

2024 SPRING TOY PREVIEW INFORMATION

Payments

An email will be sent to each participant with payment instructions. All outstanding financial obligations must be paid in full prior to March 15, 2024. Exhibitors failing to meet outstanding financial obligations will not be allowed access to the building.

Insurance

Please send back requested Insurance Coverage Information fomr prior to occupying space.

Signage

We will be providing signage for both the interior and exterior of your Toy Suite. Each individual suite will have a sign stand that can accommodate printed media no larger than 11” x 17”. If you would like to provide us with your own printed media/logo, you may do so.

Registration

Registration will begin on Monday, March 25, 2024 between the hours of 8:00 am and 5:00 pm in our Management Office located in Suite 380. If you plan to register on a weekend or after regular business hours, you will need to notify us in advance so that we can leave your information with our security department. Upon registration, we will provide you with following:

- Access card to the building for after hours
- Keys to your Toy Suite
- Identification badge with company name
- Parking hang tag (if applicable)
- Building Rules & Regulations
- Toy Preview Information Package

Access to Toy Preview Space

Access to your space will be provided upon registration with our management office.

Delivery of Packages

We are happy to accept delivery of your packages for the Toy Preview. Please find the Delivery of Packages guidelines in the Forms tab above.

Parking

All parking for the Toy Preview event will be located on our surface lot directly in front of the building. Each toy company will receive a hang tag for security and identification.

WFI

Details for accessing wifi will be provided upon registration.

Storage

Locked storage cabinets are available for intellectual property in The Lounge (Suite 320). This will need to be coordinated through the management office.

Security

The building has 24-hour security guard service. Contact information will be provided upon registration.

Janitorial Services

Nightly janitorial services will be provided. Details will be provided upon registration.

After Hours Air Conditioning

After hours air conditioning will be provided during your occupancy. Details will be provided upon registration.