



THE BIGGEST FAMILY SHOWER EVER™

Los Angeles, CA Exhibitor Information

General Information

- Event Date:** Saturday, August 5, 2017
- Location:** California Market Center - 13th Floor
- Address:** 110 E 9th Street
13th Floor: Penthouse "C"
Los Angeles, CA 90079
- Website:** californiamarketcenter.com
- Set Up:** Friday, August 4 from 4:00pm–8:00pm
& Saturday, August 5 from 8:00am–10:00am
- Event Hours:** Saturday, August 5 from 11:00am–4:00pm
- Load Out:** Saturday, August 5 from 4:00pm–8:00pm

Gift Bag Information

Items or product samples for our gift bags must be received at our warehouse no later than **Friday, July 14** in order to be included in the bags. We need **400** items for this event.

Shipping Address:

BIG CITY MOMS / BIGGEST FAMILY SHOWER EVER LOS ANGELES
C/O Events Direct, Inc.
4142 Rider Trail North - Suite 200
Earth City, MO 63045
HOLD FOR: BCM GIFT BAG ITEMS

For your convenience, a shipping label can be found [here](#).
Please note that there is a different warehouse address for shipping raffle prizes.

Raffle Items

Raffle product must be received at the warehouse, no later than **Friday, July 28** at the following address in order to be featured as one of our prizes. Please make sure that your shipment is clearly marked as "RAFFLES".

Shipping Address:

RAFFLE ITEMS / BIGGEST FAMILY SHOWER EVER LOS ANGELES
c/o SEKO Logistics/LAX
1550 Charles Willard Street
Carson, CA 90746
HOLD FOR: RAFFLE ITEMS

For your convenience, a shipping label can be found [here](#).

Exhibitor Rules

- Basic & Silver Sponsorship Tables are limited to 6' wide x 5' deep and items cannot be placed in front of your table
- Gold & Platinum Sponsorship Spaces are limited to 10' and 20' wide x 10' deep, please try to keep items in the front half of your space below 4' high
- Hanging signs from the hall ceiling is not permitted
- Any backdrops, floor supported banners or structures must be under 8' high
- Conducting raffles at your booth space is permitted, however, drawings during the event are strictly prohibited., winners cannot be announced at the shower.
- Music and/or loud machinery is not allowed

Load In & Set Up

Exhibitors can move into the exhibit hall and begin set up at 4:00pm on Friday, August 4. There are additional set up hours on Saturday, August 5 from 8:00am–10:00am, but all exhibits must be completely set up by 10:00am, NO EXCEPTIONS. Loading and unloading can be done at loading docks "A" or "C". From the dock, there are freight elevators that go directly to the 13th floor, The dimensions for the largest freight elevator are: 84" high x 72" wide x 58" deep, 140" diagonal. If you have any oversized pieces, please make sure they will fit in the elevator. Hand trucks and dollies will be available for use on a first come, first serve basis.

NOTE: HALLS MUST BE CLEARED AT 8:00pm on Friday, August 4. If you think you will require additional time to set up, please contact showservices@bigcitymoms.com to get approval for earlier access.

Parking for both days is available in the garage on site at \$9.00/day. Elevators from the parking garage will take you to the main lobby where there is a second set of elevators that go directly to the 13th floor.

Dismantle & Load Out

The event ends at 4:00pm, however, we ask that you wait to break down any part of your exhibit until the hall is cleared of all guests.

Show Services

Electric

There are plenty of power sources throughout the event space. If you need or would like power at your booth, please email showservices@bigcitymoms.com so your booth can be placed near an outlet. Please be sure to have an extension cord and/or a multi strip with your booth items in case they are needed. .

Internet

Wireless internet service must be arranged in advance and there will be an additional charge for the service. Please email showservices@bigcitymoms.com for an order form.

Furniture

If you would like to rent furniture for your exhibit space, please email showservices@bigcitymoms.com and we will put you in touch with the preferred vendor for our event.

Pre Event Shipping & Handling

Advanced Warehouse Shipping

ADVANCED WAREHOUSE ADDRESS: If you would like to ship your booth items to our advanced warehouse, you must complete the request form which can be found [here](#). If you do, your booth items will be delivered to your booth space at the event and be there when you arrive.

PLEASE NOTE: THE VENUE WILL NOT ACCEPT ADVANCED SHIPMENTS

Direct from Washington, D.C.

If you arranged to have your booth shipped direct to Los Angeles from the Washington D.C. shower, you only need to complete an outbound shipping form which can be found [here](#).

Post Event Shipping & Handling Information

Outbound shipping options

Option 1: Provide UPS/FedEx labels

Option 2: Ship direct to the Chicago Shower

Option 3: Ship via deferred service

At the end of the event, please pack up all your booth items and see a Big City Moms representative for a bill of lading. If you are shipping to the Chicago Event or if you would like to use our freight carrier, we will provide shipping labels for you.

We encourage you to take a photo of the items you are shipping out and make note of all tracking numbers. If you did not make arrangements in advance, you are responsible for removing all items from the hall during load out. Big City Moms and California Market Center are not responsible for any items left behind.

Contact Us:

showservices@bigcitymoms.com

929.285.3605