

SAN DIEGO COMMERCIAL PROPERTIES

EXPO



IFMA™ San Diego Chapter
International Facility Management Association



IREM®
INSTITUTE OF REAL ESTATE MANAGEMENT
San Diego Chapter



2020 Exhibitor Expo Rules

Presented by:
San Diego Commercial Properties Expo Committee

Exhibitor Rules

Use this checklist for the 2020 San Diego Commercial Properties Expo, brought to you by BOMA San Diego, IFMA San Diego, IREM San Diego and the San Diego Building Engineers Association.

Overview

The Exhibitor Rules ensures that important criteria are reviewed, for the peaceful enjoyment of all attendees. Exhibitors are required to read, initial and comply with each item.

Rules and Regulations

Arrive on time

- ☐ Set up begins at Del Mar Fairgrounds Wyland Center {Building with Whale on it} Tuesday, 3/10 from 2PM to 4PM, or day of Expo Wednesday, 3/11 from 10-2PM. All exhibitors must be checked in by 2PM on the day of.
- ☐ Expo begins Wednesday, 3/11 3PM and ends at 6PM.
- ☐ Electricity must be requested for an additional charge of \$150 by 2/15/20! No electricity will be accepted onsite, Remember last year
- ☐ By Friday, March 1st, send your exhibitor names to your corresponding association:
BOMA: amanda@bomasd.org
IFMA: administrator@ifmasandiego.org
IREM: Julie@iremsd.org
SDBEA: melanie@thinkrsi.com

Tabletop Details

- ☐ Each exhibitor will have a standard 6 ft x 3ft table top.
- ☐ Each exhibitor can have a maximum of 2 exhibiting number of attendees, except for the Cocktail Sponsors. Cocktail sponsors are limited to 1 representative.
- ☐ Each exhibitor must send your exhibitor names to your corresponding association contact listed above.
- ☐ Respect your neighbor's space. Each table is separated by approximately 1ft. You can spread out 2-3 feet in front of your table.
- ☐ Bring business cards, marketing material and your best giveaways! We recommend a minimum quantity of 150!
- ☐ Bring a raffle prize! **NO ALCOHOL, WINE, BEER, ETC. CAN BE GIVEN OUT OR DISPLAYED AS A RAFFLE PRIZE.** We understand that these are closed bottles. Unfortunately, this is straight from Del Mar. Failure to comply will result in unspecified fines. Understand that you put their liquor license in danger by disregarding this rule.
- ☐ Bring 1 container/bowl for business cards for your raffle prize! We highly encourage each company to distribute their raffle prize(s) at a later time, on your own time. Make a connection. Send an email and let the attendee know they won the prize. Meet them on their time.

- ☐ Don't bring balloons – if you release one, accidental or not, we will be forced to pass on a fine of \$250 to your company.
- ☐ Exhibitors must wear their lanyard at all times.
- ☐ Each exhibitor will receive 1 drink ticket per person and access to slider buffet.
- ☐ In 2018, we were informed by the venue that exhibitors are not allowed to serve outside food or drink at our upcoming Expo. Examples include, but are not limited to, freshly made popcorn, ice cream, and alcohol or liquor of any kind. If any exhibitor is found violating this rule, they will incur a \$250 fine. This rule was not enforced by the venue at our 2017 Expo, but we do want to advise you that Del Mar could impose the fine if they so choose. If you decide to serve food or drink, it will be at your own risk with the possibility of a consequential fine of \$250.

Sales at Expo

- ☐ No selling of items onsite to Attendees.
- ☐ No selling in front of other Industry partners booth.
- ☐ Do not ask your neighbors for their swag or giveaways.

Have FUN at Your Table!

- ☐ What's your favorite decade? Dress up and decorate your table in accordance with the theme.
- ☐ We highly encourage the use of marketing materials, games and giveaways!
- ☐ Win Prizes! We have three categories for best table display! Winners are entitled to discounts on your 2021 registration.

Clean Up Your Mess!

- ☐ No early tear down before show ends at 6PM.
- ☐ Exhibitor Space must be completely clean before leaving exhibit hall.
- ☐ All Trash must be disposed appropriately.
- ☐ All recycling must be broken down and disposed of in the appropriate containers.
- ☐ No items may be left behind.
- ☐ All linens must be turned into Expo set up representative before departing. If any item is missing, your company will be charged for the item to replace it.