

MOVE-IN

Exhibitor set-up days are Sunday, October 29th from 2:00-5:00pm, and Monday, October 30th from 8:00am to 6:30pm. Exhibitors have three options for delivery of materials to their office(s):

- Ship in advance to ELM c/o Excalibur International
235 S. Glasgow Avenue
Inglewood, CA 90301
- Self-load-in of small items through the Front Entrance of the Hotel
- Courier deliveries to Hotel – Attention: AFM Receiving -- Rm 202

NOTE: If sending something directly to the hotel, it must include the following information:

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

The recommended method to deliver crates, booth equipment, displays, etc. is to ship in advance to ELM. By using this option, materials will be in your exhibition space when the Exhibitor arrives on set-up days and the empties will be picked up off-site and delivered on Saturday, November 4th, after 6:00pm, to your room.

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

ADVANCE SHIPPING

The AFM uses Exclusive Logistics Management (ELM) to move freight into the AFM. Materials shipped in advance must be delivered to ELM's staging facility in Los Angeles. All materials received at the facility **by Wednesday, October 25th** will be delivered to Exhibitors' exhibition space by 2:00pm Sunday, October 29th. Material received after that date will be delivered as soon as possible; however, no commitment will be made concerning delivery date.

Exhibitors may consign shipments to any shipper or forwarding agent, but all such shipments must be delivered directly to ELM's facility.

ELM delivers materials to your exhibition space, stores empties and returns them to your office/booth on Saturday, November 4th, after 6pm. 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 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

HOTEL LOAD IN

Exhibitors must schedule a time in advance to deliver large items. To reserve a delivery appointment, contact the AFM Production Office (+1.310.446.1086) beginning September 20 to schedule delivery and removal times.

Exhibitors and their representatives that self-load-in items **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. AFM does not provide dollies or carts. (See below for hotel charges for carts.) You must bring your own or hand carry.

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. 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, 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.

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 registered and in the Exhibitor's 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. Companies with larger shipments must use the delivery service provided by ELM.

During AFM: Starting Tuesday, October 31st 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 Exhibitor by phone. Exhibitors are encouraged to pick up their items from Rm 202. AFM staff will only 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 5th. Exhibitors cannot use elevators to load-out before Sunday, November 5.

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 on Saturday, November 4th, after 6:00pm. Materials being picked up by ELM should remain in the office or booth. To arrange pick up, contact ELM.

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

Exhibitors with Office only – Required Post-AFM inspection: You must contact the Hotel Front Desk to schedule a post-AFM inspection prior to check out. Once the inspection is complete, the Hotel will take the room keys and the door will be locked. Exhibitors should request an inspection only when they are prepared to vacate their office(s). If an Exhibitor fails to request a post-AFM inspection, one will be conducted by the Hotel. Any damage observed or Hotel items missing at that time will be deducted from the Exhibitor's Security Deposit.