



EXHIBIT HALL AND FACILITY REGULATIONS

- ❖ **Balloons (Helium)** are not permitted in the exhibit hall.
- ❖ **Booth Set Up Guidelines** - Only official contractors, exhibitor appointed contractors and exhibiting company personnel are permitted on the show floor during move-in/ move-out and **NO ONE** under the age of 18 is permitted on the show floor during that time. It is the responsibility of Exposition Management to ensure the overall appeal of the exhibit area. We need your cooperation in assuring an attractive Exposition. Exposition Management complies with any policy the Fire Marshal mandates and adheres to the official IAEM guidelines. Should your exhibit not conform, you will be asked to modify it on-site at your expense. Show Management will advise you if you are in violation and give you the opportunity to make adjustments prior to the Fire Marshal walkthrough.
- ❖ **Soliciting** outside of your exhibit space is prohibited.
- ❖ **Ceiling Height** Your booth and signage **MUST** comply with show rules (see height restriction rules in the *Rules and Regulations* section). Please contact Show Management if you should have any questions at 703.631.6200.
- ❖ **Children** under the age of 18 are not permitted in the exhibit areas during move-in and move-out.
- ❖ **Crates/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 Brede Service Desk in the exhibit hall.
- ❖ **Direct Cash** sales from the show floor are NOT permitted.
- ❖ **Electrical Service** – The facility does not provide 24-hour electrical service. To order 24-hour electrical service or to order any other utilities, please complete the appropriate form in the *Service Order Forms* section.
- ❖ **End-Cap-Draping** Any portion of your exhibit with **visible** unfinished sides or backs exposed **MUST BE DRAPED OFF**. (Example: metal grid behind pop-up displays) by 3:00PM on Sunday, October 31, 2004. After this deadline Show Management reserves the right to drape off any unsightly areas at the Exhibitor's expense. You may contact Brede Exposition Services to arrange for end-cap draping. The sides and the back of the outside of your booth may not carry any signs or other copy that would detract from the adjoining exhibit.



EXHIBIT HALL AND FACILITY REGULATIONS CONT'D

❖ Fire Regulations

- All draperies, backdrops, bunting and other decorations must be flameproof; exhibitors must have certificate of flame retardancy!
- All paper and other flimsy materials used for decorative purposes, including flameproof paper are prohibited.
- The use of liquid petroleum and other gases is prohibited.
- Helium Balloons are prohibited.
- All gasoline-powered vehicles used for indoor exhibits must contain less than ¼ tank of fuel per vehicle, have locking gas caps or heavy duct tape (no paper tape) placed over the fuel spout, and have both battery leads disconnected and taped. Tanks cannot be refueled or emptied inside the facility.
- Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted without approval of the facility.
- Combustible crates and packaging boxes MUST be removed after set-up period to the storage area.

❖ **Floor Covering** – The exhibit area is carpeted. If desired, carpet and extra padding may be ordered through Brede Exposition Services. Please refer to their order forms in the *Service Order Forms* section. If you have your own carpet that you traditionally use with your display you may bring it.

❖ **Food & Beverage** service dispensed or given away at booths must be supplied and prepared by the exclusive catering service in the facility.

❖ **Parking** is not allowed in any of the loading dock areas.

❖ **Shipments** – directly to the facility before or after the designated times and dates will be turned away and may incur additional material handling charges. For any exposition related shipments please follow the guidelines provided in the *Shipping and Material Handling* section.

❖ **Smoking** – is strictly prohibited in the entire facility.

❖ **Tips & Gratuities** to union employees are strictly prohibited.

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



GENERAL REMINDERS

- ❖ **Hanging Signs:** and graphics are permitted in all standard Peninsula and Island Booths. Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements for example, the highest point of any sign should not exceed the maximum allowable height for the booth type. Hanging signs & graphics should be set back ten feet (10') from adjacent booths.
- ❖ **Demonstrations:** As a matter of safety and courtesy to others, exhibitors should conduct presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation and demonstration areas to ensure compliance. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of three feet (3') and/or install hazard barriers as necessary to prevent accidental injury to spectators. Sound demonstrations should not exceed 85 decibels. Additionally, qualified personnel should only conduct demonstrations.
- ❖ **Sound/Music:** In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels. Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.
- ❖ **Lighting:** Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting: No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles. Lighting, which is potentially harmful, such as lasers, or ultraviolet lighting should comply with facility rules and be approved in writing by exhibition management. Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- ❖ **Storage:** Fire regulations in most facilities prohibit storing product, literature, empty containers or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area as long as these items do not impede access to utility services, create a safety hazard or look unsightly.



GENERAL REMINDERS

- ❖ **Electrical:** Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested: All 110-volt wiring should be grounded three-wire. Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage". Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures are not recommended and are often prohibited. Cube tabs are not recommended and often prohibited. Power strips (multi-plug connectors) should be UL approved with built-in over-load protectors.
- ❖ **Flammable and Toxic Materials:** All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. All flame proofing certificates should be available for inspection. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.
- ❖ **Americans with Disabilities Act (ADA):** All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line: 800-514-0301.
- ❖ **Structural Integrity:** All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures. Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.
- ❖ **Canopies and Ceilings:** Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for Linear or Perimeter Booths should comply with line of sight requirements. The base of the Canopy should not be lower than seven feet (7') from the floor within five feet (5') of any aisle. Canopy supports should be no wider than three inches (3"). This applies to any booth configuration that has a sightline restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with show general contractor.
- ❖ **Towers:** A Tower is a freestanding exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit configuration being used. Towers in excess of eight feet (8') should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit may be required.