

# california GIFT SHOW

## ABBREVIATIONS USED IN THIS MANUAL

MMPI	Merchandise Mart Properties, Inc.
LACC	Los Angeles Convention Center
CGS	California Gift Show

## 1. CONTACT INFORMATION

### 1.1 SHOW-SITE CONTACT INFORMATION

Please complete the **Show-Site Contact form** and provide us with a phone number where we may reach you or your primary on-site representative during and after set-up and Show hours. This information will only be used in the event of an emergency, and will remain confidential.

### 1.2 IMPORTANT TELEPHONE EXTENSIONS AT MMPI

Listed below are the specific departments and their telephone extensions. While most of the questions you may have about your participation in the Show should be directed to the Operations Department, the departments and functions listed below are the exceptions.

MMPI  
222 Merchandise Mart Plaza, Suite 470  
Chicago, IL 60654  
(312) 527-4141  
FAX (312) 527-7998  
[www.californiagiftshow.com](http://www.californiagiftshow.com)

<b>Booth Space/General Information California Gift Show</b>	Vice President Sales Frank Joens	(213) 763-5834 <a href="mailto:fjoens@lamart.com">fjoens@lamart.com</a>
<b>Display Inquiries/Shipping/Labor</b>	Director of Trade Show Operations Megan Jennings	(312) 527-7514 <a href="mailto:mjennings@mmart.com">mjennings@mmart.com</a>
<b>Exhibitor Badges</b>	Director of Registration Wendy Confrey	(312) 527-7603 <a href="mailto:wconfrey@mmart.com">wconfrey@mmart.com</a>
<b>Payment of Booth Space</b>	Sales Coordinator Juan Zaragoza	(213) 763-5810 <a href="mailto:izaragoza@lamart.com">izaragoza@lamart.com</a>
<b>Public Relations</b>	Public Relations Manager Victoria Kent	(312) 527-7508 <a href="mailto:vkent@mmart.com">vkent@mmart.com</a>
<b>Product Preview</b>	Marketing Coordinator Nicole Rubino	(213) 763-5828 <a href="mailto:nrubino@lamart.com">nrubino@lamart.com</a>

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## 1.3 CONTRACTOR'S LIST

### **ARMORED SERVICE**

Dunbar Armored  
4201 Ross Street  
Vernon, CA 90058  
(323) 235-0302

### **DISPLAY CASES**

Freeman  
901 East South Street  
Anaheim, CA 92805  
(714) 254-3400 FAX(714)  
254-8529  
[www.myfreemanonline.com](http://www.myfreemanonline.com)

### **FLAMEPROOFING**

Delta Pacific Technologies, Inc.  
Contact: Ellen Atkins  
601 North Poplar Street  
Orange, CA 92868-1044  
Phone/FAX (714) 634-3485  
[www.flamesgone.com](http://www.flamesgone.com)

### **FOOD SERVICE**

Aramark - LACC  
1201 South Figueroa Street  
Los Angeles, CA 90015  
(213) 765-4615 FAX (213) 765-  
4345

[customerservices@lacclink.com](mailto:customerservices@lacclink.com)

### **INT'L FREIGHT FORWARDER**

Phoenix International Business  
Logistics  
1201 Corbin Street  
Elizabeth, NJ 07201  
(908) 355-8900 FAX (908) 355-  
8883

e-mail:

[phobson@phoenixlogistics.com](mailto:phobson@phoenixlogistics.com)

### **SECURITY**

Staff Pro, Inc.  
3662 Katella Avenue Suite 110  
Los Alamitos, CA 90720  
(562) 596-5949 FAX (562) 596-  
2150  
[www.staffpro.com](http://www.staffpro.com)

### **AUDIO VISUAL/COMPUTERS**

Freeman AVS  
901 East South Street  
Anaheim, CA 92805  
(714) 254-3400 FAX (714) 254-  
8529

[avorders.freemanco.com](http://avorders.freemanco.com)

### **ELECTRICAL**

Los Angeles Convention Center  
1201 South Figueroa Street  
Los Angeles, CA 90015  
(213) 741-1151 FAX (213) 765-  
4444

[customerservices@lacclink.com](mailto:customerservices@lacclink.com)

### **FLORAL**

Short Term Plant Rental  
448 Terraine Avenue  
Long Beach, CA 90814  
(562) 494-7777 FAX (562) 498-  
3800

[www.shorttermplantrental.com](http://www.shorttermplantrental.com)

### **FURNISHINGS/FREIGHT/LABOR**

Freeman  
901 East South Street  
Anaheim, CA 92805  
(714) 254-3410 FAX(469) 621-  
5602

[www.myfreemanonline.com](http://www.myfreemanonline.com)

### **INTERNET SERVICES**

Smart City  
3720 Howard Hughes Parkway  
Las Vegas, NV 89109  
(888) 446-6911 FAX (702) 943-  
6001

[www.smartcity.com](http://www.smartcity.com)

### **TELECOMMUNICATIONS**

Los Angeles Convention Center  
1201 South Figueroa Street  
Los Angeles, CA 90015  
(213) 741-1151 FAX (213) 765-  
4444

[customerservices@lacclink.com](mailto:customerservices@lacclink.com)

### **CLEANING**

Freeman  
901 East South Street  
Anaheim, CA 92805  
(714) 254-3410 FAX(469) 621-5602  
[www.myfreemanonline.com](http://www.myfreemanonline.com)

### **FIRE INSPECTORS OFFICE**

Contact: Michael T. Riley  
1201 South Figueroa Street  
Los Angeles, CA 90015  
(213) 978-3650

### **FOAMBOARD**

Freeman  
901 East South Street  
Anaheim, CA 92805  
(714) 254-3410 FAX(469) 621-5602  
[www.myfreemanonline.com](http://www.myfreemanonline.com)

### **HOTEL/AIR TRAVEL**

Travel Planners  
381 Park Ave South  
New York, NY 10016  
(800) 221-3531 FAX (212) 779-6128  
[www.tphousing.com/r/startres.asp?eiccode=1733&attcode=19](http://www.tphousing.com/r/startres.asp?eiccode=1733&attcode=19)

### **PHOTOGRAPHER**

The Photo Group  
17123 Bodega Lane PO Box 309  
Bodega, CA 94922  
(800) 752-6913 FAX (707) 876-3027  
e-mail: [nicole@thephotogroup.com](mailto:nicole@thephotogroup.com)

### **PORTABLE COMMUNICATIONS**

BearCom Wireless Worldwide  
1501 South La Cienega  
Los Angeles, CA 90035  
(213) 743-7396 FAX (310) 854-1529  
[www.bearcom.com](http://www.bearcom.com)



## 2. BADGES/HOTEL & TRAVEL INFORMATION

### 2.1 BADGES/ADMISSION TO THE LACC AND EXHIBITOR BADGE FORM

Admission to the exhibit hall during the set-up or dismantling period is open to exhibitor personnel with Exhibitor Badges. Exhibitors **MUST** register all personnel working in your booth. Please visit <http://www.regtekreg.com/lagcexhib/Preregister.asp> and enter the names of all personnel needing badges. Please note that exhibitors are allowed 4 badges per 10x10 booth.

