



## Exhibit Hall Schedule / Facility Specifics

**LOCATION:** San Antonio Marriott Rivercenter  
101 Bowie Street  
San Antonio, Texas 78205  
210-223-1000

### EXPOSITION DATES AND TIMES\*:

|                     |                       |                        |
|---------------------|-----------------------|------------------------|
| Exhibitor Move-in:  | Thursday, February 11 | 10:00 a.m. – 6:00 p.m. |
| Exhibit Hours:      | Friday, February 12   | 12:00 p.m. – 5:00 p.m. |
|                     | Saturday, February 13 | 11:00 a.m. – 4:00 p.m. |
| Exhibitor Move Out: | Saturday, February 13 | 4:00 p.m. – 8:00 p.m.  |

Exhibit set-up must be complete by 11:00 a.m., Friday, February 12. Should a booth not be set by this time, Show Management reserves the right to have the booth set at the exhibitor's expense.

**Please Note:** \*Dates and Hours are subject to change

**CEILING HEIGHT:** 25'

**FLOOR LOAD:** 100 pounds per square foot

**FREIGHT DOOR ACCESS:** Freight Elevator Access 8'H x 9'W

### ADMITTANCE TO EXHIBIT HALL:

No one will be admitted into the exhibit hall prior to times listed above during move-in and move-out. Anyone wishing to work late must check in with the Show Manager in the Exposition Office before 4:00 p.m. each day. Late work may incur additional charges for workers and security.

**EXPOSITION MANAGER:** Southwest Pool and Spa Show  
5005 W. Royal Lane  
Suite 116  
Irving, TX 75063  
Blaine Siske (800) 773-7440, ext. 203



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### EXHIBITOR REGISTRATION AND BADGES:

|                     |                       |                       |
|---------------------|-----------------------|-----------------------|
| Registration Hours: | Thursday, February 11 | 7:30 a.m. – 6:00 p.m. |
|                     | Friday, February 12   | 7:30 a.m. – 5:00 p.m. |
|                     | Saturday, February 13 | 7:30 a.m. – 4:00 p.m. |

Show Badges: All exhibitors must have an exhibitor badge or work pass to gain admittance to the exhibit hall during move-in, show days and move-out.

**Please note: No Children, under the age of 18, are allowed in the exhibit hall during move-in or move-out.- No exceptions will be made.**

### HOTEL RESERVATIONS:

Discounted rates have been established for the Southwest Pool and Spa Show at San Antonio Marriott Rivercenter.

Please visit [www.swpoolandspashow.com](http://www.swpoolandspashow.com) for additional host hotel details or call 1 (800) 266-9432. Discounted rates apply until **January 18, 2010**. Mention **Southwest Pool and Spa Show** to receive the official show discount rate.

**AVAILABLE UTILITIES:** Electricity, Telephone, Internet, Water,  
**See the “Utilities / Additional Services” section of the service kit for additional information and order forms.**

### BOOTH FURNISHINGS:

The official show decorator, The Freeman Companies, can provide you with special items that you might need for the appearance of your booth. The following items will be included in your exhibit space:

#### Standard Booth Package Included at No Charge:

- 8’ high back drape
- 3’ high side drape
- 7” x 44” booth identification sign
- (5) Exhibitor Only – Booth Personnel registration badges
- Company Description in the Conference Program

Additional booth furnishings may be ordered from Freeman Decorating using the forms located in the **“Freeman Decorating / Material Handling”** section of the service kit

#### Booth Height Restrictions:

- 8’ In-Line
- 14’ Perimeter
- 16’ Island

### BOOTH CLEANING:

Booth cleaning services are available through the Freeman Companies



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### **DAMAGE TO THE FACILITY:**

All exhibitors are responsible for returning the space they have leased from Show Manager to the facility in the same condition they received it. Damage to leased space or surroundings by an exhibitor during move-in, show days, or move-out is the responsibility of that exhibitor. Costs to repair damages will be billed to the exhibitor.

### **EXHIBITOR APPOINTED CONTRACTORS (EAC):**

Exhibitors using the services of an exhibitor appointed contractor (EAC) must notify Show Manager in writing by **January 12, 2010**. Send Exhibitor Appointed Contractor Authorization Form, located in the “**Show Rules & Regulations**” section to:

Attn: Tiffany Chase  
(972) 915-6040 FAX

### **FIRE REGULATIONS:**

A fire marshal will be making inspections throughout the show checking that exhibitors and Show Manager are in compliance with the state and local codes.

Please make sure that you have not stored any loose trash, empty boxes, or literature behind your booth. Please do not clutter the aisles with similar materials. All materials within your booth must meet local, state and federal fire retardation levels. If a violation is found, Show Manager will inform the exhibitor and that violation must be removed immediately. If the exhibitor cannot be found, Show Manager will remove the violation at the exhibitor's expense.

### **INSURANCE:**

Exhibitors are encouraged to obtain a rider on an existing policy protecting them against damage, loss or theft of their materials or displays during move-in, show day, and move-out.

The general service contractor is responsible for exhibitor's materials only while they are handling them. The contractor is not responsible for damage to uncrated material, improperly packed material or loss/theft after material has been delivered to the booth space or before material has been picked up at the end of the show.

### **SECURITY:**

Uniformed security guards will monitor the exhibit hall during the entire show period. While general perimeter security is provided the security of your booth or valuable items cannot be guaranteed. It is advisable to remove valuable items that are easily removed when you leave your booth. Report any missing items to Show Manager and to the security supervisor immediately.