

## DISPLAY INFORMATION

1. The San Mateo Event Center will be open on set-up day- the day before the show opens - from 8am to 8pm. There is no food service on that day.
2. You are prohibited from stapling, pinning, taping or otherwise attaching materials to the booth frame or canvas in any way that will cause damage. Wire and metal cannot touch the metal frame. Plastic fasteners (zip ties) and nylon string are acceptable alternatives. **PLEASE REMOVE ALL DISPLAY MATERIALS AFTER THE SHOW.**
3. **DISPLAYS ARE NOT PERMITTED ON THE OUTSIDE OF END WALLS.**
4. Booth numbers and exhibitor signs will be in your booth when you arrive and must remain in your booth at the end of the show. We will pick these items up. Missing signs will be replaced and charged to you at the next show.
5. Each booth must have an official show sign prominently displayed. Handmade signs will be removed. No advertising material can be attached to the show sign or laid on the floor.
6. All display materials must be **FIREPROOF.**
7. **NO PART OF ANY DISPLAY MAY EXTEND BEYOND THE FRONT BORDER OR TOP OF THE BOOTH.** For example, no mannequins or displays in the aisles; or mannequins, displays, signs above the top of the booth. Aisles need to remain clear at all times.
8. Exhibitors are not to remove any equipment from exhibitor booths. Metal support bars and end walls must remain in place to maintain the structural integrity of our booth system.
9. **PLEASE REMOVE HANGING RODS, SHELVES AND BRACKETS AT THE END OF THE SHOW AND PLACE THEM ON THE TABLES FOR PICK-UP BY THE SHOW DECORATORS.**
10. There will be an area designated for empty boxes, usually on the South wall, behind aisle 800. No boxes should be behind the 200 aisle. Please check at the front desk to find exact location.
11. The following items are provided as part of your show fees:
  - Table(s)
  - Chairs
  - White plastic tablecloth(s)
  - Shelving and brackets (accessories)
  - Rod and brackets (apparel)
  - Electrical power (500 watts per 10x10 booth)