



SATELLITE
STYLE

SHOW INFORMATION SHEET

EMBASSY SUITES, April 10 - 11, 2022
250 Gateway Blvd., South San Francisco

ROLLING RACKS: Order your racks through FST: www.fashionshowtransport.com
In note box, add City (S. San Francisco) and room #. NO RACKS available at show site.
ONLY PRE-ORDER.

EXTRA TABLES: Order directly from the Embassy Suites. Email to follow from the hotel.

SHIPPING: Shipments will be received at the Hotel starting Thursday, April 7th at no cost.
Each package must be labeled with your name and room number.

Ship to: **Satellite**
C/O Embassy Suites
VENDOR NAME, Room #
250 Gateway Boulevard
South San Francisco, CA 94080

MOVE IN/CHECK IN: SATURDAY, April 9th - 3pm or later. If you arrive at the hotel before 3pm, there is a good chance that your suite will be ready, it is just not guaranteed.

ENTRANCE/PARKING: Back of Embassy Suites, 250 Gateway Blvd., S. San Francisco
After you move in your equipment on Saturday - **ALL EXHIBITORS MUST PARK AROUND THE PERIMETER OF THE LOT** - THIS MEANS THE FURTHEST SPACES TO ANY HOTEL ENTRANCE SO **BUYERS** HAVE EASY ACCESS.

TAILGATE SERVICE: Teamster tailgate service for move in or out help will be available. Fees: CARS \$15, VAN/SUV \$25, TRUCK/LG VAN \$35. Payable in check or cash only at the Registration Desk.

BADGES: Exhibitor badges will be delivered to your suite. Please wear your badge during the show.

PARKING: One car free with your room. Extra cars are \$10/day.



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SIGNAGE/DISPLAY:

- 1) When you arrive, your SATELLITE name sign will be on the door of your Suite.
- 2) It's a great idea to hang a banner from the banister on the railing. It might not be right in front of your room, since some rooms are tucked behind the elevators, but it will be near your room. Dimensions should be no larger than **4' tall by 5' wide**. Contact Mary for the contact information of who we use to make them.
- 3) No other displays/signage may be in the hallway except the ONE mannequin each exhibitor is allowed outside their suite door.
- 4) **DO NOT** hang garments or signs on the outside of your windows, or on the floor in front of your window in the hallway. Windows are clear, so buyers can see into your room.

ROOM INFORMATION:

- 1) **NO** furniture may be removed from the room. If you move furniture around in the room, you **MUST** put it back as you found it.
- 2) Limited maid service. If you need anything - forms will be available at the front desk for your requests.
- 3) It is suggested to bring extra lighting for the Suites.

CDC GUIDELINES: (Subject to change) Masks (covering nose and mouth) must always be worn.

FOOD: Embassy Suites will provide a free breakfast for guests of the hotel only. Boxed lunches will be provided for buyers and exhibitors. There is a microwave and small refrigerator in each suite. Restaurant in hotel is open for pick-up/take out only.

STEAMING: Will not be available. Please bring your own.

SHUTTLE: There will not be a shuttle. If you are flying, the hotel is near the airport. If you are driving, parking is included in your rate.

SHOW ENDS: Monday, April 11th at 6pm (\$200.00 fee for early breakdown).

- 1) Leave your Exhibitor name door sign at your suite. It will be picked up at the end of the show.
- 2) UPS will pick up on Tuesday- ground delivery only. NO FedEx
- 3) Do make all your arrangements with Fashion Show Transport prior to the end of the show, if you need their services.
- 4) If you are using any other carrier, please make your own arrangements.
- 5) Please, **ONLY DEPART** with racks and product through the back elevators and doors.