

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** (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 installation and dismantling and **NO ONE** under the age of 18 is permitted on the show floor during that time. It is the responsibility of Show 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 2014 IAEE Guidelines for Display Rules and Regulations. 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 walk through.
- **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.
- **Carpet/Flooring** – Individual booth carpet is **NOT** included in your booth price. It is a Show Management requirement that all spaces be carpeted at the exhibitor's expense by 1:00 PM on Monday, December 12, 2016. After that time Show Management reserves the right to install any color carpet available in stock at the exhibitor's expense. If you have your own carpet that you traditionally use with your display you may bring it. You may also order carpet and extra padding through Freeman. Please refer to their order forms in the **SERVICE ORDER FORMS** section.
- **Ceiling Height** in the exhibit hall is 30'; however, your booth and signage **MUST** comply with show rules. The maximum height for any island exhibit is **20'** to the top of the structure or sign from the floor.
- **Children** under the age of 18 are not permitted in the exhibit areas at any time. This is extremely important during installation and dismantling.
- **Cleaning – Booth and Aisle Areas** - 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 the Moscone Center. Please refer to the order form in the **SERVICE ORDER FORMS** section.
- **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 Freeman Service Desk in the exhibit hall.

- **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, only qualified personnel should conduct demonstrations.
- **Direct Cash** sales from the show floor are permitted.
- **Electrical Service** – The Moscone Center **does not** automatically provide 24-hour electrical service. To order 24-hour electrical service or to order any other utilities, please complete the appropriate Freeman order form in the **SERVICE ORDER FORMS** 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". Cord wiring above floor level can be "SJ" which is rated for "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 1:00 PM on Monday, December 12, 2016. After this deadline Show Management reserves the right to drape of 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 exhibits.
- **Firearms** are strictly prohibited. The only exception is for law enforcement officials or as part of a related firearms show or exhibit. All exceptions must have the authorization of Show Management and the facility.
- **Fire Regulations**
 - Booth areas that exceed 750 square feet of space with any type of enclosed perimeter walls will require at least two separate and remote exits, and same must be noted on the floor plan submitted for approval.
 - Any solid, roof enclosed structure shall be equipped with a smoke detector and or a smoke detection system which will emit an audible alarm outside of the enclosed or covered area. There shall be fire extinguishers in each enclosed area. All enclosed booths constructed within the facility shall provide for the safe exit of occupants. Enclosed booth or covered areas must be properly noted on the submitted floor plan. The fire and/or building official may dictate further fire protection and life safety requirements as he may deem necessary to protect life and property.
 - All draperies, backdrops, bunting and other decorations must be flameproof; exhibitors must have certificate of flame retardancy! Additionally samples should also be available for testing. Materials
 - that cannot be treated to meet the requirements should not be used. Oilcloth, tarpaper, sisal paper, nylon, Orlon and certain other plastic materials cannot be made flame retardant and are prohibited from use.
 - Theatrical scenery and/or displays constructed of wood product less than 3/8 inch thickness must be
 - fire retardant and/or fire treated.

RULES AND REGULATIONS CONT'D

- All paper and other flimsy materials used for decorative purposes, including flameproof paper are prohibited. All decorative material used in any place of Public Assembly must comply with State Fire Prevention Regulation 527 CMR 21:00. Decorations include, but are not limited to, all materials such as scenery, plastic shields, streamers, cloth, cotton batting, straw, vines, leaves, trees and moss used for decorative effect, bamboo and other wood fibers, cardboard and other paper products, as well as signs, banners and acoustical materials.
 - Combustible liquids used in any exhibit or display area must be approved by the Fire Department. A special permit for same will be required. All combustible liquids shall be stored in underwriter Laboratory approved safety cabinets and be dispensed if necessary, from only Underwriter Laboratory approved safety cans.
Materials utilized for cleaning purposes must not be flammable in nature. The use of acetone, mineral spirits, linseed oil, solvents, thinners, etc. is prohibited from use.
 - Helium Balloons and tanks 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 Moscone Center.
 - Combustible packing cases, cartons, boxes, etc... Shall not be stored behind or between exhibit booths, behind drapery material, or under tables.
 - Motor Vehicles Displays – Please contact Show Management at (703) 631-6200 for further information on compliance with local Fire Rules and Regulations.
- **Food & Beverage** service dispensed or given away at booths must be supplied and prepared by the Moscone Center.
 - **Glitter/Stickers/Confetti** is NOT permitted in the facility.
 - **Hanging Signs** and graphics are permitted in all standard Island booths only 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 (**20'**). 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, including GOBOs, 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 ceilings, fixtures, and floors.
 - **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** – Please follow all shipping instructions outlined in the **SERVICE ORDER FORMS** section of the service manual. Be sure to ship all exhibit related materials to either the Advance Warehouse or the direct shipping address provided in the information to avoid misplaced or missing shipments.
 - **Side Rails** on a corner booth may be taken down at the exhibitor's request.

RULES AND REGULATIONS CONT'D

- **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, might 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 or you feel that your display may not pass Show Management requirements, please call 703-631-6200 for additional guidance.