



CSFA Exhibitor Update

March 10, 2022

California State Firefighters' Association

Thank you for being one of our valued exhibitors at the 100th Anniversary conference for CSFA. Plans are being finalized with the hotel and we are excited to welcome you to our event in a few weeks.

Hotel Location

Humphreys Half Moon Inn
2303 Shelter Island Dr.
San Diego, CA 92106
Phone: 619-224-3411

Hotel Reservations

Reservations: 1-800-542-7400
Group Code: CSFA Centennial Conference
Group Room Rate: \$139.00 per night + taxes and fees
Occupancy tax (10.5%), San Diego Tourism Marketing District Fee (2%) and California Tourism Assessment Fee (.195%) will be added to your room rate daily. Hotel fees are subject to change. Half Moon Pass Fee will be added at \$17 per night.

Parking

For those who are driving to the conference, please be aware of the \$20 per day parking fee at the hotel.

Shuttle Service

The hotel does not offer shuttle services. For those who may need transportation between San Diego International Airport and the Humphreys Half Moon Inn, we recommend you seek appropriate transportation that you are comfortable with.

Exhibit Location Change

Due to the changing health and safety protocols for COVID-19, **we have decided to move the exhibit area OUTSIDE into the Concert Lawn Area to be held near the Thursday Buffet Lunch.** However, depending on the weather, we are prepared to move the exhibits back into the Harborview Room.

Exhibitor Online Information Form

Click here to provide additional information about your exhibits and any needs you may have, such as electrical or furniture. This is a quick [online form](#) to fill out! **We need to receive this information by Wednesday, March 23rd.**

Exhibitor Badges can be ordered on the [Online Information Form.](#)

Exhibitor Hours, Check-in and Set-Up

Exhibitors can check-in and begin setting up at 7:30 am on Thursday, April 7, inside the main entrance of the Concert Lawn area. Please see the attached Property Map.

0730 Exhibitor Check-in and Set-Up

0930 All exhibits need to be show ready



Event Schedule—April 7

- 1000 Morning Break - Attendees can browse the Vendor Area
- 1015 Vendor Welcome & NFPA Update inside the Marina Ballroom
- 1100 Attendees browse the Vendor Area—Concert Lawn Area
- 1130 Buffet Lunch provided in the Concert Lawn Area
- 1515 Afternoon Break - Attendees can browse the Vendor Area
- 1600 Vendor Area Closes
- 1830 Reception at the Bay Club Hotel (next door to the Humphreys Half Moon Inn)

A few things to consider

- Since the exhibit area is outside, your company may want to bring a pop-up tent
- Bring sunscreen and a hat
- Bring appropriate clothing to stay comfortable
- If the weather is breezy, bring a paperweight to anchor your materials
- If you need electrical or furniture, please indicate that in the [online Exhibitor Information Form](#)

Exhibit Table Assignments

The table assignments will be made once the exhibitor information form is received.

Shipping to the Hotel

The hotel is not able to accept large shipments. If your company is planning to ship materials, please be aware that special arrangements will need to be made in advance with the Sales & Catering Office if sending more than three small packages to the Hotel or any packages weighing over a total of 60 lbs. Additional packages are subject to a storage and service fee of approximately \$25.00 for up to three small packages up to 60lbs.

Sales and Catering Office - 800-377-1177

Email: Darla Mercer DMercer@halfmooninn.com

Bag Stuffers/Materials Deadline – March 28

For our sponsors and those companies who will be placing materials in the attendees' bags, the deadline to receive these materials is **Monday, March 28th**. Please provide a quantity of 200 flyers.

They can be shipped to:

Esteban Sandoval

California State Firefighters' Association

PO Box 189187

Sacramento, CA 95818

Thursday Buffet Lunch

Beginning at 11:30 a.m., the Lunch Buffet will be served in the Concert Lawn Area (weather permitting). As part of your exhibitor package, two (2) complimentary lunch tickets are included. Attendees and exhibitors can gather in a comfortable and safe environment.



Schedule of Events

Download the full [Schedule of Events](#)

COVID 19 Protocols

The CSFA staff will abide by all protocols currently in effect and as set forth by the County of San Diego and the State of California.

At this time, our COVID-19 Protocols are that all attendees, speakers, and vendors will be asked to sign a “Duty of Care” form during registration check-in. The form will acknowledge your vaccination status. If you have not been vaccinated, you should always wear a mask indoors. If you have been vaccinated, you will not be required to wear a mask indoors. CSFA will **not** be verifying vaccination documentation.

For additional information about safety and health standards at the Humphreys Hotel, [please click here](#).

COVID-19 hotline

[1-833-422-4255](tel:1-833-422-4255)

M-F 8AM-8PM,

Sa-Su 8AM-5PM

Reception

The Centennial Reception will be held at the Bay Club Hotel, on Thursday evening, April 7, beginning at 6:30 pm. As part of your exhibitor package, two (2) complimentary reception tickets are provided.

The Bay Club is located next door to the Humphrey’s Half Moon Inn. The dress code will be business casual, with a Hawaiian tropical theme.

Purchase of Guest Meal Tickets

For those who would like to bring a guest to join them for a meal, the tickets can be purchased in advance through the CSFA Conference Registration portal. The meals are included for attendees who have paid for their conference pass.

Breakfast Guest Tickets	Guests are on their own
Lunch Guest Tickets	\$50.00 per person
Evening Reception Guest Tickets	\$50.00 per person

Questions?

Please don’t hesitate to reach out to Jo Anne Hill, Conference Coordinator. Phone: 775-287-8363

Email: joanne@bookmarkevents.com

On behalf of the entire CSFA Conference Committee and staff, please accept our sincerest thanks for your support at this memorable event.

Humphreys prides itself on being a non-smoking environment; both indoors and outdoors

