



# Exhibitor A-Z Information

January 29-30, 2014 • Camp Pendleton Marine Corps Base • Oceanside, CA

## Attendee Badge Requirements

All uniformed Marines may enter the exhibit halls **without** a registration badge and do not need to register to attend the Expo. Other military services, civilians and industry representatives need to register on-site at the Expo to obtain a badge. There is no fee to attend.

## Business Center

There is no on-site business center at the Expo.

## Booth Carpet

Exhibitors inside the tent do **not** need to order booth carpet for their assigned booth space. The inside of the tent will have green carpet throughout the entire space.

## Booth Cleaning

GES is the exclusive booth cleaning contractor for this show. Your booth will NOT automatically be vacuumed the night before the show opens unless you order this service. To order booth cleaning, please refer to the GES Booth Cleaning Order Form.

## Booth Construction

Marine West is a "Line of Sight" Show. Booths must be constructed as detailed in the "Booth Construction & Display Guidelines" located in the Show Rules & Regulations section of the online service manual.

## Booth Waiver Requests

Exhibitors requesting booth waiver approval must submit the online [Booth Waiver Request form](#) by January 2, 2014.

## Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor no later than 5:00 pm on Tuesday, January 28, 2014. This will allow the cleaning crews sufficient time to complete the laying of the aisle carpet and the overall cleaning of the tents as well as provide exhibitors the space to complete their booth set up by keeping aisles clear.

Crates without empty stickers will be tagged by GES and removed – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense.

## Electrical Service

GES is the exclusive provider for electrical services and labor for the Expo. Show Management **does not** include electrical service or labor as part of your booth space rental fee. Electrical service will be activated **30 minutes** prior to show opening on show days only. If you need electrical for your booth outside of these times OR 24 hour services, order with GES in advance and be sure to provide an electrical layout of your booth with your order.

## Exhibit Space Booth Package

Included as part of your booth space rental fee at Marine West 2014 is:

- 8' high backwall drape – Green and Beige
- 3' side rail dividers – Green
- 1 – 6', 30" skirted table skirted in Beige
- 2 – plastic contour chairs
- 1 - wastebasket
- 1 – 11"x17" booth identification sign with company name and booth number
- Booths in the Tent will have green carpeting
- 24 hour perimeter security for the Expo - not individual booths.
- Website and Show Guide listing
- Unlimited Exhibitor Badges which permit access to the hall during move-in, show open and move-out

Additions/changes/substitutions to the Exhibit Space Booth Package will be billed directly to the exhibitor. Additional booth furnishings (not included in the booth package) such as electrical equipment, labor, booth cleaning, shipping, drayage, lighting, signs, sign hanging, furnishings, etc. is not included in the booth space rental fee.



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## Exhibitor Appointed Contractor (EAC)

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the exhibitor must complete the [online](#) Exhibitor Appointed Contractor form. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC. For more information on the regulations pertaining to EAC's, please refer to the Show Rules & Regulations section of the Marine West online service manual.

## Exhibitor Badge Requirements

All exhibitors who are employees of the exhibiting company will be required to wear an exhibitor badge at all times within the exhibit area, including move-in and move-out. Badges will be issued only to those individuals staffing your booth. Please do not register your EAC (Exhibitor Appointed Contractor) as a staff member. EAC's will be issued daily wristbands for move-in and move-out only. To register for exhibitor badges, visit the [Marine West website](#) and click on Exhibitor Badge Registration. No exhibitor badges will be mailed in advance. All exhibitor booth personnel may pick-up badges on-site at the Exhibitor Registration Desk.

## Exhibitor Unloading

GES will handle and control the unloading and loading of all vehicles at the Expo Site. For additional information, please refer to the "Show Site Work Rules" located in the Show Rules and Regulations of the online service manual.

## Facility Address

Exhibits will be located in the parking lot of the South Mesa Staff NCO Club/Motorcycle Parking Lot. [Click here](#) for the Camp Pendleton Website.

## Facility Information

- The tents are illuminated with halide overhead lighting.
- The surface of the Expo floor is asphalt which will be covered with green carpet throughout the tent.
- While on base you must abide by all guidelines mandated by the Military Police. It is a federal offence if you violate any laws while on Camp Pendleton. Exhibitors talking on cell phones while driving will be ticketed. Be sure this is communicated to your carriers making deliveries and booth personnel.
- No phone or internet service is available or provided at the Expo site.

## Freight Free Aisles

The floor of the Exhibit Hall will be marked to indicate all "Freight Free Aisles". If your booth borders one of these aisles, please keep your crates and materials out of these aisles so that they remain clear for the free movement of freight.

