



MOVE-IN / MOVE-OUT INSTRUCTIONS & OTHER IMPORTANT FACTS

- BADGES:** All exhibitor, spouse and booth employee badges will be issued at the Exhibitor Registration Desk only. All exhibitors and their booth staff must have an exhibitor badge to enter the hall. **NO EXCEPTIONS.**
- CHECK-IN:** **SATURDAY SET-UP: 8:00 am to 8:00 pm.**
- CHECK-OUT:** **TUESDAY ONLY: 4:00 pm TO 9:00 pm. You will be fined \$250 for early breakdown.**
- SHOW HOURS:** **Sunday - 9 am to 6 pm, Monday - 9:00 am to 7:00 pm, Tuesday - 9:00 am to 4:00 pm.** Booth area is secured nightly at 6:00 pm. (7pm on Tuesday) **BOOTHS MUST BE MANNED DURING SHOW HOURS.**
- SIGNS:** Signs will be placed in your booth and should be left in the booth at the end of the show. **PLEASE REMOVE BARS, SHELVES AND BRACKETS AND LEAVE IN BOOTH ON TABLES AT THE END OF THE SHOW.** Signs for individual lines may be ordered from Todd Harbridge, phone: 213-290-4044, email: toddharbridge@gmail.com. Please make your arrangements directly with him.
- MOVE-IN:** **EXHIBITORS ARE ALLOWED TO HAND CARRY OR ROLL IN THEIR OWN PRODUCT.**
- TAILGATE SERVICE:** Teamster tailgate service will be available at the entrance of the Event Center. If you choose to use this service, you are required to pre-pay the required fee at the exhibitor service desk and then present your paperwork to the tailgate dispatch desk. The tailgate fee is: CAR \$15, VAN/SUV \$25, TRUCK/LG VAN \$35, payable in check or cash only.
- EQUIPMENT:** Be sure to read your equipment order forms carefully and follow all instructions. Try to order only what you need to minimize the equipment we have to bring to the site. **THIS FORM IS TWO SIDED: APPAREL / ACCESSORIES.**
- ELECTRICAL:** 500 watts of power are provided for each 10x10 booth. You may bring your own electrical cords and lights to the San Mateo Event Center. **On site rentals are available. All orders are to be placed directly with Edlen Electrical Exhibition Services.** Any exhibitor who is over the power allotment will be invoiced for the additional usage by Edlen Electrical. Three wire/three prong extension cords are the **ONLY** cords allowed, per the Fire Marshal.
- PARKING:** Move-in parking is free. During the show, parking is \$12.00 per day. Parking passes are available for purchase at the exhibitor service desk **ON MOVE IN DAY ONLY** from 1 pm to 6 pm. The special rate for all three days is \$10 per day. Without a parking pass, they do not permit "IN and OUT" privileges.
- SMOKING:** In order to comply with the smoking ordinance of the Department of Public Health, smoking in the San Mateo Event Center is strictly prohibited. Please do not smoke right outside any doors leading to the building. Keep at **LEAST** a 20 foot distance.



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- FOOD:** Food concessions will be open and are located in the Expo Center during show hours, **BUT NOT ON SET UP DAY.**
- DISPLAYS:** Comprehensive list of display rules are included. Please be advised that these regulations will be **STRICTLY ENFORCED.**
- HOTEL & SHUTTLE:** Our shuttle leaves from the front lobby area and runs from 8:30 to 10:30 am and 4:30 to 6:30 pm, on Sunday, to 7:30 pm on Monday, and in the morning only on Tuesday. The cut-off for Marriot reservations is the Friday three weeks before each show start date. A link to the hotel is on our web site, under "Show Information"- "Hotel Accommodations".
- SHIPPING:** Shipments will be received on the **THURSDAY - SATURDAY** prior to the show, at no cost. Each package must be labeled with your **name and booth number.** **Any shipments received prior to these dates will be turned away.**

EXHIBITORS MUST SHIP TO:

**YOUR NAME, BOOTH NUMBER
FASHION MARKET OF NORTHERN CALIFORNIA
C/O SAN MATEO EVENT CENTER
1346 SARATOGA DRIVE
SAN MATEO, CA 94403**

ALL samples will be delivered to exhibitor booths both before and during the show. **U.S. MAIL DOES NOT DELIVER TO THE EXPO HALL, PLEASE ADVISE YOUR MANUFACTURERS NOT TO SEND SAMPLES VIA US POST OFFICE.**

- SHIPPING DEPARTMENT:** Our local UPS Store will set up an out-bound desk at the Event Center on Tuesday afternoon. You will be required to get your merchandise to the freight desk no later than 6:00 pm. Please make sure you have your **RETURN** paperwork with you, as they will charge for making the arrangements on this end if you do not.

If you use Fashion Show Transport, your merchandise will be picked up directly from the booth area. **YOU** must make all arrangements with Fashion Show Transport **PRIOR** to the close of the show.

If you are using any other carrier, you must make your own arrangements - nothing can be left overnight in the Expo Hall. Fashion Market of Northern California will not be held responsible for any samples left in the booth area.

- STORAGE:** 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.