



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

Move In

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

Move Out

Wednesday, September 18: 1:31 pm - 7:00 pm

Move-in and move-out through the Convention Center's main entrances is strictly limited to hand-carried items. Dollies, flat-beds, pallet jacks or anything mechanical are prohibited unless entered through the loading dock and taken to its destination via the back of the Convention Center. Passenger elevators are designed for passenger use only and may not be used for freight. Freight elevators are provided for exhibitor use at the dock.

Loading Dock/Freight Pick Up Address

Exhibitors must use the loading dock and drive on ramp which is accessible from the west side of the Convention Center via Marengo Avenue.

Pasadena Convention Center – Exhibit Hall A
128 S Marengo Ave
Pasadena, CA 91101

Personally Owned Vehicles (POV)

Exhibitors may unload/load items from a POV with the assistance of EXPO POV Service. This includes a car, minivan, passenger van, SUV, pick up, taxi, Uber and Lift.

POV Service Unloading

POV Service is complimentary and covered by show management. One worker equipped with a flat cart will assist those exhibitors who qualify for POV Service with unloading and delivery of goods to the exhibitor's booth. POV Service is for exhibitors requiring minimum assistance to facilitate the move-in/out process. Skidded or palletized items do not qualify. The maximum weight is 400 pounds per trip. **Exhibitors who have extensive unloading requirements should be aware that if they exceed the material handling weight included with the sponsor level for shipments to advance and/or show site, will be billed by Show Management for the overage at \$1.00 per lb.**

EXPO WILL NOT BE RESPONSIBLE FOR ANY DAMAGES. Exhibitors are required to carry all-risk floater insurance covering their product and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leaves the exhibitor's place of business and end when it is returned to the exhibitor's facility after the show.

POV Service will be available from the loading dock. Exhibitors should identify themselves as exhibitors requiring POV service to security personnel. Exhibitors will then be directed to the specially designated area.

Return of Empties

Security will be ensuring all attendees are off the exhibit floor for safety reasons. Once security provides clearance, EXPO personnel will begin rolling up the aisle carpet before empties can be returned. Please note, it may take up to two hours to return the empty containers after the show. It is important to keep all aisles clear so the crews can return the empty containers without unnecessary delays.

Outbound Shipping

All exhibitors using a common carrier must fill out an EXPO Bill of Lading (BOL), which may be picked up at the service desk once the booth is packed. Any open balances with EXPO must be paid in full to receive the BOL. Once your exhibit materials have been packed and labeled, leave your shipment in your booth. However, please return the document to the EXPO Exhibitor Service Desk. This is the process to communicate to EXPO that your shipment is ready to be picked up from your booth space. EXPO will not accept forms prior to the show's closing. Please make sure your name and mobile number are legible on the document. Exhibitors should verify with their carriers the pick-up time (by 6:00 pm on Wednesday, September 13th) and the pick-up address: Pasadena Convention Center – Exhibit Hall A, 128 S Marengo Ave, Pasadena, CA 91101. In the event your carrier fails to show, your shipment will be redirected through eLogistics, EXPO's transportation company, and applicable fees will apply.

Show Carrier

EXPO eLogistics is the official show carrier. You may choose an alternate carrier; however, the exhibitor is responsible for making the arrangements for pick up. **Carriers must check in by 6:00 pm on September 18th.** EXPO will make final arrangements for re-routing exhibitor materials remaining on the exhibit floor.

Small Package Carriers

Per move-out regulations, small package carriers such as UPS or FedEx may not pick up at the facility. For exhibitors shipping via small package carriers, we suggest that exhibitors bring their items to a direct UPS or FedEx drop off location or a hotel business center. Exhibitors taking small packages to drop off locations do not need to complete a Bill of Lading with EXPO.

Closest Small Package Carrier Locations

FedEx Shipping Center – Distance .4 mi
135 N Los Robles Ave #120, Pasadena, CA 91101
(626) 356-0483
Hours M – F 9:00am – 7:00pm, Sat 10:00am – 6:00pm, Sun Closed

FedEx Shipping Center - Distance .9 mi.
855 E Colorado Blvd, Pasadena, CA 91101
(626) 793-6336
Hours M – F 8:00am - 8:00pm, Sat 9:00am – 6:00pm, Sun 12:00pm – 6:00pm

The UPS Store – Distance 1.2 mi.
254 N Lake Ave, Pasadena, CA 91101
(626) 229-9981

Hours M-F 9:00am – 7:00pm, Sat 9:00am – 5:00pm, Sun Closed

POV Service Loading

If exhibitors unloaded their own vehicle, a Bill of Lading is not required. POV's cannot be left unattended in the designated POV loading areas. Once an exhibit is packed and ready to be loaded, an exhibitor should retrieve their vehicle, and proceed to the designated loading area where instructions will be provided by EXPO or Security personnel.