

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** 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 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 **1:00 p.m. on Friday, November 3, 2017**. After that time, Exhibit Management reserves the right to install any color carpet available in stock at the exhibitor's expense.

EXHIBIT HALL AND FACILITY REGULATIONS CONT'D

- **Ceiling Height** – Exhibits are located in the Trinity Exhibit Hall in which the ceiling height is 18' at the highest point; though your booth and signage **MUST** comply with show rules. Booth height should not exceed 16', **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 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 Shepard 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 1:00 p.m. on Friday, November 3, 2017**. 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.

EXHIBIT HALL AND FACILITY REGULATIONS CONT'D

- **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 Hilton Anatole.
 - Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted without approval of the Paris Hotel Las Vegas.
 - 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 Gaylord Palms Catering Department. You may order online at <https://gaylordpalms.boomerecommerce.com> or call 407-586-2219.
- **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 16' 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.

EXHIBIT HALL AND FACILITY REGULATIONS CONT'D

- **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.

EXHIBITOR TERMS AND CONDITIONS 2017 ASCP Annual Meeting & Exhibition

All exhibits need to comply with IAEE Guidelines for Display Rules and Regulations

CHARACTER OF EXHIBIT

The purpose of exhibits at ASCP conferences, consistent with ASCP objectives. All exhibits must both complement and enhance the ASCP program to which it is tied. Exhibitors must comply with the Booth Rules and Regulations. In general, Exhibitors are not permitted to obstruct the view or adversely affect the displays of other exhibitors. The general appearance of the show must take precedence over that any individual exhibit and ASCP may, in its sole determination, require rearrangement, at the Exhibitor's expense, of any display that is in violation of the Rules and Regulations. ASCP reserves the right to prohibit any exhibit, part thereof, or proposed exhibit that in its opinion is not in keeping with the spirit and character of the exhibit as same is set forth in this document. ASCP reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or any other reason and also to prohibit or to evict any exhibit that in the opinion of ASCP may detract from the general character of the exhibit program as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character that ASCP determines is objectionable to the exhibit program as a whole. In the event of such restriction or eviction, ASCP is not liable for any refund or other expenses incurred by the Exhibitor. Acceptance of this contract by ASCP should in no way be construed as an endorsement by the ASCP of the exhibiting company or its products or services.

ASSIGNMENT AND RELOCATION OF EXHIBITS

Exhibitor understands and agrees that ASCP has sole discretion on the assignment of booths. ASCP is under no obligation to assign Exhibitor any of the booths preferred by Exhibitor. ASCP reserves the right to alter Exhibitor's assigned location at any time in its sole discretion if deemed in the best interest of the exhibit program as a whole. Before exercising its discretion, ASCP will contact Exhibitor. All measurements shown on the diagram are believed to be accurate, but ASCP reserves the right to make such modifications as may be necessary to meet the need of Exhibitors and the exhibit program as a whole.

PAYMENT

The cost for rental of exhibit space is shown on the application. The exhibit fee must accompany this application as a deposit. Requests for space will be considered only after a signed application has been received. Refund of the Exhibitor's deposit will be made in the event that ASCP does not accept the Exhibitor's application. Exhibitors with unpaid invoices will not be allowed to exhibit and a 1.5% per month finance charge will be assessed on all invoices in arrears. In addition, Customer will reimburse ASCP for the cost of any collection or legal service utilized by ASCP to collect any amounts due hereunder. Notwithstanding any

provision in an Order or other agreement to the contrary, if Customer is an agency, both agency and principal advertiser are jointly and severally liable for all payments due hereunder. If Customer is an agency, ASCP reserves the right to notify principal advertisers regarding any overdue and unpaid invoices.

