

Instructions for Indoor Showcase Exhibitors
McClellan Conference Center, McClellan Park
Wednesday, October 16, 2013

Set Up, Exhibit and Take Down Hours

Exhibitor set up time is between **8:00 a.m. – 11:00 a.m., Wednesday, October 16, 2013**, at McClellan Conference Center at [5411 Luce Ave, McClellan, CA 95652](http://5411LuceAve.McClellan.CA.95652). **All exhibitors must be set up by 11:00 a.m.** (See **Unloading Directions** below) The Exhibit Hall doors open at noon after the morning showcase speakers. Please remain with your exhibit until the close of the showcase at 6:00 p.m. The afternoon mixer will be held in the exhibit hall from 4:30 p.m. to 6:00 p.m. Please do not take down your booth signage, pop-ups, or exhibit materials until the end of the showcase at 6:00pm. **All exhibits must be removed on Wednesday, October 16, 2013, immediately after the showcase closing at 6:00 p.m. from the McClellan Conference Center.**

Conference Location and Parking

From Interstate 80, take the Watt Avenue North exit. From Watt Avenue, turn left on Palm Street. McClellan Conference Center is at the end of Palm Street and Luce Avenue at 5411 Luce Avenue, McClellan, CA 95652. You may park in the assigned free lot near the conference center after unloading. (See **Unloading Directions** below)

Unloading Directions

The loading dock is at the back of the McClellan Conference Center on Price Drive. To get there, make a right onto Luce Ave from Palm Street and then take the first left. When you get to the back of the building turn left to get to the loading dock. On-site volunteers will provide you with a map of your table location (see [Exhibit Hall Map](#)). After unloading, you must move your vehicle to the designated free parking lot in front of the Conference Center (off Luce Avenue). **Please do not unload at the front doors.**

Tables, Tablecloths and Chairs

One 6 foot table and two chairs (Standard), one 8 foot table and two chairs (Deluxe) or two 8 foot tables and four chairs (Executive) will be available for each exhibit, unless you have requested otherwise. Tables are box draped at no additional cost (covered on all sides). They will be black or white. Please feel free to bring your own tablecloth as desired.

Exhibit Signage

When setting up your exhibit, nothing may be tacked, nailed, screwed, or otherwise attached to walls, floors, or other parts of the building. Banners and other signage must be self-supporting. (Exception -- power cords must be secured with gaffers tape).

Power and Any Other Needs

Electricity is available at no additional cost in many booths and is noted in the Exhibit Booth Selection pull down menu. The Exhibit Floor plan shows the approximate location of floor outlets. **Do bring an extension cord and power strip.** Gaffers tape must be brought and used to tape down extension cord. -- NO DUCT TAPE allowed.

Please let us know if you have any special needs for your exhibit (such as: power, tables, etc.). The contact is Ingrid Rosten at <mailto:ingrid@sarta.org>. If you have any further questions please contact us at: information@sarta.org or by phone at 916-231-0770 and ask for Alina.