

OFFICIAL CONFERENCE HOURS – Updated 11.4.2016

Sunday, October 15	7:00 AM – 10:00 PM
Monday, October 16	8:00 AM – 6:00 PM
Tuesday, October 17	8:30 AM – 5:30 PM
Wednesday, October 18	8:30 AM – 11:00 AM

EXHIBIT HALL HOURS

Sunday, October 15	6:00pm – 7:30pm
Monday, October 16	8:30am – 5:00pm
Tuesday, October 17	8:30am – 5:30pm

EXHIBIT LOCATION

All exhibits will be located in Halls D, E, F, and G of the San Diego Convention Center. The attendee meals will be in Hall H.

CONFERENCE FACILITIES

Conference Facilities include the convention center and AFP Conference hotels, including hospitality suites and other function space.

FUNCTIONS AND RECEPTIONS

AFP will have space available in the convention center for exhibitors/sponsors to host product demonstrations, client meetings, and/or user groups. Exhibitors/Sponsors wishing to use such designated space should contact AFP. **Exhibitors and Sponsors may not host events (including, without limitation, product demonstrations, client meetings, and user groups) outside the designated space that conflict with official conference hours.** Companies who do not either exhibit or sponsor are not allowed to host any events or reserve/rent space in any Conference Facility during the conference. Please contact AFP for more information.

EXHIBIT HALL RULES & REGULATIONS

No one under the age of 21 is permitted to attend any conference function or will be permitted in the exhibit hall at any time. AFP reserves the right to alter the exhibit hall floor plan to ensure continuity of the display area.

All booth displays will be governed by and adhered to by the policies of the International Association of Exhibitions and Events (IAEE). Please be sure to take a moment to review this section. **AFP limits all island booth spaces to maximum height of 24 feet, no exceptions.** All other booth space configurations will follow the IAEE guidelines accordingly.

Exhibitors/Sponsors (or any conference attendee) are prohibited to utilize area other than their assigned exhibit space, at any AFP conference site. Prohibited conduct includes, but is not limited to, marketing, sales, distribution of promotional materials or any other activities conducted outside of your assigned exhibit space. This includes selling in the aisles or at any other event relating to the AFP Conference.

Except for official AFP activities, no exchange of monies consisting of, but not limited to, cash, credit cards, checks, or signing of purchase orders or contracts will be allowed within the confines of the exhibit hall during the conference.

Booth substitutions are not accepted for exhibiting companies except when there has been a merger or acquisition.

REMEDIES

In the event the Exhibitor breaches their agreement with AFP (including, without limitation, by engaging or planning to engage in conduct prohibited hereby), the parties agree that AFP may avail itself of any and all legal and equitable remedies including, but not limited to, recovering damages, seeking injunctive relief, terminating this agreement, revoking Exhibitor priority points, removing said Exhibitor and its attendees and employees from the event and from attending future AFP events. The obligations set forth in this paragraph shall survive termination of this agreement.

AFP LOGO

The logo for the Association for Financial Professionals is trademarked and cannot be used by any exhibitor in any manner (including on a booth or in promotional materials) for the AFP Conference without the express written permission of AFP. Sponsors of conference-wide events are permitted to use the AFP logo in conjunction with activities related to promotion or publicity of their conference-wide event subject to prior approval by conference management. Non-participating vendors may not utilize the AFP name, AFP logo or Annual Conference logo in any form.

STANDARD BOOTHS

Standard booth spaces will be draped in a black 8' high backdrop and 36" high side rails. As part of your standard booth you will also receive a 7" x 44" exhibitor identification sign.

AFP does not allow the drape color to be replaced with any other color.

CUSTOMIZED BOOTHS

Any exhibitor with a custom booth design must email their booth drawings to exhibiting@afponline.org for approval by September 8, 2017. Depending on the design, the exhibitor may be asked to provide other documents.

INSTALLATION AND DISMANTLING (I&D) COMPANIES

Exhibitors must submit an online Non-Registrant Conference Pass Form and Certificate of Insurance for any I&D company needing access to their exhibit booth. A link to this form will be available in June 2017, and must be submitted by October 6.

The COI should include the following within the "Description of Operations" section: conference name, exhibitor name/booth number, dates the I&D company will need access to the booth, and the Association for Financial Professionals, Freeman, and San Diego Convention Center listed as "Additional Insured". See example below.

AFP Annual Conference (October 15-18, 2017)

Booth #:

Exhibitor Name:

Additional Insured: Association for Financial Professionals, Freeman, San Diego Convention Center

TALENT/ENTERTAINMENT VENDORS

A Non-Registrant Conference Pass Form must be submitted online for any third party talent or entertainment vendors. See rules listed below. A link to this form will be available in June 2017, and must be submitted by October 6, 2017.

