IAFE Trade Show

FACT SHEET

Henry B. Gonzalez Convention Center, San Antonio, Texas

December 2-4, 2019

Set-Up Dates and Times
Exhibitors can set up their exhibits from 8 a.m.-6 p.m. on Sunday, December 1, and from 8 a.m.-1:00 p.m. on Monday, December 2. NOTE: Exhibitors utilizing the dock for unloading will need to arrive prior to 6 p.m. on Sunday and before 12:00 p.m. on Monday. Please refer to Setting Up of Exhibits regarding specific set-up instructions. Exhibits must be ready by 1:00 p.m. Monday, December 2.

Opening and Closing of Exhibits
Monday, December 2 .........................2:00 p.m. to 5:30 p.m.
Tuesday, December 3 .......................1:00 p.m. to 5:30 p.m.
Wednesday, December 4 ....................10:00 a.m. to 1:30 p.m.

Exhibits MUST be open and staffed AT ALL TIMES during show hours.

Removal of Exhibits
Exhibits must not be disturbed, dismantled, or removed before 1:30 p.m. Wednesday, December 4. However, exhibits must be dismantled, packed, and removed from the convention center by 10:00 p.m., Wednesday, December 4.

Booths
All individual exhibit spaces measure 10 feet wide by 10 feet deep. The booths will feature a back wall 8 feet high and side rails 36 inches high. The floor is NOT carpeted. Show Management strongly suggests ordering carpet from the official show decorator, Paramount Convention Services, for a more professional appearance and for the comfort of your feet. Background color (drapes) will be black. Each booth will be equipped with one 7” x 44” two-line identification sign. Height of built displays shall not exceed 8 feet across the back without first receiving permission from Trade Show Management. Sides must not block out adjacent booths; that is, the exhibit may not extend farther than 4 feet from the back wall if the exhibit is over 3 feet tall. Side rails on corner booths may be removed. Any special signs may be ordered from the decorator.

Ceiling Height, Floor Load, and Freight Access Doors
Ceiling height in Hall 1 of the Henry B. Gonzalez Convention Center is 35 feet and maximum floor load is 350 pounds per square foot. Freight door leading to Hall 1 from the loading ramp is 24’ wide by 16’ in height.

Setting Up of Exhibits
Paramount Convention Services and the IAFE value you as a customer and want your experience in San Antonio to be a pleasant one. The following information should be helpful in planning your participation in the IAFE Trade Show.

Exhibitors that will be driving in their materials in their own Privately Owned Vehicles (POVs) will be allowed to move in on their own through a clearly marked door to be designated by Paramount Convention Services. POVs will only include cars, SUVs, or pick-up trucks. All other vehicle types will need to hire labor to unload.

Exhibitors moving in on their own must provide their own carts/ dollies as Paramount Convention Services and the Henry B. Gonzalez Convention Center do NOT have carts/dollies to offer.

Exhibitors desiring to unload at the convention center dock area should obtain clearance from Paramount Convention Services before pulling into the loading/unloading area. A Paramount Convention Services representative will be stationed near the loading/unloading area located on the south side of the convention center. The dock hours are 8:00 a.m.-6:00 p.m. on Sunday, December 1, and 8:00 a.m.-12:00 p.m. on Monday, December 2.

Exhibitors will be allowed to pull up to the outside dock area to unload. At no time will you be allowed to leave your vehicle unattended – for emergency reasons, so one person MUST remain with your vehicle at ALL times. You will be limited to 20 minutes in the unloading area so that other exhibitors will be able to move in. Please staff accordingly to comply with these rules.

For those that drive in and want assistance moving in, Paramount Convention Services will have a POV rate to move in exhibitors based on a roundtrip package of ½ hour increment for the in and ½ hour for the out. Exhibitors will be able to find this information in the Paramount Exhibitor Kit, which will be posted online at www.iafeconvention.com around September 1st.

Exhibitors who “hand-carry” cartons and products into the hall will be responsible for removing and returning empty containers off-site.

