

## MOVE-IN

Set-up days are Sunday, October 29 from 2:00-5:00pm, and Monday, October 30 from 8:00am to 6:30pm. There are three options for delivery of materials to your booth:

- Ship freight and large packages in advance to ELM c/o Excalibur International  
235 S. Glasgow Avenue  
Inglewood, CA 90301
- Courier Deliveries or USPS mail sent directly to hotel is not to arrive before October 23.
- Self-load-in of small items through the Front Entrance of the Hotel

**NOTE:** Courier Deliveries and/or USPS mail will be accepted and held starting October 23. Any package that arrives prior to this date will be returned. Package address must include the following information:

ATT: AFM Receiving – Room 202  
Exhibitor Name and office/booth number  
Le Meridien Delfina Santa Monica  
530 Pico Blvd., Santa Monica, Ca. 90405

**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 the booth when you arrive on set-up days and the empties will be stored off-site and delivered to the booth on Saturday, November 4, after 6:00pm.

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

## ADVANCE SHIPPING

Materials shipped in advance must be delivered to ELM's staging facility in Los Angeles. **Sponsors are not charged drayage rates for the shipments between ELM and the AFM or the return to ELM.** All materials received at the facility **by Wednesday, October 25th** will be delivered to Sponsors' exhibition space by 2:00pm Sunday, October 29<sup>th</sup>. 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 and up to exhibition space prior to move-in days. Sponsors 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 AFM booths, stores empties and returns them at the end of the AFM, and picks up material from the AFM and brings it back to their warehouse. Sponsors 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](mailto:Tdunkley@elmla.com)  
Cell: +1.310.904.5550

## HOTEL LOAD-IN/FRONT ENTRANCE

Sponsors can contact the AFM Production Office (+1.310.446.1086) beginning September 20 to schedule delivery and removal times. Sponsors and their representatives that self-load-in items through the Hotel front **must provide their own delivery equipment and personnel**. There is no space on-site to store empties. They must be stored in the booth or off-site. AFM does not provide dollies or carts. (See below for hotel charges for carts). You must bring your own or hand carry.

### SET-UP DAYS

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

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 Sponsor. If any item requires more than one person to carry it, Sponsors must bring their own labor.
- The Hotel does not have handcarts for use without a Bellman and any bell desk cart use will require a \$23 charge
- Tipping will be left to the discretion of the Exhibitor.

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

### SHOW DAYS

Due to enhanced security at the Hotel, unloading of personal or delivery vehicles is not permitted in front of the 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.

## EXHIBITOR SUPPLIERS: DECORATORS, VENDORS, ETC.

Exhibitor Suppliers are companies that design exhibition space, provide custom displays and rent equipment that is not available through AFM Services. Sponsors must instruct their Suppliers to register with the AFM by contacting the Exhibitor Services Department. **Suppliers must register with the AFM and produce a Certificate of Insurance at least fifteen days prior to the start of the AFM or they will not be granted access to the AFM.**

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More information is available in the Exhibitor Supplier Memo.

**Damage Deposits:** Suppliers that have not previously registered with the AFM are required to post a damage deposit. Sponsors must instruct applicable suppliers to contact the Exhibitor Services Department for details.

## ACCESS TO SHOW FLOOR

**Set-Up Days:** Sponsors and their representatives do not need badges on set-up days. A Sponsor representative must be in the Sponsor's booth to accept delivery.

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

## COURIER DELIVERIES

**During 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 during set-up days. Companies with larger shipments must use the delivery service provided by ELM.

**During AFM:** Starting Tuesday, October 31 and for the duration of the AFM, outside delivery personnel must deliver items directly to the AFM Receiving Office, Rm 202. Outside delivery personnel will not be allowed in restricted areas at any time without an AFM Badge.

When the AFM Receiving Office receives a delivery, they will inform the Sponsor by phone. Sponsors are encouraged to pick up their items from Rm 202. AFM staff will deliver items to booths 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 booths must be vacated by 5:00pm on Sunday, November 5. Exhibitors cannot use elevators to load-out before Sunday, November 5.**

All materials must be packed in order to vacate a booth. Items rented through AFM remain in the booth.

If materials were shipped through ELM, the empties will be delivered to the booth on Saturday, November 4, after 6:00pm. Materials being picked up by ELM should remain in the booth. To arrange pick up, contact ELM.

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

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