



# Action Item Checklist

Welcome to Pizza & Pasta Northeast 2017. Take action, be organized and save your company money! Use this checklist as your guideline for important deadlines for the show. Please keep copies of all forms and bring with you on-site.

Deadline	Form Name	Service Provider	<input checked="" type="checkbox"/>
ASAP	Exhibitor & Guest Registration	Website	<input type="checkbox"/>
ASAP	Floral Order Form	TLC Floral	<input type="checkbox"/>
ASAP	Hostesses, Greeters & Talent Services Order Form	Judy Venn & Assoc.	<input type="checkbox"/>
ASAP	Official Hotel Reservations	EventSphere	<input type="checkbox"/>
ASAP	Exhibitor Liability Insurance Enrollment	Marsh/TotalEvent	<input type="checkbox"/>
<b>August</b>			
August 22/ September 6	Lead Retrieval Tiered Discount Deadline	Experient	<input type="checkbox"/>
<b>September</b>			
August 31	Hotel Room Block Deadline	EventSphere	<input type="checkbox"/>
September 15	Advance Shipments to the Freeman Warehouse Begins (Overtime charges may apply)	Freeman	<input type="checkbox"/>
September 17	Application for Food Preparation	Spectra Food Service	<input type="checkbox"/>
September 25	Insurance Certificate & Work Authorization Form	Show Management	<input type="checkbox"/>
September 25	Exhibitor Appointed Contractor Form	Show Management	<input type="checkbox"/>
September 25	Carpet Order Form	Freeman	<input type="checkbox"/>
September 25	Electrical, Plumbing & Lighting Truss/Motorized Hoist Form	ACCC Utilities	<input type="checkbox"/>
September 25	Exhibit Packages	Freeman	<input type="checkbox"/>
September 25	Frozen & Refrigerated Food Storage Order Form	Freeman	<input type="checkbox"/>
September 25	Hanging Sign Order Form	Freeman	<input type="checkbox"/>
September 25	Labor & Material Handling Form	Freeman	<input type="checkbox"/>
September 25	Signs and Graphics	Freeman	<input type="checkbox"/>
September 25	Specialty Furniture	Freeman	<input type="checkbox"/>
September 25	Telephone & Internet Order Form	SmartCity	<input type="checkbox"/>
<b>October</b>			
October 9	Last Day for Shipments to Arrive at the Freeman Warehouse without Additional Surcharges	Freeman	<input type="checkbox"/>
October 13	Catering, Catering Supplies & Equipment Rental	Spectra Food Service	<input type="checkbox"/>
October 16	Direct Shipments to the ACCC Begin (Overtime charges may apply)	ACCC	<input type="checkbox"/>
October 16	Move-in Begins at 8am	ACCC	<input type="checkbox"/>
October 17	Show Opening at 11am	ACCC	<input type="checkbox"/>
October 18	Move-Out Begins at 4:00 pm	ACCC	<input type="checkbox"/>



# Show Schedule

## Move-In Days & Times

Monday, October 16.....8:00 a.m. – 8:00 p.m.  
Tuesday, October 17.....8:00 a.m. – 10:00 a.m.

- Exhibitors will be permitted to stay until 10 p.m. on Monday, October 16 to finish merchandising their booth. There will be no in-and-out access to the building after 8 p.m.

## Show Days & Times

Tuesday, October 17..... 11:00 a.m. – 5:00 p.m.  
Wednesday, October 18..... 11:00 a.m. – 4:00 p.m.

- Exhibitors will be permitted access 1 hour prior to show open and 1 hour after show close
- Exhibitors will be permitted access 2 hours prior to show open on Day 1.

## Move-Out Days & Times

Wednesday, October 18.....4:00 p.m. – 8:00 p.m.  
Thursday, October 19.....8:00 a.m. – 12:00 p.m.

## Exhibitor Registration Hours

Monday, October 16.....7:00 a.m. – 8:00 p.m.  
Tuesday, October 17.....7:00 a.m. – 5:00 p.m.  
Wednesday, October 18..... 10:00 a.m. – 4:00 p.m.

