



NIGP Products Exposition

August 21 – 22, 2016

★ National Harbor, MD

Connecting
Procurement
Communities

EXHIBIT HALL 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).
- **Animals** are NOT permitted in the facility unless they are service animals or part of a scheduled event.
- **Balloons** – Static helium balloon displays are permitted though can not be a giveaway. Any balloons that end up on the ceiling are subject to removal charge.
- **Booth Set Up Guidelines** - Only official contractors, exhibitor appointed contractors and exhibiting company personnel are permitted on the exhibit floor during move-in and move-out. **NO ONE** under the age of 18 is permitted on the exhibit 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 with 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. Exhibit 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 Ceiling** - 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 or 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.
- **Carpet/Flooring** – The exhibit hall is NOT carpeted! Individual booth carpet is **NOT** included! It is a Show Management requirement that all spaces be carpeted at the exhibitor's expense by Noon on Sunday, August 21, 2016. After that time, Exhibit Management reserves the right to install any color carpet available in stock at the exhibitor's expense.

- **Ceiling Height** – The ceiling height is 24'. Booth and signage **MUST** comply with show rules. Booth height for ISLAND BOOTHS should not exceed 20', **INCLUDING** any signage. 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 areas during move in or 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 Hargrove Service Desk in the exhibit hall.
- **Demonstrations** - As a matter of safety and courtesy to others, exhibitors should conduct presentations and product demonstrations within the contracted exhibit space and not encroach on the aisles 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** - 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 (i.e. metal grid behind pop-up displays) **MUST BE DRAPED OFF** by Noon on Sunday, August 21. After this deadline, Exhibit Management reserves the right to drape off any unsightly areas at the Exhibitor's expense. You may contact Hargrove Inc. to arrange for end-cap draping or simply order it from them at show site. 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.
- **Fire Regulations**
 - All draperies, backdrops, bunting and other booth decorations must be flameproof; exhibitors must have certificate of flame retardance compliance.
 - 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 prohibited.

- All gasoline-powered vehicles used for indoor exhibits must contain less than 1/8 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 Convention Center.
 - Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted without approval of the Convention Center.
 - Combustible crates and packaging boxes **MUST** be removed after set-up period to the storage area.
- **Food & Beverage** – Any Food or Beverage dispensed or given away at booths must be supplied and prepared by the Gaylord National catering group. For more information, please call 301-965-4000.
 - **Glitter/Stickers/Confetti** – are NOT permitted in the facility.
 - **Hanging Signs** - and Graphics are only permitted in standard **Island Booths** and are not permitted in standard In-Line Booths or Peninsula 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. **Hanging signs cannot exceed 20' to the top of the sign.**
 - **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 show 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. Any vehicle parked in an unauthorized area will be towed at the owner's expense.
 - **Shipments of Exhibit Material** – please follow the shipping instruction outlines in the **OFFICIAL SERVICE CONTRACTOR** section. Be sure to ship all exhibit related materials to either the Advance Warehouse or the On-Site shipping address provided in the information to avoid misplaced or missing shipments.
 - **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.
 - **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.