



## Facility Specifications

### LOCATION: Hall 4

Henry B. Gonzalez Convention Center  
900 E Market St.  
San Antonio, TX 78205

### EXPOSITION DATES AND TIMES:

#### Exhibitor Move-In

Wednesday, February 14 ..... 8:00 a.m. – 5:00 p.m.

Thursday, February 15 ..... 8:00 a.m. – 4:00 p.m.

#### Exhibit Hours

Thursday, February 15 ..... 5:00 p.m. – 7:30 p.m.

Friday, February 16 ..... 12:00 p.m. – 5:00 p.m.

Saturday, February 17 ..... 11:00 a.m. – 2:00 p.m.

#### Exhibitor Move Out

Saturday, February 17 ..... 2:00 p.m. – 9:00 p.m.

**Due to access of the Exhibit Space on Wednesday, February 14, 2024, no early Exhibitor Setup will be available unless approved through Show Management. Exhibitors arriving early will not be allowed in.** Exhibit set-up must be complete by 4:00 p.m., Thursday, February 15, 2024. Should a booth not be set by this time, Show Management reserves the right to have the booth set at the exhibitor's expense.

### ADMITTANCE TO EXHIBIT HALL:

No exhibitors will be admitted into the exhibit hall prior to 8:00 a.m. during move-in and move-out. Anyone wishing to work late on Wednesday, February 14, 2024 must check in with the Show Manager in the Exposition Office before 4:00 p.m.

Late work may incur additional charges for workers and security.

### SHOW OPERATIONS:

[Christi Jones, CEM](#)

Southwest Pool and Spa Show  
3341 Regent Blvd., Suite 130-325  
Irving, TX 75063

### EXHIBITOR REGISTRATION AND BADGES:

#### Registration Hours

Tuesday, February 13 ..... 7:30 a.m. – 5:00 p.m.

Wednesday, February 14 ..... 7:30 a.m. – 5:00 p.m.

Thursday, February 15 ..... 7:30 a.m. – 5:00 p.m.

Friday, February 16 ..... 7:30 a.m. – 5:00 p.m.

Saturday, February 17 ..... 7:30 a.m. – 2:00 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. Five (5) Exhibitor Only – Booth Personnel registration badges will be allowed for each exhibitor. **Please note: No Children, under the age of 16, are allowed in the exhibit hall during move-in or move-out. No exceptions will be made.**

### AVAILABLE UTILITIES:

- Compressed Air/ Water (Smart City)
- Electricity (Freeman)
- Internet (Smart City)

### **BOOTH FURNISHINGS:**

The official show General Service Contractor, Freeman, 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:

- 8' high back drape (Blue & White)
- 3' high side drape (Blue)
- 7" x 44" booth identification sign

See "Additional Services" section of the ESK for more information.

Carpet and other additional booth furnishings may be ordered from Freeman Decorating using the forms located in the "**Freeman**" section of the service kit.

**A floor covering is required at the Southwest Pool & Spa Show.** Exhibitors will need to bring their own carpet or rent carpet from Freeman. No carpet will be provided by the Southwest Pool & Spa Show.

### **BOOTH/SIGNAGE HEIGHT RESTRICTIONS:**

- 8' In-Line
- 14' Perimeter
- 18' Island

### **BOOTH CLEANING:**

Cleaning services are available through Convention Center.

### **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, 2024**. Send

Exhibitor Appointed Contractor Authorization Form, located in the "Show Rules & Regulations" section to:

Christi Jones, CEM

(972) 915-6040 FAX or [christi@mpire-group.com](mailto:christi@mpire-group.com)

### **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 (enclosed).

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 days, 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:**

Police officers 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.