



ROOTED TOGETHER
THE ALMOND CONFERENCE

EXHIBITOR QUICK FACTS KIT 2024

SAFE Credit Union Convention Center
Sacramento, CA

December 10 - 12, 2024

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The Almond Conference
12/10/24 - 12/12/24
SAFE Credit Union Convention Center

**DEADLINE DATE TO RECEIVE DISCOUNTED PRICING & DEADLINE DATE FOR ADVANCE WAREHOUSE RECEIVING:
Friday, November 22nd.**

EXHIBITOR LOGIN EMAIL:

Online kit email will be released on **Friday, September 11, 2024**, and will come from info@american-expo.com *Check your Junk/Spam. Or if you have a login from the past, click [HERE](#) .

BOOTH PACKAGE:

Each 10' x 10' in-line booth space will be provided with the following: (Island and Peninsula booths, 400' & larger will receive 2 packages).

• 8' high black back wall drape	• (1) 6' table, draped with a black vinyl top
• 3' high black side rail drape	• (2) plastic side chairs
• (1) 7" x 44" one-line identification sign	• (1) wastebasket

CARPET COLOR:

The booth space is NOT carpeted. You may choose to carpet your space in one of the following options:

Standard 13oz. : Black, Grey, Pepper

Premier 28oz. : Onyx, White, Graphite, Aluminum

SHOW SCHEDULE:

ADVANCE WAREHOUSE SHIPMENTS:

Materials should be shipped to arrive at the AES warehouse starting on October 21, 2024 but **NO LATER** than November 22, 2024 by 4pm. *Freight that arrives after this date will incur a 30% late handling fee.*

DIRECT FREIGHT ACCEPTANCE SCHEDULE: ** See Direct Shipment Notes

Saturday, December 7, 2024 - 8:00am - 4:00pm (**400 sq ft & larger, INVITATION & TARGET ONLY**)

Monday, December 9, 2024 - 8:00am - 4:00pm

DIRECT SHIPMENTS NOTES:

Materials will be received at the exhibit facility on December 7th and December 9th ONLY, from 8:00am - 4:00pm. Freight will **NOT be accepted on Sunday, December 8th due to the California International Marathon.**

****All Carriers & Company Vehicles/POV MUST sign in at the Marshaling Yard.** You will be turned away onsite without a driver number! Small vehicles using cartload service can go directly to the dock on **Monday only**. ****See our Material Handling Bulletin for more details.**

EXHIBITOR MOVE-IN SCHEDULE:

Saturday, December 7, 2024 - Large Equipment Exhibitors by Appointment Only - 8:00am - 5:00pm

Monday, December 9, 2024 - Full exhibitor move-in - 8:00am - 5:00pm

Tuesday, December 10, 2024 - Exhibitor move-in (**HAND CARRY ONLY**) - 7:00am - 11:00am

Show floor will be closed to exhibitors on Tuesday, December 10th from 11:00am-12:00pm for final cleaning prior to show open.

SHOW SCHEDULE:

Tuesday, December 10, 2024 - Exhibit Hall Open & Reception - 1:00pm - 6:00pm

Wednesday, December 11, 2024 - Exhibit Hall Open - 9:00am - 6:00pm

Thursday, December 12, 2024 - Exhibit Hall Open - 9:00am - 12:00pm

EXHIBITOR MOVE-OUT SCHEDULE: ** See Direct Shipment Notes regarding Marshaling Yard

Per Show Management directive, breaking down before the close of show is unacceptable. Anyone who disregards, risks not being allowed to exhibit next year!

Thursday, December 12, 2024 - Exhibitor Move-Out - 12:00pm - 5:00pm, **Carrier Check-in Deadline - 3:30pm**

Friday, December 13, 2024 - Exhibitor Move-Out - 8:00am - 1:00pm, **Carrier Check-in Deadline - 11:00am**

ASSISTANCE: We want you to have a successful show! If you can't find what you are looking for or if we can be of assistance, please call our Exhibitor Services Department or email us! Have a great show!

Contact us at (916) 925-3976 or info@american-expo.com



Union Rules & Regulations - Sacramento, CA

To assist you in planning your participation in the show, we are certain you will appreciate knowing in advance that AES's labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, please read the following information.

Exhibit Labor – Display Installation & Dismantle

AES, as the General Service Contractor, has jurisdiction for the erection, touch-up, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs, and the erection of platforms used for exhibit purposes.

Jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or a payroll stub.

This rule prohibits the utilization of workers hired from a non-licensed and uninsured company. Prior proof and approval will be required. All EACs (Exhibitor Appointed Contractors) and/or third-party I&D companies are allowed two (2) full-time employees only. All additional labor needed must be ordered from AES. AES labor can be ordered in advance by ordering online or at show site. Prior proof of insurance and approval will be required.

Material Handling

AES, as the General Service Contractor, has jurisdiction for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. AES also has the jurisdiction for the unloading, uncrating, unskidding, leveling, painting, and assembly of machinery and equipment as well as the reverse process. It is our responsibility to manage the docks and schedule vehicles for a safe and efficient move-in / move-out of the show. AES will not be responsible for any materials it does not handle.

Exhibitors are allowed to perform their own material handling (“Hand Carry”), provided they meet the following criteria:

- Personnel performing the work must be bonafide, full-time company employees of the exhibiting company.
- Exhibitors must be off-loading from a company-owned truck or rental vehicle, or from a car, van, or truck owned by personnel of the exhibiting company.
- All trucks, including co-owned or rental vehicles, over 24' in length will be off-loaded or loaded by the official material handling contractor.
- Exhibitors may only use hand-operated equipment, which they have provided; two-wheeled luggage carriers are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage/material handling contractor.
- When exhibitors choose to perform their own material handling, they may not be permitted access to the loading dock/freight door areas.

