



Table of Contents

- Exposition Schedule: Move-In & Move-Out Hours, Show Hours
- What Comes With My Booth
- Hotel Information
- On-Site Contact Information Form
- Booth Height Restrictions
- Exhibit Hall & Facility Rules & Regulations



EXHIBITS ARE LOCATED IN
BRISTLECONE BALLROOM

MOVE - IN

Tuesday, June 1 8:00am – 4:00pm

ALL EXHIBITS MUST BE SET BY 4:00PM ON TUESDAY, June 1, 2010. After this time Show Management reserves the right to use any empty space in a way that will complement the overall appearance of the exposition. If you foresee any difficulty in meeting this deadline, you must request a variance. Please contact Shirley Harris at 703-631-6200 or email shirley.harris@jspargo.com by 5:00pm (EST) on Monday, May 24, 2010.

EXHIBIT HOURS

Tuesday, June 1 6:00pm – 9:00pm Opening Reception
Wednesday, June 2 11:00am – 6:00pm w/afternoon activities
Thursday, June 3 8:30am – 1:00pm

All exhibits must be staffed during exhibit hours!

MOVE - OUT

Thursday, June 3 1:00pm – 8:00pm

With respect to fellow exhibitors, no display may be dismantled or packing started before 1:00pm on Thursday, June 3, 2010.

To avoid any damage to or loss of your equipment, please remain with your exhibit until crates are returned, materials are packed and your shipment has been picked up. You as the exhibitor, assume all risk and damage due to a loss of equipment and of items left unattended.

Only official contractors, exhibitor appointed contractors and exhibiting company personnel are permitted on the show floor during move-in, and, move-out and NO ONE under the age of 18 is permitted on the show floor during that time.



WHAT COMES WITH MY BOOTH?

- ❖ Display Space
- ❖ 8' high draped back wall (Colors: Black, Red, White, Red, Black) and 36" high draped side rails (Color: Black).
- ❖ **CARPET!** The Exhibit Hall in the Aria Resort & Casino Las Vegas is carpeted. If you have previously ordered carpet for Nashville and you do no longer want it, please email your "Carpet Cancellation" to cswashington@brede.com
- Company identification sign - 7" x 44".
- Each company will be provided with an unlimited amount of exhibitor badges. Exhibitor Booth Personnel Badges allow access to the Exhibits ONLY. Please refer to the Exhibitor Badge Request Form.
- Your company's 30-word descriptive paragraph will be published in the Exhibitors Guide and on the Expo website.
- 24-hour access to the exhibit hall for all exhibitor booth personnel with official Disaster Response and Recovery Expo 2010 issued exhibitor Badge.
- Cleaning of the Aisles – 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 through Aria Exposition Services. Please refer to the Service Order Form Section.
- General exhibit hall lighting and heating/air conditioning.
- General exhibit hall perimeter security service.



HOTEL INFORMATION

A block of rooms has been secured for the 2010 Integrated Training Summit and DRRE Exhibitors at the **Aria Resort & Casino Las Vegas** (Headquarter Hotel).

Due to an overwhelming response to the Integrated Training Summit relocation, we have added the **Vdara at CityCenter** as overflow hotel. The Vdara at CityCenter is walking distance to the Aria Resort & Casino Las Vegas.

Please reserve your accommodations at either property by calling Room Reservations directly at 866-359-7757 or 702-590-7757. Please provide the reservation agent with the code named **Integrated Training Summit/ITS or reference INTTRA** to receive the special room rate.

Room Rates for both *Aria Resort & Casino Las Vegas* and *Vdara at CityCenter* :

May 30 th & 31 st	\$118.00
June 1 st through June 7 th	\$109.00

PLEASE NOTE: Currently, the headquarter hotel Aria Resort & Casino Las Vegas is sold out on the nights of June 4 and 5.

A credit card is required to guarantee your room. Per the hotel, your credit card will **not** be charged one night's room charges.



ON-SITE CONTACT INFORMATION

In the event that we need to contact someone from your company during the 2010 Disaster Response and Recovery Expo we are requesting that you fill out and send us the following information. This information is for emergency use only and is kept confidential.

Company Name: _____

Contact Person at Event: _____

Hotel: _____

Arrival Date: _____

Departure Date: _____

Phone Number: _____

Cell Phone Office Other _____

Contact at Office in the event that the above person is unreachable:

Name: _____

Phone Number: _____

PLEASE RETURN THIS FORM TO:

2010 DRRE Expo Exposition Management
Attn: Shirley Harris
c/o **j.spargo & associates**
11212 Waples Mill Rd., Suite 112
Fairfax, VA 22030

Fax: 703-654-6931
E-mail: shirley.harris@jspargo.com

NO COVER SHEET NECESSARY!



BOOTH HEIGHT RESTRICTIONS

LINEAR EXHIBITS ("IN-LINE")

Back wall height limitation of all structures including logos is 8'. NO HANGING SIGNS PERMITTED!

Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of eight feet (8') is allowed only in the rear 4' of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle. (Note: When three or more Linear Booths are used in combination as single exhibit space, the four foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.)

Corner Exhibits

A Corner Booth is a Linear Booth ("In-Line") exposed to aisles on two sides. All other guidelines for Linear Booths apply.

ISLAND EXHIBITS

Height limit of all structures INCLUDING signage is 16'. (16' to the top of the sign)

An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions: An Island Booth is typically 20'x20' or larger, although it may be configured differently.

Use of Space: The entire cubic content of the space may be used up to the maximum allowable height.

PENINSULA EXHIBITS

Back wall height limitation of all structures including logos is 8'. NO HANGING SIGNS PERMITTED!

A Peninsula Booth is exposed to aisles on three (3) sides and composed of a minimum of four booths. There are two types of Peninsula Booths: one which backs up to Linear Booths, and one which backs to another Peninsula Booth and is referred to as a "Split Island Booth."

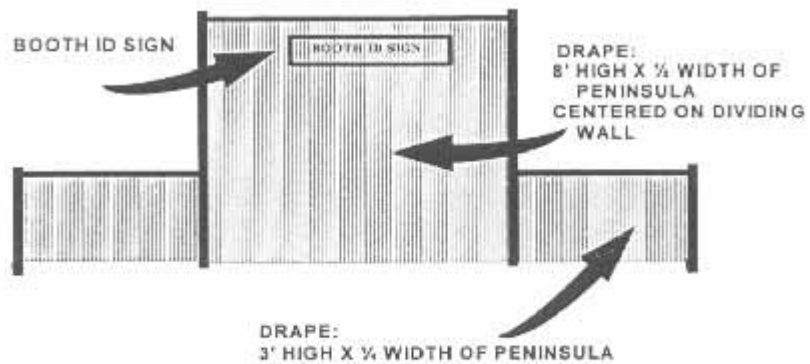
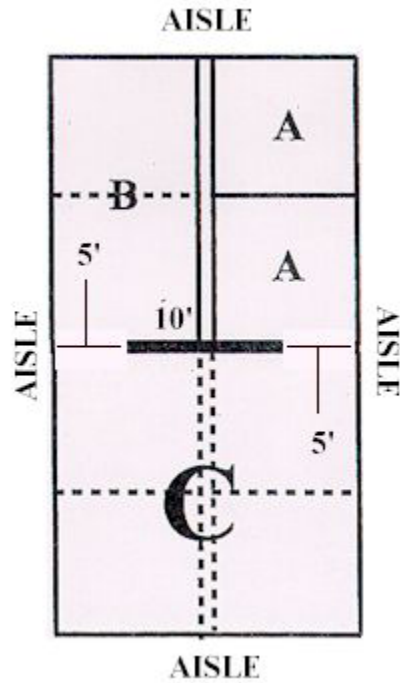
Dimensions: A Peninsula Booth is usually 20'x20' or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to four feet (4') high within five feet (5') of each aisle, permitting adequate line of sight for the adjoining Linear Booths.

End-cap Exhibits

An End-cap Booth is exposed to aisles on three sides and composed of two booths.

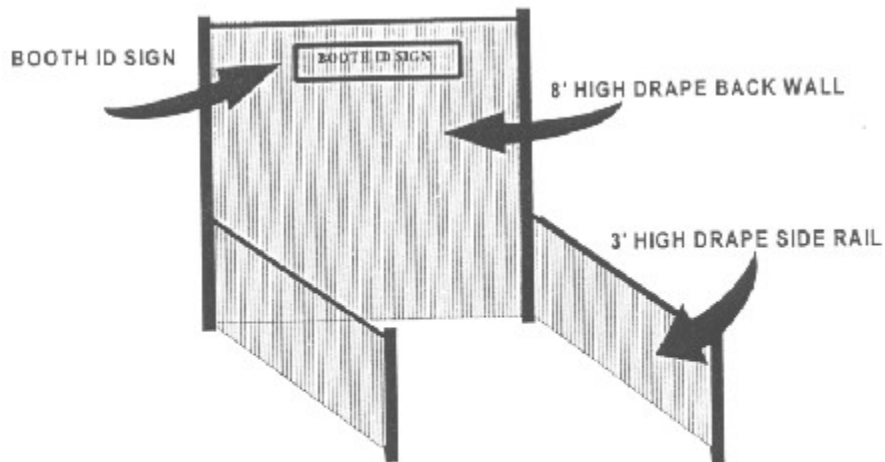
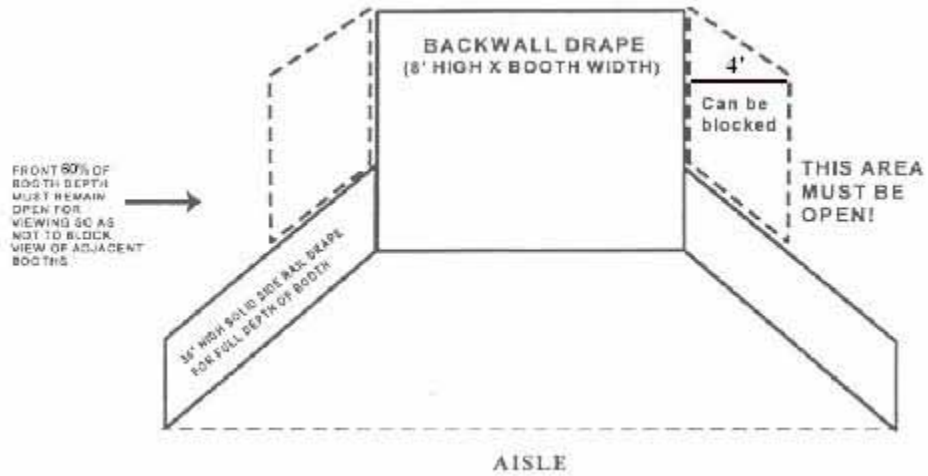
Dimensions: End-cap Booths are generally ten feet (10') deep by twenty feet (20') wide. The maximum back wall height of eight feet (8') is allowed only in the rear half of the booth space and within five feet (5') of the two side aisles with a four foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.

