

San Diego
FESTIVAL OF
SCIENCE &
ENGINEERING

A PROGRAM OF BIOCOM INSTITUTE

EXPO DAY

EXHIBITOR MANUAL



Saturday, March 7, 2020

10:00 AM - 5:00 PM



Dear Exhibitor,

We are excited to have you join us for the 2020 EXPO Day at PETCO Park! On Saturday, March 7, 2020, your organization will be interacting with more than 25,000 curious, engaged, and excited participants.

This comprehensive Exhibitor Manual includes all relevant exhibitor information, including parking, loading in/out, exhibitor guidelines, safety and logistics.

Please review the manual prior to the Open House on Tuesday, February 12 and bring any questions you may have with you that we can help answer. Make sure to share the manual with others that may be part of your EXPO Day Exhibit Team.

We look forward to having you participate in San Diego's largest celebration of science, offering thousands of students and their families the opportunity to "excite their minds" with over 100 hands-on interactive science experiences.

If you have any questions or concerns or need any additional assistance, please contact our Event Director, Heather Zimkin, at hzimkin@biocom.org.

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Exhibitor Checklist:

- ☐ I've verified the number of tables, chairs, electricity, and booth size are correct on my Exhibitor Confirmation page. *(Applies only to Sponsors as Non-Profit organizations fill this out at registration)*
- ☐ I've submitted payment for my booth.
- ☐ Verified that all items will fit within the booth and not extend past our reserved section, including boxes and other storage items.
- ☐ I have prepared an exhibitor tool kit to include items such as:
 - ☐ Zip ties
 - ☐ Scissors
 - ☐ Tape
 - ☐ Hand sanitizer
 - ☐ Sun block
 - ☐ Power strips
 - ☐ Extension Cords
 - ☐ Bottled water
- ☐ I've shared the Exhibitor Manual, our Booth Location, our Booth Name with all staff that will be working the booth or visiting the booth.
- ☐ Ensured at least 2 people to help with unloading during set up and have a Dolly or Cart packed as our booth may be far from entrance gates.
- ☐ Hotel reservations have been made for myself and staff if needed.
- ☐ Recommended staff bring a sack lunch or money for concessions (outside catering is not permitted).
- ☐ I've made sure that the booth will be staffed by a minimum of 2 people at all times.

CHECK-IN / LOAD-IN / LOAD-OUT

CHECK-IN

All exhibitors are assigned a specific Load In Gate. Each exhibitor must enter PETCO Park (aka “ballpark”) through their assigned load-in gate (Home Plate Gate, Park Boulevard Gate, East Village Gate or Gaslamp Gate). The specific gate will be noted on the Booth Assignment Page emailed out at the end of January.

SECURITY: All exhibitors will check in with Ballpark Security located at each entry gate and all bags, boxes, etc will be searched.

PHOTO IDENTIFICATION: Any staff helping with set up prior to gates opening must present valid photo identification in order to be issued a working wristband.

VEHICLES: Exhibitors are responsible for their vehicles during load-in and load-out. Each exhibitor will be provided **2 parking passes for Saturday ONLY**. Parking Passes will not be provided for Friday. There are also a number of parking lots surrounding the ballpark that will be available for paid parking.

PETS: No pets will be allowed inside PETCO Park. Animals that are being used as part of an instructional exhibit and service animals are the only exception.

LOAD-IN

All Exhibitors are subject to PETCO Park Policies and Procedures, which are noted in this document and at www.padres.com. Please communicate these Policies and Procedures to all individuals who will be supporting your exhibit on the day of the event.

HOURS FOR LOAD-IN: Load in will take place ONLY during the following hours:

- **Friday, March 6: 12:00 PM - 4:00 PM**
- **Saturday, March 7: 7:00 AM - 9:30 AM**

Load in must be complete by 9:45 am on Saturday, March 7. Each exhibitor and its member(s) need to be at their respective exhibit and ready for guests no later than 10:00 am on Saturday, March 7. Gates will open to the public promptly at 10:00 am.

