



September 16 – 18, 2024 | Pasadena Convention Center | Pasadena, CA

Sponsor Move-In Dates and Times

Sunday, September 15	12:00pm – 5:00pm (Show Management Approval)
Monday, September 16	8:00am – 2:00pm

Exhibit Hall Hours

Monday, September 16	2:00pm – 6:00pm
Tuesday, September 17	11:00am – 3:30pm
Wednesday, September 18	11:00am – 1:30pm

Please note exhibitors may access the show floor one hour prior to Exhibit Hall Hours and 30 minutes after the Exhibit Hall closes.

Sponsor Move-Out Date and Times

Wednesday, September 18	3:31pm – 7:00pm
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All outside carriers need to be checked in no later than Wednesday, September 18, 2024 by 6:00pm. Any freight not picked up at this time will be re-routed via EXPO Transportation.

Conference Hours

Monday, September 16	12:00pm – 5:00pm
Tuesday, September 17	8:30am – 5:30pm
Wednesday, September 18	9:15am – 3:30pm

Booth Equipment/Inclusions

All booths (exhibit space) include carpet, trashcan, nightly booth cleaning, perimeter-only event security and company booth name sign. Inline and corner booths are framed with 8' high pipe and drape on the back*, and 3' high pipe and drape on the sides. Each booth also comes with standard electrical service and an allotment of chairs and draped tables, as per your Sponsor/Exhibitor Agreement. Please refer to the Exhibitor Service Manual to review the items included in your specific sponsorship package.

- NOTE: Pipe and Drape color is white. Table drape color is black. Carpet is dark gray.
- IMPORTANT: All sponsors not using the standard booth package must submit their booth design to Show Management for approval. Sponsors will not be allowed to move-in onsite without prior approval of their booth design. Please submit display approval requests by August 23, 2024 to Diana Ludwig at diana.ludwig@ExpoDevCo.com.

Also included in each booth package is a material handling allowance. See below chart for total pounds of material handling included at each sponsor level. Any materials received at the advanced warehouse or received and handled by EXPO at the event venue over the allotted, included amount will be billed post show at \$1.00/per lb. of freight received.

Sponsor Levels	Included material handling
Platinum	800 lbs.
Gold	500 lbs.
Silver	300 lbs.