## General Service Contractor

GES is the General Service Contractor for Marine West. GES provides furniture rental, carpet, material handling, cleaning, labor, etc. All orders for laborers and teamster services are to be made through GES, including the number of personnel required and the hour at which they are to report. Orders can be made online or using the order forms in the GES Information & Order Forms section of the online service manual. GES Service Desk hours are as follows:

Tuesday, January 28	8:00 AM to 5:00 PM
Wednesday, January 29	8:00 AM to 3:00 PM
Thursday, January 30	9:00 AM to 8:00 PM



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## Hanging Signs

Exhibitors are permitted to have hanging signs in all standard 20' x 20' peninsula, split island and island booths to a maximum of 16' from the floor to the top of the sign. Please complete the online [Hanging Sign Approval Form](#) if you wish to hang a sign over your booth. All hanging signs must be installed and removed by GES. Confirm with Show Management if there is adequate tent ceiling height/clearance to hang a sign over your booth. For questions, contact Andrea Nielson, Operations Manager, [andrea.nielson@emeraldexpo.com](mailto:andrea.nielson@emeraldexpo.com) or (949) 226-5732.

## Hotel Arrangements

Quikbook is Marine West's official housing agency and is the best way to book hotel rooms for the Expo. A link to hotels is available on the [Marine West website](#).

## Insurance

Show management requires each exhibiting company and exhibitor appointed contractors to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. Insurance certificates should be [electronically uploaded](#). Please refer to the "Insurance Requirements Policy" in the Show Rules & Regulations section of the online service manual for specifics on insurance requirements.

## Marshaling Yard

All delivering carriers must check in at the Expo Site for show-site delivery. Carriers will be assigned an unloading number at the Marshaling Yard according to the driver check-in time. All Shipments must be accompanied by a certified light weight & heavy weight ticket. All vehicles entering Camp Pendleton are subject to review and search by Military Police.

## Occupancy

Exhibit displays must be set by 5:00pm on Tuesday, January 28. Should any space (for which a signed contract has been received and rental payment made) remain unoccupied after this time, show management reserves the right to rent or otherwise use such space and shall not be obligated to refund the space rental fee.

Exhibitor's displays must not be dismantled or packed in preparation for removal prior to 3:00pm on Thursday, January 30. Every exhibit must be fully staffed and operational during published Expo Open hours. Dismantling of displays begins at 3:00pm on Thursday, January 30, and continues until 8:00pm. By 8:00pm, all exhibitor displays or materials left in the exhibitor's space without instructions will be packed, shipped or discarded at the discretion of show management at the exhibitor's expense.

## Outdoor Exhibits

If you require tenting over your outdoor booth, please contact Andrea Nielson, Operations Manager, [andrea.nielson@emeraldexpo.com](mailto:andrea.nielson@emeraldexpo.com) for pricing and availability. All tents need to be ordered in advance to ensure availability. Due to unpredictable weather during the show, it is best to order tents with sidewalls to protect your product from the elements.

## Parking

Information on parking and procedures will be available in early January on the [Marine West website](#) Exhibitor Resource Center. While on base you must abide by all guidelines mandated by the Military Police. It is a federal offence if you violate any laws while on Camp Pendleton.

## Photography & Filming

- Photography and video recording are NOT permitted in the exhibit hall except by the Official Show Photographer or an approved Exhibitor Appointed Photographer.
- Exhibitors and/or approved Exhibitor Appointed Contractors may photograph or record their own exhibits during show days ONLY.
- Photography or video recording of any area outside an exhibitor's booth is prohibited.
- Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth.



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## Security

Show Management provides adequate perimeter security on-site. However, it is the exhibitor's responsibility to ensure the security of their exhibit and products. This security service does not guarantee exhibitors against product loss. To order in-booth security services for your exhibit, contact Andrea Nielson, Operations Manager, [andrea.nielson@emeraldexpo.com](mailto:andrea.nielson@emeraldexpo.com)

## Shipping

Booth materials may be shipped in advance to the GES Advance Warehouse or shipped directly to the Camp Pendleton Marine Corps Base. Specific shipping information, instructions, receiving dates and printable shipping labels are located in the Shipping Information of the online service manual.

## Show Guide

Please go on-line to create/update your Company Profile listing for the Official [Marine West Show Guide](#). The deadline for submitting your information is **December 19**.

## Show Office

An on-site Show Office will be in operation during move-in, show days and move-out.

## Table Top Move-in

If your company has been assigned a "T" booth, tables will be available for set-up on January 28 from 3:00pm – 5:00pm.

## Telephone/Internet Services

No telephone, internet, photocopying or fax services are available at the Expo site during the show. Wireless internet cards work well at the Expo site.

## Union Rules

Please refer to the Show Site Work Rules which are located in the Show Rules & Regulations section of the Marine West online service manual.

## Vehicle Spotting Fee

Exhibitors with vehicles, self-propelled or pushed, scheduled for display at Marine West must notify GES in advance of the show and will be subject to spotting fees. "Spotting" is placement and removal of a vehicle or trailer on the show floor including outdoor areas. The Vehicle Spotting Fee Order Form is located under the Shipping Information in the online service manual. For more information on spotting fees and vehicle move-in coordination, contact GES's Marine West Customer Service Line at (800) 475-2098.