



FACILITY REGULATIONS

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. Should your exhibit not conform you will be asked to modify it on-site at your expense. Show Management will try to advise you if you are in violation and give you the opportunity to make adjustments prior to the Fire Marshal walkthrough.

- ❖ **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).
- ❖ **Animals** - are NOT permitted in the facility unless they are service animals or part of an approved scheduled event.
- ❖ **Balloons** - are not permitted in the exhibit area.
- ❖ **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. Guidelines addressing height, depth, structural integrity, storage and important detail for each type of booth construction follow in this section. Exposition Management complies to 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.
- ❖ **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.

Any exhibit structure containing a covered ceiling of 200 square feet or more (such as conference areas or theaters) MUST meet the following minimum life safety requirements:

- ✓ Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.

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- ✓ Each enclosed or covered area must display a charged fire extinguisher with minimum rating of 2A20BC.
 - ✓ There should be not less than two means of egress from each occupied covered area.
 - ✓ All ceilings need to be designed so that the exhibit hall's sprinkler system can reach inside the covered area.
 - ✓ If you need to rent a fire extinguisher, please contact Freeman Decorating Company at 301.918.7900.
- ❖ **Carpet** - It is a Show Management requirement that all booth spaces MUST be carpeted.
- Most of the Exposition Hall is covered with hotel ballroom carpet, however booth numbers 2212, 2214, 2216 and 2218 must be carpeted at the Exhibitor's expense.
- ❖ **Children** - Children ages 15 through 17 are restricted to afternoon attendance and must be accompanied by an adult at all times. Children under 15 are not permitted to attend.
- ❖ **Cleaning - Booth and Aisle Areas** - Freeman is the Official Service Contractor for cleaning services. Aisles will be vacuumed daily and trash placed in the aisle after the show closes each day will be removed. Services for individual booth cleaning should be ordered from Freeman. Please refer to the order form behind the **SERVICE ORDER FORMS** section.
- ❖ **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.
- ❖ **Direct Cash** - sales from the show floor are NOT permitted.
- ❖ **Electrical and Other Utility Services** - utility access plates are located overhead throughout the Exhibit Hall. Note that 24hour electric is not automatically provided. Please refer to the Electric Order Form under the SERVICE ORDER FORM section for more information. 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 taps are not recommended and often prohibited. Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

- ❖ **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 3:30PM on Sunday, September 23, 2007. After this time Show Management reserves the right to drape of any unsightly areas at the Exhibitors Expense. You may contact Freeman Decorating Company to arrange for end-cap draping. The sides and the back of the outside of your booth may also not carry any signs or other copy that would detract from the adjoining exhibit.
- ❖ **Empty Storage** - Absolutely no storage of material of any type is allowed behind or between booths.
- ❖ **Fire Marshal**
 - All paper and other flimsy materials used for decorative purposes, including flameproof paper, are prohibited.
 - The use of liquid petroleum and gases is 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 Marriott Wardman Park Hotel.
 - Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted.
 - 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.
 - Crates and packaging boxes **MUST** be removed after set-up to the storage area.

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- ✓ Each enclosed or covered area must display a charged fire extinguisher with minimum rating of 2A20BC.
- ✓ There should be not less than two means of egress from each occupied covered area.

- ✓ All ceilings need to be designed so that the exhibit hall's sprinkler system can reach inside the covered area.
- ✓ If you need to rent a fire extinguisher, please contact Freeman Decorating Company at 301.918.7900.
- ❖ **Floor Load Capacity** - exhibit Halls A, B, and C have a floor load capacity of 200 pounds per square foot.
- ❖ **Food & Beverages** - Marriott Wardman Park Hotel is the exclusive contractor for catering service. Exhibitors may not dispense food and/or beverages of any kind, including bottled water. In addition any exhibitor wishing to serve alcohol from their booth must receive prior written permission from Exposition Management and will be limited to Beer and Wine only. For additional information, please contact the Marriott Wardman Park Hotel at 202.328.5627.
- ❖ **Freight Loading/Unloading Information** - The Marriott Wardman Park Hotel has three loading docks. DC law dictates that ALL dock doors must be closed completely between the hours of 11:00PM and 7:00AM. The Calvert Street Bridge is a NO PARKING ZONE and vehicles parked on the bridge will be ticketed, towed and impounded. A special NO FREIGHT aisle will be in effect at the event to permit Freeman Decorating Company to quickly deliver freight and remove empties in an efficient manner. NO FREIGHT will be permitted in this aisle at anytime.

Freight Door Dimensions:
Hall A: the maximum size crate should be 10' wide x 12' height
Hall B: (NEW) 10' wide x 12' high
Hall C: 10' wide x 12' high
- ❖ **Glitter/Stickers/Confetti** are NOT permitted in the facility.
- ❖ **Hanging Signs** - Only allowed for island exhibitors unless prior approval has been obtained from Show Management, and may only be as high as height restrictions allow. See Rules & Regulations for maximum height.
- ❖ **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.
- ❖ **Nails, Staples, etc.** - Do not nail staple, tape, spray, hang, or attach anything to walls or ceilings, fixtures, or floors.
- ❖ **Parking** - Private vehicle parking is extremely limited at the Marriott Wardman Park Hotel. We strongly urge you to use our AFA Shuttle Bus Service or the Metro Red Line.

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- ❖ **Shipping** - The Marriott Wardman Park Hotel will NOT, under any circumstance, handle, store or ship exhibitor materials. All exhibitors MUST strictly follow the shipping instructions outlined in this exhibitor manual. If you have any questions about shipping your material, please contact Freeman Decorating Company at 301.918.7900.
 - ❖ **Smoking** is strictly prohibited in the exhibit hall.
 - ❖ **Soliciting** outside of your exhibit space is prohibited.
 - ❖ **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.
 - ❖ **Storage** - Fire regulations 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 problem or look unsightly.
 - ❖ **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.
 - ❖ **Tips & Gratuities** - Union employees are strictly prohibited from accepting tips or gratuities.
 - ❖ **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.