All badges will be available for pick up at Exhibitor Registration in the South Hall Lobby during published move-in and show hours. If members of your staff will be on-site during move-in and/or move-out only, you do not need to register them. They may pick up Work Passes at exhibitor registration during move-in and move-out. Work passes will not be valid on show days. Exhibitors with a balance due on exhibit space will not be allowed to pick up exhibitor badges on-site until that balance has been paid. Exhibitors should pick up all badges by 4:00 PM on July 15.

### 2.2 HOTEL & TRAVEL INFORMATION AND FORM

You can travel to the California Gift Show without any hassles! MMPI Travel provides a one-stop reservation service where you can book your airfare, hotel, rail and rental car all at discounted rates. Travel Planners is the Official Housing Company for MMPI Travel.

It is important to know that we continue to secure housing blocks for convenient access to MMPI trade shows and consumer shows and discounted room rates for your stay during the show. We provide this room block through Travel Planners, Inc.

By booking with Travel Planners, Inc., you and your staff will receive the best rates for your stay and help MMPI meet its commitments with the contracted hotels. In the meantime, MMPI is addressing this situation directly with these travel companies.

Lock in the lowest rates at the best hotels in Los Angeles today:

[If you are a Buyer, click here to make your hotel reservations.](#)

[If you are an Exhibitor, click here to make your hotel reservations.](#)

Prefer to book via telephone? No problem. Our friendly and knowledgeable agents are ready to take your calls Monday through Friday from 9:00AM 7:00PM ET at 800-221-3531 or 212-532-1660.

#### Official Hotel Rates

#### Single/Double

Westin Bonaventure  
404 South Figueroa Street  
Discounted Parking \$15.00

\$109

Millenium Biltmore Hotel Los Angeles  
606 South Grand Avenue  
Parking Discount N/A

\$129/\$129

Figueroa Hotel  
939 South Figueroa  
No Shuttle Service provided for this property  
\$12 Parking Available (Non Valet)

\$134

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Hilton Checkers Los Angeles \$189  
535 South Grand Avenue  
No Shuttle Service provided for this property  
Parking Discount N/A

Holiday Inn City Center \$150  
1020 South Figueroa  
No Shuttle Service provided for this property  
\$25 Parking Available (Non Valet)

Los Angeles Marriott Downtown \$119  
333 South Figueroa  
Shuttle Service Provided  
Parking Discount N/A

Sheraton Los Angeles Downtown \$124  
711 South Hope Street  
Shuttle Service Provided  
\$14 Parking (Non Valet)

Wilshire Grand Hotel \$119  
930 Wilshire Blvd. \$139 Junior Suite  
Shuttle Service Provided  
\$30 Parking (Non Valet)

- Our low rates beat any you'll find on the Internet or by calling the hotel directly.
- No pre-payment! You book today but don't pay a penny until you pay the hotel directly upon your departure.
- Update or even cancel your hotel reservation with no fees or penalties.
- Immediate confirmations - no waiting or wondering.
- There are no service fees to make your reservations.



Flight discounts are available when you fly with American Airlines. Available on all fares including first class, the 7% discounts applies to all domestic and international segments of American Airlines and American Eagle flights.

**NO Booking fees will be charged when booking flights online.** Service fees apply when making reservations over the phone.

To book with directly with American Airlines, log on [www.aa.com](http://www.aa.com) or call (800) 433-1790. Be sure to use the follow codes: **4570AF**

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Discounts are available when you use Amtrak

Book directly with Amtrak, log on to [www.amtrak.com](http://www.amtrak.com) or call (800) 872-7245.  
Be sure to use code **X21A-975**.



Discounts are available when you use Hertz. Book directly with Hertz, log on to [www.hertz.com](http://www.hertz.com) or call (800) 654 2240. Be sure to use code CV-04HA0001.

## **FREE PARKING DURING THE SHOW!**

The L.A. Mart is pleased to offer free parking to our buyers and designers during markets. Just show your business card or Mart Card and park free all day! Available in our South and East lots while space permits. Free shuttle service is offered between L.A. Mart and the Los Angeles Convention Center.

## **2.3 SHUTTLE BUS SERVICE**

Complimentary shuttle information will be coming soon.



### **3. GENERAL INFORMATION**

#### **3.1 LOCATION**

The Los Angeles Convention Center is located at 1201 South Figueroa Street, Los Angeles, CA 90015. Directions and parking information are available at [http://www.lacclink.com/general\\_directions.htm](http://www.lacclink.com/general_directions.htm). The California Gift Show will be located in South and Kentia Halls.

The LACC is handicapped-accessible. Please contact MMPI at (800) 677-6278 if you require additional accessibility arrangements during the California Gift Show.

#### **3.2 EXHIBIT DATES & HOURS**

Friday – Sunday, July 16-18                      9:00 AM – 6:00 PM  
Exhibitors may access the show floor from 8:00 AM – 6:30 PM on these days.

Monday, July 19                                      9:00 AM – 4:00 PM  
Exhibitors may access the show floor from 8:00 AM – 10:00 PM on this day.

#### **3.3 GENERAL RULES**

The CGS is a wholesale order-writing show. To preserve the character of the Show and to discourage unqualified attendees, attendees will not be allowed to remove any merchandise from the Show floor, regardless of whether the merchandise was sold to them or given to them as a sample. If an attendee attempts to remove merchandise from the Show floor, the attendee will be required to return the merchandise to the exhibitor before being allowed to exit the Show floor.

\*This rule does not apply to World Style and Jewelry (Cash & Carry) in Kentia Hall, where exhibitors may deliver one-of-a-kind items to attendees on-site. If you are exhibiting in one of these divisions, you are required to provide a receipt with each on-site sale. Attendees will only be allowed to exit these sections with merchandise if they have a receipt for each item.

The following are prohibited at the CGS: flashing lights; smoke machines; bubble machines; megaphones and loud speakers; glitter; confetti; helium balloons; stick-on decals and other adhesive items; live animals; side-show tactics and other noisy or undignified displays, including scantily clad demonstrators; placing product, furniture or displays in the aisle; conducting business or demonstrating products in the aisle; hosting activities away from the LACC that would draw attendance away from the Show; any behavior which, in the sole discretion of MMPI, is deemed objectionable; the violation of any rule spelled out by MMPI in this manual, in your contract or via on-site signage. MMPI has the right to prohibit, close, correct, remove or eliminate any exhibit, part of an exhibit, product, sign, card, printed matter, souvenir, catalog, or other material, or any circumstance, conduct or action, or cause thereof, which is not suitable to or in keeping with the character of the Show or which violates these Manual rules or law. Exhibitor must comply with all applicable rules, laws, regulations and ordinances and obtain all necessary licenses or permits.

You may not enter or photograph another exhibitor's booth without permission from that exhibitor or when the booth is unattended.

Smoking is prohibited in the LACC.

#### **3.4 STORAGE OF EMPTY CONTAINERS**

In accordance with the City of Los Angeles Fire Prevention Code, you may not store packing materials or empty containers in or behind your booth. Storage labels are available at the Freeman service desk on-site. Once you have unpacked, label your boxes with "Empty" labels, listing your company name and booth number on the label. Your containers will then be removed from the show floor by Freeman, placed in storage, and returned to you after the end of the Show. You should remove or cover any old "Empty" or shipping labels before sending your containers to storage. Do not store merchandise, tools or any other items in containers sent to empty storage.



