

## EXHIBITOR ARRIVAL/DEPARTURE INSTRUCTIONS

*Move-in will be from 8:00 a.m. to 5:00 p.m. Thursday, February 7 and Friday, February 8*

### ARRIVAL

**Directions:** The Del Mar Fairgrounds is located 20 miles north of downtown San Diego, at 2260 Jimmy Durante Blvd. in the city of Del Mar, California. From Interstate 5, take the Via de la Valle exit and head west (a left turn from the freeway exit if you are northbound; a right turn if you are southbound). Continue west on Via de la Valle **past** Jimmy Durante Blvd, and turn left at the Solana Gate. Follow the road around to the right and **look for a motorhome with a sign nearby saying "Vendor Check-In."**

### When you check in the following things will happen:

- The name of your company, your participants, and your booth location will be verified.
- Your payment status will be verified. No move-in will be permitted until all payments due have been made, insurance certificate has been received and Board of Equalization form has been received from all sellers.
- You will be provided with badges and wristbands for your participants. **Both badges and wristbands will be required for entrance to the SuperShow.** If your badge requirements have not been sent to ORBA in advance you may be moved out of the staging line to be dealt with after those exhibitors arriving with completed information have been processed.
- You will be provided a move-in/move-out pass with your space number and a space for your cell number. This pass must be displayed on your vehicle dash or driver's side window before your vehicle will be admitted into the building.
- Exhibitor representatives who arrive on Saturday or Sunday and who do not have badges and wristbands will be required to pick those items up at the will-call window at the main show entrance.
- When space is available at your move-in door you will be guided to that door to unload.
- You will be expected to unload promptly and move your delivery equipment to the parking area. Each building and the outdoor area will have a manager to direct the process and provide a guide to lead you to the parking area.
- Fork lift assistance will be available if needed. Contact building manager to arrange fork lift assistance.
- **Please be patient upon arrival.** Move-in may be delayed for some exhibitors even though they arrived ahead of certain other exhibitors. Due to the configuration of the buildings, setup for some booth locations may need to be delayed until other exhibitors are in place.

***MOVE-IN WILL GO SMOOTHLY IF EVERYONE COOPERATES!***

**DEPARTURE:** It is critical that no exhibitor starts the breakdown process until the show closes at 4:00 p.m. Sunday afternoon and attendees have departed.