

SNEBBANKER EXPO 2023

VENDOR EXHIBITOR MANUAL

JANUARY 14 & 15

POMONA FAIRPLEX: HALL 6



LA 2023 SCHEDULE

VENDOR EXHIBITOR MANUAL

SET UP DAYS

(HIGHLY Recommended)

THU, JAN 12

2:00PM - 7:00PM

FRI, JAN 13

10:00AM - 7:00PM

SAT, JAN 14

7:00AM - 9:00AM

SUN JAN 15

7:00AM - 9:00AM

*Vehicles are allowed to unload on event grounds on THU & FRI ONLY

*No vehicles allowed on-site after these hours

*Overnight security will be present

SHOWTIMES

(EVENT DAYS)

SAT, JAN 14

10:00AM - 7:00PM

SUN, JAN 15

10:00AM - 7:00PM

*Vehicles must be moved off event grounds by 8:00am
on EVENT DAYS

MOVE OUT

SUN, JAN 15

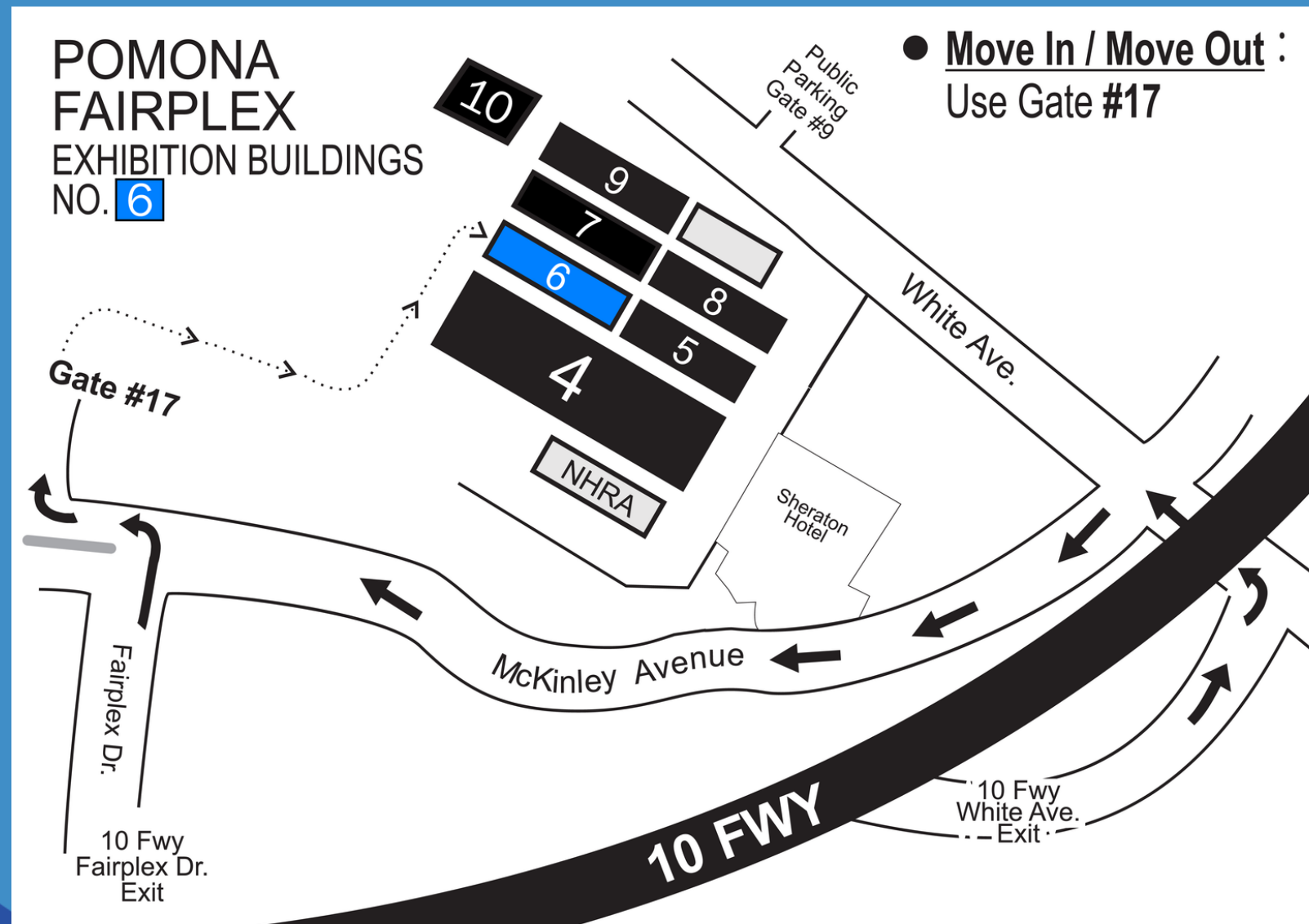
7:30PM - 11:59PM

*Vendors will be allowed to drive on event grounds once
ALL attendees have cleared grounds.

- Please check in at the Sneaker Expo Info Booth upon arrival (**Located at entrance of Hall 6**). Here, you will receive your team's vendor passes, and booth location.
- It is **HIGHLY** recommended that vendors show at least 1 hour **BEFORE** each show day.
- Booth numbers are assigned in the welcome email you should have received along with this manual. If you have not received it, please contact us at info@sneakerexpo.com.
- Anything that is left behind at the end of move out (**SUN, JAN 15**) will be removed by janitorial after midnight.
- Please respect the venue by tossing all trash/unwanted belongings when abandoning your space. Thank you!