Freeman will shrink-wrap your empty cartons to a pallet at no charge. Once you have finished unpacking, you may request this service at the Freeman labor desk.

### **3.5 SAMPLING FOOD AND BEVERAGES**

You may offer samples of food and beverages from your booth only if the food or beverages are products that you are displaying for re-sale, and then only if the following criteria are met: you submit the **Sample Food and Beverage Form to Aramark by June 25, 2010** and obtain the required governmental permits, if necessary. The food and/or beverage service is confined to your booth space; food samples are limited to bite-sized pieces and beverage samples are limited to one ounce; your sampling is not disruptive to the Show or to your neighboring exhibitors; you provide for any necessary cleaning and trash removal service required as a result of your sampling.

Alcoholic beverages will not be allowed.

### **3.6 VENDORS OF TABLEWARE/HEAVY METALS**

If you are a vendor of tableware (e.g., ceramic ware, enameled metalware and pewter articles) intended for food usage, you must comply with California law, which requires:

1. That the levels of lead and cadmium leaching into 4% acetic acid from your tableware does not exceed the applicable U.S. FDA limits set in CPG 7117.06 and 7117.07.
2. Even if your ceramic ware meets FDA standards, it must carry a "clear and reasonable warning" unless it meets Proposition 65 standards. According to enforcement guidelines used by the California Attorney General, when using the standard FDA leaching test, your ceramic tableware should not exceed the following California Proposition 65 standards:

Lead in Flatware:	0.226 ppm
Lead in Holloware	0.100 ppm
Cadmium in Flatware:	3.164 ppm
Cadmium in small holloware	0.322 ppm
Cadmium in large holloware	0.084 ppm

U.S. Food and Drug Administration action levels for cadmium in tableware currently are set at 0.500 ppm for flatware and small holloware, and 0.250 for large holloware. Thus, any flatware that lawfully can be sold under the Food, Drug and Cosmetic Act, in this particular instance, would not require a Proposition 65 warning.

3. That each piece of tableware you sell is permanently and indelibly marked with the name of the manufacturer or importer of the tableware and that name is on file with the California Department of Health Services.
4. The U.S. Food and Drug Administration (FDA), the State of California and other states regulate heavy-metals, glass and ceramicware. A number of commercial testing labs are expert in testing wares for compliance with these rules, and most are members of the Society of Glass and Ceramic Decorators (SGCD). SGCD also publishes a "Guide to Heavy Metal Limits". For more details, contact SGCD at (703) 838-2810.

### **3.7 MANAGEMENT OFFICE**

The MMPI show office will be located in the K Lobby.

### **3.8 CALIFORNIA SALES AND USE TAX LAW**

California law requires that exhibitors at the California Gift Show have either a permanent or temporary Seller's Permit. You may obtain a Permit by calling the California State Board of Equalization at (415) 356-6600 or on-line at [www.boe.ca.gov](http://www.boe.ca.gov). NO FEE IS REQUIRED for a "California Seller's Permit."

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## 4. BOOTH SET-UP

### 4.1 SET-UP HOURS

Wednesday and Thursday, July 14-15      8:00 AM – 5:00 PM

### 4.2 EXHIBIT HOURS

Friday – Sunday, July 16-18      9:00 AM – 6:00 PM  
Exhibitors may access the Show floor from 8:00 AM – 6:30 PM on these days.

Monday, July 19      9:00 AM – 4:00 PM  
Exhibitors may access the Show floor from 8:00 AM – 10:00 PM on this day.

### 4.3 DISMANTLING HOURS

Monday, July 19      4:01 PM – 10:00 PM  
Tuesday, July 20      8:00 AM – 1:00 PM

### 4.4 GENERAL DISPLAY REGULATIONS FOR THE CGS

You may not display your product above 8 feet (unless your booth is located in Kentia Hall, in which case you may display your product as high as 12 feet.)

The standard height limit for booth displays is 8 feet. If you would like to use a booth display that

- extends above 8 feet to a maximum of 12 feet,
- spans an aisle or
- is partially or completely covered by any type of roof or canopy,

You must submit a written request to Megan Jennings either via e-mail (mjennings@mmart.com) or via fax (312) 527-7998 no later than **June 23, 2010**

Once you have received permission from show management to use your booth display, you may also require a building permit. You should consult the **Exhibit Structure Building Permit Application** to determine if your display will require a building permit. MMPI or LACC may require that any display deemed a safety hazard on-site be altered or removed.

### 4.5 GENERAL BOOTH PACKAGE DESCRIPTION

The following information applies to all divisions of the CGS:

When planning your booth display, please subtract six inches from the overall length and width of your booth to accommodate the standard booth walls. For example, the inside dimensions of a 10'x10' booth are 9'6" x 9'6".

If you do not require booth carpeting or do not wish to have your booth vacuumed prior to the opening of the Show, please return the **Carpet Removal & 1<sup>st</sup> Night Vacuuming form** to MMPI by **June 29, 2010**. If this form is not received by that deadline and the booth carpet is removed on-site at your request, the cost of the removal will be charged to you.

If you have two or more booths, the walls between your booths will not be provided unless you return the **Exhibitors with Multiple Booths form** to Freeman prior to **June 29, 2010**. Requests received by the deadline will be fulfilled at no charge. Requests received after this date will be fulfilled at your expense.

If your booth package includes lights (Sect 4.6), these lights will include power; however, you may not plug anything else into this power. You may order additional power from the LACC by using the LACC **Electrical Service Order (Advance Deadline: June 25, 2010)**.

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You will receive one booth sign per aisle that your booth faces, regardless of the size of your booth (one sign per in-line booth, two signs per corner booth, three signs per peninsula booth and four signs per island booth). **The company name on your booth sign will be the same as the company name listed in the directory.**

## **4.6 DIVISION-SPECIFIC BOOTH DESCRIPTIONS FOR THE CALIFORNIA GIFT SHOW**

### **Fashion Accessories – South Hall**

Each 10' x 10' booth includes:

- 8' high black side and back drape.
- Black 9' x 10' booth carpet
- One chair
- One wastebasket
- One booth sign listing your company name and booth number (Quantity for booths larger than 10' x 10' as described in section 4.5)
- On-site material handling (see section 5.1 for exceptions)
- White aisle carpet
- Booth vacuuming prior to Show opening



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## **Boutique Collection (Boutique, Spa & Wellness, European Accents) – South Hall**

- 8' high white hard back and side walls. You may paint or wallpaper the walls of your booth on-site provided that the installation of your entire booth display, including the painting or wallpapering, can be completed in one hour or less without the use of tools. Otherwise, you will need to hire labor from Freeman to paint or wallpaper your booth and to complete the construction of your display.
- Black 9' x 10' booth carpet
- One black side chair
- One wastebasket
- Four 50-watt halogen lights
- One booth sign listing your company name and booth number (Quantity for booths larger than 10' x 10' as described in section 4.5)
- On-site material handling (see section 5.1 for exceptions)
- White aisle carpet
- Booth vacuuming prior to Show opening



