

# 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. **The entrance to the south dock is located off of Shoreline Drive.**

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, July 16 **1pm – 6pm**
- Friday, July 17 **8am – 8pm**

## IMPORTANT NOTES:

- There will be **NO** exhibitor move in on Saturday. All exhibitors arriving for set-up **after 8:00pm on Friday, July 17<sup>th</sup>** 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:

- Saturday, July 18 **10am – 7pm**
- Sunday, July 19 **10am – 5pm**

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

## MOVE-OUT HOURS:

- Sunday, July 19 **5pm – 9pm**
- Monday, July 20 **8am – 12 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 12:00 Noon Monday, July 20<sup>th</sup>, 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 inside the lobby of the Pine Street entrance. Exhibitor badges may be obtained at the 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 exhibiting company.

## 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 \$10.00 **per entry, per parking space.** There is no charge for parking on set-up and break-down days. Exhibitors may purchase 3-day passes with “in-and-out” privileges for \$30.00. **There will be NO OVERNIGHT parking allowed.**

## 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 Thursday, July 16<sup>th</sup>, may be resold. Any booth not set-up by 8:00 PM on Friday, July 17<sup>th</sup>, 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 Trade Show Electrical at (562) 370-1595.

## 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 Service

Lines are installed by Priority Networks. Call Diana Goldberg at (562) 499-7707 for more information, or refer to the enclosed order form.

### Satellite Equipment

It is suggested that you make an appointment with our Long Beach event coordinator, Stephanie Johnson, at (562) 499-7507 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 Stadium. If you are planning to give samples, please call Christy at (714) 418-2000, as only certain size samples may be given away. 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. These exhibitors will be allowed to bring in food/coolers through the loading docks **ONLY, PRIOR to 9:30 AM daily**. No food/coolers may be brought in once the show is open to the public.

### 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.

### Decorative

GES Exposition Services is the official show decorator. Included with your space rental is a black divider on each side of your booth. Furniture, carpeting, signage, etc. may be ordered directly from GES using the included ordering form. Additionally, all freight sent to the Long Beach Convention Center must be received by GES. A form for sending freight is included in the decorator section of this kit. The GES service desk will be located near the loading dock and will be manned commencing Thursday, July 16<sup>th</sup>. If you need to contact GES for any reason, please feel free to call them at (800)475-2098 and refer to the show reference # 022004609.

### 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.

### **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.**