

Congress of Cities and Exposition 2006 Rules

1. Assignment of Exhibit Space

Exhibit space will be assigned by NLC Exposition Management in accordance with the policy announced at the time display space is offered for reservation. No contract will be in force until signed by Exposition Management.

2. Location of Exhibits

The Exposition will be held at the Reno-Sparks Convention Center, Reno, Nevada.

3. Subleasing

Exhibitor may not sublet his exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor's display, in which case the identification shall be limited to the manufacturer's normal regular nameplate. Exhibitor may not permit non-exhibiting company representatives to operate from his booth. Exhibitor badges will not be issued in non-exhibiting company names. Rulings of NLC Exposition Management shall, in all instances, be final with regard to use of exhibit space.

4. Occupancy Default

Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by NLC, and re-allocated or reassigned for such purposes or use NLC may see fit.

5. Eligibility

NLC has the sole right to determine the eligibility of any company or product for inclusion in the Exposition.

6. Cancellation or Change of Exposition

In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of NLC or its agents, the Exposition may be canceled or moved to another appropriate location, at the sole discretion of NLC. NLC shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of NLC. Causes for such action beyond the control of NLC shall include, but are not be limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Reno-Sparks Convention Center, municipal, state or federal laws, or act of God. Should NLC terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising therefrom. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of NLC and in any case, will not exceed the amount of each exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by NLC through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

7. Cancellation by Exhibitor

In the event of cancellation by an exhibitor, NLC shall determine an assessment covering the reassignment of space, prior services performed, and other damages related to cancellation, according to the following schedule:

February 8 through August 4, 2006, 20% of total booth rental fee.

After August 4, 2006, 100% of total booth rental space fee.

NLC Exposition Management must receive written notification of the cancellation by registered or certified mail. Date cancellation notice is received by NLC Exposition Management will determine above assessment charges. In the event of either a full or partial cancellation of space by an exhibitor, NLC Exposition Management reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation assessment. Appropriate payment must be received within 15 days of cancellation.

8. Limitation of Liability

Exhibitor agrees to make no claim for any reason whatsoever against NLC for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Exposition as scheduled; nor for any action or omission of NLC. The exhibitor is solely responsible for his own exhibition material and products, and should insure exhibit and products from loss or damage from any cause whatsoever. It is understood all property of an exhibitor is in his care, custody, and control in transit to, or from, or within the confines of the exhibit hall. NLC shall bear no responsibility for the safety of the exhibitor, its personnel, employees, agents or representatives or personal property.

9. Insurance

Exhibitors shall, at their sole cost and expense, procure and maintain through the term of this contract, the following insurance: Comprehensive General Liability insurance with limits not less than \$1,000,000 including Contractual Liability and Products Liability coverage and Workman's Compensation in full compliance with all laws covering the exhibitor's employees. Proof of such insurance shall be provided to NLC Exposition Management or its agent or representative upon request.

10. Union Labor

Exhibitor shall employ only union labor, as made available by official contractors in the setting up and dismantling of the exhibits and in the operations when required by union agreements. Exhibitors planning to build special displays should employ union display companies in their fabrication, carpentry and electrical work.

11. Installing, Exhibiting, Dismantling

Hours and dates for installing, exhibiting, and dismantling shall be those specified by NLC Exposition Management in the Exhibitor Manual. All exhibits must be installed and set by 3:00 p.m. on Wednesday, December 6, 2006. Exhibits must be staffed during all show hours and may not, to any extent, be dismantled before the official closing of the Exposition on Friday, December 8, 2006. Any Exhibitor who begins to dismantle or pack exhibit materials prior to the official Exposition closing will be assessed a \$500 penalty fee and may be restricted from participating in future NLC Expositions until this fee is reconciled. An Exhibitor shall be liable for

all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by NLC Exposition Management.

12. Damage to Property

Exhibitor is liable for any damage caused to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or other coatings to building columns, floors or walls, or to standard booth equipment.

13. Floor Loading

Under no circumstances may the weight of any equipment or exhibit material exceed the specified floor load limit of the exhibit hall. Exhibitor accepts full and sole responsibility for injury or damage to property or persons resulting from failure, knowingly or otherwise, to distribute the exhibit material and products in conformity with the maximum floor load specifications.