PENINSULA BOOTH LAYOUT FOR TYPE "C"



**Standard Booth Equipment
for "dividing wall" for Peninsula Booth & End-cap Booth**

IN-LINE BOOTH LAYOUT FOR TYPES "A" & "B"



Standard Booth Equipment
for "In-Line" Booth
(Types "A" & "B")



EXHIBIT HALL & FACILITY RULES AND REGULATIONS

- ❖ **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).
- ❖ **Balloons** 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 to any policy the Fire Marshal mandates, and adheres to the official IAEE 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.
- ❖ **Ceiling Height** – Exhibits are located in the Bristlecone Ballroom in which the ceiling height is 24'; though your booth and signage **MUST** comply with show rules. Should you have any questions please contact Show Management at 703.631.6200.
- ❖ **Children** under the age of 18 are not permitted in the exhibit at any time.
- ❖ **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.

EXHIBIT HALL & FACILITY RULES AND REGULATIONS CONT'D

- ❖ **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 Service** – 24-hour electrical service is not automatically provided. To order 24-hour electrical service or to order any other utilities, please refer to the *Additional Services* section. Additionally, 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 4:00PM on Tuesday, June 1, 2010. After this deadline Show Management reserves the right to drape of any unsightly areas at the Exhibitors 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 also not carry any signs or other copy that would detract from the adjoining exhibit.
- ❖ **Fire Regulations**
 - All draperies, backdrops, bunting and other decorations must be flameproof; exhibitors must have certificate of flame retardant materials that cannot be treated to meet the requirements should not be used.
 - All paper and other flimsy materials used for decorative purposes, including flameproof paper are prohibited.
 - The use of liquid petroleum and gases is prohibited
 - Helium Balloons are also prohibited.

EXHIBIT HALL & FACILITY RULES AND REGULATIONS CONT'D

Fire Regulations Cont'd

- 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 Aria Resort & Casino Las Vegas.
- Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted without approval of the Aria Resort & Casino Las Vegas.
- Combustible crates and packaging boxes **MUST** be removed after set-up period to the storage area.
- 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.
- ❖ **Floor Covering - CARPET!** The Exhibit Hall in the Aria Resort & Casino Las Vegas is carpeted. If you have previously ordered carpet for Nashville and you do no longer want it, please email your "Carpet Cancellation" to cswashington@brede.com
- ❖ **Food & Beverage** service dispensed or given away at booths must be supplied and prepared by the Gaylord Opryland Resort and Convention Center Catering Department – please contact Show Management for more information at 703.631.6200.
- ❖ **Hanging Signs** and graphics are permitted in all standard Peninsula (20'x20' or larger - special restrictions apply!) 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.
- ❖ **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.
- ❖ **Parking** is not allowed in any of the loading dock areas.

EXHIBIT HALL & FACILITY RULES AND REGULATIONS CONT'D

- ❖ **Shipments** – Please follow the detailed shipping instructions in the exhibitor service manual. Shipments sent directly to the facility before or after the designated times and dates may be turned away and will occur additional material handling charges
- ❖ **Smoking** – is strictly prohibited in the facility.
- ❖ **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 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 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** to union employees are strictly prohibited.
- ❖ **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.

The above Rules and Regulations cover most of the common questions exhibitors seek answers to. If you cannot find the information you are looking for above and you feel that your display may not pass Show Management requirements, please contact Show Management at 703-631-6200 for additional Rules and Regulations.

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