Labor Schedule

Straight time rates apply from Monday through Friday, 8:00 am – 4:30 pm. Overtime rates apply from Monday through Friday, 4:30 pm – 8:00 am, All day Saturday, Sunday and Holidays.

Gratuities

Our work rules prohibit the solicitation of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages, and tipping is not an accepted company policy.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising about AES's jurisdiction or practices must be directed to an American Exposition Services management representative.



Fire Regulations - Sacramento, CA

The following are the Sacramento Fire Department's minimum fire safety requirements, which are applicable to ALL trade shows and exhibits.

Aisles and Exits

- All aisles and exits as designated on the approved floor plans shall be clear and free of all obstructions.
- All aisles shall be a minimum of 10' in width.
- A cross-aisle shall be incorporated into all floor plans.

Venue Fire Fighting Equipment

- Fire extinguishers are to be maintained in a readily accessible and visible location. A three-foot path shall be maintained by direct access.
- Wet standpipe hose cabinets, fire extinguisher locations, exits, exit lights, and fire alarm sending stations shall not be concealed, in whole or part, by any decorative material.

Electrical

- All electrical hook-ups are to conform to the National Electrical Code.
- All wiring and cables that cross public access (aisle ways etc.) must be bridged or taped and matted.
- Electrical feeder and branch circuits are not to be supported whereby such support would cause damage to the building.
- Batteries shall be removed, or battery cables shall be disconnected from all motor-powered vehicles displayed, and vehicles shall contain only 1/4 tank of fuel. All fuel tanks shall be furnished with a locking-type gas cap or sealed with tape. Garden tractors, chainsaws, power plants, and other fuel-powered equipment shall be safeguarded similarly.

Enclosed Displays

- All tents, awnings, canopies, and/or other enclosed structures must display a "California State Fire Marshal" seal indicating that the material(s) used are flame retardant.
- If you are cooking within the exhibit space, a fire extinguisher must be prominently displayed within the confines of the exhibit. Any/all exceptions to this must have advanced specific, written authorization from the Sacramento Fire Department.

Flame Retardant Treatment

- All decorations, drapes, curtains, signs, banners, acoustical material, moss, split bamboo, plastic cloth, Christmas trees, and similar decorative materials shall be rendered flame retardant. Hay and straw bales must be rendered flame retardant.
- Table coverings must be treated with a flame retardant chemical unless they lie flat with an overhang of not greater than six inches.
- Oil cloth, tar paper, sisal paper, nylon, Orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
- Documentation of fire retardation must be present on-site.

Flammable Liquids

- No open flames are allowed anywhere in the SCUCC, with two exceptions: Sodexo has small decorative votive candles which have been approved by the Sacramento Fire Department. Steno containers, used for warming food samples, are allowed without prior approval.
- A person shall not use within the SCUCC any heating, lighting, or cooling appliance that uses a class 1 liquid (gasoline, white gas, alcohol, etc.)
- A person shall not store any flammable liquid inside the SCUCC.

Permits

- Permits for the following shall be requested not less than ten days in advance of the show. Requests are to be directed to SCUCC Management in conjunction with the Sacramento City Fire Department.
- Display and operate any heater, barbecue, heat-producing device, lamps, lanterns, torches, pyrotechnics, etc. To display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Sacramento City Fire Department.

Paper Products

- Literature on display must be limited to reasonable quantities. Reserve supplies must be kept in closed containers and stored neatly and compactly.



american exposition services



The Almond Conference 2024
December 10-12, 2024
SAFE Credit Union Convention Center
Sacramento, CA

Shipping & Material Handling Information

American Exposition Services is the exclusive provider of material handling services for this event. Due to liability concerns and/or labor jurisdictions, Exhibitors or their Exhibitor Appointed Contractors (EACs) may not operate any type of mechanical or powered equipment including forklifts, manual or electric pallet jacks, overhead lifts, etc.

Shipping vs Material Handling. Shipping is the process of transporting your shipment from its origin to its final destination via a shipping carrier. Material handling via AES begins at the time your shipment arrives at the dock. These are separate services and billed independently.

You have the following options to get materials to your booth for this event:



Ship to Advance Warehouse

Shipments may begin arriving 30 days prior to show move-in. Reference the specified dates/times for receiving. Please use the Advance Warehouse shipping labels provided. Material handling charges will automatically be applied to your account upon receipt of each shipment.



Ship Direct to Show Site

Carrier shipments will be accepted by AES at the show site during exhibitor move-in hours only. Please reference the schedule below. Use the Direct to Show Site labels provided. Material handling charges will automatically be applied to your account upon receipt of each shipment.



Cartload (POV) Service at Show Site

A person and cart will be available for hire to assist with small item delivery from your vehicle to your booth. This is a round trip service, and restrictions will apply. Please reference the POV Unloading Information provided for specific rules and regulations.



Hand Carry

Company personnel can hand carry small items to their booth, so long as they are not crossing the loading dock area. Specific rules and regulations apply to this option, so exhibitors should reference the Union Jurisdictions governing this event prior to move-in.

Exhibit Show Schedule

Targeted Exhibitor Move-In (400+ Sq Ft) - INVITE ONLY

Saturday, December 7, 2024 • 8:00am - 5:00pm

Exhibitor Move-In (All)

Monday, December 9, 2024 • 8:00am - 5:00pm

Exhibitor Move-In (Hand Carry Only)

Tuesday, December 10, 2024 • 7:00am - 11:00am

Exhibitor Move-Out

Thursday, December 12, 2024 • 12:00pm - 5:00pm

Friday, December 13, 2024 • 8:00am - 1:00pm

Carrier Check-In Closes / Reroute Begins

Thursday, December 12, 2024 • 3:30pm

Friday, December 13, 2024 • 11:00am ***reroute begins at 11am*

Shipping/Label Addresses

Advance Warehouse Shipment

Exhibit Company Name / Booth #
The Almond Conference
American Expo
1341 N Market Blvd. Suite 300
Sacramento CA 95834

