

OCTOBER 1-4, 2023



ECHO SAN DIEGO

EXHIBITOR GUIDE

ECHOFLIGHTCREW.ORG



ECHO SAN DIEGO

OCTOBER 1-4, 2023

EXHIBITOR HALL HOURS

MONDAY, OCT 2

2:00 PM - 5:30 PM

TUESDAY, OCT 3

7:30 AM - 4:15 PM

WEDNESDAY, OCT 4

8:00 AM - 1:00 PM

*Lunch times vary daily

REGULATIONS

Assigning Exhibitor Space

Exhibitor space is assigned by ECHO on a first come, first served basis once payment is processed.

Arrangement and Use of Space

Spaces are arranged in varying size with a maximum height of 16'. Creative exhibits are encouraged, but must not obstruct passageways or the view of neighboring exhibits.

Installation and Dismantling

Installation should occur on Monday, October 2nd prior to the exhibit hall opening at 2:00 PM, and should remain intact until the exhibit hall closes on Wednesday at 1:00 PM. All items need to be removed from the vendor hall by 4:00 PM on Wednesday.

Load-In Measurements

All delivery trucks must have a lift gate. Load-In Doors: (First Entrance (into Conference Center): 136.5" High, 59.75" Wide. Second Entrance (into Paradise Ballroom): 138" High, 120" Wide.

Liability and Insurance

Exhibitors are responsible for making provisions to safeguard their materials, equipment, and displays for the entire duration of the event. ECHO is not responsible for any theft, loss, or damages or any fees incurred as a result.

Care of Space

Exhibitors agree to follow all local, state, and federal laws as it pertains to activities within their exhibitor space. Additionally, exhibitor may not injure or deface any surface in their space to include nails, hooks, tacks, screws, or otherwise.

Subletting of Space

Exhibitors may not assign, lease, or sublet their space to another vendor and may not advertise, sell, or distribute products other than their own within their space.

Staffing

Exhibitors must open on time and staff their space during all show hours. Vendors must display proper identification provided to them upon registration.



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SHIPPING INSTRUCTIONS

Pre-Conference Delivery

Deliveries of any materials for vendors must be arranged with the venue ahead of the conference, and vendors are solely responsible for any fees related to shipping and storage for all materials.

INBOUND SHIPPING INSTRUCTIONS

To eliminate any package delays, please address the boxes as noted below. All packages delivered to the venue will require a signature upon receipt by the client on-site. Please only address boxes to individuals who will be on-site to sign for them. Please DO NOT address boxes to a venue employee or your catering or conference services manager—this could cause delayed delivery of your packages to the meeting space. Complete the [Exhibitor Inbound Shipping Form](#) no later than (2) weeks prior to arrival.

SHIPMENTS FOR MEETINGS

Attn: _____
Group Name: ECHO
Paradise Point Resort & Spa
1404 Vacation Road
San Diego, CA 92109

Box _ of _

OUTBOUND SHIPPING INSTRUCTIONS

Please securely close all packages with tape and affix a completed carrier airbill in a waterproof sleeve to all packages prior to departing to expedite the shipping process. Boxes can be left at your exhibitor space on Wednesday. Boxes without completed airbills will not be able to be shipped out. It is mandatory to have pick-up times scheduled in advance. Please have a scheduled pickup for Thursday, October 5th.

HANDLING FEES

The fees listed below are for deliveries. A secured certifi link will be sent via email for all charges.

WEIGHT & FEE

\$15 per standard envelope
\$30 per box less than 25lbs
\$80 per box 25-60lbs
\$130 per box 61-100lbs
\$225 per box over 101lbs

STORAGE FEES

A fee will be applied to each package that arrives more than three business days before the first group event. Please no shipment of pallets.