CANCELLATION/REDUCTION OF SPACE

In the event that the Exhibitor cancels participation in the exhibit or wishes to reduce exhibit space, Exhibitor shall promptly notify ASCP in writing. If the cancellation or reduction is received by ASCP through January 5, 2017, 100% of the full exhibit price or full price for the space relinquished will be retained by ASCP. If the cancellation or reduction is received by ASCP January 6, 2017 through July 6, 2017, 50% of the full exhibit price or full price for the space relinquished will be retained by ASCP. No refund will be made for a cancellation or reduction received after July 6, 2017. Upon cancellation Exhibitor loses all right to space and ASCP reserves the right to reassign that space to another Exhibitor. ASCP reserves the right to treat Exhibitor's downsizing of booth space as a cancellation of the original contract and an offer to purchase new booth space. Exhibitor may be required to move to a new location if it requests a downsizing of space. Exhibitor agrees that it is responsible for the total exhibit space rental for the originally contracted and assigned space.

FAILURE TO MAKE PAYMENT

Any person, partnership, or corporation contracting for space who shall fail to make the payment as herein provided, whether such person, partnership, or corporation desires to exhibit or not, shall thereby and thereupon forfeit all rights to the use of the selected space, and the ASCP shall have the right to dispose of such space in such a way as it may consider to its interests without any liability on the part of the ASCP. In the event space contracted for by an Exhibitor remains unoccupied on the opening day of the exhibit and such space be not sold by the ASCP, the Exhibitor who fails to pay for and occupy said space will be charged for the expenses incurred by ASCP to cover the booth area and convert it to a lounge area.

BOOTH SETUP AND DISMANTLING

Each Exhibitor must deliver to the exhibit hall area all equipment, apparatus, goods, materials, etc., and there erect and completely install the display in the space contracted by such Exhibitor no later than 2 hours prior to the published opening time of the exhibit hall. Work will be strictly prohibited after that time. Property received after the opening must be arranged in spaces only during the hours the exhibit hall is not open to attendees. Exhibits will not be permitted to be packed or removed from the building at any time after installation until the final closing of the exhibit hall unless special permission in writing is

obtained from ASCP. Failure to comply will result in a \$300 fine. Booth must be fully staffed during the entire Conference. ASCP reserves the right to make such modifications in the exhibit hours as may be necessary to meet program needs, with full and sufficient notice given to all contracted Exhibitors.

SOUND RESTRICTIONS

Sound-producing or amplifying devices that project sound must be tuned so as not to exceed 85db's. ASCP reserves the right to determine at what point sound constitutes interference with other Exhibitors. Public address announcements are prohibited.

USE OF COPYRIGHTED MUSIC

Exhibitor agrees to pay all royalties, license fees or other charges for any music, either live or recorded, or other entertainment of any kind or natures, played, staged, or produced by the Exhibitor, his agents or employees, within the premises by this License Agreement, including but not limited to royalties or licensing fees due to BMI, ASCAP, or SESAC. The Exhibitor agrees to indemnify and hold ASCP harmless against any and all such claims or charges.

USE OF SPACE

All promotional material must be distributed from within the confines of the Exhibitor's own contracted space. Materials bearing any name or form of advertisement may not be displayed anywhere other than the space contracted. No Exhibitor shall sublet space allotted. Each Exhibitor is responsible for keeping the aisle or aisles near contracted space free of congestion resulting from demonstrations or promotions.

MARKETING PARAMETERS

Exhibitors are prohibited from scheduling hospitalities or programs outside of their exhibit contracted space(s) during times of the ASCP official program.

FORCE MAJEURE

Because of the nature of the enterprise undertaken by ASCP, the same being dependent on its securing a sufficient and satisfactory number of Exhibitors at the Conference, it is specifically understood and agreed that if, in the sole opinion of ASCP, it is not practical to carry out the terms of this agreement for any reason, without limiting it to any embargo or regulation of any department or agency of the United States government against the holding or carrying out of said exhibit program as a whole, ASCP shall have the right to cancel the same and this agreement, in which event any payment made by the Exhibitor to ASCP shall be returned to Exhibitor, and ASCP hereby expressly waives any and all claims of any kind and nature except for such amount as Exhibitor has previously paid for space, excepting if said event causes the exhibit program to be canceled ten days or less prior to the opening date of such exhibit program, fifteen

(15%) percent of the full exhibit contract fee will be retained by ASCP.

