

SAN DIEGO COUNTY 2017 REALTOR® EXPO & CONFERENCE

SPONSOR & EXHIBITOR INFORMATION

We are thrilled to have you as part of our San Diego County 2017 REALTOR® Expo & Conference! Here is important information to assist with your preparations and to help ensure your success.

LOCATION:

San Diego Convention Center – Upper Level, Sails Pavilion (West End of the Convention Center)
111 W. Harbor Drive, San Diego, CA 92101

EXPO EVENT DATE & HOURS:

Wednesday, April 26, 2017: Exhibitor Registration and Load In, Hall 6 Foyer & Sails Exhibit Hall, 12:00PM – 4:30PM
Thursday, April 27, 2017: Exhibitor Access to Expo Hall and Registration 7:00AM – 6:00PM
Thursday, April 27, 2017: Expo 8:00AM – 5:00PM
Thursday, April 27, 2017: Closing Reception in Exhibit Hall, 3:30PM – 5:00PM

CHECK-IN:

The Exhibitor/Sponsor Check-In counter is located in the Hall 6 Foyer on the third floor of the convention center.

PARKING:

\$15 per car, per day at the Convention Center parking garage. No overnight parking allowed. No in-and-out privileges. Parking passes for the day of the event only are available for pre-purchase when registering. Parking for **Load-In/Set up day will have to be paid directly to parking attendant.**

BOX LUNCHES:

SDAR is offering Exhibitors the convenience of pre-ordering a box lunch for Thursday, April 27, 2017. When registering you may elect to add the lunch to your exhibitor pass.

Deadline to order box lunches is Friday, April 21, 2017.

LOADING/UNLOADING OF EXHIBIT MATERIALS:

Exhibitors shall use GES Services via the loading dock for all load-in and load-out of exhibit related materials, with the exception of: An exhibitor may individually move in booth materials that can be carried by hand, by 1 person in a single trip, without the use of dollies, hand trucks, or other mechanical equipment. **Please see the GES Exhibitor Service Manual for further information.** <http://ordering.ges.com/025601080/welcome>

EXHIBITOR BOOTH MOVE-IN / TEAR-DOWN:

MOVE-IN: Wednesday, April 26, 2017, 12:00PM – 4:30PM

Exhibitors must set up on Wednesday, April 26, 2017. Exhibit floor must be cleared by 5:00PM.

(Space not occupied by 8:00AM on Thursday, April 27, 2017, will be forfeited by Exhibitor and may be resold and/or reassigned. In no event will Exhibitors receive any refund of booth rental)

TEAR-DOWN: Tuesday, September 13, 2016, 5:01PM – 6:30PM

All exhibitor materials must be removed from facility by 6:30PM. This event moves out on overtime and all applicable surcharges will apply.

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IMPORTANT DATES TO REMEMBER:

DATE	DESCRIPTION	HOURS
Wednesday, April 5	Discount Deadline Date for GES Orders Received with Payment	5:00PM
Monday, April 17	Deadline to Deliver Promo Items to be included in Attendee Bag to SDAR	12:00PM
Tuesday, April 25	Deadline to Register Exhibitor Attendee Names for Badges	5:00PM
Wednesday, April 26	Show-Site Freight Receiving & Booth Move-In	12:00PM – 4:30PM
Thursday, April 27	Expo Show Hours	8:00AM – 5:00PM
Thursday, April 27	Booth Move-Out	5:01PM – 6:30PM

ADVANCED FREIGHT/SHIPPING DEADLINES TO REMEMBER:

DATE	DESCRIPTION	HOURS
Thursday, March 23	Start of Advance Shipping to Warehouse (items received prior to this date will incur a storage fee)	8:00AM
Friday, April 21	End of Advance Shipping to Warehouse (items received after this date will incur a late fee)	2:30PM

ORDERING BOOTH SERVICES:

(Discount deadline to order booth services is Wednesday, April 5, 2017)

Booth services including freight shipping, carpeting, electricity, and audio/visual are available through GES Services. To order, go to <https://ordering.ges.com/025600795/welcome>

ORDERING Internet & WiFi Connectivity:

(Deadline to order Internet and Wifi services is April 21, 2017)

To order Internet & Wi-Fi connectivity please contact sales@sdar.com

EXHIBIT SPACE INFORMATION (For Standard 10' x 10' Booth Package):

- Rental of booth space
- 8' high back wall drape and 36" high side rail drape (blue/white – subject to change)
- One 6' skirted table (white)
- Two plastic contour chairs
- One wastebasket
- One booth ID sign
- Free listing of your company name on www.sdarexpo.com
- Two printed exhibitor badges unless otherwise specified on contract

BADGE REQUESTS:

Exhibitor attendees must be registered by 5:00 PM on Wednesday, April 25, 2017.

Register your exhibitor booth attendees at www.sdarexpo.com with the promotional code provided by SDAR. To request a new code, email sales@sdar.com. Badges will be available for pick-up on set up day & event day of the Expo at the Exhibitor/Sponsor Check-In counter. Registration after 5:01PM on Wednesday, April 25 will incur an on-site fee of \$20.00 per badge.

Standard 10' x 10' booth packages receive two complimentary exhibitor badges unless otherwise specified on contract. Additional badges may be purchased at \$10 per badge via the online registration site prior to 5pm on Wednesday, April 25, 2017.

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PROMOTIONAL ITEM IN ATTENDEE BAGS:

Promotional item must be delivered by 12:00PM on Monday, April 17, 2017 to SDAR

For those Sponsors/Exhibitors have a promotional item included in the attendee bags, please deliver items by 12:00PM on Monday, Monday, April 17, 2017 to SDAR (ATTN: EVENTS DEPT, 4845 Ronson Court, San Diego, CA 92111). We will need 2,000 of each item. Please note: Flyers, collateral, etc., NOT accepted. For more information, email sales@sdar.com or call [858-715-8018](tel:858-715-8018).

GES SERVICES COMPANY INFORMATION:

GES is the San Diego County 2017 REALTOR® Expo & Conference exhibitor services provider. If you have questions or would like to order freight shipping, carpeting, electricity, and audio/visual, please contact GES Services or visit <https://ordering.ges.com/025600795/welcome>. GES Customer Support hours are Monday – Friday from 6:00AM – 5:00PM.

GES Services

491 C Street, Chula Vista, CA 91910 (Warehouse Address)
Phone: (800) 475-2098
Fax: (866) 329-1437
Chat: www.ges.com/chat

QUESTIONS:

If you have questions about the San Diego County 2017 REALTOR® Expo & Conference, contact SDAR at sales@sdar.com and/or events@sdar.com. You may also reach out the individuals below.

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Thank you for your participation and we'll see you at Load-In for Expo on April 26th!