

# web2.0 EXPO

## FREQUENTLY ASKED QUESTIONS

The **Exhibitor Center** contains valuable information about Web 2.0 Expo San Francisco 2010. Please review it thoroughly for guidelines on discounts, show rules & regulations, union jurisdictions and show management contacts to help you have a successful show. Here is some basic background information about the event <http://web2expoexhibitors.com>.

**Q.** What are the show hours?

**A.** Tuesday, May 4<sup>th</sup> 10:30 am – 3:30 pm  
Wednesday, May 5<sup>th</sup> 10:30 am – 6:00 pm

The Web 2.0 Expo San Francisco 2010 exhibition will be held in the Level 1 Exhibit Hall of Moscone West.

**Q.** Who is the show contractor?

**A.** The general contractor is Champion Exposition Services.

**Q.** Where do I ship my materials and freight?

**A.** You have the option of shipping materials to either the advance warehouse or directly to show site. Materials sent to the advance warehouse must arrive by April 23, 2010. If shipping directly to show site, keep in mind that the venue will not accept Web 2.0 Expo San Francisco materials until Sunday, May 2<sup>nd</sup>. Shipping addresses are as follows:

### *Advance Warehouse*

TO: Exhibitor/Booth #  
FOR: Web 2.0 Expo San Francisco  
c/o Champion Exposition Services  
YRC  
201 Haskins Way  
South San Francisco, CA 94080

### *Show Site*

TO: Exhibitor/Booth #  
FOR: Web 2.0 Expo San Francisco  
c/o Champion Exposition Services  
Moscone West Convention Center  
800 Howard Street  
San Francisco, CA 94103

**Q.** What is my set-up time?

**A.** Exhibitor move-in begins on Sunday, May 2<sup>nd</sup>. Here are the dates and times for exhibitor move-in:  
Sunday, May 2<sup>nd</sup> 8:00 a.m. – 5:00 p.m. (20'x20' space & up)  
Monday, May 3<sup>rd</sup> 8:00 a.m. – 5:00 p.m.

**Q.** Can I request early move-in?

**A.** Early move-in requests will be handled on a case-by-case basis. Call Champion at 800-723-1123 to request an early move-in time.

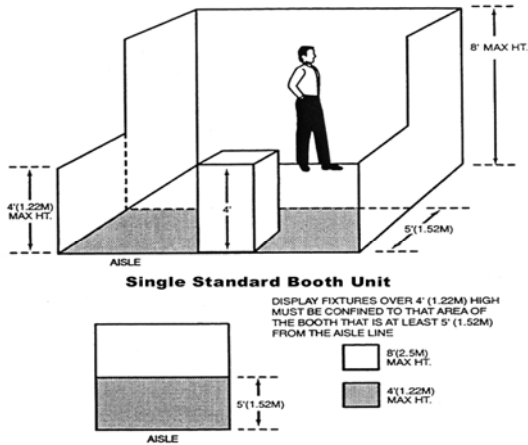
**Q.** Can I set up my own booth?

**A.** Yes, Exhibitors may unpack, pack and arrange their merchandise and products in their exhibit. Exhibitors may install or dismantle their exhibit and lay carpet in their exhibit as long as the booth size is 100 square feet or less and the work can be done without tools. Those performing the work must be employees of the exhibiting company and must carry identification to verify that fact.

## FREQUENTLY ASKED QUESTIONS, continued

**Q.** What are the height restrictions?

**A.** The ceiling height is 27'. Linear booths cannot exceed 8' in the rear half of the booth and 4' in the front half of the booth (see diagram below). In an Island booth, the maximum height of the display is 16' and 24' for a hanging sign. **Exhibitors with booth properties that extend beyond the height restriction must submit a diagram to Show Management along with a written request for a variance.** Show rules supersede all other guidelines outlined in the exhibitor service manual that is posted online.



**Q.** Can I carry my own equipment to my booth?

**A.** Yes, an exhibitor may move material that can be carried by hand by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

**Q.** How do I order labor to install/dismantle my booth and other booth services such as furnishings, electrical, telecom and lead retrieval?

**A.** Order forms are located in the Exhibitor Resource Center.

**Q.** Are there early bird discount deadlines for ordering items for my booth?

**A.** Yes. The discount deadlines vary depending on the vendor and are specified on the individual vendor forms that can be found on the exhibitor's resource center. Payment must be received to qualify for these discounted rates.

**Q.** How do I get a lead retrieval device?

**A.** You can order a lead retrieval machine by filling out the order form on the Exhibitor Resource Center.

**Q.** Can I use my booth during non-exhibit hours?

**A.** Web 2.0 Expo San Francisco exhibitors who wish to have meetings in the exhibit hall during non-exhibit hours will be allowed to do so provided that show management is notified in advance. Exhibitors must fill out the Exhibit Hall Access form on the Exhibitor Resource Center and submit it to show management to guarantee your guests easy access to the exhibit floor. Remember: all guests must have a Web 2.0 Expo badge in order to gain admittance to the show floor. Meetings must be confined the exhibiting company's booth space.

**Q.** Are there complimentary registrations?

**A.** Yes. Based on your level of participation, all sponsors are entitled to at least one complimentary full conference registration.

**Q.** When can I start moving out?

**A.** The exhibitor move-out dates and times are:

Wednesday, May 5<sup>th</sup> 6:00pm –10:00pm  
Thursday, May 6<sup>th</sup> All out by 5PM

Note: All drivers must check in by 10:00 am on Thursday, May 6<sup>th</sup> to pick up outgoing shipments.

Drivers not checked in by this time will risk the possibility of their shipments going out on the house carrier.

**Q.** Can I break down my booth before the show closes?

**A.** No. Early booth breakdown is not permitted.