14. Alcoholic Beverages

The dispensing, distribution or use of alcoholic beverages in the Exposition hall is prohibited without the express prior approval of NLC Exposition Management.

15. Flammable Materials

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations may be used in any booth.

16. Lotteries or Contests

The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational past time is permitted only on written approval from NLC Exposition Management.

17. Noise and Odors

Noisy or obstructive work will not be permitted during open hours of the Exposition, nor will noisily operating displays, nor exhibits producing objectionable odors. NLC Exposition Management shall have sole discretion in determining what is noisy, obstructive or objectionable.

18. Music

Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. NLC is not responsible for any licensing fees for music played in exhibitor's booth.

19. Obstruction of Aisles or Booths

Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any periods specified by NLC Exposition Management.

20. Attendance

Admission policies shall remain, at all times, the prerogative of NLC, and may be revised or amended to suit unforeseen conditions.

21. Booth Personnel

Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. Booth personnel shall wear "exhibitor" badge identification furnished by NLC at all times while they are in the exhibit area. Exhibitor badges will only be issued in the name of the exhibiting company. All other employees and representatives of the exhibiting companies must register as Show Attendees. NLC reserves the right to restrict or limit the number of booth representatives. All exhibits must have personnel present during show hours. Exhibitor may not permit non-exhibiting company representatives to operate from his booth.

22. Height and Non-Blocking Regulations

All exhibit display construction design must conform to the regulations set forth in the "Rules and Regulations," a copy of which is supplied to each exhibitor by NLC Exposition Management. "Rules and Regulations" provides details as to what is allowed for exhibitor's booth so as to enable use of the space without detriment to neighboring exhibitors or the Exposition.

23. Electrical Safety

All wiring on booths or display fixtures must meet underwriters' rules and standard fire department inspection. This applies to booth construction only and not to pre-wired radio and electronic equipment.

24. Use of Space

Displays and demonstrations are limited to the confines of an exhibitor's own booth, as is the distribution of literature or other items.

25. Display

NLC shall have full authority for approval or arrangement and appearance of items displayed. NLC may, at its discretion, require replacement, rearrangement, or redecoration of any item or any booth, and no liability shall attach to NLC for the costs that may evolve upon exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished in such a manner as to not be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished, NLC Exposition Management shall authorize the official decorator to effect the necessary finish and the exhibitor must pay all charges involved thereby.

26. Exhibitor Representative's Responsibility

Exhibitor agrees to indemnify NLC, its employees, agents, or representatives against -- and hold them harmless for -- all claims arising out of the acts of negligence of exhibitor, exhibitor's agents, employees or representatives, and any claims for injury to exhibitor, its employees, agents, representatives, or event attendees.

27. Waiver of Rights

Any rights of NLC under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of NLC.

28. Relocation and Floor Plan Revisions

NLC retains the exclusive right to revise the exhibition hall floor plan and/or move assigned exhibitors as necessary.

29. Amendment and Addition Rules

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of NLC. NLC may, at any time, amend or add further rules to these rules, and all amendments made shall be binding on exhibitor equally with the foregoing rules and regulations.

30. Agreement to Rules

Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and contained in the Exhibitors Manual, and by any amendments and additional rules that may be put into effect by NLC.



BOOTH HEIGHT RESTRICTIONS

LINEAR EXHIBITS ("IN-LINE")

NO HANGING SIGNS PERMITTED!

Back wall height limitation of all structures including logos is 8'.

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 INCLUDING signage is 20'. (Top of sign at 20')

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 the maximum allowable height.

PENINSULA EXHIBITS

NO HANGING SIGNS PERMITTED!

Back wall height limitation of all structures including logos is 8'.

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

NO HANGING SIGNS PERMITTED!

