



## EXHIBIT HALL & FACILITY RULES AND REGULATIONS

- **Animals** – are NOT permitted in the facility unless they are service animals or part of a scheduled event.
- **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** – (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 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.
- **Carpet** – 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 3:00PM on Wednesday, December 6, 2006. After that time Show Management reserves the right to install any color carpet available in stock at the exhibitor's expense.
- **Ceiling Height** – Exhibits are located in Exhibit Halls #1 and #2 in which the ceiling height is 34'; though your booth and signage **MUST** comply with show rules; please refer to the booth height restrictions document under the Rules and Regulations Section. 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. This is extremely important during move-in and move-out.



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- **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.
- **Crate Removal, “Empty” Storage and Crate Return** - Freeman is the EXCLUSIVE contractor for crates and 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, qualified personnel only should conduct demonstrations.
- **Direct Cash** sales from the show floor are NOT permitted.
- **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 3:00PM on Wednesday, December 6, 2006. After 3:00PM on December 6, Show Management reserves the right to drape of any unsightly areas at the Exhibitors expense. You may contact Freeman Decorating 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.
- **Electrical Service** – The facility does not automatically provide 24-hour electrical service. To order 24-hour electrical service or to order any other utilities, please complete the appropriate form in 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.



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- **Empty Storage** – Absolutely no storage of material of any type is allowed behind or between booths.
- **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.
- **Floor Covering** – The exhibit area is NOT carpeted. Exhibitors are required to carpet their entire booth space at their 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.
- **Fire Regulations**
  - All draperies, backdrops, bunting and other decorations must be flameproof; exhibitors must have certificate of flame retardancy!
  - 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 and tanks are prohibited.
  - No liquid propane tanks – full or empty are allowed in the building.
  - All gasoline-powered vehicles used for indoor exhibits must contain less than one gallon 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 Reno Convention Center.
  - Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted without approval of the Reno 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 Reno Convention Center who has exclusive food and beverage distribution rights. Please contact Tanja Bossert before ordering ANY Food and/or Beverage at 703.631.6200.
- **Glitter/Stickers/Confetti** – are NOT permitted in the facility.



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- **Hanging Signs:** and graphics are ONLY permitted in 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.
- **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.
- **Prize Drawings** Any exhibitor planning an individual booth prize drawing must obtain prior written approval from Show Management. Additionally exhibitors are responsible for any taxes, shipping or drayage fees associated with the prize drawing.
- **Shipments of Exhibit Material** – Please follow all shipping instructions outlined in the shipping information section. Be sure to ship all exhibit related materials to either the Advance or the On-Site 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.
- **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.



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- **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 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.**