GENERAL INFORMATION & INSTRUCTIONS

Exhibit Date: April 16th, 2020
San Diego Convention Center I San Diego, CA

A. TIMETABLE OF IMPORTANT DATES AND TIMES

MOVE-IN: San Diego Convention Center I San Diego, CA

Wednesday        April 15, 2020        12:00 pm – 5:00 pm

ALL EXHIBITS MUST BE COMPLETE BY Thursday, April 16 at 11:30 am.

SHOW HOURS: San Diego Convention Center I San Diego, CA

Thursday        April 16, 2020        12:00 pm – 5:00 pm

All exhibits must be opened and staffed during the show hours. Exhibitors will have access to the exhibit hall at 8:00 am prior to the open of the show.

MOVE-OUT: San Diego Convention Center I San Diego, CA

Thursday        March 16, 2020        5:00 pm – 9:00 pm

Exhibitors may begin to pack equipment, supplies and literature when the show closes on Thursday, April 16 and must be completely out of the halls by 9:00 pm Thursday, April 16. More details regarding move-out will be announced during the show. Exhibitors should not begin to dismantle prior to close of show at 5:00 pm on Thursday, April 16. Penalties will be enforced for any exhibitor found to be in conflict with this regulation.

B. OFFICIAL SERVICE AND MATERIAL HANDLING CONTRACTOR

Inclusive Management Services (IMS) is the Official General Services Contractor of 2020 RCA Annual Expo. Other official show suppliers are listed on the “Directory of Services and Contractors” page of the Manual. IMS will maintain an Exhibitor Service Center located in the exhibit hall.

C. SHIPPING

Refer to the shipping section of this manual for shipping instructions. We also encourage exhibitors to purchase insurance coverage for their booth, in the event your display is damaged or lost in transit. Please note that the instructions for shipping in advance differ from those for shipping to show site.
D. **TRUCK DELIVERIES**
   All truck drivers delivering freight to the show should check in at the loading docks.

E. **EMPTY CRATES**
   It is important that crates be removed from the floor and placed in storage as soon as they are empty. All crates should be closed securely and “empty” stickers should be attached as soon as they are emptied. Open crates will not be accepted for storage.

   A clearly marked “empty” sticker containing your booth number and company identification securely attached to your empty crates will expedite their return to you at the close of the show.

   Empty crates will be returned to your booth after the close of the show. No empty boxes or crates may be stored in the exhibit area or in the service aisle due to Fire Marshal regulations.

F. **SECURITY**
   Realizing the value and importance of your equipment and exhibit material, security guards will be located around the perimeter of the hall from the beginning of move-in to the end of move-out. It should be made clear, however, that although Show Management is providing this service, we are not responsible for any loss or damage of material.

G. **RULES AND REGULATIONS**
   Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety and health, which may be applicable in the exhibit hall during the event. Exhibitors must comply with all of the policies, rules, terms and regulations contained in the Exhibitor Prospectus. A copy of these rules and regulations is included in this Exhibitor Services Manual.

I. **AMERICANS WITH DISABILITIES ACT CONFORMANCE**
   Each exhibitor shall be responsible for compliance with all applicable provisions of the Americans with Disabilities Act within its booth and assigned exhibit space, including, but not limited to, wheelchair access provisions. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact ADA, Civil Rights Division, Department of Justice, P.O. Box 66738, Washington, DC, 20035, Ph: 800-514-0301, www.usdoj.gov/crt/ada/adahom1.htm