Direct to Show Site Shipment

c/o American Expo
Exhibit Company Name / Booth #
The Almond Conference
SAFE Credit Union Convention Center
1401 K Street
Sacramento CA 95814

Marshaling Yard Address/Hours

1341 N Market Blvd, Ste 300, Sacramento, CA 95834
Saturday - 12/7 - 7:00am - 3:00pm - **INVITE and TARGET Only!**
Monday - 12/8 - 7:00am - 2:00pm
Thursday - 12/12 - 11:00am - 3:30pm
Friday - 12/13 - 7:00am - 11:00am

IMPORTANT DEADLINES

First Day for Warehouse Deliveries without a Surcharge

Monday, October 21, 2024

Receiving Hours: 9:00am - 4:00pm, Mon-Fri, Closed Holidays

Last Day for Warehouse Deliveries without a Surcharge

Friday, November 22, 2024

Last Day for Warehouse Deliveries*

Tuesday, December 3, 2024

! Last day freight can arrive to advance warehouse with guarantee of delivery to booth for exhibitor move-in.

Direct to Show Site Shipments Accepted

Saturday, December 7, 2024 • 8:00am - 4:00pm (**INVITE ONLY**)
Monday, December 9, 2024 • 8:00am - 4:00pm

✓ This show requires all inbound Carriers/POVs to check in at the marshaling yard prior to proceeding to the show site loading dock.

Outbound Carrier Check-In Closes / Reroute Begins

Friday, December 13, 2024 • 11:00am

✓ This show requires all outbound Carriers/POVs to check in at the marshaling yard prior to proceeding to the show site loading dock.

Marshaling Yard

Due to unloading space and time constraints for this event, **all inbound and outbound** carriers and company vehicles (POVs) must sign-in at the marshaling yard prior before proceeding to the show site loading dock. Please instruct your carriers to check in at our marshaling yard address to receive a driver number. Depending on truck type/equipment needs, drivers will be dispatched accordingly due to space restrictions at show site.



Marshaling Yard Address

American Expo Office
1341 N Market Blvd. Suite 300
Sacramento CA 95834

Labor Jurisdictions

To assist you in planning your participation in the show, we are certain you will appreciate knowing in advance that AES's labor will be required for certain aspects of your exhibit material handling. To help you understand the show site work rules, please read the Union Rules & Regulations included in the service kit.

Dismantle & Move-Out Information



Venue Location (All drivers to sign-in at the Marshaling Yard first- see address above)

SAFE Credit Union Convention Center
1401 K Street
Sacramento CA 95814

Empty Container Return. For everyone's safety, please DO NOT pack up your booth before close of show. Once aisle carpets are rolled up and/or floor protection is installed, AES will begin returning empty containers and skids. Depending on the size of the event, this process could take several hours. Please keep aisles free of crates, boxes and furnishings to help speed up the process. For safety reasons, please don't encroach into the dock or storage area to find your crates.

Outbound Paperwork Requirements. To ship or load out any materials from the building, you must first fill out a Material Handling Agreement (MHA). These are available at the Exhibitor Service Desk. All show balances must be paid in full to receive a form. Once all materials are packed and labeled for outbound service, return the MHA to our service desk. Your labeled shipment should remain in your booth space.

Show Carrier. 3-Way Logistics, provided by AES, is the preferred carrier for this event. Please call their specialists to arrange all inbound and outbound shipments at (909) 503-0572 , or email aes@threeway.com. If you choose to use a carrier other than 3-Way Logistics, you will need to make all inbound and outbound arrangements.

Outside Carriers. To maintain an on-time move-out schedule, all Carriers must check in with AES no later than the posted deadline. If prior shipping arrangements have not been made or your carrier fails to check in during the allotted time, the official show carrier will be on-site to coordinate or re-route shipments.

If you are shipping with UPS or FedEx, you MUST bring your own shipping labels for each piece and schedule your own pickup. Shipments without correct labels or pickup confirmations will NOT be picked up or released to the carrier. It is recommended that you use the site Business Center for these shipments if available. Additional fees may apply for their service.

Disposal and Abandoned Materials. Exhibitors and/or their representative remaining on the show floor after the published move-out times may charged labor wait fees if your booth dismantle delays AES operations. Exhibit materials left on the show floor without shipping labels (abandoned), may be thrown away at Exhibitor's expense. Additionally, bulk items (non-sweepable), will be charged disposal fees + one hour minimum labor as necessary.

Cartload Qualifications - Unloading Information

American Exposition Services is the exclusive provider of material handling services for this event. Due to liability concerns and/or labor jurisdictions, Exhibitors or their Exhibitor Appointed Contractors (EACs) may not operate any type of mechanical or powered equipment including forklifts, manual or electric pallet jacks, overhead lifts, etc.

Labor Jurisdictions

To assist you in planning your participation in the show, we are certain you will appreciate knowing in advance that AES's labor will be required for certain aspects of your exhibit material handling. To help you understand the show site work rules, please read the Union Rules & Regulations included in the service kit.

Cartload Service and Qualifications

Cartload service consists of one man with push cart or pallet jack from the dock to your booth, round trip. For those choosing to drive your materials to the show, the following qualifications will apply for AES cartload service.

- Personally Operated Vehicles are defined as cars, pickup trucks, small vans and other vehicles primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service OR have material that requires mechanical assistance to unload, will be directed to the Material Handling area of the Loading Dock or Marshaling Yard.
- Each cartload is approximately (8) pieces or 200 lbs. with a maximum of 50 lbs. for any single piece.
- For safety reasons, the Freight Supervisor may deem materials too large or heavy for Cart Service and therefore considered Freight and handled by AES at the published Material Handling freight rates.
- Cart Service includes storage of empty cartons, fiber cases and product boxes at no additional charge. Empty stickers can be obtained at the AES Service Center.

