

Exhibitor Information

Updated 1/6/2025

Conference:

February 12th 8am-5pm

San Jose Convention Center
Hall 1
408 S. Almaden Blvd.
San Jose, CA 95110

Questions? Email us
exhibitors@caconferenceforwomen.org

General Information

Move in:

February 11th 11:00am - 5:00pm

- All booths should be show ready on the 11th. Minimal handheld items can be brought in with you on show day.
- Check in at EXHIBITOR CHECK IN DESK by 3:00pm. Desk will be located in Hall 1 by the roll up doors in back.
- Children under 16 are not allowed in the exhibit hall during set up, tear down or during show hours.

Show times:

February 12th 8:00am – 5:00pm

Staffing hours:

- Exhibitors can access the floor starting at 7:00am on 2/12
- Booth **MUST** be staffed from 7:45am – 5pm. Reminder that you will go through security on show day, so arrive to the convention center early.
- Exhibit hall will be slow during general session from 10:15-1:15, but the hall will not close. See full agenda here:
<https://www.caconferenceforwomen.org/conference/agenda/>

Move out:

February 12th 5:30pm – 7:00pm

DO NOT TEAR DOWN EARLY

General Information (con't)

Exhibit Hall Passes:

- Each 10'x10' booth comes with up to (3) exhibit hall only passes. These are for your workers to staff your booth and do NOT give access to sessions.
- Names are NOT needed in advance, you will simply pick up the passes when you check in on 2/11.
- During check-in you can also decide to leave badge(s) for your workers to pick up on show day. Simply send them to the HELP DESK located in the North Lobby.

Security:

Overnight security will be provided in the hall, but all items left overnight are at the discretion of the exhibitor. Many exhibitors bring a tarp or cloth to put over their items overnight. Items of value can be left in boxes under tables or brought in by hand day of show.

Inclusions / Exclusions

Your 10'x10' booth space is set up in standard exhibitor aisles (unlike last year).

Your booth space includes:

- (1) 6' table draped in black spandex
- (2) chairs
- 10'x10' space
- 8' black back drape and 3' side drape
- ID sign (small sign with your company name)
- Up to (3) EXHIBIT HALL ONLY badges to work the booth.
We do NOT need the names in advance – just pick up what you need on set up day.

Your booth space does NOT include:

- Flooring
- Electrical
- Internet
- Any additional furniture or signage
- Conference passes to the event itself
- Food

Move in & Set up:

February 11th 10:00am-5:00pm

- Arrive before 3pm on set up day, or you may be considered a no-show. During check in you will be given final instructions, your booth location and your badges.
- If you use the docks, there will be a union charge for unloading your vehicle. You cannot do it yourself. You can either order CART services for up to 2 carts (see AEX kit for pricing and forms). Price is \$190.50 per cart, each way OR you can unload based on weight. Price is \$2.25 per pound roundtrip.
- **Directions to the dock:**
 - If you wish to use the docks please contact us for directions.
- Alternatively, you can park in the parking lot and hand carry your items to your booth on the 2nd level. Parking information: There is a fee for parking on set up day and show day, \$1 per 15 minutes / \$25 flat rate on show day.
- Empty boxes that you need for move out *can* be stored with AEX. HOWEVER, it often takes time to return those boxes. It's best if you bring them back to your vehicle or store them in your booth. The service is free IF you used AEX to unload your vehicle, otherwise there is a fee.
- You can hang your own signage from the pipe and banner behind your booth. 2 "S" hooks will be provided with your ID sign that you can reuse. If you need more please purchase them prior to arriving. If you plan to hang your sign yourself bring a small step or step ladder to use – there will be **none** available onsite to use.
- **NOT ALLOWED:** Helium balloons, tents, food or beverage distribution, confetti, glitter and open flame are strictly prohibited. You can have a small jar of pre-wrapped candies on your table, if you wish.
- Food for your booth staff **NOT** included with the booth. You can bring your own, purchase items at the concession stand, or take breaks with colleagues to go out for lunch.

Electric, Internet, Union Labor and Rental Orders

Electric, internet, union labor and additional furniture are NOT included with your booth, but you can order them if you wish.

Electric are ordered with the convention center online here:

<https://ordering.edlen.com/dashboard>

****If your booth is a 20x20 or larger you will need to order electrical labor to place the outlets in your booth.**

Internet: There is free, unsupported wi-fi in the hall. We have found it to be strong enough to check emails and run transactions. However, you should plan to have a backup hot spot just in case, usually your phone is sufficient. If you must have a dedicated internet drop, you can see ordering options on link below – NOTE THAT INCENTIVE ORDERING ENDS ON 1/12 AND PRICES START AT \$1,200.

https://www.caconferenceforwomen.org/wp-content/uploads/sites/5/2025/01/Team-San-Jose-Pricing-Sheet-Exhibitor-Order-Form_2024.pdf

Furniture and union labor can be ordered with AEX online. You can see the full AEX kit here, but you will also receive an email from AEX with a link for online ordering:

<https://www.caconferenceforwomen.org/wp-content/uploads/sites/5/2025/01/California-Conference-for-Women-Exhibitor-Kit-2025.pdf>

Additional furniture is expensive to rent. You can bring your own to cut down on those expenses, just know that there will be a union fee based on weight to bring it to your booth.

Shipping: shipping items to the warehouse, or onsite will result in “material handling” charges that can be VERY expensive \$2.25 per pound. It is best to bring the items yourself and unload your vehicle yourself. See the AEX online kit above. Information on pricing and labels can be found starting on page 57.