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## **Resort, Souvenir & Licensing – South Hall**

Each 10' x 10' booth includes:

- 8' high black side and back drape
- Black 9' x 10' carpet
- One chair
- One wastebasket
- One booth sign listing your company name and booth number (Quantity for booths larger than 10' x 10' as described in section 4.5)
- On-site material handling (see section 5.1 for exceptions)
- White aisle carpet
- Booth vacuuming prior to Show opening



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## **Seasonal Collections (Christmas, Halloween and Multicultural Holidays) - South Hall**

Each 10' x 10' booth includes:

- 8' high black side and back drape
- Black 9' x 10' carpet
- One chair
- One wastebasket
- One booth sign listing your company name and booth number (Quantity for booths larger than 10' x 10' as described in section 4.5)
- On-site material handling (see section 5.1 for exceptions)
- White aisle carpet
- Booth vacuuming prior to Show opening



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**Garden – South Hall** Each 10' x 10' includes:

- 8' high black side and back drape
- Black booth carpeting
- One wastebasket
- One booth sign listing your company name and booth number (Quantity for booths larger than 10' x 10' as described in section 4.5)
- On-site material handling (see section 5.1 for exceptions)
- White aisle carpet
- Booth vacuuming prior to Show opening



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**Gifts Collection – South Hall - (Gifts, At Home, Gourmet, and Stationery)** Each 10' x 10' booth includes:

- 8' high black side and back drape
- Black 9' x 10' carpet (except At Home, which includes grey carpet)
- One chair
- One wastebasket
- One booth sign listing your company name and booth number (Quantity for booths larger than 10' x 10' as described in section 4.5)
- On-site material handling (see section 5.1 for exceptions)
- White aisle carpet
- Booth vacuuming prior to Show opening



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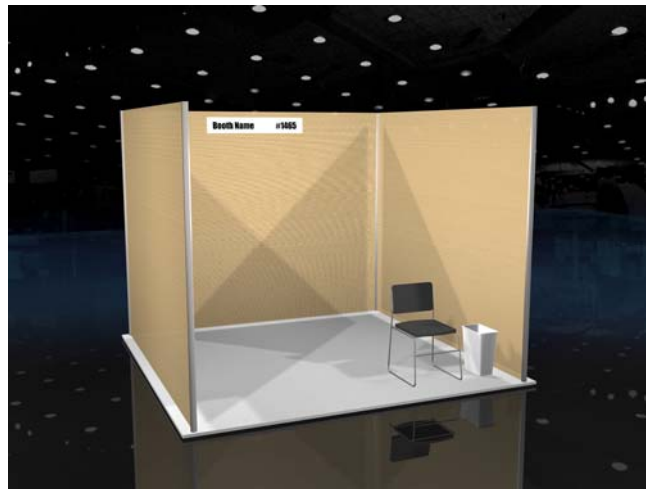
**Vintage Collection- Kentia Hall** Each 10' x 10' booth will receive:

- No pipe and drape. Open Booths.
- White booth carpet
- One wastebasket
- One booth floor graphic listing your company name and booth number (Quantity for booths larger than 10' x 10' as described in section 4.5)
- On-site material handling (see section 5.1 for exceptions)
- Orange aisle carpet
- Booth vacuuming prior to Show opening

**World Style – Kentia Hall** Each 10' x 10' booth will receive:

- 8' high stretched tan muslin fabric side and back walls
- Beige 9' x 10' carpet
- One chair
- One wastebasket
- One booth sign listing your company name and booth number (Quantity for booths larger than 10' x 10' as described in section 4.5)
- On-site material handling (see section 5.1 for exceptions)
- Orange aisle carpet
- Booth vacuuming prior to Show opening

World Style exhibitors in the 1200 aisle may not extend the back walls of their booth or place any signage above 8 feet. Doing so will obstruct the LACC HVAC system.

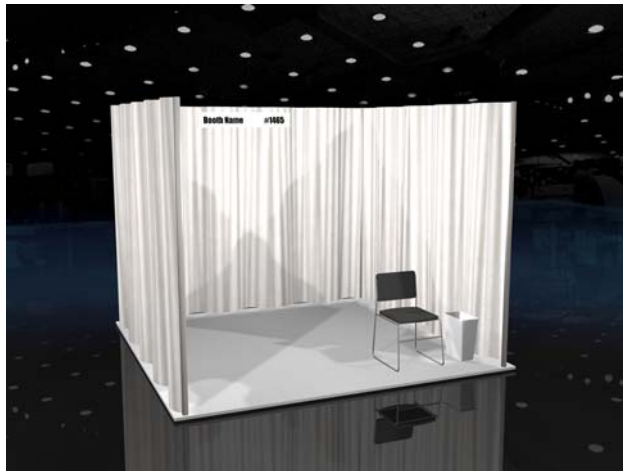


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**Jewelry (Cash & Carry) – Kentia Hall** Each 10'x 10' booth includes:

- 8' high white side and back drape.
- Beige 9' x 10' booth carpet
- One chair
- One wastebasket
- One booth sign listing your company name and booth number (quantity for booths larger than 10' x 10' as described in section 4.5)
- On-site material handling (see section 5.1 for exceptions)
- Tables are not provided. Please order from Freeman or you may bring your own
- Orange aisle carpet
- Booth vacuuming prior to Show opening

Jewelry (Cash & Carry) exhibitors in the 100 aisle may not extend the back walls of their booth or place any signage above 8 feet. Doing so will obstruct the LACC HVAC system.





#### **4.7 FURNITURE , CARPET & ACCESSORIES RENTAL**

You may order the following items and services through Freeman on-line ([www.myfreemanonline.com](http://www.myfreemanonline.com)) or by returning the appropriate Freeman forms: furniture and display fixture rental; foam core walls; display case rental; carpeting; booth cleaning (in addition to the complimentary booth vacuuming provided prior to show opening); carpenter and sign-hanging labor; material handling and rigging labor; signs; warehouse storage; audio visual rental (through Freeman AVS [www.avwtelav.com](http://www.avwtelav.com)) and shipping (via Freeman Exhibit Transportation 1.800.995.3579). You will save up to 30% on many of these services by ordering prior to the deadlines listed on the forms.

If you order any items or services from Freeman, remember to review your invoice on-site. You must review any discrepancies on-site with Freeman, as credits can not be issued after the close of the Show.

#### **4.8 FIRE DEPARTMENT AND SAFETY REGULATIONS**

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the City of Los Angeles Fire Prevention Code. The following articles cover basic rules governing concessions, exhibits and shows for the Los Angeles Convention Center.

