



## SECTION ONE: UPON ARRIVAL AT THE AFM

Exhibitor/Sponsor Check-in is open on Sunday, October 30 from 2:00pm – 6:00pm and Monday, October 31 from 8:00am to 6:30pm and is located on the 5<sup>th</sup> floor of the Loews Hotel in Arcadia B. Once check-in is complete, the Exhibitor representative will be able to proceed to their Atrium space and begin setting up.

**Bell Desk:** During Exhibitor set-up days Bellmen will be available for load-in assistance of small, hand-carried items from 8:00am to 7:00pm. Tipping will be left to the discretion of the Exhibitor.

## SECTION TWO: DURING THE AFM

### A. Hotel Food and Beverage Service

Food service is available at varying prices throughout the Hotel and may be purchased with cash or a credit card. The Hotel adds an automatic service charge to all checks.

### B. Outside Food and Beverage

Soft drinks, bottled water and packaged food may be brought into the Hotel however Exhibitors may not bring in more than two cases of soft drinks or bottled water per day. Prepared foods (e.g., deli platters, pizzas, or other catered food) that are not purchased from the Hotel are prohibited in all exhibition space.

### C. Prohibited Items

Kitchen electrical appliances may not be used in the Hotel. This includes coffee makers that require a hot plate, popcorn machines, microwaves, electric tea kettles, etc. Use of these appliances may violate the City of Santa Monica fire codes and will likely **cause power outages** in the Hotel. If an unauthorized electrical appliance is found in an exhibit booth, the Hotel may remove the item. **Additional infractions of this policy will result in fines incurred by the Exhibitor.**

### D. Coffee Machines / Tableware / Silverware

Single-serve coffee machines such as Nespresso and Keurig are permitted in exhibition space. Machines that make one cup at a time and do not have a hot plate should not create a strain on the hotel's electrical network.

## SECTION THREE: DEPARTURE FROM THE AFM

Exhibitors may begin tearing down their exhibition space on **Sunday, November 6 at 12PM**. Exhibition space cannot be broken down any earlier as Tuesday, November 1 through Saturday, November 5 are full business days.

All exhibit booths must be vacated on Wednesday, November 6, by 5:00pm.

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