

MEMO

To: Computer Fair Exhibitors

From: West Coast Expos, Inc.

Re: Computer Fair: March 20-21, 2010

1. Pomona, Fairplex – Building 7.
2. Early check-in for exhibitors will be on Friday **March 19 from 4 to 7 PM**. Access to Fairplex property on Friday is through Gate 1 only. Vehicles arriving after 7 PM will not be permitted into Fairplex.
3. Saturday check-in is from **7 to 9 AM**. **You must display the Move-in / Move-out pass on the dash of your vehicle**. The Move-in / Move-out pass will be provided to you by your West Coast Expos sales rep. Access to Fairplex is off McKinley Ave. through **Gate 1**. 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 **Hotel Lot or Lot 9**. 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 the exhibitor.
5. Sunday morning access to the building for restock is from **9 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). Please check with the show manager to get gate access specifics.
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 1**.

IMPORTANT CONSIDERATIONS:

1. **We will provide access to a single 120 volt outlet. You must provide your own extension cord(s) and power strip(s).**
2. 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.
3. 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.
4. If you are going to be arriving late to your booth on Saturday morning we advise you to contact the show manager at 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.