LIABILITY

Exhibitor must operate and maintain exhibits so that no injury will result to any persons or property. Exhibitor undertakes and agrees to indemnify and hold harmless ASCP and its officers, board, agents, and representatives from any and all claims for damages, suits, etc., by any person by reason of negligence of the Exhibitor, its agents, representatives, or employees. Exhibitor agrees to release and to indemnify and hold harmless ASCP and its officers, board, agents and representatives from any and all claims for damages, suits, etc., for injuries to themselves or their employees and for damages to property in their custody, owned or controlled by them, which claims for damages may be incidental to, grow out of, or be connected with their use or occupation of space contracted; however, nothing herein shall release ASCP and its officers, board, agents and representatives from any liability for claims, damages, suits, etc., that are the result of the negligence or willful misconduct of ASCP and its officers, board, agents and representatives. Exhibitor must surrender space occupied by him in the same condition as it was at the commencement of occupation. The Exhibitor shall assume all responsibility for damage to the exhibit hall and shall indemnify and hold harmless the exhibit facility, ASCP and its officers, board, agents and representatives for all liability which might ensue from any cause whatsoever arising out of the Exhibitor's participation in the exhibit program or in conference activities. ASCP will not be liable in any instance for any unforeseen expenses incurred by Exhibitor due to the terms of the lease that ASCP has with the exhibit facility.

INSURANCE

The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than minimum \$1,000,000 per occurrence/\$2,000,000 aggregate coverage. Such insurance shall name the American Society of Consultant Pharmacists, SPARGO, Inc., the Gaylord Palms Resort & Convention Center and Shepard Exposition Services as an additional insured. During the term hereof, the exhibitor shall maintain Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all of exhibitor's employees engaged in the performance of any work for exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the confines of the hall. Proof of such insurance, including a Certificate of Insurance, shall be provided to SPARGO, Inc. or its agent or representative as soon as practical but in no event more than three (3) calendar days after request, time being of the essence. Failure to remit such proof shall be a material breach of this agreement.

EXHIBITOR BADGES

Appropriate badges will be furnished to Exhibitors and their employees by ASCP upon proper registration. Exhibitor badges give Exhibitors access to conference activities. Each company is entitled to 4 complimentary badges per contracted space. Additional badges may be purchased.

TAX AND LICENSING

Exhibitors who choose to sell products or services assume full responsibility for securing licenses and collecting all applicable fees and taxes. Exhibitor will comply with all federal, state, and local laws as well as the rules and regulations of the host venue. Exhibitors will be liable for all obligations resulting from non-compliance and will indemnify and hold harmless ASCP from any and all costs and/or expenses (including counsel fees) involved in addressing or defending any matters arising in whole or in part from Exhibitor's sale of products or services.

SERVICE INFORMATION

All services customarily required by exhibitors will be available and must be obtained through the official service contractor. No other contractors will be permitted without prior written approval of ASCP. Complete shipping instructions and information regarding furniture, carpet rental, electrical work, labor and dismantling, drayage, etc. will be available to exhibitors in advance. A service desk will be maintained in the exhibit area.

VIOLATIONS

Any violation of these terms and conditions and/or the rules and regulations contained in the prospectus on the part of any Exhibitor will nullify Exhibitor's right to occupy space. Such Exhibitor will not be released from liability and will forfeit to ASCP all monies that have been paid. In case of any violation of the terms and conditions and/or the rules and regulations on the part of the Exhibitor, right is hereby given to the ASCP, at its option, to terminate the agreement to occupy space, and the ASCP may enter and take possession of the space occupied by the Exhibitor and remove all persons and goods at the Exhibitor's own risk.

AMENDMENT TO TERMS AND CONDITIONS

Any and all matters or questions not specifically covered by the terms and conditions contained herein shall be subject to the sole discretion of ASCP. ASCP may, in its sole discretion, make reasonable changes, amendments, or additions to these terms and conditions. Any such changes, amendments, or additions shall be binding on Exhibitor equally with the other terms and conditions contained herein.

