



West 2007
January 31 – February 2, 2007
San Diego Convention Center
San Diego, California



IMPORTANT EXHIBITOR REMINDERS

****PLEASE SHARE THESE REMINDERS WITH ALL STAFF**
WHO WILL BE MANNING YOUR BOOTH**

1. **HOSPITALITY SUITES** – Only PLATINUM Patrons may rent a hospitality suite at one of the conference hotels during the conference. Any event should be scheduled as not to conflict with exhibit hall hours or any other major conference event. Please submit your schedule to gmcgovern@afcea.org.
2. **ALL EXHIBITS MUST BE FULLY SET BY 6:00 PM, ON TUESDAY, JANUARY 30th.** After this time, Exposition Management reserves the right to use any empty space in a way that will compliment the overall appearance of the exposition. Exhibitors may lose their right to exhibit if they do not adhere to this schedule. If you foresee any difficulty in meeting this deadline, please call Exposition Management at (800) 564-4220 or (703) 631-6200 AT LEAST forty-eight hours prior to move-in. You may "fine-tune" your equipment, graphics, etc. until 8:00 p.m. on Tuesday, January 30th.
3. **LABOR RULES:** If you require labor to set up your booth, please contact the Official Decorator, Paradise/GES at 800-475-2098 or fax the form included in this manual to 866-329-1437. Please refer to the page entitled Union Jurisdiction, in the contractor section of this manual, so that you fully understand the rules of the San Diego Convention Center. REMEMBER THAT UNION RULES VARY FROM CITY TO CITY.
4. **DURING NON-EXHIBIT HOURS**, exhibitors should stay in their own exhibit areas, NOT IN OTHER NON-STAFFED EXHIBITS.
5. **NO EXHIBIT MAY BE DISMANTLED PRIOR TO 2:30 PM, ON FEBRUARY 2ND.** Exhibitors may lose their right to exhibit at West 2008 if they do not adhere to this schedule. This policy is in place as a courtesy to other exhibitors and attendees who will be conducting business in the exhibit hall until closing time.
6. **BOOTH ETIQUETTE** - Vendors should not ask other vendors for giveaways. While we encourage exhibitor interaction it is the attendee that the exhibiting companies provide giveaways for.