

Coffee Fest Los Angeles 2024  
Los Angeles Convention Center - South Hall G  
Los Angeles, CA  
August 25-27, 2024

**Discount Deadline:**  
**July 22, 2024**

**Your Booth Comes With:**

5'x10' and 10' x10' **Standard** Booth Package

- 8'H Back and 3"H Side Drape (Black)
- Wastebasket
- 7"x44" Booth ID Sign
- Black Carpet

10' x10' **Furnished** Booth Package

- 8'H Back and 3"H Side Drape (Black)
- 6' Black Skirted Table
- One Chair
- Wastebasket
- 7"x44" Booth ID Sign
- Black Carpet

The exhibit hall is not carpeted. Booth flooring is provided with the packages mentioned above. Exhibitors can select a different carpet color by placing your order online at their own expense.

Booth packages are available for separate purchase through Clarion. If you're uncertain about your package selection, please reach out to [coffeefest.es@clarionevents.com](mailto:coffeefest.es@clarionevents.com)

**Show Schedule**

**Exhibitor Move-In**

Friday	August 23, 2024	12:30 pm - 5:00 pm
Saturday	August 24, 2024	8:00 am - 5:00 pm

**Exhibit Hall Hours**

Sunday	August 25, 2024	10:00 am - 5:00 pm
Monday	August 26, 2024	10:00 am - 5:00 pm
Tuesday	August 27, 2024	10:00 am - 4:00 pm

**Exhibitor Move-Out**

Tuesday	August 27, 2024	4:00 pm - 10:00 pm
Wednesday	August 28, 2024	8:00 am - 12:00 pm

- All exhibitor materials must be removed from the exhibit facility by August 28, 2024 at 12:00 pm. To ensure all exhibitor materials are removed from the exhibit facility by the deadline, please have all carriers check-in by August 28, 2024 at 10:00am.

**Marshalling Yard**

The show will not be using a Marshalling Yard.

**IMPORTANT DATES**

**Discount Deadline Date**

July 22, 2024

**Exhibitor Appointed Contractor Notification Deadline**

July 22, 2024

**Advance Warehouse Receiving Begins**

August 1, 2024

**Advance Warehouse Deadline**

*\*late fee applies after*

August 16, 2024

**Direct to Show Site Receiving Begins**

August 23, 2024

**Floor Clear By**

August 28, 2024 at 12:00 pm

**Shipping Addresses**

**Advanced Warehouse:**

Exhibiting Company Name / Booth # \_\_\_\_\_

Coffee Fest Los Angeles 2024  
c/o The Expo Group & CNA Freight  
10808 - 6th Street  
Rancho Cucamonga, CA 91730

Warehouse Hours:

Monday-Friday 9:00 am-3:30 pm

**Direct to Show Site:**

Exhibiting Company Name / Booth # \_\_\_\_\_

Coffee Fest Los Angeles 2024  
c/o The Expo Group  
Los Angeles Convention Center - South Hall G  
1201 South Figueroa Street  
Los Angeles, CA 90015

**Additional Services**

- [Electrical](#) - Edlen
- [Air/Plumbing](#) - Edlen
- [Internet](#) - Smart City
- Audio Visual - Coming Soon
- [Temporary Food Facility](#) - County of Los Angeles Public Health **(Please note the Deadline Date for this is 7/25/24)**
- [Food Sampling](#) - LACC

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## Customer Service Hours

- Our Customer Service Management Team will be available from 8am - 5pm from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

## Advance Warehouse Information

- Certified weight tickets must accompany all shipments.
- Please note that The Expo Group Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00am - 3:30pm. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

## Direct Freight Receiving

- All materials received by The Expo Group are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for rates and details. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact The Expo Group for your personalized quotes and detailed rules for disposal of your exhibit properties.

## What About Prepaid or Collect Shipping Charges?

- Collect shipments will be refused.
- Please mark all shipments PREPAID on your bill of lading.
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

## Account Review and Confirmation

- All accounts must be reviewed prior to show close to ensure accuracy of all charges. No credits will be issued after the show closes. Account summaries will be sent electronically from show-site for your review. Please send contact information including name and email for the person that would be responsible to review and approve all charges.

## Outbound Shipping

- Order outbound Material Handling Agreement(s) (MHAs) and Outbound Shipping Labels at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)
- Be sure your carrier knows the company name and booth number when making arrangements for picking up your exhibit at the close of the show.
- In the event that your selected carrier fails to show on final move-out day, The Expo Group reserves the right to re-route your freight onto another carrier.

## Excessive Trash Left in Booth

- Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both - a handling fee and disposal fee during move-out.
- Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.