Vehicles That Qualify:



Vehicles That DO NOT Qualify:



Instructions For Service

- To receive Cart Service, proceed directly to the facility loading dock and check in with the attendant or designated POV check-in Supervisor.
- It will be determined at this time by AES management if your vehicle will qualify for Cart Service versus Material Handling. You will be required to fill out necessary paperwork prior to service completion.
- Cart Service will be provided on a first come, first served basis. Once your materials are unloaded, your vehicle must immediately be moved out of the unloading area. If you wish to accompany your materials to your booth, another person must be available to remove the vehicle.
- Labor and carts are NOT permitted to enter or go to any parking structure.
- Any disputes regarding Cart Service will be handled at the time of unloading.

Advanced Shipping Label

Print and affix at least one shipping label to each piece of shipped material. Be sure to include exhibiting company name, booth number and piece count. If you are creating your own labels, please make sure the same information below is on your labels.



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ADVANCED WAREHOUSE

TO:

Exhibiting Company Name

Exhibiting Company Booth Number

American Exposition Services
1341 N Market Blvd. Suite 300
Sacramento, CA 95834

EVENT:
The Almond Conference 2024

Piece # _____ of _____

Delivery Hours: Monday - Friday 9:00am - 4:00pm
First day freight can arrive without a surcharge:
Monday, October 21, 2024
Last day freight can arrive without a surcharge:
Friday, November 22, 2024

Advanced Shipping - Hanging Sign Label

Print and affix at least one shipping label to each piece of shipped material. Be sure to include exhibiting company name, booth number and piece count. If you are creating your own labels, please make sure the same information below is on your labels. Please order sign hanging through the online portal or contact AES Customer Service in advance.

Signs and other equipment approved to hang from the ceiling must be delivered to the advanced warehouse shipping address. Please identify these items with the correct labels so we may install your hanging elements early.

ADVANCED WAREHOUSE HANGING SIGN

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TO:

Exhibiting Company Name

Exhibiting Company Booth Number

American Exposition Services
1341 N Market Blvd. Suite 300
Sacramento, CA 95834

EVENT:
The Almond Conference 2024

Piece # _____ of _____

Delivery Hours: Monday - Friday 9:00am - 4:00pm
First day freight can arrive without a surcharge:
Monday, October 21, 2024
Last day freight can arrive without a surcharge:
Friday, November 22, 2024

RUSH

Direct Shipping Label

Print and affix at least one shipping label to each piece of shipped material. Be sure to include exhibiting company name, booth number and piece count. If you are creating your own labels, please make sure the same information below is on your labels.

DIRECT TO
SHOW SITE

RUSH



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DIRECT TO SHOW SITE

TO:

Exhibiting Company Name

Exhibiting Company Booth Number

American Exposition Services
SAFE Credit Union Convention Center
1401 K Street
Sacramento, CA 95814

EVENT:
The Almond Conference 2024

Piece # _____ of _____

DO NOT DELIVER PRIOR TO:
Saturday, December 7, 2024

Shipping and Material Handling - Definitions & FAQ

What is the difference between material handling and shipping?

Shipping is the process of transporting your shipment from its origin to its final destination. Material handling begins at the time your shipment arrives at the dock (please refer to 'What is Material Handling for the full definition). These are separate services and billed independently.

What is shipping?

Shipping is the process of a carrier picking up items from your office or any place of origin and transporting it to the dock of either the advance warehouse or event facility. Shipping is separate from Material Handling. Exhibitors may use any carrier they want, including 3-Way Logistics by AES.

What carrier do I use to ship?

Please carefully consider your carrier prior to arranging your shipment(s) to and from the event. Various carriers may have limited services that can affect timing and delivery procedures. This may result in delays and/or additional fees.

3-Way Logistics, provided by AES, is the preferred carrier for this event. Please call their specialists to arrange all inbound and outbound shipments at (909) 503-0572, or email aes@threeway.com. If you choose to use a carrier other than 3-Way Logistics, you will need to make all inbound and outbound arrangements.

Can I ship collect?

No. AES will not accept nor be responsible for any collect shipments. Please prepay all shipping charges.

Who do I consign my shipment to?

All shipments must be consigned "c/o American Exposition Services" to enable us to accept them for material handling to your booth. Shipments consigned to exhibiting companies, hotel guests or venues risk shipment refusal and/or storage fees in addition to material handling charges based on labor jurisdictions.

What is Material Handling (Drayage)?

Material Handling is the process of receiving a shipment from your carrier, including POVs, and managing onsite handling of the shipment throughout the event. This is a standard event procedure with associated fees typically based on shipment weight.

The Material Handling process includes:

- Unloading freight from your carrier once it arrives at the warehouse or show site receiving dock.
- Transporting your materials from the dock to your booth space.
- Removing empty shipping containers (boxes, crates, pallets) from your booth.
- Temporary storage of your empty shipping containers during the show.
- Returning empty shipping containers to your booth at the close of the event.
- Transporting your materials back to the loading dock for outbound service.
- Loading your freight into your carrier's transport vehicle for return shipping.

What is the definition of freight?

Any exhibit materials shipped or delivered to the advance warehouse or show site via shipping carrier, POV or delivery truck.

What does CWT mean?

CWT is an acronym for Century Weight, also known as Hundredweight (100 lbs.)

What determines my material handling billing?

Charges are most commonly based on weight using the inbound certified weight ticket included with your shipment as well as the type of service required.

How do I calculate material handling charges?

Material Handling, whether used completely or in part, are offered as a round trip service, and billed on the inbound weight of the shipment. Published rates apply to every CWT (100 lbs.) and fractional poundage is rounded up to the next CWT. Each shipment received is considered and billed separately.

Example: 375 lbs. rounded up to 400 lbs./100 lbs. = 4 x (rate) = \$ Amount or minimum charge, whichever is greater.

What are rate classifications?

