

**CURTIN CONVENTION & EXPOSITION SERVICES, INC.** is the Official General Service Contractor. All arrangements for exhibit material handling, display labor, and additional furnishings must be made at the Exhibitor's expense via Curtin. **Contact Dianna Curtin at [info@curtinconvention.com](mailto:info@curtinconvention.com) or 415-883-7818.** The Exhibitor Service Kit (ESK) will be available online in early 2024 - [Link to ESK](#) and as a PDF. As an exhibitor, you will receive a welcome email with detailed instructions on how to access the password protected online ordering portal.

**BOOTH SPACE:** Each 10' x 10' booth space includes an 8'h back wall, 3'h siderails, (1) 6' skirted table, (2) side chairs, (1) identification sign with booth # and company name. The ballroom is carpeted. Additional furnishings/accessories may be ordered via Curtin's ESK at the exhibitor's expense.

**IMPORTANT SHIPPING INFORMATION:** As the Official General Service Contractor, Curtin will manage the receipt of all exhibit materials. Please carefully review the below information to properly plan for your shipments and/or deliveries.

### **MATERIAL HANDLING OPTIONS**

Manchester Grand Hyatt's loading dock is under Union Jurisdiction and there are 3 options for the movement of exhibit materials into your Exhibit space(s).

1. Ship materials to Curtin's Advance Warehouse and Curtin will deliver materials to your Exhibit space.  
Advance Warehouse Address: **T-Force Freight/Curtin Convention C/O: HTS - 2321 Siempre Viva Court., Suite 103 - San Diego, CA 92154**  
Further details and schedule are in the Exhibitor Service Kit.
2. Show Site Deliveries to the designated Loading dock via personal vehicle or 3<sup>rd</sup> Party will be unloaded by Curtin. Shipments or deliveries to the show site will only be accepted **ONLY** during show set-up days. Curtin staff will be on-site to receive all shipments and deliveries.
3. Self-Park in a neighboring parking lot and Hand-Carry in your own materials. Please see the rules for hand-carry below.

**Advance Warehouse** - Exhibitors may ship materials to the warehouse 30 days prior to show installation and no later than 72 hours prior to installation. Materials will be stored and delivered to the Exhibitor's booth prior to set-up hours. Curtin will remove and store the empty containers. At show close, Curtin will return the empty containers and transport materials to the loading dock for outbound pick-up. Each shipment is billed per 100 lbs. with a 200 lb. minimum fee.

### **Show-Site Handling**

1. **Hand Carry** - If an Exhibitor can carry the full contents of his/her booth materials in one trip by one person without the use of a hand truck, dolly, or wheels, he/she is free to hand carry the items in. The loading dock is under Union Jurisdiction, and Exhibitors will be required to self-park and then bring in their materials through the main entrance of the hotel. **Multiple trips by multiple people are not permitted.**
2. **Service by Weight** - If the full contents of an Exhibitor's booth materials **EXCEED the Hand Carry**, the Exhibitor's full contents must be weighed in at the loading dock. The Exhibitor will be charged prior to unloading for on-site freight service according to the published rate based on 100 lbs. with a 200 lb. minimum charge.

### **PAYMENT OF SERVICES**

All material handling for exhibit materials sent to Curtin Convention's Advance Warehouse as well as those unloaded at the show site must be **PREPAID** at the Exhibitor's expense. Furniture Rental and Display Labor must also be **PREPAID** at the Exhibitor's expense. The complete set of order forms and payment options will be published in the Exhibitor Service Kit.

Questions?

Call Curtin Convention @ (415) 883-7818 for assistance