



2023 EXHIBITOR SERVICES MANUAL

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Welcome to the Cocina Sabrosa 2023 Exhibitor Services Manual. The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at Cocina Sabrosa 2023. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience.

The Main Menu is designed so clicking on a topic will automatically transport you to that section of the manual. Also, each page includes linked tabs at the top to help you navigate back to the Main Menu or to another section of the manual.

We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth and ask questions for any areas you need further clarification on.

GENERAL INFO

All events and displays will be held onsite at the Irving Convention Center. Our full schedule of events with event locations and details will be announced closer to the show.

SCHEDULE OF EVENTS

Exhibitor Set Up

Tuesday, September 26, 2023 9:00 AM – 5:00PM

Show Hours

Wednesday, September 27, 2023 10:00 AM – 5:00 PM

Thursday, September 28, 2023 10:00 AM – 4:00 PM

Exhibitor Breakdown

Thursday, September 28, 2023 4:00 PM – 7:00 PM

LOCATION

Irving Convention Center
500 W. Las Colinas Blvd
Irving, TX 76039

SHOW MANAGEMENT CONTACTS

Brand Director: Andrea Ferrando Fletcher, andrea.fletcher@emeraldx.com
Account Executive: Jurgen Oliver, jurgen.oliver@emeraldx.com
Operations Director: Tim Berry, tim.berry@emeraldx.com

SHOW PLANNER

Click on vendors to get more information.



LVE – General Services
Contractor

[ORDER ONLINE](#)

[EMAIL EXHIBITOR SERVICES](#)



IRVING CONVENTION CENTER

[ORDER ELECTRICAL
AND INTERNET](#)



MARSH TOTAL EXHIBITOR
INSURANCE

[ONLINE APPLICATION](#)



LEAD RETRIEVAL (MARITZ GLOBAL
EVENTS)

[INFORMATION SHEET](#)



[COOKING AND SAMPLING GUIDE](#)

[TEMP FOOD EVENT PERMIT
APPLICATION](#)

IMPORTANT DATES

**AUGUST 28,
2023**

UPDATE SHOW
DIRECTORY LISTING

**AUGUST 25,
2023**

BOOK HOTEL

**AUGUST 28,
2023**

UPLOAD CERTIFICATE OF
INSURANCE

- or -
PURCHASE INSURANCE

**AUGUST 25,
2023**

LVE ADVANCE
WAREHOUSE SHIPPING
BEGINS

ACCEPTED THROUGH
SEPTEMBER 11, 2023
WITHOUT SURCHARGE

**SEPTEMBER 5,
2023**

ORDER ELECTRICITY AND
INTERNET FROM IRVING
CONVENTION CENTER

**SEPTEMBER 15,
2023**

LVE
DISCOUNT DEADLINE FOR
ONLINE ORDERS

FURNISHINGS
BOOTH CLEANING
LABOR

BEFORE YOU ARRIVE TO SHOWSITE



Submit Certificate of Insurance



Coordinate Hotel & Travel



Register Booth Personnel and Update
Show Directory Exhibitor Profile



Submit EAC Notification Form & EAC
Certificate of Insurance



ONCE YOU ARRIVE

PICK UP BADGE FROM
REGISTRATION



CONFIRM FREIGHT
DELIVERY



CONFIRM ADVANCED
ORDERS



PLACE ONSITE ORDERS



INSURANCE

COCINA SABROSA does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to COCINA SABROSA before the show.

An exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitor's obligations under this paragraph.

The following three types of insurance are required:

- **Workers' Compensation** insurance, unless you are the sole proprietor. A sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- **Comprehensive General Liability** insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable).
- **Automobile Liability** insurance with limits not less than \$500,000 for each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured, Emerald X, LLC (Show Management), Cocina Sabrosa (COCINA SABROSA), Irving Convention Center (Facility), and LVE (General Service Contractor). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without a 30-day advance written notice to Emerald.

The following MUST be contained on the certificate: **DOWNLOAD A SAMPLE CERTIFICATE OF INSURANCE**

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – "Emerald X, LLC, Cocina Sabrosa, Irving Convention Center, and LVE and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates September 27 – 28, 2023.

NEED GENERAL LIABILITY INSURANCE?

Marsh/TotalEvent Insurance offers
General Liability Insurance for \$65
plus tax. Click for more information.



