

EXHIBIT HALL REGULATIONS



CLEANING – BOOTH AND AISLE AREAS

Freeman Decorating Company is the Official Service Contractor for cleaning services. Aisles will be vacuumed daily. Services for individual booth cleaning should be ordered from Freeman.

CRATE REMOVAL, STORAGE AND CRATE RETURN

Freeman Decorating Company is the EXCLUSIVE contractor for crates and carton removal and storage. Exhibitors will **NOT** be permitted to store empty crates or boxes in their booth areas during the show period. However, empty crates or boxes, when properly marked and identified by the exhibitor will be removed, stored and returned to the booth at no additional charge if the exhibitor uses the Official Material Handling Contractor to handle their freight in and out of the show. **Empty** stickers are available at the Contractors Service Desk in the exhibit hall.

WORLD TRADE CENTER BOSTON

Exhibits will take place in the World Trade Center Exhibit Hall.

- Floor Covering** – concrete; **ALL BOOTHS MUST BE CARPETED AT EXHIBITORS EXPENSE.**
- Ceiling Height** in the exhibit hall is 18'; though your booth and signage **MUST** comply with show rules, see height restriction rules behind the Rules and Regulations page in this manual. Please contact Show Management if you should have any questions at 703.631.6200.
- Electrical Service** – The facility does not provide 24-hour electrical service. To order 24-hour electrical service, please complete the appropriate form behind the **SERVICE ORDER FORM TAB**. Power supply is pulled from overhead electrical outlets, 110 and 220 volts.
- Floor Load Capacity** – 250lbs/sq. ft.
- Lights** – Only U.L. approved clamp-on types of portable spotlights are allowed, with porcelain base and metal guards. Clip-on types are not allowed.
- Smoking** is prohibited in the Facilities at all times.
- Parking** is adjacent to the World Trade Center. Parking is not allowed in any of the loading dock areas.
- Food & Beverage**-any food or beverage at booths **MUST** be supplied and prepared by the World Trade Center's catering department.
- Soliciting** outside of your exhibit space is prohibited.
- Direct Cash** sales from the show floor are not permitted.
- Children** under the age of 18 are not permitted in the exhibit areas during move-in and move-out. During show hours an adult **MUST** accompany any minors.

It is the obligation of each exhibitor financially to leave the facility, floors, and walls in the same condition as they were originally.