PARKING & LOADING



SET UP DAYS

- Vendors, please enter event grounds through **GATE 17**, off of McKinley Ave. Then drive up to the exhibit hall to unload your items.
- Sneaker Expo will be located in **Hall 6**.
- After unloading your merchandise, please move your vehicle(s) off event grounds and into the **GATE 17** parking lot
- Post event, please use **Gate 17** to leave event grounds.



BOOTH INFO & POLICIES

STANDARD VENDOR BOOTH

Each 10 x 10 space includes:

- 4 Vendor Tickets
- (1) 8 Foot Table
- (2) Chairs
- Booth # Sign
- Booth Pipe and Draping, to separate exhibitors.
 - Backwall is 8' high and skirts are 3' high

STANDARD TABLE BOOTH

Each 7 x 6 spacing includes:

- 2 Vendor Tickets
- (1) 6 Foot Table
- (2) Chairs
- Booth # Sign

SHOW POLICIES & PRECAUTIONS

- All exhibition decoration materials must be made of nonflammable materials
- Counterfeit products are not allowed. Attendees caught selling fake merchandise will be escorted out of the event.
- All exhibiting staff are required to wear their wristbands/badges to enter the event each day.
- Pop up tents are prohibited from Hall 6.
- Vendor decorations cannot exceed 8ft in height.



Electricity & Wi-Fi

Electricity and Wi-Fi is available per vendor's request

- If your booth needs to be allocated with Electricity or Wi-Fi, please see the details below.

Electricity Service

- Vendors will need to order sufficient voltage through our on-site electrical contractor.
- Electricity is available to order starting now until - **January 4th, 2023**.
- Please order electricity through this link: [HERE](#)
 - *Orders for electricity made after December 16th, 2023 will increase from its original pricing.

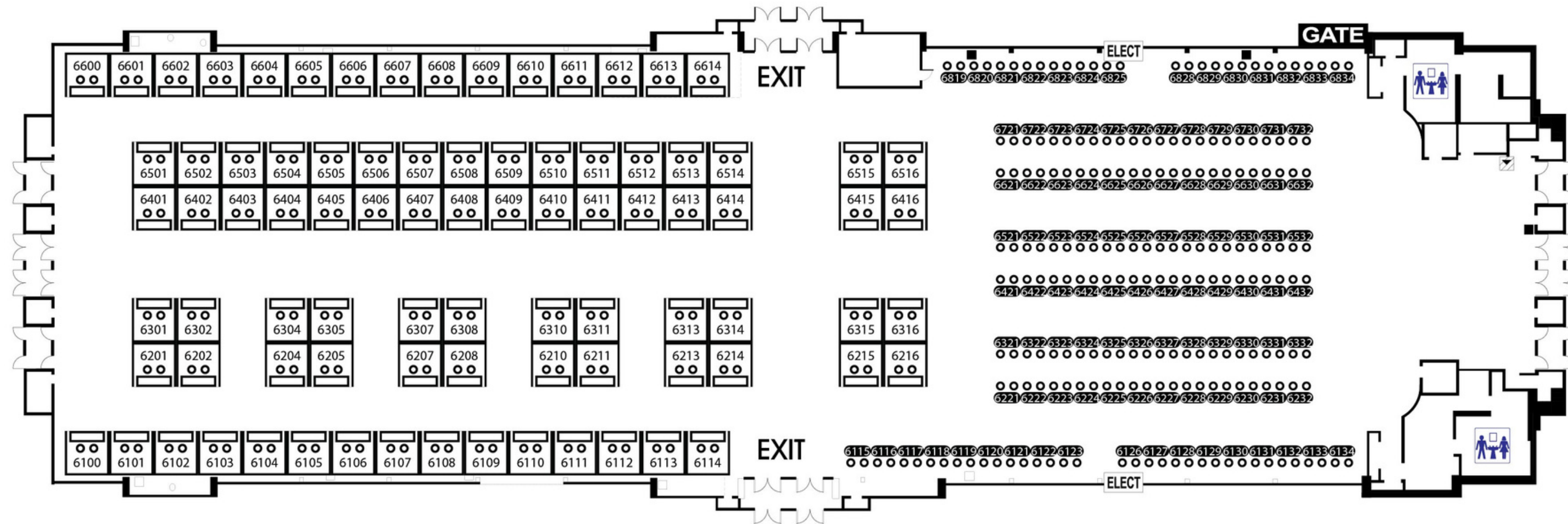
Wi-Fi Service

- Vendors will have to submit an internet application form in order to receive Wi-Fi services during event hours.
- Internet service is available to order starting now until - **January 4th, 2023**.
 - Please download this form to start your order: [HERE](#)
 - *Internet orders made **after December 16th, 2023** will increase from its original pricing.



HALL 6

HALL "6"





Final Run-Down

VENDOR EXHIBITOR MANUAL

- The exhibitor check in booth will be located inside of Hall 6's main entrance.
- All vehicles must enter through Gate 17, unload at the Hall, then vehicle(s) must be moved immediately after unloading is finished.
- Vendors must be off event grounds by 7:00PM on setup days.
- Vehicles must be moved off event grounds by 8:00AM on event days.
- *All vendors have 30 minutes MAX to unload all their products out of their vehicles (unless permitted otherwise).
- **Security will be present for overnight safety but PLEASE take precautions when leaving extremely valuable products.**
 - *Sneaker Expo is not responsible for lost or stolen items.
- **Respect your neighboring vendors!**
 - Make sure your setup/decors do not interfere with others around you.
 - Be sure to pick up after yourselves throughout the event weekend.
 - Do not use the open space around you unless given permission to by Sneaker Expo staff.



THANK YOU

WWW.SNEAKEREXPO.COM

JANUARY 14 & 15, 2023

CONTACT US - SUPPORT@SNEAKEREXPO.COM

 [@SNEAKEREXPOUSA](https://www.instagram.com/SNEAKEREXPOUSA)

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