1. No equipment or obstructions of any kind are allowed in the aisles. Exhibits that include any kind of entertainment or presentation must provide adequate space within the contracted exhibit booth area. No tables, chairs, merchandise, or display materials are allowed in the aisles – you may not arrange customer tables in a manner that requires customers to stand or sit in the aisle in order to conduct business.
2. All sprinklers, standpipe hose cabinets and fire alarm pull-boxes shall be kept clear and unobstructed at all times.
3. There shall be no obstructions blocking exit doors from the outside of any building, such as autos parked in doorways or barricades across sidewalks. No vehicles shall be parked in the fire lanes outside of the building.
4. Artificial lighting, such as lanterns and lighted candles, is strictly prohibited.  
**Exception:** Exhibitors wishing to demonstrate devices or equipment that produce heat or open flames must obtain a permit to do so from the Los Angeles Fire Department. Call (213) 978-3640 for further information. Failure to obtain proper permits may result in the confiscation of the product(s) and the potential dismissal from the current Show.
5. Flammable liquids or gases will not be admitted into the building.
6. The Fire Code prohibits the storage of combustible materials within or behind your booth. This includes packing materials, boxes, literature, etc.
7. The City of Los Angeles requires a permit for certain types of building structures of considerable complexity or design used for exhibit purposes. Such structure may include those exhibits with heights of at least 12'. A permit costs approximately \$135.00 per booth.
8. Decorations are not permitted on the ceilings, painted surfaces, columns, fabric and decorative walls or fire sprinklers.
9. Combustible materials, merchandise or signs shall not be attached to, hung from or draped over flameproof side or rear divider draperies of booths or attached to table skirting facing aisles, unless treated with flame retardant.
10. Combustibles ¼ inch or more in thickness, glass or asbestos cloth may be used without being treated with flame retardant.
11. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, foam-core board, split bamboo and similar decorative materials must be rendered flame retardant and labeled in accordance with the provisions of the Los Angeles Fire Department.
12. Oilcloth, tarpaper, sisal paper, nylon, Orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
13. All vinyl material must be proven non-flammable or the booth (s) will not be opened until the vinyl is removed.

#### **4.9 FLAME PROOFING REGULATIONS**

It is the common practice of the Los Angeles Fire Department to conduct a Match Flame Test to all displays constructed within the Los Angeles Convention Center. As an Exhibitor in the California Gift Show, it is your responsibility to ensure that your display materials meet the Match Flame Test in accordance with local codes. To

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avoid the Match Flame Test, you need to provide the Fire Marshall on-site a copy of the Certificate(s) of Flame Resistance corresponding to the material(s) you are displaying.

The following are guidelines for obtaining Certificates of Flame Resistance and Field Testing procedures performed by the Los Angeles Fire Department.

## **Application of Flame Retardant Chemicals:**

1. All flameproofing shall be performed by a person registered by a City Fire Marshall's office in the State of California. Note: Certificates from other states may not be valid, making display material subject to on-site testing. Please contact Michael T. Riley of the Los Angeles Fire Department at (213) 978-3650 in advance of the Show to determine the validity of your out-of-state Certificates of Flame Resistance.
2. Prior to applying a flame-retardant chemical to any booth or exhibit, the registered Flame Retardant Application Professional shall first notify the manager of the property and present his City Fire Marshall Registration.
3. Unless the person or firm and the chemical are registered with and approved by the City Fire Marshall, no person or firm shall apply a flame-retardant chemical at a venue.
4. After each application of flame-retardant chemicals by a Registered Professional, an approved Certificate of Flame Resistance shall be furnished to the individual or company for whom the work was performed. Permit must be displayed in the booth until the close of the Show or must be on file with the Los Angeles Fire Department.

## **Field Testing Procedures:**

1. The following Field Test, commonly known as the "Flame Test", is the actual test from the California Administrative Code used to determine the need to apply fire retardant chemicals to materials and decorations.
2. Test material shall be dry and shall be a minimum 1½ inches wide by 4 inches long.
3. The fire exposure shall be from the flame applied for 12 seconds.
4. The test shall be performed in a draft-free and safe location.
5. The sample shall be suspended with a spring clip or tongs with the long axis vertical. A flame will be applied to the center of the bottom edge of the sample, ½ inch above the flame.
6. After 12 seconds of exposure, the match is to be removed gently from the sample.
7. During the exposure, flaming shall not spread over the complete length of the sample or in excess of 4 inches from the bottom of the sample (for larger size samples).
8. There shall not be more than two seconds of after-flame.
9. Materials that break up and drip flaming particles shall be rejected if the materials continue to burn after they reach the floor.

For further information, contact Michael Riley, Fire Inspector, Los Angeles City Fire Department, 200 N. Main Street, Los Angeles, CA 90012. Phone (213) 978-3650 or Fax (213) 485-6066 (LACC phone (213) 741-1151 x5370 or Fax (213) 765-4442)

**IMPORTANT:** *Be sure that this information is placed in the hands of all persons who will be setting up your exhibit, your factory shipping departments and all lines you represent.*

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Flame retardant spray or liquid as well as flameproof display fabrics are available from Rose Brand Textile Fabrics, 10616 Lanark Street, Sun Valley, CA 91352 (800) 360-5056; website: [www.rosebrand.com](http://www.rosebrand.com), [info@rosebrand.com](mailto:info@rosebrand.com). Rose Brand will supply the necessary affidavits on request.

#### **4.10 FLAMEPROOFING VENDOR**

Delta Pacific Technologies is the official flame-proofing vendor for the CGS; they will have an office on-site in the rear of South Hall. Please see the **Delta Pacific Flameproofing Contract Agreement form** for details.

#### **4.11 LABOR/WORK RULES**

Qualified labor personnel are required to perform various tasks at the LACC. The following guidelines will help you in preparing your exhibit to conform to jurisdictions. Reviewing these regulations and placing your orders for these services in advance can save you money. Placing labor orders in advance with the Freeman and LACC will help ensure that your work can be done in the most cost-effective fashion. Refer to the **Freeman Labor Order form** and the **LACC Order Forms**. Freeman and LACC will also have service desks on-site if you need to place an order.

If any questions arise on-site regarding which tasks may be performed by your staff and which must be performed by labor, please address your concerns directly to MMPI or to the appropriate contractor- either Freeman or LACC. You should ensure that all personnel working in your booth are familiar with the union regulations outlined below.

##### **Exhibit Building**

Members of the Decorators Union claim jurisdiction over all set-up and dismantling of exhibits, including signs, painting, wallpapering and laying of carpet. You may set up your exhibit display if one person can accomplish the task in less than one hour without the use of tools. Otherwise, you will be required to hire carpenter labor from Freeman or from an Exhibitor Appointed Contractor (see below) to set your booth. This does not apply to the unpacking and placement of your merchandise.

In Southern California, when union labor is required, company personnel may work along with a union installer on a one-to-one basis. Please refer to the **Freeman Labor Order form** for prices and ordering information.

##### **Freight Moving**

Members of the Teamsters Union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move material that can be carried by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment. Please refer to the **Freeman Material Handling/Rigging Order form** for prices and ordering information.

##### **Electrical Work**

The Los Angeles Convention Center is the exclusive provider of electrical services within its facilities. Only LACC electricians are allowed to make electrical installations and connections. This includes all exhibit halls, meeting rooms, exterior areas, and temporary structures. All requirements to install, connect, repair, alter, or distribute power for electrical and lighting are to be completed by LACC electrical services personnel.

Note: Exhibitors may not plug into any existing service (or another exhibiting company). This dangerous practice is a fire hazard. The LACC conducts an installation audit of power supplied to all exhibits. Exhibitors using another's power will be required to pay for continued service and power will be discontinued pending receipt of full payment.