Certificate Holder Information should be listed as:

COCINA SABROSA 2023
31910 Del Obispo, Suite 200
San Juan Capistrano, CA 92675

Click here to submit your insurance documents online. Be sure the name of the attachment reflects the name of the insured exhibiting company.

REPORTING

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

BOOTH PACKAGES



Standard 10x10 Booth Package

Booth Package Includes:

- 8' high black drape backwall
- 3' high black drape side rails
- (1) 6' skirted table
- (2) standard side chairs
- (1) wastebasket
- (1) 17" x 11" Booth ID sign

FREIGHT & DELIVERIES

Warehouse Address

Exhibiting Company Name

Booth No.

COCINA SABROSA 2023

c/o LVE- Crane Freight

4050 Valley View Lane, Suite 100

Irving, TX 75038

LVE will accept crated, boxed, or skidded materials at their warehouse beginning **Friday, August 25, 2023** at the above address. Material arriving after **Monday, September 11, 2023**, will be received at the warehouse with an additional after deadline charge. The last date material can arrive at the warehouse is Friday, September 22, 2023.

Please note that the LVE warehouse does not accept uncrated freight (loose, pad-wrapped material, and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing over 5,000 pounds, or a single piece of freight beyond the dimensions of 180 inches high x 93 inches wide.

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. and 2:30 p.m.

You can download and print Advance Warehouse Shipping Labels for booth. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

- [Advance Warehouse Shipping Labels](#)

LVE material handling fees for advance shipments to the LVE warehouse include:

- Delivery of items to the booth prior to Exhibitor Move-In.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show. This process will take several hours and LVE cannot guarantee or specify the arrival time of empty crates.

Direct to Site Address

Exhibiting Company Name
Booth No.
COCINA SABROSA 2023
Irving Convention Center
c/o LVE
500 W. Las Colinas Blvd
Irving, TX 76039

LVE will receive shipments at the Irving Convention Center on **Tuesday, September 26, 2023 from 9:00am to 5:00pm EST only**. Shipments arriving before this date may be refused by the venue. Any charges incurred for early freight accepted by the facility or for multiple delivery attempts will be the responsibility of the exhibitor.

Please note: Any materials received by LVE or the Irving Convention Center are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors.

You can download and print Show Site Shipping Labels. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

- [Show Site Shipping Labels](#)

LVE material handling fees for direct shipments to the Irving Convention Center include:

- Acceptance and unloading of items upon delivery and delivery to the booth.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and all aisle carpet is rolled. This process will take several hours and LVE cannot guarantee or specify the arrival time of empty crates.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact LVE for your quoted rates and rules applicable to disposal of your exhibit properties.

Move-in/out Procedures

Self-Unloading / Hand Carry Policy

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may transport exhibit materials as long as they adhere to the rules listed on the Hand Carry Policy form included in the LVE Exhibitor Service Manual.

Privately Owned Vehicles (POV)

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they adhere to the rules listed on the Hand Carry Policy form included in the LVE Exhibitor Service Manual.

POV, or Privately Owned Vehicles, are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use, not for cargo or freight.

Outbound Shipping

All exhibitors must visit the LVE Exhibitor Service Desk at the show to complete the outbound Material Handling Agreement. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

Accessible Storage

Accessible storage service is available at show site for exhibitors to easily access their product samples and literature during show days only.

INSTALL/DISMANTLE & LABOR REGULATIONS

Labor/Union Laws

Full time employees of the exhibiting companies may set up their own exhibits. Union Labor, however, is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the providers' order forms. Exhibitors may not operate or utilize any type of powered or mechanical equipment.

Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products.

If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

Excessive/Bulk Trash

Any bulk trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a dumpster fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for an outbound shipment or donation will be considered abandoned and deemed as bulk trash. Bulk trash is defined as any waste larger than 3' x 3' x 3' or 1m x 1m x 1m. The exhibitor will be charged for the removal and disposal of these items.

Booth & Material Abandonment

Exhibiting companies are required to make cleaning and labor arrangements for both material dismantle and/or removal. It is expected and required that all the exhibiting material be removed at the end of the show. It is not appropriate for bulk material to be left in the aisles during move-in or left behind during move-out. This includes, but is not limited to: flooring, large boxes and crates, racks, exhibit displays, literature, etc. If the exhibiting company does not want any or part of their exhibit material, arrangements for cleaning labor and dumpster/disposal need to be made in advance through LVE. Exhibitors that do not comply with this policy and leave excessive literature and/or display materials in their booth during move-in or move-out will be deemed guilty of "material abandonment" and will be charged for the removal of these items.