AES has adopted two rate classifications to minimize the guesswork and unpredictability of material handling fees.

Our **1R (one-rate)** classification is a round trip material handling rate with no added fees including overtime, special handling, marshaling yard, reweigh or warehouse add-ons. This applies to any single shipment greater than 40 lbs. or has two-way service.

The **Small Package** classification is an inbound-only rate to include smaller collateral shipments consisting of cartons and envelopes no heavier than 40 lbs. per shipment gross.

Will there be any additional fees?

Additional fees may apply to your shipment for the following reasons.

Early or Late to Warehouse. Shipments arriving to the Advance Warehouse before or after the designated deadline will be charged an additional 30%.

Off-Target Fee: If your event has a targeted move-in or posted show site receiving schedule, your shipment must arrive during these hours. If your shipment is received outside of that published time frame, an additional fee of 30% will be charged.

Shipments Returned to Warehouse: Shipments returned to the warehouse at the close of the show for designated pickup will be charged 75% of the inbound rate classification with a 200 lb. minimum. Shipments must be picked up within 72 hours to avoid storage fees.

How can I save on Material Handling fees?

Consolidate. Whether you ship to the advanced warehouse or to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge. Skidding or crating items is a good way to consolidate so your materials arrive together.

Do I need to order a forklift to unload or reload my freight?

No. Please do not order forklift labor for the unloading and reloading of your freight. Once your materials are delivered to your booth space, if you need forklift labor to uncrate, place, install or dismantle your exhibit, please place an order for forklift labor.

What are Advanced Shipments?

All shipments addressed to the advanced warehouse (please use the Advanced Warehouse shipping labels). AES will accept your shipments 30 days prior to show move-in (refer to the show schedule for exact dates).

Unless otherwise noted, the advanced warehouse will receive shipments Monday - Friday, 8:00am - 4:00pm, excluding holidays. To avoid early or late fees, shipments must arrive within the dates published for the advanced warehouse.

Crates, skids, cartons, fiber cases and carpets will be accepted at the warehouse. Please do not ship oversized crates and/or crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to the warehouse. Those items must be shipped directly to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets are required.

All shipments must be prepaid. No collect shipments will be accepted.

What are Direct Shipments?

All shipments addressed directly to the show site (please use the Direct to Show Site shipping labels). Shipments must arrive during the published exhibitor move-in times only. Avoid shipping direct to show site in advance, as these shipments will be refused. If your shipment cannot be guaranteed to arrive during exhibitor move-in, please ship to the advanced warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets are required.

Oversized crates, crates weighing over 5,000 lbs., loose/uncrated shipments, and machinery shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid. No collect shipments will be accepted.

What is Vehicle / Mobile Unit Spotting?

Vehicles or mobile units for display. This includes self propelled (powered), rolling stock, towed and/or pushed vehicles/machinery (non-powered). Exhibitors or Agents with vehicles or mobile units will require spotting guidance to their respective booth locations. This guidance is required and provided by AES to prevent injury or damage to exhibitors, property of others, or when necessary to move obstacles in aisle ways.

Important Rules and Regulations

- Battery cables must be disconnected.
- Fuel tank must be at 1/4 tank or less.
- Gas cap must either be taped shut or have lockable gas cap.
- At least 36" clear access or aisle around vehicle.
- Venue may require plastic or pan under oil pan.

What is a Material Handling Agreement (MHA)?

A MHA is a multi-part document required for all outbound service which indicates shipping origin, destination, billing parties, contents, and conditional agreement between the exhibitor and AES. A MHA must be filled out for any shipment leaving the exhibit venue and/or materials handled by AES.

Outbound Shipping.

If you have an outbound shipment, you must complete an AES Material Handling Agreement (MHA). MHA's will be available at the Exhibitor Services Desk and distributed if all services have been paid in full.

Upon completion of packing and labeling your materials, complete the MHA with all required information, and return it to the Exhibitor Services Desk. If you have any questions on how to complete the MHA, need shipping labels and/or shipping carrier service, please ask an AES Exhibitor Services Representative located at the Service Desk.

If you are not using the designated show carrier, you must call your carrier with pickup instructions. If your carrier fails to pick up your shipment, AES will either reroute your shipment with the designated show carrier or return your shipment to the local warehouse (fees apply), whichever is indicated on your MHA. **Please be aware 'Return to Warehouse' service is not always available and your shipment will default to the reroute option.**

Carrier Check-In.

All carriers must be checked in no later than the hours indicated in the show schedule. If prior shipping arrangements have not been made or your carrier fails to check in during the allotted time, the designated show carrier will be on-site to coordinate or re-route shipments.

Small Parcel Carriers.

Examples of small parcel carriers are UPS and FedEx. Use of these carriers require the use of specific shipping labels for each piece and schedule your own pickup. Shipments without correct labels or pickup confirmations will NOT be picked up or released to the carrier. It is recommended that you use the site Business Center for these shipments if available. Additional fees may apply for their service.

Questions?

If you need assistance, please contact our customer service agents who will be happy to help.



General Shipping and Material Handling
info@american-expo.com
916.925.3976



Shipping Quotes by 3-Way Logistics
aes@threeway.com
909.503.0572



american exposition services



Three Way has been appointed by the official freight forwarder AES to help meet your international and domestic tradeshow transportation needs.

INTERNATIONAL

- AES onsite representation
- Customs Clearance
- Air freight / Sea freight
 - (LCL/FCL, Project)
- Delivery to venue
- Outbound shipping (return)

DOMESTIC

- AES onsite representation
- Specialized Equipment
- Point to Point control
- FTL / LTL / Air
- Outbound shipping (return)

CONTACT US TODAY!

