays removed by NOON Monday, January 26, will be subject to a \$100.00 fee. Exhibits must be completely out of the exhibition center by 12:00 Noon.

Please allow plenty of time in order to have your display entirely removed from the hall and/or tent on time. The facility considers any displays/products left in the hall to be waste and has the right to throw such items away at the exhibitor's expense.

Exhibitor Badges / Will Call

During show hours, the Show Registration Booths will be located at the lobby entrance of the show. Exhibitor badges may be obtained at this Registration Booth. Exhibitor badges are only for personnel actively involved in sales or in manning your booth. A maximum of six (6) Exhibitor Badges are provided to each exhibitor.

Load-In

Loading docks are strictly for loading and unloading only. **No parking permitted.** Exhibitors may use the loading docks to move in their booth displays during the stated hours. A temporary loading pass will be given to allow for unloading. Vehicles which have not been removed after the allotted time will be ticketed **AND** subject to towing.

Parking

Normal parking is \$8.00 per car, \$15.00 per limousine, and \$40.00 per RV (no in-and-out privileges). Unfortunately the facility offers **NO OVERNIGHT parking.** Multi-day and in-and-out parking passes are available for purchase on site at the convention center parking booth. These multi-day and in-and-out passes vary in price according to the number of days you are purchasing them for. Please see the parking booth at the convention center for more details. Generally you would be charged \$8.00 for each day plus a flat \$8.00 for the in-and-out privileges.

Re-Stocking Booths

Our staff will open the hall at 8:00 AM so that you may re-stock your booth prior to show hours. Please note, **vehicles will NOT be permitted on the loading dock after 9:00 AM.** Restocking is between 8:00 AM and 9:00 AM ONLY. Vehicles which have not been removed by 9:00 AM will be ticketed AND subject to towing. Loading docks are strictly for loading and unloading only. **NO PARKING PERMITTED.**

Move-In Requirement

All exhibitors must have their contracts paid in full and all paperwork signed before being permitted to move-in and set-up. **NO PERSONAL/COMPANY CHECKS WILL BE ACCEPTED ON SHOW**

SITE. Booths not **completely** paid for by 6:00 PM on Wednesday, January 21, may be resold. Any booth not set-up by 8:00 PM on Thursday, January 22, may be resold.

Electrical and Plumbing

Show Biz Productions, Inc., provides each exhibitor with 500 watts of electricity. If you will require more than 500 watts, please use the enclosed electrical order form. For plumbing or additional electrical information, please call the Ontario Convention Center at (909) 937 - 3068.

Forklift Usage

As a courtesy to its exhibitors, Show Biz Productions, Inc. provides free forklift/electric flat-bed cart services. This service is available on a first come – first serve basis. The sign-up sheet will be located under the pop-up tent on the loading dock. Please note: Show Biz Productions, Inc. will not be responsible for, nor guarantee the exhibitor, the safety of an exhibit material carried by the forklift/cart. Also, as a courtesy, four-wheel carts will be available for use. Exhibitors must leave their drivers license with the cart attendant. The license will be returned when the cart is returned.

Telephone / Internet Service

Please contact the Ontario Convention Center at (909) 937 – 3879 to order telephone or internet service on site. An order form for this service is also included within this packet.

Satellite Equipment

It is suggested that you make an appointment with our Ontario Convention Center, Pat Gallardo at (909) 937-3049, event coordinator to determine where the best reception is available.

Food and Beverage

No food or beverage may be given away at your booth without adhering to the rules set forth by the Convention Center. There is a charge for a health permit. Insurance requirements must be followed. Outside food may not be brought into the convention center except exhibitors with special health concerns.

Balloons

No handing out of balloons. Helium balloons must be filled outside the building and anchored to the booth. No helium tanks will be permitted in the exhibit hall. Exhibitors will be charged if balloons are released and get caught in the air ducts.

Tape

Only clear tape may be used on the floor; no tape that leaves a residue on the floor may be used. We suggest 3M clear tape.

Please note: nothing may be attached in any way to any part of the building including, but not limited to walls, pillars, piping, etc.

Decorative

A-1 Event and Party Rentals is the official show decorator. Included with your space rental is a black curtain divider on each side of your booth. Furniture, carpeting, signage, etc. may be ordered directly from A-1 Event and Part Rentals using the included ordering form. A-1's service desk will be located near the loading dock and will be manned commencing Wednesday, January 23. If you need to contact A-1 for any reason, please feel free to call them at (626) 967-7572.

Security

The exhibitor shall assume all responsibility for his own display. Show Biz Productions, Inc., will not assume responsibility for any loss due to fire, theft, damage, etc. We will have 24 hour security, however, and if you feel you need additional theft insurance, please contact your own insurance company regarding a rider for the show.

Fire Marshal

The Fire Marshal will be in attendance at the show. Please read the Special Bulletin regarding Fire Department Regulations. Please refer to the fire permit rules & regulations and if a permit is needed, use the enclosed application. Please note that any exhibit with an enclosed covering such as a patio room, gazebo, awning, pop-up tent etc. Must have an approved fire extinguisher.

Video Production

Show Biz Productions, Inc. now has its own professional video production department for those exhibitors interested in having a professional video produced of their company, product, or service. We can produce a video for you that is creative, effective, and affordable. Your personalized video can be used in your show booth to better market your product or service and help increase sales. If you are interested in ordering a video for your company, or if you have any questions, please call Paul Smith at (714) 418-2000 x235.

For any additional questions, please call your sales representative at Show Biz Productions, Inc. at (714) 418-2000.