Care of the Facility

It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.

No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers. Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit areas. All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions. Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

EXHIBITOR APPOINTED CONTRACTOR

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. **These rules will be strictly enforced.** Completion of the required EAC Notification Form & Insurance Submission qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

The EAC/I&D contractor must be licensed, insured, and authorized to work in the Irving Convention Center. Contractors must adhere to all rules and regulations of COCINA

SABROSA, LVE, the Irving Convention Center, and the local unions. This includes keeping “no freight aisles” clear, clearing empty crates off the show floor, not dismantling any portion of the booth before show close, and being properly badged.



Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) to set-up or teardown their exhibit, must complete the EAC Notification Form & Insurance Submission by deadline.

Complete this form **only** if you are using the services of an outside contractor to install or dismantle any part of your display. The form must be filled out completely and submitted with the EAC's certificate of insurance.

All contracted personnel must pick up the daily EAC wristband from a designated EAC Check-In area before admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.

The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work. If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show Management will have the final decision in such instances.

The EAC will not solicit business at the event and personnel must wear the daily wristband at all times. It is the exhibitor's responsibility to make sure that all independent contractors are properly badged before arrival.

Emerald (Show Management), Cocina Sabrosa (COCINA SABROSA) (Show Management), the Irving Convention Center (Facility), and LVE (General Service Contractor) must be named as additionally insured by all contractors working in the hall. Show Management must receive the certificate of insurance no later than 30 days before the commencement of installation and it must be submitted using the online EAC Notification Form & Insurance Submission. Certificates received through mail, e-mail, fax, or any other means will not be accepted. Show Management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

- Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability, and automobile liability insurance.
- The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
- Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name Show Management, the sponsoring associations, the event owners, the official contractor, and the facility as additional insured.
- Automobile liability should include all owned, non-owned, and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.

In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Show Management in any contracts with the official contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.

Services ordered on behalf of exhibitors by EAC's or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

UTILITIES

ELECTRICAL

For electrical services, visit the Irving Convention Center [Exhibitor Store](#) and set up an account to order services for your booth.

INTERNET SERVICES

For internet services, visit the Irving Convention Center [Exhibitor Store](#) and set up an account to order services for your booth.

ONSITE BOOTH GUIDELINES

DISPLAY

Animals

Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by Show Management then by the facility. Non-domesticated animals will be considered on an individual basis.

Booth Appearance

All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at the exhibitor's expense.

Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

Display of Product

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product, or demonstration may extend into any aisle, including the audience. Space within the booth must be designated for any group of attendees viewing or participating in a presentation or demonstration within the booth.

Fog, smoke, and steam machines are not permitted.

Exhibitors are prohibited from possessing, displaying, or depicting any products or components in their booth which could be interpreted as being a promotion of another company.

No exhibit will be permitted which interferes with the use of other exhibits or impedes access to the aisles.

Items located in the exhibit space must be in good taste or will be removed at the discretion of Show Management.

DEMONSTRATIONS

Exhibitor Conduct /Good Neighbor Policy

Activities may not disturb neighboring booths. Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed.

Raffles, Drawings, and Contests

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by Show Management. Show Management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

ADDITIONAL

Americans with Disabilities Act (ADA)

All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Click [here](#) for more information on the Americans with Disabilities Act (ADA).

Distribution of Promotional Items

Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only inside the exhibitor's display. Distribution from booth to booth or canvassing on any part of the facility property is forbidden. Exhibitors must confine their exhibit activities to the space for which they have contracted.

No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without prior written approval of Show Management.

Selling at Booth

Selling merchandise from your booth during the show is strictly prohibited.

Any display items sold during the show cannot be removed from the show floor until after closing on the final show day. Exhibitors who choose to sell their display items must work jointly with the purchasing party to arrange for removal of the items from the show floor, while following all move-out and labor regulations. Exhibitors must also escort the purchaser to the exhibit hall exit and confirm with security that the purchaser is authorized to remove the items from the exhibit hall.

Sharing of Exhibit Space

An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from Show Management.

Strolling Entertainment & Suitcasing

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by Show Management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by Show Management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within the exhibit facility without the permission of Show Management are in violation of this clause.

SECURITY INFORMATION

COCINA SABROSA Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Irving Convention Center, agents nor employees assumes any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

Tips To Help Protect Your Product

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.

