

Exhibit Hall Schedule

South B-C	Exhibit Days and Hours	Wristbands
Move-In (Exhibitor Access)	Fri 10/22 9am - 5pm* Sat 10/23 9am - 5pm* * Exhibitors can stay to install—but cannot leave and return.	
Show Days & Hours:	Sun 10/24 10:00am - 5:00pm Exhibitor reception 5pm-5:45pm Mon 10/25 9:30am - 5:00pm Tues 10/26 9:00am - 3:00pm (Move-out @ 3:00pm Teus.)	
Move-Out (Exhibitor Access)	Tues 10/26 3:00pm -10:00pm Wed 10/27 8:00am -12:00pm	

Registration

Registration Hours Main Lobby	
	Sat 10/23 1pm - 8pm
	Sun 10/24 7am - 5pm
	Mon 10/25 7am - 4:30pm
	Tues 10/26 7:30am - 3:30pm
	Wed 10/27 8am - Noon

Notes

** We welcome Maloney to be part of our team, **
 and to contribute to the overall success of the event.

OMED 2010

American Osteopathic Association (AOA)

THE MOSCONE CENTER
 (October 24 -October 28, 2008)

Show Management Team

Show Mgmt. & any person accompanied by them will have 24-hr access.
 Please give your utmost cooperation should they have a request.

	Event Manager
	Account Manager
	Exhibit Management
	Exhibit Management

Official Contractors

The Official companies that provide services to all Exhibitors. Please direct questions regarding any of these companies to the service desk.
Allow access with their own Company Badges/Credentials/T-Shirt.

Official Contractor	
AV & Computer Rentals	
Catering	
Electrical/Water/Air	
Lead Retrieval	
Phone/Fax	
Plant & Floral	
Show Photographer	
Security Management	

Security Management (RA Consulting)

Direct all security & general information questions to Show Security, NOT to Show Management.
RA Consulting must be notified immediately should any questions, concerns, thefts, or other incidents occur.

	Security Manager
--	------------------

Locations & Events

24 hour doors	South Lobby
Association Booth	Booth #731
Business Center	South Lower Lobby
Conventioneer Office	Room 218
Exhibitor Lounge	End of 300 aisle
First Aid	Across from Room 106
Lead Retrieval	Hall C west wall
Lost & Found	Building
Posters	Hall C 1600 Aisle
Press/Media Office	Room 274
Product Theatre	Hall C Booth #1603
Registration	South Lobby
Residence Fair	Front of Hall C
Sales / Space Selection	Front of Hall C past Residency Fair
Service Desk	Hall C West Wall
Show Office	Room 203
Security Mgmt. Office	Room 264
Speaker Ready Room	Room 214/216

Policies and Procedures

Alcoholic Beverages	Alcoholic Beverages are prohibited during move-in & move-out for safety & liability reasons.
Badge Control	All personnel needing access to the exhibit floor are required to have a badge. All Convention Center employees will be allowed access with their building credentials. All official contractors will be allowed access with their own credentials.
Children Policy	No one under the age of 18 will be admitted into the Exhibit Hall for move-in and move-out
Exhibitor Access	See Show Schedule on last page for Move-In and Move-Out hours. Show days exhibitors will be allowed access 1 hour prior to show hours. Exhibitors requiring access before or after the published hours, please direct them to the Show Office or Floor Manager Desks for approval.
Camera Policy	Exhibitors are only allowed to photograph or videotape their own booth.
Show Closing	Dimming of lights & announcement at show close.
Property Removal Pass	These forms will not be used. Please let RA Consulting know if: 1) Anyone is removing property during move-in and/or show days. 2) Any non-exhibitor is removing property during move-out.
Handouts	Exhibitors & any of their representatives can distribute their handouts from their booth only.

INVENTORY LOG

Show Name:		Date / Time:	
Moscone Hall & Room:		Security Officer's Name:	
Hotel & Room:		Shift:	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Grave (Please check one.)
Contact Person:		Booth:	

Quantity:	Items:	Quantity:	Items:
	Desktop Computers		Plasma Screens
	Laptop Computers		LCD Monitors
	Monitors		Projectors
	Keyboards		DVD/VCR Players
	Mouse's		Speakers
	Printers		Badge Printers

Quantity:	Other Items:

1. Did the exhibitor assist with the inventory? Yes No
2. Were the rooms locked? Yes No
3. Were display cases locked? Yes No
4. Were closets locked? Yes No

AFTER HOURS PASS

PURPOSE: The purpose of the After hours pass is to allow Exhibitors (only) to remain within the confines of their booth area to work on equipment after the posted show hours.

INSTRUCTIONS:

1. Fill in form.
2. Obtain Show Management Signature.
3. Show pass to Security when entering the building after show closing hours.
4. Leave the pass in your booth where it can easily be seen by Security.
5. When leaving the building for the evening, present pass to Security.
(Security will sign you out for the day)

Date: _____ Hall Name: _____ Booth#: _____

Company: _____ Contact: _____

of People Staying: _____ Time Exhibitor left building: _____

The above named exhibitor may remain in the building until: _____

Show Management

Security

(sign & retain pass as exhibitor leaves the building)

SAMPLE PASS