1. Individual(s) may not be an employee of your company and will be there only to entertain attendees visiting your exhibit booth at conference.
2. These individuals cannot have any sales interaction with conference attendees while in the exhibit hall and will be uniquely identified.
3. Each exhibitor is limited to (3) talent/entertainment vendors.

CARPET

AFP will provide the aisle carpet in midnight blue. Each exhibitor is required to have carpeting in their area. Carpeting may be supplied by the exhibitor or rented from Freeman.

BALLOONS

AFP does not permit exhibitors to use balloons anywhere in the exhibit hall.

SIGNAGE

Except for signage within the approved limits of an exhibit space, signs will not be allowed in any of the conference sites (convention center or hotels) unless approved in advance by AFP Conference management. In the exhibit hall, only island booths are allowed hanging signage, with a height restriction of 24ft from the top of the sign to the floor.

FOOD AND BEVERAGE IN YOUR BOOTH (CATERING SERVICES)

Centerplate Catering is exclusive within the convention center. Any food or beverage dispensed or given away at booths or functions must be purchased from Centerplate catering; this includes bottled water, popcorn, cookies, etc. Exhibitors may receive an additional charge for any outside food or beverage vendors. Please contact Centerplate directly regarding any third party vendors.

CENTERPLATE

Phone: 619.525.5800

Website: <https://visitsandiego.com/services/catering>

NON-FLAMMABLE MATERIALS

All materials used in the exhibit hall, ballrooms or any other room of the convention center, must be non-flammable and conform to the fire regulations of the convention center. Electrical wiring and equipment installation must conform to the appropriate regulations of the convention center. Materials not conforming to such regulations will be removed immediately at the exhibitor's expense. It is strictly against fire codes to block or lock any fire exits.

SPECIAL NOTICES

No nails or bracing wires used in erecting displays may be attached to the building without written consent of the Director of Engineering at the convention center and AFP. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

LIABILITY

The convention center, hotels and AFP will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property or to any other person prior to, during or subsequent to the period covered by the exhibitor's contract. Each exhibitor expressly releases the convention center, hotels and AFP from such liabilities and agrees to indemnify the convention center, hotels and AFP against any and all claims for such injury, loss or damage.

INSURANCE

AFP encourages exhibitors to insure their displays. Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

STORAGE

The convention center, hotels and AFP have no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official general contractor. Shipments that arrive prior to show time will be directed to the local general contractor's warehouse for storage and will be delivered, at the exhibitor's expense, to the exhibitor's booth at show time. Exhibitors may only store in their exhibit space a one day supply of distribution materials (brochures, etc.). Exhibitors requiring accessible storage on site must make arrangements prior to the conference with the general contractor. Show management may remove, at the exhibitor's expense, any materials that are improperly stored in or adjacent to an exhibit.

DISCARDED EXHIBIT MATERIALS

Any exhibitors who discard their displays or any type of "bulk" material not considered normal refuse must make arrangements for its removal at their own expense. If the convention center and/or hotels have to remove these materials, the exhibitor will be charged directly.

SECURITY PROVISIONS

AFP will provide perimeter security service and exercise reasonable care for exhibitor's displays, equipment and materials. Uniformed security guards will patrol the exhibit areas at the convention center during the period of installation, during the show and during dismantling.

Provisions have been made for the convention center to check the locks on all doors, consistent with fire regulations, to minimize any problems when the show is closed. The security guards will patrol the entire exhibit hall area and call to the attention of AFP any and all infractions of rules or potential security risk.

The convention center has been requested to provide all their employees with identification badges or uniforms to avoid allowing any persons other than the night clean-up crews into the exhibit area when the show is closed. All drayage and decorating personnel will be identified. In each case, this has been discussed with service management so that we may avoid any unauthorized personnel in the area during installation, during the show and during dismantling. All exhibitors and attendees are required to wear their official conference badges at all times. Anyone without proper ID will be refused admittance into the exhibit hall. This security check is for your protection.

Exhibitors are reminded that this is an open booth show and that the primary responsibility for the safeguard of the exhibit and equipment rests with the exhibitor. Neither the AFP, the convention center, the security contractor, the general contractor, nor any of their officers, agents, representatives or employees assumes any responsibility for such property at any time. Because of this, exhibitors should have a rider on their insurance policies covering the travel from their office to the show, during the show and in transporting their materials and equipment back to their office.

Exhibitors agree that the provision of such security service constitutes adequate discharge of all obligations of AFP to supervise and protect exhibitor's property within the exposition. Exhibitors have the option to hire booth security to protect their exhibits, using the official security agency for the conference.

ADDITIONAL BOOTH SECURITY

Exhibitors desiring the added protection of a booth guard for their exhibit during all or part of the conference may do so from the official security agency. Contact and order form information will be provided in the Exhibitor Service Kit.