DOLLIES / PUSH CARTS: Exhibitors must provide their own push carts and/or hand trucks to transport any equipment or materials from their vehicle to the load-in gates. Please keep all push carts and/or hand trucks on the concrete walkways or concourses. No push carts and/or hand trucks are permitted on the Park at the Park (PATP) grass. The Padres have the right to prohibit equipment not conforming to these regulations. Please note:

- Motorized vehicles are prohibited.
- Exhibitors are solely responsible for their own load-in of all equipment and supplies.
- Service vehicles, fork lifts, or electric carts will not be permitted inside the ballpark.

PARKING: Exhibitors are NOT allowed to park your car along the curbside near the gates to unload. We recommend you have at least 1 other person with you. This will allow 1 person to help unload and stay with your belongings or begin moving them to your booth while you park.

LOAD-IN (CONT'D)

EXHIBITOR MATERIALS: All promotional items must be kept at the respective exhibit. Any unnecessary equipment and/or extra materials must be neatly stored away from public view. No storage space will be provided. Equipment and/or materials must not impede pedestrian traffic or present a safety hazard.

SHIPPING MATERIALS: PETCO Park or the San Diego Padres cannot accept advance freight shipments on behalf of San Diego San Diego Festival of Science & Engineering EXPO Day exhibitors. PETCO Park has only one freight elevator. This elevator is located near the PETCO Park Loading Dock. Use of this freight elevator must be arranged in advance through the Festival. Please contact Heather Zimkin at hzimkin@biocom.org if your display will require use of the freight elevator.

LOAD-OUT

We ask that all exhibitors stay for the entire event and do not break down their exhibit early. Load-out will begin immediately after the general public has been cleared and swept from the ballpark on Saturday, March 7. Please do not begin carrying out equipment or breaking down your exhibit until after Ballpark Security has confirmed all guests have been cleared following the conclusion of the event at 5:00 pm. Exhibitor load-out must be completed by 7:00 pm on Saturday.

PARKING

PARKING PASS

The Festival provides each exhibitor with **TWO** Parking Passes for Saturday, March 7 in the MTS Parking Structure located at 1255 Imperial Ave (directions provided below). Free access to this structure will not be permitted without a valid Exhibitor Parking Pass. Parking Passes are NOT provided for Friday load in.



Exhibitor Parking (2 passes per exhibitor):
1 MTS Garage

Additional Parking Lots available Friday & Saturday (Parking fees apply):

Tailgate Park
Lexus Lot
2 - 6th & K Parkade
3 - Diamond View Towers
4 - Omni Hotel
5 - Central Library Parking

PARKING STRUCTURE DIRECTIONS:

FROM PARK BLVD: (when unloading at Home Plate Gate or Park Blvd Gate) turn on Imperial Ave (only runs in one direction). Make first right (11th Ave). Entrance to parking structure will be located on left.

FROM 10th AVE: (when unloading at East Village Gate) turn right on Park Blvd. Turn left on to Imperial Ave. Make first right (11th Ave). Entrance to parking structure will be located on left.

FROM 7th & K STREET: (when unloading at Gaslamp Gate) stay on 7th which will become Tony Gwynn Dr. Turn left on Park Blvd. Turn right on to Imperial Ave. Make first right (11th Ave) entrance to parking structure will be located on left.

FROM 5 SOUTH: exit Imperial turn left on 11th Ave. Entrance to parking structure will be on your left.

For additional parking, please refer to the posted street signage for more information on where acceptable street parking is permitted. Please be aware of the posted tow away and no parking signs. Failure to do so may result in the vehicle being towed at the owner's expense. For your convenience, there are several parking lots surrounding PETCO Park that will be in operation on Friday and the day of this event.

PROMOTIONAL HANDOUTS

The following items are NOT allowed to be distributed at any exhibit space:

- Stickers or any materials with adhesive backing
- Marking pens, chalk, and crayons
- Helium filled balloons
- Glitter and/or confetti will not be permitted in the ballpark.
- No food, drink, or alcohol can be sold or distributed.
- No merchandise may be sold or donations accepted

EXHIBITOR SPACE

San Diego Padres, the Festival, and/or PETCO Park will not be responsible for items on premises that are stolen, damaged, or missing.

SIGNAGE: Under no circumstances may the current signage in the ballpark be covered, blocked, or altered. Fastening exhibit signage to existing ballpark areas is prohibited.

