

# Orange County's Largest Mixer - March 29, 2018

## Exhibitor Set-Up Information

### Parking

• Exhibitor and attendee parking is available for \$8 (CASH ONLY) per car at the OC Fair & Event Center. The exhibitor entrance is through GATE 3 off of Fairview Road. There are no in-and-out privileges in the parking lot. SEE ATTACHED MAP. **Parking will be no charge until 2:00 pm.** After that time you will need to pay the \$8.

### Set-Up Location, Date & Time

- Event location: OC Fair & Event Center, 88 Fair Dr., Costa Mesa, CA 92626
- Set-up date and time: Thursday, March 29, 2018 from Noon to 3:00 pm
- All booths must be set up by 3:00 pm
- If you arrive after 3:30 pm, you will forfeit your booth space and table fee.
  - **Please note....** The California Grill will be open inside the Costa Mesa building for food for purchase and drinks starting at Noon during Exhibitor set up.

### Set-Up Procedure

- When you pull into the OC Fair & Event Center parking lot (through GATE 3 off of Fairview Road), please park and proceed to the exhibitor check in tables located at the back of the Costa Mesa building. Bring a dolly or handcart to make this process easier. Dollies and manpower will not be available on site.
- At Exhibitor Check-In, you will receive a wristband that you must wear throughout the course of the event as ushers will need to see it in order to let you back into the exhibit area at any time during or after the event.

### Breakdown Procedure

- All exhibitors must remain open until the close of the event at 8 pm After closing, exhibitors must remove all trash and displays from the space. Breakdown must be completed by 11:59 pm on Thursday, March 29, 2018. Overnight storage of displays will not be possible.

## **Your Booth Location**

- The event will be held indoors. Depending on your Networking package purchase, your booth space will include one 6-foot table, a black tablecloth, and two chairs, or one cocktail table, a black tablecloth and 1 chair.
- The event will be held inside the Costa Mesa building.
- Your booth number will be available on the day of the event at the Exhibitor Check-In area.

## **Exhibitor Passes & Extra Tickets**

- We will not mail out your exhibitor passes. The number of tickets corresponding with your exhibitor package will be available when you arrive at Exhibitor Check-In on the day of the event.
- Every person working at your booth will need a ticket to enter the event.
- If you need more tickets than are included in your exhibitor package, you can purchase those tickets at the discounted rate of \$15 prior to the event by calling 310.862.2878. The discounted ticket price will not be available the day of the event.
- If you purchased extra tickets, they will be held at Exhibitor Check-in under your company name.

## **Table Linen**

- Each tabletop will be supplied with one black table linen. At the end of the event, please leave your linen on your table. If your linen is missing, the replacement cost will be charged to your business in the amount of \$40.

## **Pipe & Drape**

- There is NO pipe and drape at the event, meaning there is no backdrop to hang a banner. You may rent a pipe and drape backdrop (8' x 8') for \$40 by calling our office at 310.862.2878. Your order will be delivered to your exhibit space on the day of the event.

## **Electricity & Internet Access**

- Exhibitors that order electricity in advance will have one 20-amp circuit which is equivalent to a household outlet.

- If you have not already purchased it or require additional power, please contact us ASAP at 310.862.2878.
- It is not possible to order electricity on the day of the event.
- All power must be ordered before Friday, March 23, 2018. The fee for power is \$85.
- Wireless Internet access is available for purchase through the OC Fair for \$7 (using a credit card) the day of the event.

### **Distributing Food**

- If you would like to distribute any food item (aside from wrapped candy bars and hard candy, etc.), you will be required to purchase a health permit for an additional fee. (The fee is already included for approved caterers.) This includes anyone placing cookies or brownies on a platter, for example. Please contact our office at 310.862.2878 for health permit information **NO LATER THAN MARCH 12, 2018**. If you distribute food without receiving the necessary permit, show management will not be held responsible for the outcome of not complying.

### **General Rules**

- Exhibitors may not distribute stickers, bottled water, or any other beverage.
- Hanging of any banners or posters on the walls is prohibited. If you need to hang a banner in the back of your table, please call our office at 310.862.2878 to order pipe and drape (8' x 8', \$40 rental fee).
- Direct selling of items during the event is prohibited, unless prior approval is obtained by show management. You may take orders, but there can be no exchange of money.
- Feel free to offer "giveaways" or other prizes at your booth. We will not, however, be able to announce winners during the Mixer itself.
- Covered canopies (EZ-UP, etc.) are **NOT** allowed inside the building.
- Emergency Number: If you have any problems the day of the event, please call the event line at 310.862.2878.

Thank you for your participation and support!