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Dear Exhibitor:

The Hilton San Diego Bayfront is pleased to be the host facility for Response Expo 2013! We take great pride in our facility and will work with show management to make this the best show ever! We also take great pride in our facility partners to maintain high service standard levels to each exhibitor. Please take a minute to review all pertinent information regarding the hotel and its policies. We do need strict adherence to ensure that you are receiving the service that is required. Following please find Hilton San Diego Bayfront Exhibit Information and Procedures to help answer several questions that you may have prior to your arrival.

One important comment regarding receiving and shipping: **all packages are to be sent directly to the Response Expo Advance Shipping Warehouse for show delivery**. Any deliveries to the hotel address will be charged handling fees by The UPS Store at the hotel and will only be delivered to the doors of the ballroom and not the exhibit booth. Please utilize the forms from Response Expo included in this kit to ship all freight including crates, boxes and packages. The Hilton San Diego Bayfront reserves the right to cosign to Response Expo and charge additional handling fees for any packages or freight sent to the hotel address for any exhibition or display.

We look forward to seeing you in San Diego.

Sincerely,
Erin Miller
Senior Event Manager

Hilton San Diego Bayfront

The Hilton San Diego Bayfront display rules and regulations are based on a philosophy that all exhibitors should be given an equal opportunity to present their product to their audience in an effective manner.

The following apply to all exhibitors.

Access for Deliveries – All articles, exhibits, fixtures, displays and property of any kind shall be brought in to and out of the Exhibit Hall only at and through such approved loading area as the Hotel may designate.

Adhesives – No pins, tacks or adhesives of any kind are permitted on any wall, door or column of the exhibit hall or hotel meeting space.

Balloons – Helium filled balloons are not permitted in the Exhibit Hall.

Compressed Gases – Compressed gases are not allowed inside the Hotel. Heavier than air gases like propane, butane or liquefied petroleum gas (LPG) are also not permitted.

Confetti/Streamers – Are not allowed at any time throughout the hotel.

Exhibitor Equipment – All equipment, decorations, freight, etc. must be removed from the premises at the expiration of the show. Items left behind will be treated as abandoned equipment and will be discarded.

Food and Beverage – Any food or beverage dispensed or given away at a booth must be ordered and supplied by the Hotel.

Motorized Vehicles – All motorized vehicles brought into the exhibit hall must have approval of the hotel and Questex Media prior to the event.

Non-Flammable Materials – All materials used in the Exhibit Hall or any other part of the Hotel must be nonflammable in order to conform to the fire regulations of the City of San Diego.

Right to Inspect – The Hotel's Security personnel reserves the right to inspect any carton, container, briefcase, luggage or package brought in to or taken out of the Exhibit Hall.

Shipping – Any package delivered to the hotel are subject to a handling and/or storage fee from The UPS Store and/or hotel.

Signs/Banners – All hanging signs must be professionally made and conform to show management rules, regulations and ceiling limitations. All pre-assembly of hanging signs and truss must be done by American Audio Visual Center. All hanging signs and truss must be hung by American Audio Visual Center. American Audio Visual Center and the Hotel reserve the right to refuse to hang any sign and truss it deems unsafe or inappropriate.

Smoking – Smoking is not allowed in the Exhibit Hall or in any public area inside of the Hotel.

Storage – The Hotel has no facilities for the storage of exhibitor materials during or after the show.

Tape – Tape is not allowed on Hotel equipment, surfaces, walls, ceilings, etc.