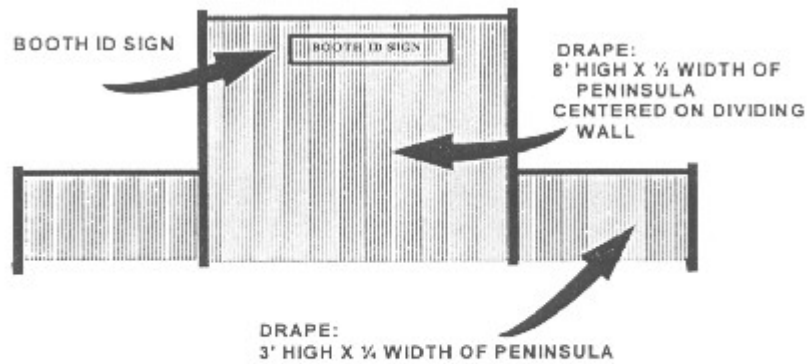
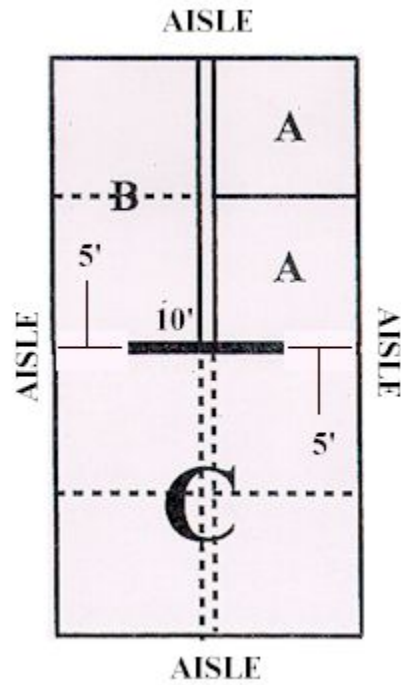
Back wall height limitation is 8'.

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.

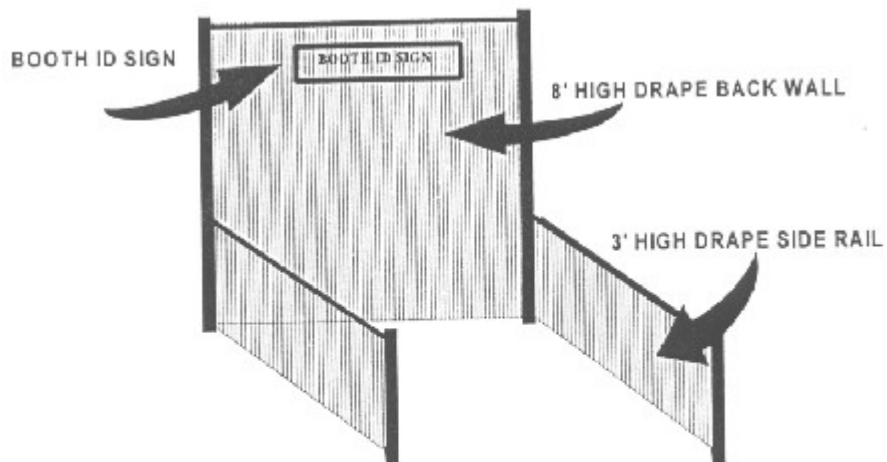
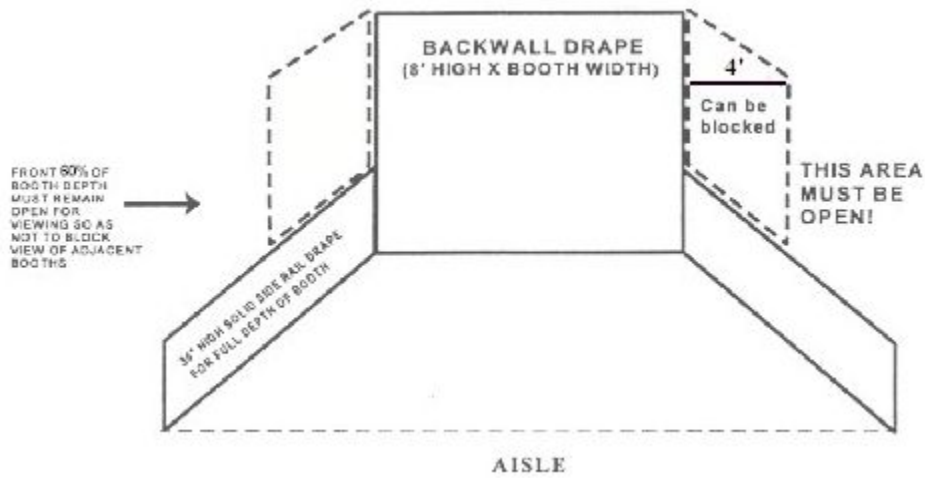
Please refer to the diagrams immediately following for a pictorial description of the blocking rules and height restrictions.

