



## EXHIBITOR MEMO

### Re: LA Computer Fair: February 19 & 20, 2011

1. The show will be at Fairplex in Pomona in Building 6.
2. Early check-in for exhibitors will be on Friday February 18<sup>th</sup> from **4 PM to 7 PM**. Access to Fairplex property on Friday is through **Gate 17, on Fairplex Dr.** which is the main parking lot. Vehicles arriving after 6:45 PM will not be permitted drive to building 6.
3. Saturday check-in is from **7 AM to 9 AM**. **You must display the Move-in / Move-out pass on the dash of your vehicle.** The Move-in / Move-out pass is provided by email, or available from the website on the Exhibitor page. Access to **building 6** will be through **Gate 17**. Vehicular access to Fairplex will cease at 9:15 AM (no exceptions). Vehicles must be removed from the loading zones adjacent to the buildings by 9:30 AM. Long-term event parking is located in the **Main lot, Gate 17**. Any vehicles left in the short term loading areas will be towed away at vehicle owner's expense at 9:45 AM.
4. Please keep in mind that we are obligated to vacate the building by 6 PM on Saturday. Failure to comply with this condition will result in charges being passed on to offending exhibitor(s).
5. Sunday morning access to the building for restock is from **9 AM to 9:30 AM**. Vehicular access to Fairplex is from 8:30 AM to 9:00 AM officially and will cease at 9:15 AM (no exceptions), access will be though **Gate 17**.
6. Sunday night move-out begins at approximately 5:30 PM (contingent upon the quantity of public in the buildings and on the grounds). Vehicular access to Fairplex on Sunday night is through **Gate 17**.

#### **IMPORTANT CONSIDERATIONS:**

- a. We strongly suggest that you use a cash register or similar device of a substantial size for your cash receipts. Small cash boxes are easy targets for theft during and immediately following the show.
- b. All exhibitors are required by the State of California to have a valid resale permit. The name of your business as it appears on your resale permit is the name you must use to register in the show and all sales transactions taking place during the show must be accompanied by a receipt that identifies the exhibitor by that same name.
- c. West Coast Expos, Inc. does provide for overnight security in the building(s) on each Saturday to Sunday period. However, West Coast Expos, Inc. is not responsible for the theft of or damage to, your product, before, during, or following the show.
- d. If you are going to be arriving late to your booth on Saturday morning we advise you to contact the show manager at 408-465-2300 Ext. 289 Office or 408-205-6365 Cell. We cannot guarantee vehicular access to the grounds but we will endeavor to have a booth ready for your arrival.

Thank you for your cooperation. Good luck to all of us for a successful show.

**West Coast Expos, Inc. • 195 San Pedro Ave., Suite A, Morgan Hill, CA 95037 • 408-465-2300 • [www.LAComputerfair.com](http://www.LAComputerfair.com)**