

San Diego County 2014 REALTOR® Expo and Conference
Sponsor & Exhibitor Information

We are delighted that you have decided to join us for the *San Diego County 2014 REALTOR® Expo & Conference* to be held **Friday, April 11, 2014** at the San Diego Convention Center. Listed below is important information to assist you in preparing for the event.

LOCATION:

The San Diego Convention Center – Upper Level, Sail Pavilion 111 W. Harbor Drive, San Diego, CA 92101

All exhibitors please check in at the **Exhibitor/Sponsor Check-In** counter located in hall 6 on the third floor of the convention center.

PARKING:

Parking is available in the Convention Center underground parking lot at **\$15 per car**. Payment due upon entry and there are **no in and out privileges**.

LOADING/UNLOADING OF EXHIBIT MATERIALS:

Exhibitors have the option of using GES Services via the loading dock or load in/load out access to the front doors via the elevators/escalators. Please see your [Exhibitor Service Manual](#) for further information.

BOOTH MOVE-IN:

Thu, April 10, 2014: 12:00pm – 4:30pm

Fri, April 11, 2014: 7:00am – 9:00am. Displays must be show ready by 10:00am.

SHOW HOURS:

Fri, April 11, 2014: 10:00am – 5:00pm. Displays must remain intact and occupied until 5:00pm.

***BOOTH MOVE-OUT:**

Fri, April 11, 2014: 5:01pm – 6:30pm. All exhibitor materials must be removed from facility by 6:00pm.

**Please take notice, this event moves out on overtime, all applicable surcharges will apply.*

Here are some important dates to remember:

Thu. Mar 20, 2014	Discount deadline for Orders	5:00pm
March 7 – April 7, 2014	Advanced Freight Deadline	Mon-Fri 8:30am – 2:30pm
Thu. Apr 10, 2014	Show-Site Freight Receiving	12:00pm – 4:30pm
Fri. Apr 11, 2014	Show-Site Freight Receiving	7:00am – 10:00am
Thu. Apr 10, 2014	Booth Move-In	12:00pm – 4:30pm
Fri. Apr 11, 2014	Booth Move-In	7:00am - 9:00am
Fri. Apr 11, 2014	Show Date	10:00am - 5:00pm
Fri. Apr 11, 2014	Booth Move-Out	5:01pm - 6:30pm

ORDERING BOOTH SERVICES – Including Carpet, Internet & WI-FI connectivity, electricity, audio/visual etc:

To order booth service please go to ordering.ges.com/025600377. You will need to create a login and fill out a short company information form. Deadline for Internet and Electricity orders is Friday, April 4, 2014.

SHOW INFORMATION - Standard 10' X 10' Booth Package Includes:

- Rental of booth space
- 8' high back wall drape and 36" high side rail drape (blue/gray)
- 1 - 6' skirted table (blue)
- 2 - plastic contour chairs
- 1 - wastebasket
- 7" x 44" company ID sign
- Free listing of your company name on www.sdarexpo.com
- Two (2) complimentary printed exhibitor badges (unless otherwise specified on contract) – see **PRINTED BADGE REQUEST** section below.

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PRINTED BADGE REQUEST: To guarantee your badge(s) are ready in advance, each Exhibitor attendee must be registered for a badge by March 21, 2014. Requests received after the cut-off will be accommodated based on availability. Exhibitors who register the day of the event will be charged \$20.

Use the promotional code provided in your sponsor or exhibitor communications when registering at 2014sdarExpo.eventbrite.com. For a new code, email Sales@SDAR.com. All Exhibitor badges will be pre-printed and available for pick-up at *Exhibitor/Sponsor Check-In* at the San Diego Convention Center day of show.

Additional badges may be purchased at \$10 per badge via online registration prior to March 21, 2014.

RULES FOR WEARING BADGES: Exhibitors must wear the official badge at all times at the show site. Adding a business card to the badge is not permitted. Anyone wearing an unofficial badge, a badge with a business card, or a badge defaced in any other way will be escorted from the exhibit hall.

Exhibitors are not allowed to solicit business outside of their booth.

PROMOTIONAL ITEM IN ATTENDEE BAGS: Sponsors are welcome to provide a promotional item to be included in the attendee event bags. Please contact Sales@sdar.com to arrange delivery of your item. **Deadline for inclusion is March 21, 2014.**

RAFFLE ITEMS: Please donate an item to the SDAR raffle and we will make periodic announcements during the day about the upcoming raffles (your company recognized) to be given away at the *Cocktails & Camo Reception* from 5:00pm-7:00pm. We will select and announce the winners from the raffle drum of cards we have collected that day. Unfortunately, we cannot share their contact info. Please contact Sales@sdar.com to arrange delivery of your item. **Deadline for inclusion is March 21, 2014.**

BOOTH AWARDS: For recognition of our exhibitors we will have booth judging in the following categories for which the winning exhibitor will receive a plaque and recognition during the *Cocktails & Camo Reception*:

- Category 1: Best Giveaway (To be eligible participants must include item in tote bag)
- Category 2: Most Original Booth
- Category 3: Best Theme Interpretation

GES Exhibitor Show Services Company Information

GES is the San Diego County 2014 REALTOR® Expo and Conference Exhibitor Services provider. If you have questions about your booth, shipping, electrical or additional exhibitor services, please contact the GES Office at the number listed below, or visit the GES website, ordering.ges.com/025600377.

GES Branch

Phone: (800) 475-2098

Fax- (866) 329-1437

Email: www.ges.com/chat

GES Customer Support Hours of Operation: 6:00am – 5:00pm Mon-Fri

Warehouse Address

491 C Street, Chula Vista, CA 91910

If you have questions about the San Diego County 2014 REALTOR® Expo and Conference, contact SDAR directly at Sales@sdar.com and/or Events@sdar.com. Thank you again for your participation and we look forward to seeing you April 11!

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Event Planner