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

- **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.



EXHIBIT HALL & FACILITY RULES AND REGULATIONS

- **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.



EXHIBIT HALL & FACILITY RULES AND REGULATIONS

- **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.



EXHIBIT HALL & FACILITY RULES AND REGULATIONS

- **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.



EXHIBIT HALL & FACILITY RULES AND REGULATIONS

- **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.

UNION JURISDICTIONS IN RENO/SPARKS, NEVADA

To assist you in planning for your participation in the show, we are certain you will appreciate knowing in advance that the Freeman Companies' labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

EXHIBIT LABOR

The Freeman Companies, as show contractor, has jurisdiction for the erection, touch-up, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or a payroll stub.

This rule prohibits the utilization of workers hired from a non-licensed and insured company. Prior proof and approval will be required.

To secure labor, please utilize the labor forms enclosed.

FREIGHT HANDLING

The Freeman Companies, as show contractor, has jurisdiction for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction for the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

The Freeman Companies has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. The Freeman Companies will not be responsible for any material it does not handle.

An exhibitor may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

GRATUITIES

The Freeman Companies requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when Freeman employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of The Freeman Companies. The Freeman Companies employees are paid an excellent wage, and tipping is not an accepted company policy.

IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to The Freeman Companies' jurisdiction or practices must be directed to a Freeman Company management representative.

NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE FLAME-RETARDANT. Fabrics must be certified as flame-retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.
2. ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No Furniture, signs, easels, chairs or displays may protrude into aisles.
3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External charges are recommended for demonstration purposes.
6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. VEHICLES IN BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINE IDLING. Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
8. COMPRESSED AIR CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e. butane, propane, natural gas, et al, are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.
9. ALL 110 VOLT EXTENSION CORDS SHALL BE THREE-WIRE (GROUNDED), #14 OR LARGER AWG, COPPER WIRE. CONNECTORS MUST NOT BE SUPPORTED BY CORDS. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.
11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE DECORATOR'S ELECTRICAL CONTRACTOR. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage" and must be No. 12AWG or larger, and must be protected against injury or damage.
12. ALL TEMPORARY WIRING MUST BE ACCESSIBLE AND FREE FROM DEBRIS AND STORAGE MATERIALS. Hard-backed booths must have power supplies dropped within the booth.
13. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials for hand-outs must be limited to one-day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE.
14. AREAS ENCLOSED BY SOLID WALLS AND CEILING MUST BE EQUIPPED WITH APPROVED SMOKE DETECTORS.
15. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.
16. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans, are strictly prohibited within the building.



SECURITY TIPS

The following security tips are offered:

- Always remove your badge once you leave the facility.
- Never leave small electronic equipment such as laptop computers, cell phones, personal hand-held electronic devices unattended in your booth, ESPECIALLY OVERNIGHT. This rule should also apply to personal items such as briefcases, purses etc.
- Shipping cartons should not identify contents. Use coded labels.
- Do not ship VCR's, PC's and other electronic equipment in the manufacturer's cartons. Consolidate shipments of several boxes into one large crate or carton if possible.
- Empty cartons and crates are not in a "secure" area. Do not store valuables in them.
- For those exhibits featuring theft-prone products some thought should be given to displaying a replica or bringing "extras".
- Cover your products before and after show hours. Use Velcro or grommets to secure the fabric over the products.
- Mark all crates and cartons with your company's name and address.
- When your crates have been returned to your booth for move-out, make certain all items are accounted for.
- At the close of the exposition and after your materials are packed turn in your bills of lading at the Exhibitor Service Desk. Do not leave them in your booth or attached to crates. Stay with your equipment if possible.
- Report any loss or damaged cartons to Show Management and to the Security Supervisor immediately.

NLC, J. Spargo & Associates, Freeman Decorating Company, the Reno Sparks Convention Center and all organizations and individuals who are employed by or associated with the conference and exposition will not be responsible for injury that may occur to an exhibitor, his/her employees or any agents or for the safety of an exhibit or other property against theft, fire, accident or any other destructive cause. Exhibitors should ensure that they have adequate insurance coverage.