



Move-In / Deliveries / Move-Out

Guidelines

November 1 – November 6, 2022

MOVE-IN

Exhibitor set-up days are Sunday, October 30th from 2:00-6:00pm, and Monday, October 31st from 8:00am to 6:30pm. Exhibitors have three options for delivery of materials to their office(s):

- Ship in advance to AFM's Staging Facility
- Self-load-in of large items through the Loews Hotel Loading Dock
- Self-load-in of small items through the Front Entrance of the Hotel

NOTE: Shipments sent directly to the hotel prior to Sunday, October 30th, will be refused as there is no space to store materials. If sending something directly to the hotel, it must include the following information:

AFM 2022
c/o AFM Receiving/Loading Dock
Company Name, Office or Booth Number

Neither the AFM nor the Hotel are responsible for materials shipped directly to the Hotel.

The recommended method to deliver crates, booth equipment, displays, etc. is to ship in advance to the staging facility. By using this option, materials will be in exhibition space when the Exhibitor arrives on set-up days and the empties will be stored off-site and delivered at the end of the day on Saturday, November 5th, after 6:00pm.

NOTE: Parking on the street in front of and in back of the Hotel is prohibited and strictly enforced by the Santa Monica Police Department.

ADVANCE SHIPPING

Materials shipped in advance must be delivered to a staging facility in Los Angeles. All materials received at the facility **by Wednesday, October 26** will be delivered to Exhibitors' exhibition space by 2:00pm Sunday, October 30th. Material received after that date will be delivered as soon as possible however no commitment will be made concerning delivery date.

The AFM uses Exclusive Logistics Management (ELM) to move freight into the AFM prior to Exhibitor move-in days. Exhibitors may consign shipments to any shipper or forwarding agent, but all such shipments must be delivered directly to ELM's warehouse.

ELM delivers materials to exhibition space, stores empties and returns them at the end of the AFM, and picks up materials from the AFM and brings it back to their warehouse. Drayage rates (in US dollars) are:

Delivery to Exhibitor's office/booth at the AFM	\$0.35 per pound; \$75.00 minimum
Empties (Pick up /Store /Deliver back to Exhibitor)	\$0.30 per pound; \$75.00 minimum
Pick up from Exhibitor's office/booth at the AFM	\$0.35 per pound; \$75.00 minimum

Exhibitors or their shippers should contact ELM in advance to notify them of deliveries to their receiving warehouse:

ELM c/o Excalibur International
235 S. Glasgow Ave.
Inglewood, CA 90301

ELM also provides freight forwarding services and can make arrangements to have materials shipped to or from their warehouse. For more details and information contact:

Tammy Dunkley-Nikolov
Email: Tdunkley@elmla.com
Cell: +1.310.904.5550

LOEWS HOTEL LOADING DOCK

Exhibitors may schedule a loading dock time during set-up days to deliver large or breakable items that could not be shipped in advance to the staging facility. Exhibitors will only be allowed access to the loading dock if they've scheduled a time in advance. Contact the AFM Production Office (+1.310.446.1086) beginning September 20 to schedule delivery and removal times. **The loading dock is available for load-in Sunday, October 30th, 2:00-6:00pm and Monday, October 31st from 8:00am to 6:00pm; and available for load-out on Sunday, November 6th.**

Exhibitors and their representatives that self-load-in items through the Loews Hotel Loading Dock **must provide their own delivery equipment and personnel.** There is no space on-site to store empties. They must be stored in your exhibition space or off-site.

FRONT ENTRANCE OF HOTEL

SET-UP DAYS

Private cars and small vans may deliver small boxes, files, supplies, etc. through the front entrance of the Hotel. Exhibitors that use this option must provide their own personnel to carry the items to their exhibition space.

Bellmen are available for load-in assistance from 8:00am to 7:00pm on **SET-UP DAYS ONLY** with the following conditions:

- All items delivered through the front of the Hotel that require the assistance of a Bellman must be small enough to be carried by one person.
- Bellmen will not lift or carry any item that is breakable.
- Only one Bellman will assist a single Exhibitor. If any item requires more than one person to carry it, Exhibitors must bring their own labor.
- The Hotel does not have handcarts for use without a Bellman.

IMPORTANT: Exhibitors must use the Loews Hotel Loading Dock under the following conditions:

- If a truck or trailer is used to deliver materials.
- If a handcart is needed.
- If an item is oversized or considered freight.

The Hotel reserves the right to refuse access through the front of the Hotel.

SHOW DAYS

Due to enhanced security at the Loews Hotel, all delivery vehicles will be sent to the back of the hotel. Unloading of personal or delivery vehicles is not permitted in front of the Loews Hotel and Bellmen will not be able to assist. You may carry in a small box or supplies if you are able to carry it on your own, otherwise you will need to unload at the back of the hotel.

ACCESS TO SHOW FLOOR

Exhibitor Set-Up Days: Exhibitors and their representatives do not need badges on set-up days. An Exhibitor representative must be in the Exhibitors office or booth to accept delivery. AFM and Hotel staff will not unlock office doors.

During Show / Move-Out: An AFM Badge is required to access all exhibition space during the AFM and load-out.

COURIER DELIVERIES

During Exhibitor Set-Up Days: Deliveries by outside couriers of small items (envelopes, packages, etc.) that can be hand carried may be made via the front entrance on set-up days. No such activity may take place at the Appian Way entrance or at the loading dock. Companies with larger shipments must use the delivery service provided by ELM.

During AFM: Starting Tuesday, November 1st and for the duration of the AFM, outside delivery personnel must deliver items directly to the AFM Production Office located on the 1st floor of the Loews Hotel. Delivery cannot be made at the front of the hotel. Outside delivery personnel will not be allowed in restricted areas at any time without an AFM Badge. When the AFM Production Office receives a delivery, they will inform the Exhibitor by phone. Exhibitors are encouraged to pick up their items. AFM staff will deliver items to exhibitors throughout the day as time permits. The AFM reserves the right to refuse delivery of items not complying with AFM Rules & Regulations and/or depending upon the size of container and shipment.

MOVE-OUT

All exhibition space must be vacated by 5:00pm on Sunday, November 6th.

All materials must be packed in order to vacate an office or booth. Items rented through the AFM remain in your exhibition space.

If materials were shipped through ELM, the empties will be delivered to the exhibitor by the end of day on Saturday, November 5th, after 6:00pm. Materials being picked up by ELM should remain in the office or booth. To arrange pick up, contact ELM.

Exhibitors that will self-load-out their materials and need access to the loading dock must schedule a time in advance. The loading dock is available for self-load-out on Sunday, November 6th only. **Tuesday, November 1st through Saturday, November 5th are full business days, therefore elevators cannot be used for load out until after 6:00pm.**

Neither the AFM nor the Hotel is responsible for shipments left in the office, hallways, or other public areas of the Hotel.