STAFF: An authorized representative from the exhibit must be present at all times. Exhibitors must remain in designated EXPO Day event spaces. Wandering (“exploring”) the ballpark or entering unauthorized locations is prohibited.

SET UP: Set-up for each exhibit is confined within the designated exhibit space.

SAFETY

SECURITY: Please note, for everyone’s safety, exhibitor(s)’ bags and articles entering PETCO Park will be subject to inspection by Ballpark Security prior to admittance into the ballpark and any other time as warranted without prior notice while on the premises. This may create long lines during load in therefore we suggest loading in on Friday or arriving early on Saturday morning.

NO SMOKING: PETCO Park is an entirely smoke-free facility. Smoking is not permitted inside the ballpark.

KEEP AREA CLEAN: Help us contain the spread of germs--Please think about bringing hand sanitizer, alcohol wipes, or any other cleaning materials that you may need to keep your activities germ free! Keep floor dry and clean up spills immediately.

FIRE REGULATIONS:

- If you are plugging in any type of appliance or device, please confirm that it complies with the Uniform Fire Code of San Diego County.
- Exit signs and doors must not be covered or blocked and must allocate a six-foot space allowance for emergency exits. These doors are prohibited from being propped open.
- Decorations and exhibit construction must conform to any and all fire regulations. All materials used must be flameproof.

WASTE

Exhibitors will be responsible for disposing of any load-in/load-out trash in the designated gray receptacles. All unnecessary cardboard must be broken down and placed out of public view during the event. There will be a sweep for unnecessary cardboard prior to the gates opening at 10:00 am.

Exhibitors are responsible for removal of crates, pallets, and any other packing materials prior to gates open.

The depositing of ice or any other liquids on the grass, trees, or other landscaping is prohibited.

The depositing of any liquid into the drains at the Park at the Park is prohibited except in the designated areas listed under the "Water" heading below.

WATER

If you are using water in your activity, water for small containers, buckets, etc. can be found at any of the PETCO Park restrooms. **You must bring your own bucket or jug to carry water.** It is very important that you dispose of all liquids in a safe manner-- including "plain water." Please don't dump any liquid (including plain water) into landscaping, gutters, tree wells, ground drains, or storm drains.

The only approved locations for liquid disposal are:

- Janitors Floor Sink in the Power Alley (see PETCO Park Map)
- For smaller amounts of water any PETCO Park restroom sink

PETCO Park will not provide more than 2 gallons of water for any exhibitor.

Should you need more than 2 gallons of water you will be required to contract directly with an outside water company. Hoses will not be hooked up for additional water requests. Please contact Heather Zimkin at hzimkin@biocom.org if a water company contact is needed. You must also notify Heather if you will be utilizing an outside water company so that we can schedule water delivery. Deliveries will not be accepted without pre-approval.

CONDUCT

Exhibitors shall not discriminate against any person, or directly or indirectly display, circulate, publicize or mail any advertisement, notice or communication which states or implies that service shall be refused or restricted because of sex, race, color, religion, ancestry, national origin or disability.

Exhibitors shall not threaten, intimidate or harass, behave in an overtly discourteous, abusive or disrespectful manner towards any ballpark employee(s) and/or guests.

Stealing, unauthorized removal, use, loss, damage or destruction of property belonging to PETCO Park, Festival, its guests or employees is strictly prohibited.

Exhibitors shall not consume alcohol or use illegal narcotics at any time at the ballpark.

PETCO Park and/or Festival reserves the right to restrict, close and/or remove any exhibitor at any time due to failure of meeting the policies and procedures.

FESTIVAL TERMS & CONDITIONS

THE FESTIVAL WILL:

Provide tented or non-tented spaces, appropriate space in event layout, and electrical access as agreed upon previously.

Will secure appropriate event necessities such as San Diego Police and Fire, parking and transportation, signage, trash and recycling, first aid, and security.

Promote the San Diego Festival of Science & Engineering EXPO Day prior to and the day of EXPO Day through marketing pieces, press releases, collaborator network, social networking sites, and printed event programs.