##### **Planning Your Electrical Service**

- Electrical labor must be ordered when the type of service requested exceeds standard installation criteria and/or when a request is made to alter or repair exhibit equipment. Examples in which additional labor is required include: installing more than three (3) outlets to specific locations on the floor other than "standard rear of booth" placement, installing electric cords and cables throughout the booth, relocating service(s) once installed, installing, wiring, adjusting, and removing exhibitor owned lights and related equipment, installing power from overhead (catwalks, etc.). Please refer to the **Electrical Labor Request Form (Advance Order Deadline: June 25, 2010)**.
- Once floor power has been installed, exhibitors may mount their own standard type (non-theatrical) lights and plug them in, providing the entire project can be accomplished by one (1) person in fifteen (15) minutes. Projects exceeding fifteen minutes in duration must be performed by LACC Electrical Staff.

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- Unless otherwise instructed by the exhibitor, LACC electricians will cut floor coverings and walls to install service.
- LACC electricians are legally obligated to verify that electrical equipment used, including power distribution systems, complies with the National Electric Code, is U.L. approved, and complies with local codes.
- Neon signs and high voltage lights must be totally enclosed in plastic or mounted so that the sign bottom or all high voltage parts are not less than 8' above the floor.
- All equipment must be properly grounded. Extension cords must be 14 gauge/3-wire with ground.
- All electrical equipment exposed to water/liquids must have ground-fault circuit interrupters.
- Only porcelain or plastic lamp holders are allowed.
- Spot or flood lights cannot be mounted within reach of the public and must be safely protected from material or fabric.
- All splices and connections must be made in an approved enclosure. No open splices are allowed.
- Labor is charged in ½ hour increments. If the electrical service required for your exhibit is complex and you are concerned about labor charges, call LACC Customer Services at (213) 741-1151 and request a quotation. The

**Electrical Labor Request Form** must be returned to the LACC via fax or mail by **June 25, 2010** to assure timely service.

#### **Electrical Service and Fixture Options**

The LACC can provide 120 volt service in 500 watt increments up to 2000 watts. Please refer to the **LACC Electrical Service Order Form** for information on additional power options, and the lighting fixture rentals available. The **LACC Electrical Order Form** must be returned via fax or mail by **June 25, 2010** to receive a discount.

#### **4.12 TIPPING**

All employees of the LACC and the service contractors are adequately paid; therefore, tipping is prohibited. The receiving of bribes or gratuities is a violation of LACC rules and will result in termination of employment. Please report immediately to Show Management any discourtesies or attempts to imply that service will be expedited by tipping.

#### **4.13 EXHIBITOR APPOINTED CONTRACTOR**

You may engage independent labor contractors for installation and dismantling, provided that you and your EAC adhere to the guidelines listed on the **Exhibitor Appointed Contractors form**. You must submit a copy of this form, along with your EAC's certificate of insurance, to MMPI by **June 29, 2010**.

#### **4.14 METHOD OF PAYMENT**

##### **Freeman Payment Policy**

The balance in full is due upon presentation of the invoice at Show site. Invoices can be paid by cash, traveler's check, company check, American Express, Discover, Master Card and Visa. See the **Method of Payment form** and the **Payment & Labor** portion of the **Terms & Conditions form**.

##### **Questions and Adjustments**

Any discrepancy in items ordered and items received or any complaint or question concerning service, etc., must be reported immediately to the Freeman Service Desk at Show site. Discrepancies will be resolved and/or any valid adjustments to your account will be made at that time and approved by the Freeman supervisor in charge. Absolutely no credits will be issued after show closing.

#### **LACC Payment Policy**

Exhibitors who choose to pay by check or money order must also supply a valid credit card number to be on file with LACC. Full payment or credit card authorization must be received 20 days prior to the first Show day to qualify for the discount on pre-show orders. Payment or credit card authorization received after the discount cut-off date will be charged at the on-site order rate. Any balances outstanding as of move out will be charged to your account. See the **Payment & Credit Card Charge Authorization form**.



#### **4.15 INDEMNITY AND INSURANCE**

Exhibitor agrees that MMPI, the LACC, and CGS Acquisition LLC, and their respective partners, directors, members, shareholders, trustees, officers, agents, employees, beneficiaries, insurers, successors, and assigns (hereinafter collectively the "Trade Show Entities") shall not be held accountable or liable for, and the same are hereby released from accountability or liability for, any damage, loss, harm, or injury to the person or property of the applicant and any of its partners, directors, members, trustees, officers, agents, employees, beneficiaries, successors, and assigns resulting from theft, fire, water, accident or any other cause and the Trade Show Entities will not obtain insurance against any such damage, loss, harm or injury. Exhibitor and the Trade Show Entities agree that all property of the Exhibitor is to remain in the Exhibitor's custody and control in transit to, from, and within the Building.

By signing an application for a market suite, Exhibitor agrees, except to the extent prohibited by law, to indemnify, defend and protect the Trade Show Entities, and each of them, against, and hold them harmless from, any and all

claims, demands, suits, liability, damages, loss, costs, attorney fees, and expenses of every kind and nature, which may result from or arise out of any action or failure to act on the part of the applicant or any of its partners, directors, members, officers, agents, employees, beneficiaries, successors, and assigns, including but not limited to claims for damage or loss to property and for harm, injury or death to persons.

Exhibitor agrees to purchase and keep in effect during the period when its property is in the LACC and in transit to and from said premises, insurance against loss, damage or destruction to such property, however caused, for the full value of such property, and to cause the insurer to waive subrogation against the Trade Show Entities.

Insurance for exhibits and product is the responsibility of exhibitors. Exhibitors should consult their insurance broker to obtain an endorsement to their insurance policies to cover display materials and merchandise during transit to/from the CGS and while at Show site. Neither MMPI, CGS Acquisition, LLC, the LACC, the contractors nor any of their officers, agents or employees assume any responsibility for theft or damage for any of the exhibitors' property. Exhibitor and its contractor(s) must maintain Commercial General Liability Insurance. Policy limits should be \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate, \$2,000,000 Product Liability and \$1,000,000 Personal and Advertising Injury. Exhibitor and its Contractor(s) shall maintain Workers Compensation Insurance for employees participating in the Show. Exhibitors seeking liability and property insurance should refer to the **Exhibitor Insurance form**.

#### **4.16 SECURITY**

MMPI will provide perimeter guard service at the LACC throughout the set-up, Show days and move-out. You are reminded, however, that this event is an open booth Show and that you are solely responsible for the security of your exhibits and merchandise. While MMPI will exercise reasonable care in safeguarding exhibitors' property, neither MMPI, CGS Acquisition LLC, the LACC, the contractors, nor any of their officers, agents or employees, assume any responsibility for such property. Exhibitors should take every precaution to protect exhibit materials. Here are a few suggestions, although this list is not inclusive:

- Ship in locked trunks or crates.
- If cartons are used for shipping, be sure they are securely taped or banded, and do not mark them with the name of or type of articles inside.
- Ship with a reputable trucker or forwarder.
- Furnish the shipping company with an accurate bill of lading, including the weight of the shipment.
- Do not leave the exhibit unattended during set-up, Show days, and the dismantling period.
- Cover the display at the end of each set-up and open day of the Show.
- If merchandise is particularly valuable, consider private security, which is available from Staff Pro. You may contact them at (562) 596-5949 for information.
- Utilize the on-site overnight storage rooms for small, easily-stolen or particularly valuable items. The locations of these rooms will be listed in the Exhibitors Bulletin that is distributed on-site.
- Do not leave merchandise under tables or displays overnight.

