

SECTION ONE: UPON ARRIVAL AT THE AFM

Exhibitor Check-in is open on Sunday, November 9 from 3:00pm to 5:00pm (note that Sunday hours may change; updates to follow) & Monday, November 10 from 8:00am to 6:30pm and is located on the Lobby Level of the Fairmont Century Plaza, in the Gold Lounge.

Bell Desk/Shipments: During exhibitor set-up days, bellmen will be available 24 hours to assist with the load-in of small, hand-carried items. Items must be lightweight and manageable. Tipping will be left to the discretion of the Exhibitor. If the exhibitor has 10 or more bags, a portage fee of \$4.00 per bag, per guest will be assessed. 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.

Please note that Exhibitors are allowed to hand-carry items without the use of a bellman's cart, but all dollies and carts must have black or white gaffer's tape on the wheels to prevent damage to the hotel's floors.

For advanced shipments, please refer to the Official Freight Forwarder (ELM) tab in the Move-Out/Move-In section of the Exhibitor Services Kit. For full details and requirements, please [Click Here](#).

SECTION TWO: DURING THE AFM

A. Food and Beverage-

Exhibitors located downstairs on the California P2 Level are **NOT** permitted to bring in outside food and beverages.

B. Hotel Food and Beverage Service-

Food services, including Grab & Go stations, are available at varying prices throughout designated areas of the hotel. Additional restaurant and fast-food options are available in nearby office complexes and at the Mall.

C. Electrical Items-

Exhibitors located on the California P2 Level may not add any electrical appliances to their Exhibition Space other than personal use devices such as computers, laptops, tablets, and television. Use of any kitchen appliances such as coffee machines is strictly prohibited. If an unauthorized electrical appliance is found in an Exhibitor's exhibition space, the hotel may remove the item. **Additional infractions of this policy will result in fines incurred by the Exhibitor.**

SECTION THREE: DEPARTURE FROM THE AFM

California P2 Exhibitors may begin tearing down their exhibition space on **Sunday, November 16 at 12PM**. As Tuesday, November 11 through Saturday, November 15 are full business days, exhibition space cannot be broken down any earlier.

All Exhibition spaces must be vacated on Sunday, November 16, by 5:00pm.