



IMPORTANT EXHIBITOR INFORMATION

POMONA

EVENT LOCATION: Fairplex Exposition Complex
1101 W. McKinley Ave., Pomona, CA

DIRECTIONS: From I-10 Fwy., take Fairplex Drive exit.
Go north to McKinley Ave., and turn right.

CHECK IN / MOVE OUT TIMES:

Friday	4:00pm – 7:00pm	Exhibitor Check in / Vehicular Access
Saturday	7:00am – 9:00am	Exhibitor Check in / Vehicular Access
	7:00am – 9:30am	Exhibitor Set Up
	10:00am – 5:00pm	Open to the Public
Sunday	5:30pm – 6:00pm	Building Sweep & Locked up
	9:00am – 9:30am	Exhibitor Reload / Vehicular Access
	9:00am – 9:30am	Exhibitor Set Up
	10:00am – 5:00pm	Open to the Public
	5:30pm – 7:30pm	Exhibitor Move Out / Vehicular Access

SPECIAL COMMENTS:

1. Upon check in, your route sheet, supplied by your sales representative, also serves as a gate pass. Please fill in your booth number(s) and place the pass on your dashboard in plain sight. This will alert security at various gates and check in sites that you are a West Coast Expos, Inc. Computer Fair exhibitor.
2. Two trucks begin towing unattended vehicles on Saturday and Sunday beginning at 9:45am.
3. Fork lift assistance is available. We suggest bringing a dolly cart for loading and unloading. No dolly carts are available from West Coast Expos, Inc.
4. Exhibitor parking is at Gate 9 (Blue Lot) at \$9 per day, or \$12 per day for preferred parking.
5. No overnight in building security on Friday night.

THINGS TO REMEMBER

- Exhibitors must check in by 9:00am on the day of the event or the booth may be assigned.
- 50 foot (14 gauge) or larger electrical extension cord.
- Fire resistant table coverings. Our tables are undraped. We have table coverings available for purchase in the show office (at \$20 each).
- Booth Signage. Please use sign hooks, available at the show office.
- Please do not apply tape or staples to the curtains, poles or other West Coast Expos, Inc. property. Exhibitors are responsible for, and will be charged for any property damage.
- No vehicular access is allowed to the loading zones on Sunday afternoon until after the close of the show. The exact access time is dependent on pedestrian traffic and will be determined in the field (≈5:30pm). Any vehicle parked in the loading zones surrounding the building prior to 5pm on the last day of the event is subject to immediate towing.