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- Place your wastebasket at the outside edge of your booth each evening so it may be emptied without your booth being entered.
- Do not, under any circumstances, include merchandise, tools or other valuables in containers to be stored with empties.
- At the close of the Show, pack as quickly as possible, and do not leave the exhibit space unattended.
- Have an employee remain in the exhibit space until all merchandise is completely packed and sealed.

Exhibitors removing merchandise from the Show floor must wear their exhibitor badge. No merchandise can be removed from the Show floor during open hours of the Show. To assure maximum security for open exhibits and merchandise, after-hours work or entertainment will not be permitted in exhibit booths. All buyers and exhibitors must leave the building within one-half hour after the Show closes.

#### **4.17 MUSIC IN BOOTHS**

The performance or use of live or mechanically-produced music that is of such type as to come under the jurisdiction of any of the performing rights organizations, such as the American Society of Composers, Authors and Publishers, (collectively "Organizations") is strictly prohibited, unless you can provide us written evidence either (a) that any required licensing fees have been previously paid to the appropriate Organizations to cover the period of the Show; (b) that you have express permission from the copyright owner to perform the music at the Show; or (c) that you, in fact, are the owner of the copyright. This may be accomplished by providing us with a copy of an agreement with the appropriate Organizations with respect to such licensing fees, a copy of an agreement with the copyright owner granting you permission to perform such music, or written representation that you are the copyright owner of the music to be used.

You should note that express permission from the copyright owner relating to reproduction and/or distribution rights, does not include performance rights; hence the copyright authorization that you provide us must specifically reference performance rights. Moreover, U.S. copyright law contains no exemption allowing you to perform music at a tradeshow for purposes of promoting sales of that music. In any case, you must provide us the requested evidence by filling out the **Music Request form** and returning it to MMPI 30 days in advance of the opening date of the Show.

## 5. ADDITIONAL SERVICES

### 5.1 ELECTRICAL FORMS

Electricity, lighting and electrical labor may be ordered from the LACC by phone (213) 741-1151, ext. 5470 or by returning the **Electrical Service Order Form** and **Electrical Labor Request Form** to the LACC. **You will receive a 20% discount on these services if your order is received with payment by June 25, 2010. Standard rates apply before July 10<sup>th</sup> and On-Site rates thereafter.** Please review Section 4 of this manual for specific electrical rules and regulations.

### 5.2 TELECOMMUNICATIONS

You may order telephone service from the LACC by phone (213) 741-1151, ext. 5470 or by returning the order forms to the LACC. **You will receive a 20% discount on these services if your order is received with payment by June 25, 2010.**

You may order high-speed internet access from Smart City by completing the **Smart City Internet form** or by calling (888) 446-6911.

### 5.3 CLEANING SERVICE

Show Management will provide for a one time vacuuming of booths on the evening prior to Show opening and the policing of the aisles during the open hours of the Show. **Note: cleaning crews will not vacuum booth spaces that are draped off or cordoned off in some fashion.** If you plan on draping off your booth space prior to Show opening morning, please be sure to have a representative of your company remove the draping etc., at 8:00 AM, to ensure that the complimentary cleaning service can be performed prior to Show opening. Wastebaskets left at the front edge of the booth will be emptied on the first three nights of the Show.

While Show Management provides for the vacuuming of all booths on completion of set-up, exhibitors must take care of all additional or subsequent booth cleaning. See the **Freeman Carpet & Cleaning form** for more information on booth cleaning.

### 5.4 BOOTH FOOD SERVICE

You may order in-booth food and beverage service from Aramark, the exclusive caterer at the LACC, by calling (213) 765-4512 or completing the **Authorization to Distribute Sample Food and Beverage form**.

### 5.5 ON-SITE MEETING ROOMS

On-site meeting rooms are available for rent on move-in and Event days. Please contact Peggy Coleman at (213) 763-5811 for rates and availability.

### 5.6 ON-SITE PHOTOGRAPHY

On-site photography is available from The Photo Group. You may contact The Photo Group at (800) 752-6913 or see **The Photo Group form** for details. [nicole@photogroup.com](mailto:nicole@photogroup.com)

### 5.7 FLORAL SERVICE

You may order on-site floral service from Short Term Plant Rental by completing the **Short Term Plant Rental form**.

### 5.8 AUDIO-VISUAL SERVICE

Freeman AVS will be the official supplier of audio-visual equipment. Exhibitors wishing to rent such equipment should call (714) 254-3400 or visit [avorders.freemanco.com](http://avorders.freemanco.com)

### 5.9 LEAD RETRIEVAL

Exhibitors may order an electronic Lead Retrieval system through RegTexUSA at the following address: <https://www.regtekreg.com/calgiftscanner/startreg.asp> or by calling (818) 889-6033.



## 6. SHIPPING INFORMATION

### 6.1 MATERIAL HANDLING CHARGES

On-site material handling consists of the delivery of your freight from the loading dock to your booth during move-in and the removal of freight from your booth to the loading dock during move-out. **On-site material handling charges are included in your booth fee**, with the exception of shipments sent via small package carriers (UPS, FedEx, DHL, Airborne, etc.) and a shipment handled on overtime or after the Show has opened. Please refer to the **Freeman Material Handling form** for pricing information.

### 6.2 INBOUND DOMESTIC SHIPMENTS

There are several methods to ship your product and display to the Show:

#### 1. Shipments in advance to the Freeman warehouse:

- Shipments may be received beginning on Monday, **June 14, 2010**
- All shipments received at the Freeman warehouse will incur warehouse charges. Some shipments may incur overtime charges. Refer to the **Freeman Material Handling form** for rates.
- Shipments received after **July 6, 2010** will also be assessed a late fee. Refer to the **Freeman Material Handling form** for rates.
- Please note the Freeman Warehouse will be closed on July 5<sup>th</sup> in observance of the holiday.
- All shipments must be sent pre-paid.
- Shipments may be received at the Freeman warehouse from 8:00 AM – 3:30 PM, Monday – Friday.
- Warehouse shipments must be properly boxed, crated or palletized. Loose shipments will be refused.
- You may wish to track your shipment and/ or contact Freeman prior to going on-site to confirm that your shipment has been received at the warehouse.
- **Shipments should be addressed as follows:**

California Gift Show  
(Exhibiting Company Name and Booth Number)  
c/o Freeman  
900 East Santa Ana Street  
Anaheim, CA 92805

#### 2. Direct shipments to the LACC via recommended carrier or the carrier of your choice:

- You may ship via either of the following recommended carriers, or with the common carrier of your choice. The recommended carriers will offer you discounted rates.