(909) 503-0572,

AES@THREEWAY.COM



Internet & Telephone for Exhibitors

Contact:

SmartCity Networks

*Exclusive telecom and internet provider for SAFE Credit Union
Convention Center*

Order online at: orders.smartcitynetworks.com

Or call 888-446-6911

INTERNET | TELEPHONE

SAFE CREDIT UNION

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where
TECHNOLOGY
Meets **HOSPITALITY**

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

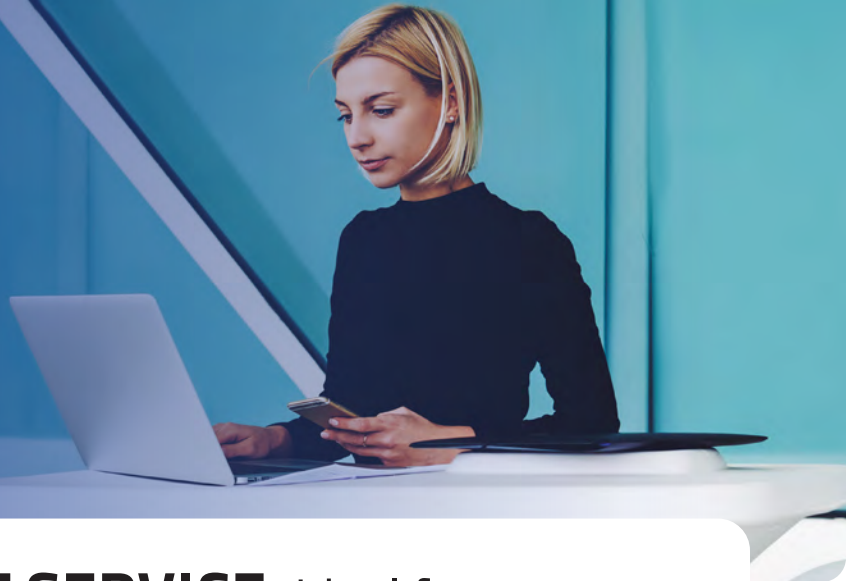
A woman with blonde hair wearing a headset is sitting at a desk in a modern office, looking at a laptop. The background is a bright blue wall with geometric patterns.

INTERNET

A man in a white shirt and black tie is sitting at a desk, smiling and pointing at a laptop screen. The background is a light blue wall.

TELEPHONE

Need just a **BASIC** CONNECTION?



Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE **	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE **	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

* **NOT FOR STREAMING**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

What if it's

MISSION CRITICAL?

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- **Wireless and Hardline routers are permitted**
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
 or call 888.446.6911

orders.smartcitynetworks.com/wifi-splash-page-design

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines **HIGH BANDWIDTH WIRELESS** with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
 or call 888.446.6911



orders.smartcitynetworks.com/wifi-splash-page-design

NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”



Lead Retrieval

Contact:

ExpoLogic

Order online at: myexpoleads.expologic.com

Show Code: **ALMOND24**

Or call 484-751-5131

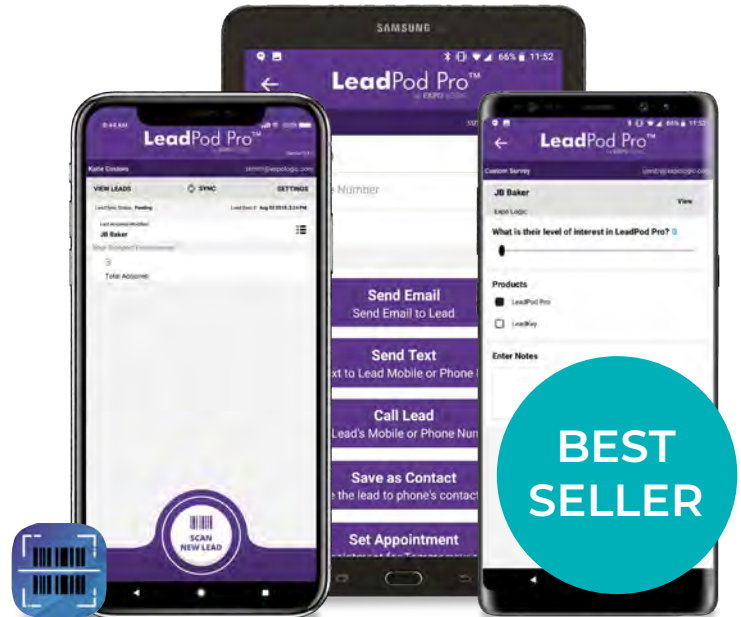
Win **MORE** Business with Advanced Lead Retrieval Tools

You've made the investment to exhibit, now get the **highest ROI** possible by capturing prospect information in just a few seconds. Expo Logic's lead retrieval tools make it easy to **scan badges**, **qualify leads**, and even **follow-up with leads!**

LeadPod Pro

The LeadPod™ Pro app turns any iPhone, iPad or Android device into your own advanced lead retrieval tool. With the LeadPod Pro app you can scan an attendee's badge using the camera on your device, capture their contact information instantly, take notes on each lead, and survey your lead with customizable surveys.

You can also save a lead as a contact on your phone, place a call to your lead or send them an email or text message – all directly from the app! This functionality makes lead follow-up a breeze and ensures you get the most out of the leads you capture.



[LEARN MORE](#)







LeadKey

The LeadKey® is a small, pocket-sized and battery-powered device. LeadKey has no screen and is good for gathering many leads quickly and efficiently; allowing you to focus on your booth and quality conversation.

[LEARN MORE](#)



To order online, go to myexpoleads.expologic.com and use show code: **ALMOND24**
 If you would like to fax or mail your order to us there will be a \$7.95 processing fee.

