

L.A.'s Largest Mixer Exhibitor Set-Up Information

Exhibitor Parking

- Parking is available at the Pasadena Convention Center parking structure for \$15 (subject to change) per car. There are no in and out privileges. The lot height is 6'8". If you have oversized vehicles, let us know. The convention center's subterranean parking structure is shared with the Sheraton Pasadena. There are two entrances, (a) on Marengo Avenue, and (b) Euclid Avenue, both between Green Street and Cordova Street. [Pasadena Parking Map](#).
- Parking is also available at Paseo Colorado, across the street from the Convention Center, for \$9 (subject to change) per car. Access to Paseo Colorado's subterranean self-parking garages are available from Colorado Blvd. and Green St. between Marengo Ave and Los Robles Ave. See the [Pasadena Parking Map](#)
- Alternatively there are other parking lots around the Convention Center. Please see map for specific locations. Nearby, the Marengo Parking Structure, 155 E. Green Street, currently (always subject to change) is \$9 per car. See the [Pasadena Parking Map](#)

Set-Up Location, Date & Time

- **Event location:** Pasadena Convention Center, 300 E. Green St., Pasadena, CA 91101
- **Event hours:** Thursday, July 18, 2019 from 4 p.m. to 8 p.m.
- **Set-up date and time:** Thursday, July 18, 2019 from Noon to 3:00 p.m.
- All booths must be set up by 3:30 p.m.
- If you do not arrive before 3:30 p.m., you will forfeit your booth space and table fee.

Set-Up Procedure

- After you park, go to the Convention Center entrance and follow the Largest Mixer signs to the Exhibitor Check-In area. 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.

Your Booth Location

- The event will be held indoors. If you purchased a Standard or larger, your booth space will include one 6-foot table, a black tablecloth, and two chairs. If you purchased a Start Up, your booth space will include one highboy cocktail table, one black tablecloth and 1 chair.
- 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.

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 balloons in your tabletop decor — balloons are not allowed in the Convention Center unless ordered by our approved balloon vendor, [Balloons by Jenn](#).
- Helium balloons are prohibited.

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 310.862.2878.
- The cost for rental is \$40.
- We will deliver your order to your table.

Electricity & Internet Access

- Exhibitors that order electricity in advance will have one 20-amp circuit which is equivalent to a household outlet.
- If you require additional power, please contact us ASAP.
- Power must be ordered before July 5, 2019 to receive the discounted rate of \$97. After July 5, 2019 the price is \$145. Please fill out and return the [electrical form](#) to gina@largestmixer or fax: 888.218.7068)
- Wireless Internet access is available for purchase through the Convention Center for \$25 (credit card) on the day of the event.

Distributing Food

- Unless you are an approved caterer for the event, and you would like to distribute any food item aside from wrapped candy bars and hard candy, etc., you will be required to get a health permit which is an additional fee. This includes anyone placing cookies or brownies on a platter, for example. Please contact our office at 310.862.2878 for health permit information. If you bring 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.
- 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 buildings.
- 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!