

Inland Empire's Largest Mixer Exhibitor Set-Up Information

Parking

- The dock entrance will be open from Noon – 3:30 pm for load in only. The dock is THE closest access point to the Ballroom. Once you unload, you will need to move your car to one of the parking lots. Exhibitor parking is available for \$10 per car at the Convention Center. There are no in and out privileges in the parking lot. There will be NO carts or extra manpower, so please plan accordingly. As an exhibitor, please enter the dock and parking lot through the Holt Blvd. entrance. Please review the [Convention Center layout](#) for parking and entrance information.

Set-Up Location, Date & Time

- Event location: Ontario Convention Center, 2000 E. Convention Center Way, Ontario, CA 91764
- Event date and time: Wednesday, November 6, 2019 from 4:00 p.m. to 8:00 p.m.
- Set-up date and time: Wednesday, November 6, 2019 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

- We recommend coming thru the loading dock off of Holt Blvd. **The dock is the closest point** to the ballroom with the easiest access. Once you put your items in the ballroom, you will need to move your car out of the dock and into one of the parking lots. 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. Every person working your booth will need a wristband.

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 Wednesday, November 6, 2019. Overnight storage of displays will not be possible.

Your Booth Location

- The event will be held in Ballroom A, B and C . Your booth will include a 6-foot table, a black tablecloth and two chairs for Classic and larger packages. If you purchased a Start Up, you will get a highboy cocktail table, linen and 1 chair.
- There is no pipe and drape dividing the tables. If you would like to rent a backdrop 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. ALL exhibitor wristbands will be available at Exhibitor Check in.
- 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 helium balloons in your tabletop décor. If you would like balloons at your booth, please contact our official Balloon Sponsor, [Balloonzilla](#).

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 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 \$106 prior to November 1st. This is handled thru Ontario Convention Center and can be ordered thru Largest Mixer.
- 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 \$29.95, but it is a shared network. You will be able to order day of the event thru the Convention Center. If you'll be streaming or need dedicated bandwidth this is available for purchase through the Convention Center for \$39.95. 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 may be available for purchase on-site from the Convention Center. The café will be open starting at 11:00 am but may close if they're not busy.
- 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.