<h2>LeadKey</h2>	
<p>Battery-powered, hand-held Badge Reader for mobile, data collection/management with online access to scanned sales lead data, via Exhibitor's password protected Internet portal. Sales leads will be uploaded after the show closes.</p>	
<h2>LeadPod Pro</h2>	
<p>Mobile solution for iOS and Android devices, includes basic survey questions and note-taking capability. <i>*Minimum iOS Version 9.0, Minimum Android Version 5.0. All devices require AutoFocus Cameras*</i></p>	
<h2>LeadPod Pro - (3) Licenses Bundle</h2>	
<p>Capture leads, take notes and more. (3) licenses included.</p>	
<h2>LeadPod Pro - (5) Licenses Bundle</h2>	
<p>Capture leads, take notes and more. (5) licenses included.</p>	
<h2>LeadPod Pro - (10) Licenses Bundle</h2>	
<p>Capture leads, take notes and more. (10) licenses included.</p>	
<h2>LeadPod Pro - Unlimited Licenses Bundle</h2>	
<p>Capture leads, take notes and more. Unlimited licenses included.</p>	

Device Selection					
	Initial Price	Starting 10/1/24	Starting 12/5/24	QTY	TOTAL
LeadKey	\$415/1st Unit	\$465/1st Unit	\$505/1st Unit	___	\$ ___
Quick and easy, battery-powered lead capture device.	\$315/Addl.	\$365/Addl.	\$405/Addl.	___	\$ ___
LeadPod Pro	\$365/1st Unit	\$415/1st Unit	\$485/1st Unit	___	\$ ___
Capture leads, take notes and more with this app.	\$235/Addl.	\$285/Addl.	\$355/Addl.	___	\$ ___
LeadPod Pro - (3) Licenses Bundle	\$752/1st Unit	\$887/1st Unit	\$1040/1st Unit	___	\$ ___
Capture leads, take notes and more. (3) licenses included.	\$752/Addl.	\$887/Addl.	\$1040/Addl.	___	\$ ___

LeadPod Pro - (5) Licenses Bundle	\$1175/1st Unit	\$1400/1st Unit	\$1715/1st Unit	_____	\$ _____
Capture leads, take notes and more. (5) licenses included.	\$1175/Addl.	\$1400/Addl.	\$1715/Addl.	_____	\$ _____
LeadPod Pro - (10) Licenses Bundle	\$2232/1st Unit	\$2565/1st Unit	\$3150/1st Unit	_____	\$ _____
Capture leads, take notes and more. (10) licenses included.	\$2232/Addl.	\$2565/Addl.	\$3150/Addl.	_____	\$ _____
LeadPod Pro - Unlimited Licenses Bundle	\$3290/1st Unit	\$3965/1st Unit	\$4658/1st Unit	_____	\$ _____
Capture leads, take notes and more. Unlimited licenses included.	\$3290/Addl.	\$3965/Addl.	\$4658/Addl.	_____	\$ _____

Additional Services			
	COST	QTY	TOTAL
Insurance quantities must equal device quantities.			
LeadKey Insurance	\$45 /each	_____	\$ _____
Custom Qualifiers	\$95	_____	\$ _____
Delivery	\$75	_____	\$ _____
Custom Surveys	\$95	_____	\$ _____

PROCESSING FEE \$ 7.95 (for mailed, faxed, emailed or phoned in orders)

GRAND TOTAL \$ _____

Your Contact and Payment Information

Company <input style="width: 95%;" type="text"/>	Billing Contact <input style="width: 95%;" type="text"/>	
Billing Street Address (Must match the billing address on the credit card being used for payment) <input style="width: 98%;" type="text"/>		
City <input style="width: 95%;" type="text"/>	State <input style="width: 100px;" type="text"/>	Zip <input style="width: 100px;" type="text"/>
Phone <input style="width: 95%;" type="text"/>	Fax <input style="width: 95%;" type="text"/>	
Email Address <input style="width: 98%;" type="text"/>		
Cell Phone Number (for on-site contact) <input style="width: 95%;" type="text"/>		Booth Number <input style="width: 100px;" type="text"/>
Email Address (for on-site contact) <input style="width: 98%;" type="text"/>		
First Name (for on-site contact) <input style="width: 95%;" type="text"/>		Last Name (for on-site contact) <input style="width: 95%;" type="text"/>

Credit Card (circle one if paying by credit card) <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Check Number <input style="width: 95%;" type="text"/>	Total Amount Due <input style="width: 95%;" type="text"/>
Credit Card Number <input style="width: 95%;" type="text"/>	CVV <input style="width: 60px;" type="text"/>	Expires <input style="width: 60px;" type="text"/>
Name as it appears on card <input style="width: 95%;" type="text"/>	Signature <input style="width: 95%;" type="text"/>	

TERMS & CONDITIONS: This Order Form is subject to the Licensor's terms and conditions (the "Terms and Conditions"), a copy of which is available on Licensor's website at [Terms and Conditions](#), and supersedes all prior, conflicting agreements or representations, written or oral between the parties. Capitalized terms in this Order Form will have the meanings given in the Terms and Conditions. It is understood the above-named Company is responsible for the pick-up, proper use, safeguarding, and prompt return of the Badge. Reader(s) in his/her possession and is also liable for any loss or damage. Expo Logic reserves the right to terminate services if the rented equipment is found to be improperly used. The replacement fee for lost, stolen, or damaged LeadKey[®] is \$495.00/device, \$50/box. The replacement fee for lost, stolen, or damaged Lead Manager is \$2,495.00/device. A credit card deposit will be required on-site if rental payment is made by check or cash. Badge readers must be picked up at our on-site service counter if you did not order 'Delivery' services. All equipment must be returned within 30 minutes after the close of the Show in its original packaging. Refunds will not be made for unclaimed equipment or if the above Company decides not to use the ordered service. A \$7.95 processing fee will be added to mailed orders. It is against Expo Logic's security policy to accept credit card information via email. Exhibitors will have access to the Lead Portal 90 days post-event to download any data.

System Requirements: Our services require a minimum iOS version of 9.0 or higher for Apple devices and a minimum Android version of 7.0 or later for Android devices. Additionally, all devices used must be equipped with Autofocus Cameras to ensure proper functionality.

