



Welcome to the USA Half Marathon Health & Fitness Expo!

We are pleased to have you join us for the Inaugural USA Half Marathon Health & Fitness Expo. To help you plan, please review the following information outlined below.

EXPO DATES & HOURS

San Diego Concourse – Golden Hall (202 C Street, San Diego, CA 92101)

Exhibitor Setup: Thursday November 19th 9:30am – 1pm

Expo Hours: Thursday, November 19th 2pm – 7pm & Friday, November 20th 11am – 8pm

Move Out: Friday, November 20th 8pm – 11pm

- Please contact me in advance if you need additional time for setup
- All booths should be set up and staffed by 2:00pm on opening day
- Please arrange to have staff in your booth at all times during show hours
- All materials must be removed from the Expo hall by 11pm on Friday.

****Exhibitors with badges may enter the hall at 9:30am on show days****

BOOTH FEES AND FORMS

Exhibitors may not occupy their booths until their booth fees are paid, and required forms submitted to USA Half Marathon, LLC. Exhibitors are required to submit their Exhibitor Agreement, W9 and Certificate of Insurance before the expo commences. Exhibitors are required to maintain one million dollars (\$1,000,000.00) Comprehensive Liability Insurance and to name USA Half Marathon as an Additional Insured to the policy.

PARKING FOR EXHIBITORS

Exhibitors can park in the Evan V Jones Parkade (1265 1st Ave) for \$18/day. Or any other surrounding lots.

EXPO CREDENTIALS

Please pick up your exhibitor badges at the Exhibitor Information booth during setup hours. This material cannot be mailed to you. To enter the hall, simply identify yourself as an exhibitor to the security guard. Badges must be worn during all hours when the hall is closed to the public, especially during setup and move out. During show hours, wearing the badge is optional.

BOOTH FURNISHING

Each 10'x10' booth is furnished with one 8' table, two chairs, a wastebasket, and blue pipe and drape.

BOOTH APPEARANCE

- Displays and merchandise should have a neat and professional appearance. For example, handwritten signs or the use of cardboard cartons for display fixtures are not permitted.
- Merchandise should be displayed in appropriate display containers, and not simply piled on tables.
- There should be no overflowing trash visible in your booth.

BOOTH DISPLAY HEIGHT

- Maximum height for all booths is 8 feet. Display fixtures, signs or merchandise may not be placed above the standard 8' height of the booth backdrop (10' for constructed displays)
- Maximum height for constructed displays may extend to 12 feet only with prior approval from show management.
- Tents may be used if they do not block visibility of adjacent booths. Fire Department regulations also require that they be made of fire-retardant material, and exhibitor must have available at the expo a document certifying that the tent fabric is fire-retardant.

FREIGHT & LABOR

Advance Shipping

- The San Diego Concourse will accept advance shipments three days before the expo. Please inform me if you will be shipping to the concourse.

Arriving Freight

Please send shipments to:

Rick Romio, San Diego Concourse
202 C Street MS57C
San Diego, Ca. 92101
[\(619-517-6784\)](tel:619-517-6784)

Return Freight

- All materials must be removed from the field by 11pm on Friday, November 20th

SAMPLING OF FOOD & BEVERAGES

- All sampling vendors will need to obtain a health permit from the San Diego Health Department.
- Exhibitors sampling food or beverage must provide their own floor protection. If the floor is damaged, the Exhibitor will be responsible for damages and will be billed accordingly.

SECURITY

- Twenty-four hour security service is provided by the Expo. Although we cannot guarantee the security of articles left in your booth overnight, we have enhanced security with this policy: When the Expo is closed, no venue or exhibitor personnel will be allowed in the exhibit areas unless accompanied at all times by Security.
- We suggest that you take small valuables with you at night.

STORAGE OF FREIGHT AND EXHIBIT MATERIALS

- Your freight and exhibit materials must be stored within your booth.
- If you have special storage needs, please contact Sabrina before the Expo.

AISLE SAFETY

Fire Department safety regulations require that aisles be kept clear at all times. Please be sure that your table and other booth furnishings do not go past the edge of your booth space. We must ask that your promotions remain within the confines of your booth. Please do not leaflet or distribute products in the aisles or near the doors.

Please contact Sabrina by phone or e-mail with any questions about booth space, display policies, or the San Diego Concourse.

Kind Regards,

Sabrina N.

619-777-3321

sabrina@SuperheroEvents.com