



## SECTION ONE: UPON ARRIVAL AT THE AFM

Exhibitor Check-in is open on Sunday, October 30 from 2:00pm – 6:00pm & 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.

**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. 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 office per day. Prepared foods (e.g., deli platters, pizzas or other catered food) that are not purchased from the Hotel are prohibited in any office.

### B. 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 exhibitor office, the Hotel may remove the item. **Additional infractions of this policy will result in fines added to the Exhibitor's incidental account.**

### C. Housekeeping

Housekeeping services will include emptying the office trash cans twice a day and vacuuming once in the evening. If Housekeeping attempts to empty your trash or vacuum and you are in a meeting, please call Housekeeping when you leave so your trash will be cleared before the next business day. Housekeeping will only pick up trash in the trash cans provided in your office. It is the Exhibitors responsibility to dispose of large items including boxes. If the *Do Not Disturb* sign is on the door, Housekeeping will not enter to take out the trash or vacuum the room.

### D. Hotel Food and Beverage Service

Food service is available at varying prices throughout the Hotel including a limited room service menu. Room Service and other food and beverage may be purchased with cash or a credit card. Items may not be charged to the office.

### E. Coffee Machines / Tableware / Silverware

Single-serve coffee machines such as Nespresso and Keurig are permitted in offices. 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

All offices must be vacated on Sunday, November 6, by 5:00pm.

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