

Inland Empire's Largest Mixer Exhibitor Set-Up Information

Parking

• Exhibitor parking is available for \$10 per car at the Convention Center. As an exhibitor, please enter the parking lot through the Third Street entrance. There are no in and out privileges in the parking lot. (Please see below map). Since there is a bit of a walk from the parking lot to the main entrance, be sure to bring a cart or extra manpower, as that will not be available to you. Also, if you have a larger display, the dock entrance will be open. Please contact our office at 310-862-2877 to let us know you'll be needing that. Please review the [Convention Center layout](#) for parking and entrance information. Additionally, there is [off site parking](#) for various prices.

Set-Up Location, Date & Time

- Event location: Riverside Convention Center, 3637 5th St., Riverside, CA 92501
- Event date and time: Tuesday, November 13, 2018 from 4:00 p.m. to 8:00 p.m.
- Set-up date and time: Tuesday, November 13, 2018 from 1:00 p.m. to 3:00 p.m.
- All booths must be set up by 3:00 p.m.
- If you do not arrive before 3:00 p.m., you will forfeit your booth space and table fee.

Set-Up Procedure

- Most exhibitors will load-in through the front entrance to the Convention Center located off of Third Street adjacent to the parking lot. There is an elevator as well as an escalator for moving your booth equipment. Manpower nor carts will be available so plan accordingly.
- 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 p.m. After closing, exhibitors must remove all trash and displays from the space. Breakdown must be completed by 11 p.m. on Tuesday, November 13, 2018. Overnight storage of displays will not be possible.

Your Booth Location

- The event will be held in Exhibit Hall A & B. Your booth will include a 6-foot table, a black tablecloth and two chairs.
- There is no pipe and drape dividing the tables. If you would like to rent a backdrop (8' x8') for \$40, please contact our office at 310.862.2877. Otherwise, please attach banners to your table or use a banner stand.
- 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 the day of the event.
- Every person working at your booth will need a ticket to enter the event.
- If you need more tickets over and above what is included in your exhibitor package, you can purchase those tickets at the discounted rate of \$15 prior to the event by calling 310.862.2877.
- If you purchase extra tickets, they will be held under your company name at Exhibitor Check In.

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.

Balloons

- Do not incorporate any helium balloons in your tabletop décor.

Pipe & Drape

- We do not use pipe and drape at this show to separate the tables. If you need to hang a banner in the back of your table, please contact our office at 310.862.2877 to rent a backdrop (8' x 8') for \$40. We will deliver your order to your table.

Electricity & Internet Access

- All electricity will need to be purchased in advance. The cost for Largest Mixer exhibitors is \$65
- If you purchase electricity, we recommend you bring a 6-foot extension cord and a power strip, if you plan on plugging in multiple sources.
- Wireless internet access is free, but it is a shared network and may be spotty. If you'll be streaming or need dedicated bandwidth this is available for purchase through the Convention Center for **\$30 if purchased by October 29th**. After October 29th and available day of the day of the event pricing is \$40. Please contact our office for the ordering form.

Distributing Food

- If you would like to distribute any food item at the event you will be required to get a health permit for a fee. For example, this includes anyone placing cookies or brownies on a platter. **It is acceptable** to distribute "fun size" candy, wrapped mints, etc. If you bring food for distribution without receiving the necessary permit, show management will not be held responsible for the outcome of not complying. Please call our office for health department information.

Music

- Out of respect for your fellow exhibitors, music is strictly prohibited at your booth space. We also cannot allow any type of microphones, bull horns, DJ booths, or stereos in your space.

General Rules

- Exhibitors may not distribute bottled water
- No outside food or drink is allowed. Food will be NOT be available for purchase on-site from the Convention Center. There are restaurants within walking distance if needed.
- Please bring your own cart. The Convention Center or Largest Mixer will not have any dollies, carts or manpower available.
- Hanging of any banners or posters on the walls is prohibited.
- 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.