COOKING AND SAMPLING INFORMATION

Cooking onsite at your booth and providing samples is allowed at this event, however there are City of Irving Health Inspector requirements, City of Irving Fire Marshal requirements, and Irving Convention Center facility requirements. A [Guide to Cooking & Sampling](#) is available. Some important notes:

- A [Temporary Food Event Permit](#) is required if you are:
 - o Cooking at your booth
 - o Opening any container to provide a sample (example: opening a jar of salsa to put on chips or opening a container of juice to pour into cups)
- If you are providing pre-packaged samples that are not temperature-controlled and will be sealed upon distribution, a permit is not required (i.e. bag of chips, can of soda, etc.)
- Cold Storage is available with a reefer trailer. Cocina Sabrosa is covering the cost of the trailer for exhibitors in 2023. Exhibitors are responsible for the labor to retrieve items from storage. See this [Cold Storage information sheet](#) for more information.
- Any booth that has cooking or samples that are not pre-packaged require a handwashing station (all) and a fire extinguisher (if the booth has a cooking device). Cocina Sabrosa is covering the cost of these items for exhibitors in 2023.
- A dishwashing station will be available for shared exhibitor use, located inside of the expo hall's concession stand.

Exhibitors wishing to sample alcohol at their booth, please note:

- All alcohol must be ordered from the Irving Convention Center's Catering Department. You are not allowed to supply your own alcohol.
- Alcohol must be served by an Irving Convention Center bartender.
- Please contact Cocina Sabrosa's Irving Convention Center Event Manager, Edmundo Montoya, at emontoya@irvingconventioncenter.com.

Please email Cocina Sabrosa Director of Operations, Tim Berry, tim.berry@emeraldx.com if you have any questions about cooking, sampling, permit requirements, etc.

REGISTRATION

STAFF BADGES

Booth personnel may be registered online by logging in to your [COCINA SABROSA Exhibitor Console](#).

Badges will not be mailed. Staff registered will need to pick up their badges onsite at registration upon arriving at the Irving Convention Center. Exhibitors will not be allowed to pick up badges for anyone else and everyone must present photo I.D. when picking up their badge.

All exhibitor personnel must have and visibly wear their Exhibitor badge while in the exhibit hall during move-in, move-out and official show hours.

Each exhibiting firm receives booth staff badges based on the booth package purchased:

- **10 x 10 Booth:** 2 staff badges
- **10 x 20 Booth:** 4 staff badges
- **10 x 30 Booth:** 6 staff badges
- **20 x 20 Booth:** 8 staff badges

Additional exhibitor registrations are available for a fee. Buyers, customers, and exhibitor appointed contractor personnel should **not** be registered as exhibitors.

Badges are the property of Show Management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

Exhibitor badges do NOT automatically receive access to conference sessions. If exhibiting staff desire to attend conference sessions, this can be added to their registration for a fee at Exhibitor Registration.

ADMISSION POLICY

Children

Children under the age of 16 must be accompanied and supervised by an adult while on the exhibit floor.

Registration for children is complimentary and must be done onsite. All children except infants in backpacks or slings must be registered and badged to be admitted to the exhibit areas.

Strollers for children are permitted in the exhibit areas during published show hours. Attendees assume all risks associated with the use of strollers on the show floor, including but not limited to personal injury or property damage.

Exhibitor Appointed Contractors (EAC)

All contracted personnel must pick up wristbands daily at the EAC Check-In areas before admission to the exhibit floor. Each individual person must sign-in and present photo I.D. each day to be issued a wristband. Wristbands cannot be picked up for others.

Guests

All guests must have and visibly wear their Guest badge while in the exhibit hall, sessions, or any function held by COCINA SABROSA during move-in, move-out or show hours.

GETTING THERE

HOTELS

EventSphere is the official hotel agency for COCINA SABROSA and the best way to book hotel reservations. Hotel arrangements can be made online at the end of October through the [Exhibitor Housing Reservations](#) page.

With EventSphere you will receive descriptions, photos, and maps to help you choose the perfect hotel. An acknowledgment of your hotel reservation will be sent to you immediately via email upon completion of the online process or within 24 hours for reservations received via phone, fax, or mail.

Reservations are accepted on a first-come, first-served basis and require a first night's room and tax deposit guaranteed by check or credit card. All deposits are due when the initial reservation is made. All new reservations, changes, substitutions, and cancellations must be made through EventSphere. Please refer to your hotel confirmation for individual cancellation policies.

DIRECTIONS AND PARKING

Parking Information can be found on the [Irving Convention Center's website](#).