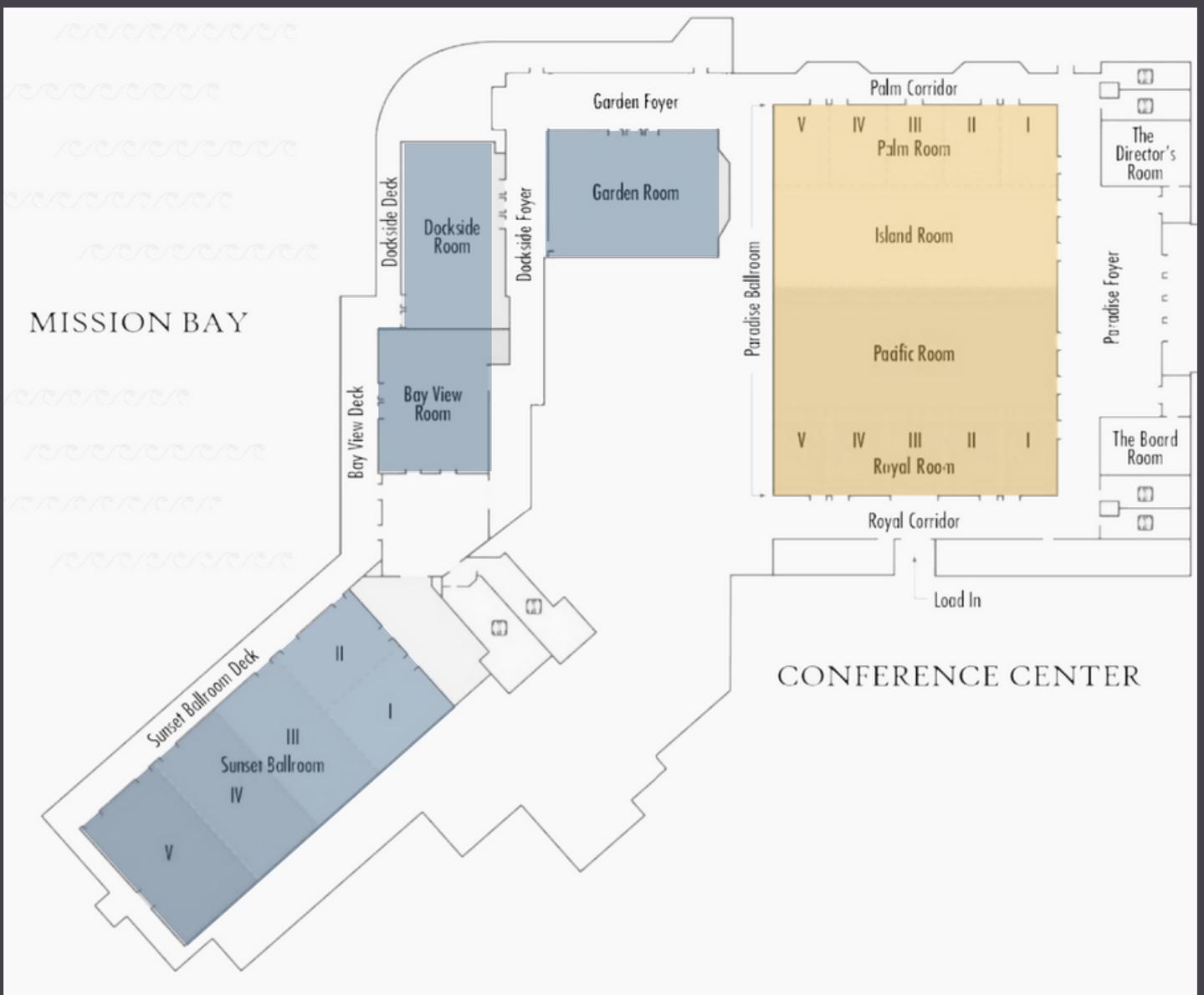
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EXHIBITOR SPACE

SELF-GUIDED VIRTUAL TOUR

Take a self-guided tour and explore on your own. Take a peek inside Paradise Point Resort & Spa via our 360° panoramic virtual tour for an all-access pass to an authentic San Diego experience.



MAIN PRESENTATIONS



EXHIBITOR SPACE



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INVOICES

Invoice must be paid in full by September 17th

Invoice paid between September 17th & October 1st will incur a 10% late fee

Exhibitor will forfeit their space and may not attend conference if invoice not paid by October 1st

Payment can be made via check, EFT or credit card through website

[View 2023 Partnership Prospectus](#)

[View Media Kit](#)

Advertisement Opportunity for Registration

ECHO Partnerships paid by September 1st will be showcased on our event page. ECHO Premier & Platinum Partnership will get image advertisement space. ECHO Red, Black & White partnerships will have logo placement on registration website.

ECHO San Diego Registration

All exhibitors must register for conference. Registration will be at NO COST. Marketing Director will provide individual code for your company.

Hotel Registration

Hotel reservations can be made on the ECHO Paradise Point Resort & Spa page. Link to be shared with the exhibitor. Rate of \$225 per night plus taxes and fees. All room reservations must be made by September 8th in order to receive group rate.

Attendance Contact Information

ECHO San Diego attendees during online registration will have the option to opt-in or opt-out of sharing their contact information with exhibitors.

Information shared will be name, email, job title and place of employment.

Questions

Please direct all questions to ECHO Marketing Director, Ashley Chitty, achitty@echoflightcrew.org

THANK YOU FOR YOUR ONGOING SUPPORT! -ECHO TEAM