CANCELLATION POLICY: You may cancel your order up to 2 weeks before the event's opening date. A \$50.00/Order Cancellation Fee will apply. No refunds will be given for orders canceled less than 2 weeks prior to the event's opening date. Unused licenses will not be refunded. *LeadPod Pro users will have instant access to their leads, as long as the device has an active internet connection (Wi-Fi, LTE/4G).



Insurance

All exhibitors are required to have **Comprehensive General Liability Insurance** of not less than \$1,000,000 for bodily injury and/or property damage, with the following listed as additionally insured: Almond Board of California, The Almond Conference, Mosaic Event Management, and SAFE Credit Union Convention Center.

While all exhibitors are required to have this insurance coverage, only those exhibitors with booths **larger** than a 10x10 booth must provide proof of that insurance by emailing the certificate of insurance to Michelle McFadden (mmcfadden@mosaicevents.com) at least 30 days prior to the opening of The Almond Conference. Exhibitors who fail to provide proof of insurance will not be allowed to move-in until coverage is provided. Refer to the Exhibitor Kit for more information.

Insurance Requirements & Information

IMPORTANT! Please take care of immediately!

RE: TRANSPORTATION, PROPERTY AND LIABILITY INSURANCE FOR YOUR EVENT

As an exhibitor participating in The Almond Conference, you must have Liability Insurance. exhibitorinsurance.com provides a program that includes TRANSPORTATION AND PROPERTY as well.

Show Management's insurance policy does not extend coverage to any exhibits and requires you to submit a Certificate of Insurance as per your exhibitor contract.

There are two (2) ways to arrange the required insurance.

OPTION #1: Your own Insurance Company

Alternatively, you can have your insurance company prepare a Certificate of Insurance which must have the following:

- Event organizer listed as an additional insured
- SAFE Credit Union Convention Center listed as an additional insured
- Exact dates of the show
- Complete Address
- Event Name and Address
- Comprehensive General Liability of the required amount specified in your exhibitor contract
- Bodily Injury and Property Damage Liability
- Maximim deductible of \$1,000 Bodily Injury & Property Damage
- Products and Completed Operations Liability
- Blanket Contractual Liability
- Broad form Property Damage
- Cross Liability clause
- Severability of Interest Clause

OPTION #2: <https://www.exhibitorinsurance.com/pub/>

The exhibitorinsurance.com sample form and list of coverages are included in this package for your convenience. Just click on the link next to Option 2, use the generic USA form, and fax or email to Exhibitor Insurance to place your order.

Fax: 905-760-2260

Email: info@exhibitorinsurance.com

Note: Your certificate of Insurance should be sent to Michelle McFadden (mmcfadden@mosiacevents.com) with the Exhibit space contract, or at least 30 days prior to the show set up date.

Your understanding and compliance with this are greatly appreciated and we thank you in advance, for ensuring the well-being of all concerned. Have a prosperous and safe show!



TAC 2024

Logo Usage Guidelines

Exhibitors and Sponsors may request permission to use The Almond Conference logo to promote your participation in the Conference. Please refer to the guidelines included here.

Contact:

Almond Board of California

Jenny Nicolau at jnicolau@almondboard for approval



ROOTED TOGETHER
THE ALMOND CONFERENCE

THE ALMOND CONFERENCE 2024

Logo Usage Guidelines for Exhibitors/Sponsors

The Almond Conference 2024 logo is the official mark to inform and promote the annual Almond Conference. Exclusively for current conference year sponsors and exhibitors, we encourage usage of The Almond Conference 2024 logo to support and promote your participation in the Conference. We ask that you adhere to the logo guidelines on the next page when using The Almond Conference logo in your outreach materials.

1. The design treatment of The Almond Conference logo accompanied by the guidelines checklist must be submitted to Almond Board of California for approval prior to usage. Please allow two business days for review. This helps Almond Board of California maintain the integrity of the logo in support of The Almond Conference.
2. Logo assets are provided in the Sponsor/Exhibitor packet.
3. In all circumstances, the Almond Board of California (ABC) logo cannot be used by external parties.
4. The Almond Conference logo usage is for current year Sponsors and Exhibitors only. Attendees are not permitted to use the logo in any communications.

GUIDELINES CHECKLIST FORM

- The logo contains all original components: the conference name, tagline and icon.
- The orientation or elements of the logo have not been altered or manipulated.
- The background color/imagery allows the logo to be legible.
- The full-color, one color black or reversed was used. The logo size is legible and in printed pieces was not reduced to less than 1" or 25.4 mm wide.
- A protective margin around the logo (one "w" letter on all sides) exists away from text, photos or other logos and design elements.

NAME _____

COMPANY _____

EMAIL _____

SEND TO Jenny at jnicolau@almondboard.com

office use: **APPROVED** **DENIED**



ROOTED TOGETHER
THE ALMOND CONFERENCE

THE ALMOND CONFERENCE 2024

Logo Usage Guidelines for Exhibitors/Sponsors

Please adhere to the following logo guidelines when using The Almond Conference logo. Please contact Jenny Nicolau (jnicolau@almondboard.com) for pre-approval and/or questions about its use.

Either logo must be used in whole, with all components (the conference name, tagline and icon). In most instances, the Main version logo should be used; however, the Secondary option can be used in certain circumstances.

Depending on the color combination used, sufficient contrast between the background color/imagery and the logo colors must be maintained.

To ensure legibility, the logo should not be reduced to a size where it is not easy to read. In print pieces, do not reduce the logo to less than 1" or 25.4 mm wide.

A protective margin around the logo ensures the logo's integrity. The logo should remain a set distance away from text, photos and other lo-gos or design elements. The safe area around the logo is one "w" letter form (at the proportionate size of the logo) on all sides.



Primary Version Black/Citrus



Secondary Version Black/Citrus



Secondary Version Olive