

SECTION ONE: UPON ARRIVAL AT THE AFM

LocationExpo Exhibitor Check-in is open on Sunday, October 29 from 2:00pm – 5:00pm & Monday, October 30 from 8:00am to 6:30pm and is located on the Mezzanine level of the Le Meridien Hotel.

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 and any bell desk cart use will incur a \$23 charge.

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

C. Hotel Food and Beverage Service

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

SECTION THREE: DEPARTURE FROM THE AFM

Exhibitors may begin tearing down their exhibition space on **Sunday, November 5 at 12PM**. Exhibition space cannot be broken down any earlier as Tuesday, October 31 through Saturday, November 4 are full business days.

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