

### BEFORE YOU ARRIVE: PLANNING AND SHIPPING

#### Advanced Shipment

Exclusive Logistics Management (ELM) is AFM's Official Freight Forwarder. Materials shipped in advance must be delivered to ELM's staging facility in Inglewood, CA. ELM will then move all of the freight into the AFM venue.

Exclusive Logistics Management  
235 S. Glasgow Avenue  
Inglewood, CA 90301

All materials received at the facility by **November 5, 2025** will be delivered to your AFM office or booth by set-up days. Materials received after **November 5, 2025** will be delivered as soon as possible; however, no commitment will be made concerning the delivery date and time.

Exhibitors may consign shipments to any shipper or forwarding agent, but all shipments must be delivered directly to ELM's staging facility in advance of the Market no later than **November 5, 2025**.

ELM delivers material to AFM offices and booths, stores empty containers at their warehouse and returns containers on Saturday, November 15 after 6:00pm to your AFM office or booth. The Published Rate (in US dollars), listed below, is a round-trip rate. It includes roundtrip transportation from the ELM facility, delivery, handling, load-in to the hotel, storing of empties and loading back out to the ELM facility.

PUBLISHED RATE: **\$249** per CWT (per 100lbs)

Exhibitors or their shippers should contact ELM in advance to notify them of any deliveries to their receiving warehouse. For more details, contact:

#### Exclusive Logistics Management (ELM)

Tammy Dunkley  
[tdunkley@elmla.com](mailto:tdunkley@elmla.com)  
1-310-904-5550

#### Exhibitor Suppliers: Decorators, Vendors, Etc.

Exhibitor Suppliers are companies that design exhibition space, provide custom displays, and rent furniture and equipment that is not available through AFM Exhibitor Services. Suppliers must register with the AFM Exhibitor Services Department at [AFMExhibitorServices@ifta-online.org](mailto:AFMExhibitorServices@ifta-online.org).

More information is available in the [Exhibitor Suppliers](#) Memo.

Suppliers and vendors who fail to meet the requirements listed in the Exhibitor Suppliers Memo will not be granted access to the Exhibitor Offices or the show floor.

### MOVE-IN: NOVEMBER 9 – 10

Exhibitors are required to register with Exhibitor Services on-site before being given access to their booth or office. If the Exhibitor is expecting any deliveries, a registered Exhibitor representative must be in the Exhibitor's booth or office to accept the delivery. AFM and Hotel staff will not unlock office doors.

Exhibitor set-up takes place on **Sunday, November 9** from 3:00pm to 6:00pm, and on **Monday, November 10** from 8:00am to 6:30pm.

### Self-Load In

Exhibitors may load in materials and equipment to their booths and offices under the following conditions:

- Lightweight and manageable materials may be brought directly to the exhibitor's booth or office using dollies/carts.
- Dollies/carts supplied by the exhibitor may be used if the wheels are covered with white or black gaffers' tape to prevent damage to hotel flooring.
- A limited number of bell carts are available from the Bell Desk in the Lobby. If one is needed, please go to the Bell Desk and ask to use one.

### Fairmont Main Valet Entrance

Exhibitors may use the Main Valet Entrance off of Avenue of the Stars for load-in and load-out during the designated time periods listed below. This access point is recommended for those arriving by vehicle (under 6' in height) with materials to unload.

#### Load-In Schedule

- Sunday, November 9 from 3pm – 6pm
- Monday, November 10 from 8am – 6:30pm

#### Load-Out Schedule

- Sunday, November 16 from 9am – 6pm
- Monday, November 17 from 9am – 11am

Designated areas will be set aside for loading and unloading. Parking in these areas is limited to a 1 (one) hour maximum to allow for turnover. Parking outside of these designated areas or beyond the time limit is not permitted.

**NOTE: Box trucks, cargo vans, and other oversized vehicles are not permitted at this entrance.** These vehicles must use the Loading Dock and must register with the AFM Exhibitor Services Department at [AFMExhibitorServices@ifta-online.org](mailto:AFMExhibitorServices@ifta-online.org).

### Parking

If Exhibitors choose to park and then load-in, certain parking structures are available surrounding the Fairmont Century Plaza. Please see [Parking Options](#) for more information.

### Fairmont Main Entrance

Exhibitors arriving by car, Lyft, Uber, or other right-share services may use the Hotel's main entrance. Please note that parking is valet-only, and vehicles may not be left unattended at any time.

## DURING THE AFM: NOVEMBER 11 – 15

Throughout the event, all Exhibitors and their representatives must wear their official AFM badges to access exhibition areas. On both move-in and show days, an exhibitor representative must be present in the booth or office to receive any materials. Neither AFM staff nor hotel staff will unlock your space for deliveries.

## MOVE-OUT: NOVEMBER 16

**All booths and offices must be vacated by 5:00pm on Sunday, November 16. Any offices not vacated after this may incur charges from the hotel.**

Exhibitors using ELM for outbound shipping will have their empty containers returned to them after 6:00pm on Saturday, November 15. Once materials are packed, they may be left in your space for pickup.

Exhibitors with offices are required to schedule a post-event inspection through the Fairmont Century Plaza Front Desk. Once the inspection is complete, hotel staff will collect your keys and secure the space. Any damage or missing items reported during this inspection will be deducted from your hotel security deposit. If you do not request an inspection, the hotel will perform one after your departure.

Neither the AFM nor the hotel is responsible for personal items left in any office, booth, hallway, or public area.

## CARRIER-DELIVERED SHIPMENTS

All carrier delivered shipments that do not require drayage support must be addressed to the **Fairmont Century Plaza** (see Label Format below).

Carrier delivered shipments will not incur hotel handling fees if they arrive between **Thursday, November 6** and **Saturday, November 15**. Deliveries outside of this window will be subject to hotel handling fees. (see Hotel Handling Fees below).

### Label Format

All packages must have the following label format:

Fairmont Century Plaza  
c/o Ivana Stevanovich  
Hold for AFM 2025 – Exhibitor Name & Office/Booth #  
2030 Avenue of the Stars  
Los Angeles, CA 90067

**NOTE:** The hotel will not be responsible for any deliveries that arrive without this information on the label.

### Hotel Handling Fees – Prior to November 6 and After November 15

Deliveries arriving before Thursday, November 6 or after Saturday, November 15 will be subject to hotel billing and charged to the Exhibitor.

Type	Fee
Letter	\$5.00
Packages up to 5 lbs	\$7.50
Packages between 6 – 20 lbs	\$10.00
Packages between 21 – 50 lbs	\$15.00
Packages 51 lbs and over	\$50.00
*The fees are subject to change without notice	
*Plus applicable sales tax	

**NOTE:** There are no fees for any deliveries between Thursday, November 6 and Saturday, November 15.

### Submitting Information for Deliveries

To ensure delivery acceptance, Exhibitors must submit delivery details to AFM Production in advance. Without this information, neither the hotel nor AFM can guarantee that the delivery will be accepted.

All carrier delivered shipments must be registered in advance by submitting the required details through the [Exhibitor Package Tracking Form](#). This form must be submitted no later than **three (3) business days prior** to the anticipated arrival date of the delivery.

**NOTE:** The hotel and AFM cannot guarantee that your delivery will be received without this information.

AFM Production will notify the Exhibitor once the delivery has arrived, at which point a registered Exhibitor Representative may retrieve it.

## AFM PRODUCTION

AFM Production is located on Level P2. To get to AFM Production:

- Take Elevators down to Level P2
- Locate the North elevator bank, near the escalators
- Proceed to the hallway to the right of the North elevators
- Follow the signage for the AFM Production Office