Freeman Exhibit Transportation (services entire United States) (800) 995-3579  
Roadway (services entire United States) (800) 531-3976

- Shipments may be received at the LACC from 8:00 AM – 4:30 PM on Wednesday, July 14 and Thursday, July 15. Shipments arriving prior to July 14 will be refused.
- Call your carrier in advance to determine when you should ship to meet these deadlines. Shipments sent too early may incur demurrage charges, while shipments sent too late may not arrive in time for set-up.
- Drivers may check in beginning at 8:00 AM, and will be unloaded on a first-come, first-served basis.
- Drivers must check in by 2:00 PM to avoid overtime charges.
- Shipments sent via common carrier and delivered between 8:00 AM and 4:30 PM on Wednesday and Thursday will not incur material handling charges.
- Common carrier shipments delivered on overtime or after show opening will incur material handling charges. Refer to the **Freeman Material Handling form** for rates.
- All shipments must be sent pre-paid.
- Please bring the tracking or PRO numbers for your shipment and the contact information for your carrier with you to show site.

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- **Shipments should be addressed as follows:**

California Gift Show  
(Exhibiting Company Name and Booth Number)  
c/o Freeman  
Los Angeles Convention Center  
1201 South Figueroa Street  
Los Angeles, CA 90015

### 3. Direct shipments to the LACC via airfreight or a small package carrier:

- Shipments sent via airfreight or small package carrier (UPS, FedEx DHL, Airborne, etc.) will incur material handling charges. Refer to the **Freeman Material Handling form** for rates.
- Shipments sent via these methods often arrive at the LACC without being sorted by the carrier. Material handling charges cover the cost of on-site sorting by Freeman. This sorting process may also delay the delivery of your shipment to your booth.
- Shipments may be received at the LACC from 8:00 AM – 4:30 PM on Wednesday, July 14 and Thursday, July 15. Shipments arriving prior to July 14 will be refused.
- Call your carrier in advance to determine when you should ship to meet these deadlines.
- All shipments must be sent pre-paid.
- Please bring the tracking or PRO numbers for your shipment and the contact information for your carrier with you to Show site.

- **Shipments should be addressed as follows:**

California Gift Show  
(Exhibiting Company Name and Booth Number)  
c/o Freeman  
Los Angeles Convention Center  
1201 South Figueroa Street  
Los Angeles, CA 90015

- Shipments sent via airfreight or small package carriers to the Freeman warehouse in advance will incur warehouse charges, but will also improve the likelihood of a timely delivery. Please see item number 1 above for details.
- Shipments received without individual carrier receipts or freight bills (UPS, FedEx, Express Mail, etc.) will be delivered to your booth without a guarantee of piece count or condition. Freeman and MMPI assume no liability for such shipments.

### 4. Delivering to the LACC in your own vehicle:

- Shipments may be received at the LACC from 8:00 AM – 4:30 PM on Wednesday, July 14 and Thursday July 15. Shipments arriving prior to July 14 will be refused.
- Drivers may check in at the loading dock for your hall beginning at 8:00 AM. (Refer to the **Delivery Check-In Map** for directions.) Your vehicle will be placed in line and will be unloaded on a first-come, first-served basis as space becomes available.
- Drivers must check in by 2:00 PM to avoid overtime charges.
- Shipments received on overtime or after Show opening will incur material handling charges.

- **Shipments should be addressed as follows:**

California Gift Show  
(Exhibiting Company Name and Booth Number)  
c/o Freeman  
Los Angeles Convention Center  
1201 South Figueroa Street  
Los Angeles, CA 90015



### **6.3 INBOUND INTERNATIONAL SHIPMENTS**

Due to heightened security at U.S. ports of entry and heavy traffic in the Port of Los Angeles, some international shipments may be delayed for inspection. We strongly recommend consulting with your carrier and your customs broker to determine when to ship your product to ensure timely delivery.

Phoenix International Business Logistics is the recommended provider of customs brokerage, international freight forwarding, international transportation and related services. Phoenix International Business Logistics and their international partners can assist you in shipping your product and booth display to the CGS and clearing US Customs either permanently or temporarily. Refer to the **California Gift Show International Shipping form** for more information.

The U.S. Food and Drug Administration (FDA) have recently implemented new regulations and guidelines regarding the shipment of food, beverages and goods for animal or human consumption. The provisions of this law apply even for shipments that contain small amounts of food or beverage products no matter how insignificant including candy, mints, coffee, tea, sugar bags, etc. that are typically packed by exhibitors for use in their booth or to give away. Exhibitors should not ship food in the same containers as non-food items.

**NOTE:** U.S. Customs and Border Protection has recently begun enforcing new regulations regarding wood packing material (crates, pallets, etc.) We encourage you to contact a customs broker prior to shipping any wood packing material from outside the U.S.

### **6.4 CLOSE OF SHOW**

Buyers are **NOT ALLOWED** on the Exhibit Floor during breakdown. If you have to meet a buyer after the Show closes, please arrange to meet them outside of the Exhibit Hall at a specific time. Show Management cannot be responsible for making these arrangements or attempting to get the parties together.

#### **Dismantling and Move-Out Dates And Hours**

Monday, July 19	4:01 PM – 10:00 PM
Tuesday, July 20	8:00 AM – 1:00 PM

The return of your empty containers will begin once all attendees have exited the show floor and the aisle carpet has been removed. We estimate that the empty return will be completed by 9:00 PM. You can assist in expediting this process by keeping the aisles clear while packing.

You are required to wear your exhibitor badge at all times while on the Show floor.

Exhibits or product not dismantled and/or packed by 12:00 PM on Tuesday, July 20 will be dismantled and/or packed by Freeman and sent to exhibitor at their risk and expense.

### **6.5 OUTBOUND SHIPMENTS**

You are required to either contact your carrier to arrange for shipment of your freight or to arrange for the removal of your shipment from the LACC via your own vehicle (POV). In the event that your carrier or POV fails to collect your shipment, Freeman reserves the right to re-route your shipment. All outbound shipments not removed by **12:00 PM on Tuesday, July 20** will be re-routed by Freeman at the exhibitor's risk and expense. Any items that are not properly labeled will be discarded.

Each outbound shipment must be accompanied by a Material Handling Agreement (MHA), which is available on-site at the Freeman Service Desk. You must complete an MHA for each shipment from your booth and turn in your MHA(s) at the Freeman Service Desk before leaving the LACC. The Freeman Service Desk will close at 10:00 PM on Monday, July 19.

If you sell part or your entire booth to a third party who will be picking up the freight in their own vehicle, you must complete an MHA listing the purchaser as the carrier. You are responsible for packing your booth, and cannot delegate this task to a third party.



Freeman Exhibit Transportation will offer outbound ground and air shipping. You may reach them at (800) 995-3579 for pricing information in advance, or contact their representative on-site at the Freeman Service Desk.

#### **6.6 OUTBOUND CARAVANS**

Freeman Exhibit Transportation will offer service to The Chicago Market: Living and Giving and other upcoming markets. See the **Freeman Exhibit Transportation Caravan form** for information. Freeman Exhibit Transportation will offer service to any other market not listed. You may reach them at (800) 995-3579.

Neither the California Gift Show, MMPI, nor any of our contractors involved with the handling of the exhibit material can be held responsible for delivery delays, or lost or damaged product. You are welcome to make arrangements with another carrier to transport your Show material.