THIRD PARTY BENEFICIARIES

There are no third party beneficiaries of these terms and conditions, and no person not a party to these terms and conditions may enforce them or rely on them, in whole or in part.

DISPUTES

In the event of a dispute between the parties with respect to the Exhibitor's obligations or compliance with these terms and conditions, the parties shall work together in good faith and in a prompt and cooperative manner to develop or facilitate a resolution.

LIMITATION ON ASCP'S LIABILITY

Neither the meeting/exhibition sponsor, nor its show management company or other agents or representatives, or their shareholders, officers, directors, employees or contractors shall be responsible for any injury, loss, or damage that may occur to exhibitor or to exhibitor's agents, employees, affiliated personnel, officers, directors, shareholders, contractors or representatives or any of their property, businesses, or other activities from any cause whatsoever, prior to, during or subsequent to the conference or exposition event. By signing this Agreement, exhibitor expressly and voluntarily and knowingly assumes all such risk and expressly agrees, and hereby does, indemnify, defend and hold harmless the meeting/exhibition sponsor, its show management company and other agents and representatives, and their shareholders, officers, directors, employees and contractors, from and against all claims and liabilities arising out of, or in any way related to, the acts or negligence of exhibitor, exhibitor's agents, employees or representatives.

September, 2016

- ❖ A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Twenty-One (21) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Florida State Sales Tax (7%) will be applied to all equipment & service orders. Checks and cash are not accepted. All pricing is subject to change without notice.
- ❖ The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- ❖ In accordance with the Osceola County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- ❖ The Gaylord Palms Resort and Convention Center has deployed a wireless management system in its exhibit halls that assists Gaylord Palms IT representatives with the delivery of flawless high speed internet access. The use of any UNORDERED wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord Palms Resort and Convention Center without prior authorization. See the "Information Technology Terms, Conditions & Regulations" and "Network & Telecommunication Services" forms enclosed in this service kit for additional information as well as ordering procedure and pricing.
- ❖ Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services. All disputes must be filed by the exhibitor with the Exhibitor Services Department prior to the close of the show.
- ❖ Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- ❖ Stick-on decals (except name tags) may not be distributed or used in the convention center.
- ❖ Holes may not be drilled or punched into any surface in the convention center.
- ❖ The painting of exhibits or signs is not allowed inside the convention center.
- ❖ Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any painted surface in the convention center.
- ❖ Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted.
- ❖ Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. All tape is to be removed from the floor at the end of the event.
- ❖ The hotel reserves the right to purchase, prepare and provide all food and beverage items.
- ❖ Cooking permit must be obtained before any cooking activity is permitted within the convention center. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Osceola County Health Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.
- ❖ The use of "Day tanks" bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- ❖ Vehicles that are used as part of a display should have no more than a ¼ tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- ❖ Multi-level exhibit booths or any covered exhibit booths over 300 sq ft must be protected by an automatic extinguishing system. In accordance with the Life Safety Code subject to the approval of the Fire Marshall, booth may be attended and protected by Osceola County Emergency Services Fire Watch Personnel in lieu of automatic sprinkler requirements. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Two sets of drawings, signed and sealed by a licensed engineer must be submitted for approval. Cost of fire watch personnel is determined by Osceola County Fire and Rescue. Contact the Fire Marshall's office for more information at 407-742-6200 or visit: <http://www.osceola.org/index.cfm?IsFuses=Department/FireMarshal/36748>.
- ❖ Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Osceola County Fire and Rescue Services.
- ❖ **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord Palms Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact FED EX. The Official Service Contractor material handling includes unloading your exhibit material, storage up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and the removing of material from the booth for reloading onto outbound carriers. Please call your Official Service Contractor with any shipping questions.
- ❖ FED EX provides Executive Shipping Solutions and can be contacted at 407.586.2599.
- ❖ **GUIDELINES FOR ALL CARPETED AREAS**
- ❖ The following policy and procedure will be in effect for all areas of the hotel with existing carpet.
- ❖ Gaylord Palms Resort does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- ❖ It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to "Move-In Condition". All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- ❖ Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- ❖ All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- ❖ Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and concrete floors.