FESTIVAL TERMS & CONDITIONS:

1. EXPO Day exhibits must be set-up before event begins at 10:00 AM. Exhibit must be completely removed by 7:00 pm that evening, with tear down beginning once the EXPO ends at 5:00 PM.
2. During the hours of the EXPO (10:00 AM - 5:00 PM) the exhibit must be staffed at all times.
3. Materials related to your exhibit, organization, or club may be made available to the public, but please refrain from passing out extraneous flyers as they lead to litter on Festival grounds.
4. All event content must be appropriate for a family audience.
5. All materials used by you must not infringe on any copyright, trademark, patent, or other third party right.
6. You may not seek donations or compensation from Festival attendees.
7. You may not sell merchandise of any kind during the event.
8. The Festival reserves the right to allow commercial sound recording, photography, and/or filming by official sponsors,
9. You agree to indemnify and hold harmless the Festival, its planners, partners and agents, from and against claims, loss, damage, injury and liability relating to your participation in the Festival to the extent of applicable law.
10. This working relationship is between your organization and the Festival. It cannot be assigned, subcontracted, or in any way transferred to a third-party without prior written consent from the Festival. The relationship between the parties is one of independent contractors only, and no employee-employer benefits are conferred.
11. The Festival reserves the right to cancel and no damages shall be due for a failure of performance occurring due to Acts of God, war, terrorist acts, government regulation, riots, disaster, strikes, or other circumstances outside of Festival's control, any one of which make performance impossible.

Directions to PETCO Park for The San Diego Festival of Science & Engineering EXPO Day



From the North

5 SOUTH: Exit at Imperial Ave. OR

15 SOUTH OR 163 SOUTH:

Merge on to 5 South.

Merge onto 17th St.

Turn right at Imperial Ave.

From the South

5 North towards CA 94 E/J St/M L King Jr Fwy.

Merge onto 19th St.

Turn left at J St.

Take the 2nd right onto Imperial Ave.

From the East:

8 West to the 163 South to 5 South to the Imperial Ave. exit

Merge onto 17th St.

Right at Imperial Ave.

WHERE CAN I FIND MY BOOTH NUMBER?

Booth Numbers will be released on a rolling basis beginning late January. Your Booth Number will be provided to you via email once you finalize your exhibit profile.

WHAT ARE IMPORTANT DEADLINES AS AN EXHIBITOR?

- **Monday, December 16:** Deadline to have all Exhibitor Profile information entered into the online registration. This will ensure we order the correct number of tables and chairs (applies to Sponsors only).
- **Thursday, February 6:** Festival Open House
- **Friday, March 6:** Early Load In opportunity from 12pm - 4pm.
- **Saturday, March 7:** EXPO Day at PETCO Park

WHAT IS INCLUDED IN MY BOOTH?

Tables and folding chairs are provided. Electrical power is provided if indicated on the Booth Assignment Page. Spaces designated as tented spaces will also be provided a canopy.

WHAT WILL I NEED TO PROVIDE FOR MY BOOTH?

Please bring your own tablecloths, power strips, extension cords, and any materials that you will need to decorate your booth. We encourage you to make your booth as visually interesting as possible! We recommend you also consider bringing the following items:

- Gaffer's tape (like duct tape, only low-residue) * Please remember that you are NOT allowed to adhere things to tents, tables, chairs and any structure that you bring with you.
- Scissors
- Zip Ties
- Hand Sanitizer
- Sun Block, Sun Glasses, a hat
- Layers- a jacket or sweater (be prepared for changing temperatures in weather)

CAN I HANG A BANNER ON MY BOOTH?

We encourage you to hang banners and signs indicating your activity and your organization! If you are provided with a tent, you may hang signage and banners directly from the tent structure. If you are in a location where we are only providing tables and chairs, you must adhere your signage to your table. At no time are you allowed to adhere or attach ANY signage or banner to any PETCO structure.

DO I NEED TO STAY UNTIL THE END OF EXPO?

Yes, you cannot dismantle your activity until the event closes at 5:00 PM. Once the event closes, tear-down will begin immediately.

WHAT HAPPENS IF IT RAINS?

The show must go on! The EXPO is a rain or shine event. Be prepared for any weather circumstance.

IS WIFI AVAILABLE?

Yes, PETCO Park provides a FREE WiFi network for guests to use during their visits. Connect to the PETCO Park WiFi network by searching for the "Padres" SSID in Settings. No password is required to connect.