NO STORAGE WILL BE ALLOWED IN THE EXHIBIT AREA PER THE FIRE MARSHAL. This rule will be strictly enforced. Your cooperation is appreciated.

Edlen Electrical Exhibition Services is the official provider of electrical service for the 2019 IAFE Convention and Trade Show. Contact information for Edlen Electrical Exhibition Services will be provided in the Exhibitor Kit posted online around September 1st. All electrical orders must be placed with Edlen Electrical.
Electrical Lighting
General illumination in the exhibit area is good and is equipped with 2’ x 4’ fluorescent 4-lamp High-Bay light fixtures. Additional lights and electrical outlets may be arranged through the electrical contractor, Edlen Electrical Exhibition Services.

Insurance Requirements
Each exhibitor is required to furnish an original certificate of insurance in order to participate in the Trade Show. The certificate, in accordance with the following requirements, must be sent to the IA FE office on or before November 1, 2019. The insurance policy must cover the show dates including set-up and teardown (December 1-4). The coverage must be for General Liability with a combined single limit minimum of $1,000,000. All insurance must be on an occurrence policy and must include the IA FE and the Henry B. Gonzalez Convention Center as an additional insured. If you do not currently have a General Liability policy, you can purchase insurance coverage from the IA FE. Please contact the IA FE office for details.

Cooking or Food Service
Cooking and/or serving food or beverages will be permitted only with the approval of the IA FE and the Henry B. Gonzalez Convention Center. In addition to the insurance requirements for all exhibitors, companies serving food or beverage must have a policy that includes product liability. Please contact Show Management for information on food service options in the Trade Show.

The Display of Animals
Any exhibitor who wants to display an animal must first receive permission from the IA FE Show Management.

Demonstrations and Performances
Booth demonstrations and performances shall not disturb adjacent exhibitors and their patrons. Musical instruments and P.A. systems may not be used. Performances utilizing the Beyond the Booth areas are subject to approval by IA FE Show Management. No hazing, smoking, or fog is permitted with any exhibit.

Fire Department Requirements and Motorized Vehicles
a. Any display of a static vehicle must first be approved by Show Management and then the City of San Antonio Fire Marshal.
   b. Once approved, automobiles, trucks, motorcycles, and other motorized vehicles displayed shall have their batteries removed or battery cables disconnected. The fuel tank should not be more than one-fourth of a tank full and the fuel tank must be sealed with tape or locked. Garden tractors, snowmobiles, chain saws, or other gasoline-powered equipment must be safeguarded in a similar manner. Contact IA FE Show Management for information.

Official Show Decorator and Official Drayage Firm
Paramount Convention Services
Phone: 314-621-6677

Shipping Instructions
Exhibitors desiring to ship freight must send all freight directly to Paramount Convention Services on a PREPAID basis. COMPLETE SHIPPING INSTRUCTIONS will be included in the Exhibitor Kit.

Registration
A kit of pertinent materials and trade show admittance badges for the people manning your exhibit will be available for pickup Sunday, December 1, from 8:00 a.m.-6:00 p.m. or Monday, December 2, from 7:00 a.m.-2:00 p.m. Each exhibitor will receive 4 badges for the first booth purchased and 2 additional badges for each additional booth purchased. Badges above the allotment are $50.

Please note that the list of people manning your exhibit must be received in the IA FE office by October 25.

Lounge Area
A lounge area will be included as part of the floor plan. We feel this area will offer exhibitors a break and resting area, and help retain delegates to the Trade Show area.

Trade Show Committee
The IA FE Trade Show Committee will monitor the Trade Show and have authority to act on behalf of Trade Show Management. Vendors who are not registered Trade Show exhibitors will be asked to leave.

Trade Show Drawings
If exhibitors hold individual prize drawings at their booths, IA FE Show Management must approve the drawing. Show Management will not announce booth drawings on the microphone, but will provide an area/signage to post winners. All gifts or prizes distributed by exhibitors through drawings must be registered and approved in writing by IA FE Show Management prior to December 2.