

Location:

San Diego Convention Center
Exhibit Halls B - G
07 - 09 March 2023

Standard Booth/Stand Equipment:

Each 10' x 10' booth/stand includes the following:
8' high back wall drape – red + black
3' high side rail drape – black



The booth/stand space is not carpeted and floor covering is required by Show Management; please order using the [carpet order form](#).

Hours of Operation:**Exhibitor Move-in Hours – Booths (Stands) & Islands:**

Thursday, 02 March - Friday, 03 March:

[*See Targeted Floor Plans*](#)

Saturday, 04 March 08:00 – 16:30
Sunday, 05 March 08:00 – 16:30
Monday, 06 March 08:00 – 16:30

NOTE: Start time is determined by your location in the exhibit hall. See the [Targeted Freight Load-In Schedule](#).

- After 16:30 Monday through Friday and all-day Saturday and Sunday, Over Time Rates (OT) are in effect. See the [Labor services order form](#) for straight time, over time and double time days and hours.
- All booths must be set by **16:30 Monday, 06 March** unless prior written permission is obtained by Show Management. **No set-up hours are scheduled for the morning of Tuesday, 07 March.** Any exhibit not unpacked by this deadline may be placed in storage and can be returned only after show hours, or the exhibit/booth may be ordered to be set up by the OFC Exhibit Director with the cost charged to the exhibitor.
- **Exhibit space must be paid in full before an exhibitor's display is set! Neither freight nor furnishings will be delivered to the booth until full payment has been received! Entrance badges will also be withheld until payment is made.**

Exhibition Hours:

Tuesday, 07 March 10:00 – 17:00
Wednesday, 08 March 10:00 – 17:00
Thursday, 09 March 10:00 – 16:00

Exhibitor Move-Out Hours:

Thursday, 09 March 16:01 - 20:00 (after 16:30, over time rates are in effect)
Friday, 10 March 08:00 - 12:00

Outside carriers must be checked in **at the Marshaling Yard** by 18:00 on Thursday, 09 March or by 10:00 on Friday, 11 March for all remaining outbound shipments. All Bills of Lading must be turned in by 12:00 on Friday, 10 March. Please see the [Move-out Information](#) in this Manual for more details.

Exhibitors will not be allowed to dismantle their displays or begin packing before 16:00 on Thursday, 09 March. **Please inform those who are scheduled to perform move-out of this policy and make travel arrangements accordingly.** Exhibitors dismantling or packing exhibits prior to the official closing time will forfeit priority-ranking points! Cases will be returned once the aisle carpet is removed. Arrangements for out-bound shipments should be made at the Exhibitor Service Desk.

Additional Helpful Information:

Exhibitor Service Desk:

The location of the Service Desk will be in the back of Hall C. At the Service Desk, exhibitors can find representatives from most of the OFC vendors to order services and ask questions.

Floor Managers:

Floor managers are assigned in the exhibit hall to answer questions and facilitate on-site logistics and communication, and to assure compliance with OFC regulations. Exhibitors are encouraged to contact their floor manager with any concerns or issues regarding their booths or the floor. Floor managers will have desks in the hall in locations to be determined where you can leave requests to meet with your floor manager.

Show Operations / Exhibit Director's Office:

Exhibit Management will have an office in the back of Hall C during move-in and show days.

Sales Office:

Exhibit Sales will be located in the back of Hall G. You can ask any sales-related questions and rebook here for OFC 2024.

Exhibitor Lounge:

Come and enjoy a beverage or relax while networking with your guest or other exhibitors. Open during show hours and located in the back of Hall G.

OFC Anti-harassment Policy and Code of Conduct

All conference guests, attendees and exhibitors are subject to the OFC Code of Conduct policy, the full text of which is available at <https://www.ofcconference.org/en-us/home/about/code-of-conduct/>. Conference management reserves the right to take any and all appropriate actions to enforce the Code of Conduct, up to and including ejecting from the Conference individuals who fail to comply with the policy.