## Installation of Booths

- All booths must be completely set by 10:00 a.m. on Tuesday, October 17.
- No move-in will be allowed after 10:00 a.m. on Tuesday, October 17.
- All booths must remain set until 4:00 p.m. on Wednesday, October 18.

## Dismantle of Booths - need Freeman to confirm this timeline

- Freeman will begin returning empty containers at 5:00 p.m. on Wednesday, October 18.
- All exhibitors must be completely removed by 12:00 p.m. on Thursday, October 19.
- Outbound Carriers exhibitors must arrive & check-in by 10:00 a.m. on Thursday, October 19
- All Exhibitors should be completely packed & material handling forms turned in by Thursday, October 19 at 12:00 p.m.



## Exhibitor Information

### Adhesive Tapes

Clear cellophane or vinyl tape on convention center property is not permissible. No adhesive tape is permitted on any vertical or overhead surface. Exhibitors will be billed for all labor resulting from the use of unapproved tapes.

### Alcoholic Beverage Sampling

Alcoholic beverages may be sampled within the parameter of 1 ounce of beer or wine and ½ ounce of spirituous liquors. Samples dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission. Any Exhibitor requesting to give away samples of alcoholic beverages must obtain a Special Event Liquor License from the Liquor Control Board for the State of New Jersey. Exhibitors are forbidden to give alcohol to minors. Each exhibitor must provide a visible sign, stating "Guests must be 21 years of age to participate in sampling of alcoholic beverages. Picture I.D. is required".

### Badge Requests

Exhibiting companies are entitled to 5 badges per 10x10 booth. Additional badges may be purchased for \$100 per badge. Replacement badges will incur a \$50 fee. For more information please see the Exhibitor Badge Registration page within this manual.

### Booth Cleaning

The Atlantic City Convention Center is the exclusive booth cleaning contractor for this show. Please note that booth cleaning is not included with your booth package. If you need your booth vacuumed prior to show opening, you must order cleaning service. Refer to the Official Vendor Order Form section within this manual.

### Booth Occupancy

Your booth must be staffed and open for business during regular show hours. You may not dismantle your booth prior to expo close. Failure to adhere to these rules may result in a fine and/or losing priority status in future Emerald Expositions trade shows.

### Booth Rules & Regulations

Exhibitors must adhere to all booth rules and regulations, as outlined within this manual.

### Business Center

The UPS Business Center is located on the first-floor Atrium. Copying, faxing and packaging services are available. Wheelchairs are also available for rent.

### Children

Children under the age of 16 are **not** allowed on the show floor, meetings or social functions at any time during the show. There will be no exceptions.



## Exhibitor Information

### Clean Floor Policy

Empty cartons and cases must be removed from your booth. **Cartons may not be stored behind curtains or in your booth.** Freeman will provide “empty crate” stickers to affix to boxes, cases and crates. Freeman will store and return them to your booth at show closing. This policy will be strictly enforced by Show Management and the Atlantic City Fire Marshal.

### Coat & Baggage Check

Coat & Baggage Check Service will not be provided on site.

### Compressed Air and Water

Compressed air and water can be obtained at the Atlantic City Convention Center Service Desk or save by preordering using the form within the vendor section of this manual.

### Cooking and Sampling of Food Products

Please refer to the page within this manual for a complete list of rules and regulations regarding the cooking and sampling of food products.

### Copyrights

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain any and all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

### Decorator

Freeman is the official decorator/contractor for Pizza & Pasta Northeast and can provide the following services to exhibitors: booth furnishings, carpet, decorations, display rental, labor, material handling, signs, etc. You may place orders using their online ordering service. Freeman show services can be ordered any time, 24 hours a day, from anywhere you have access to the Internet. Please refer to the Freeman Online form for instructions under the **Service Order Forms** tab or visit [www.freemanco.com/store](http://www.freemanco.com/store) and click on the “Login” link in the top right corner. If you need assistance with Freeman Online, call the Customer Support Center at 888-508-5054.

### Dishwashing Facilities

Dishwashing facilities are available during show hours as well as during set-up and tear-down. Refer to the Freeman pages within this manual for more information.

### Donated Foods

If your company is interested in this year's donation program, please visit the Freeman Service Desk and fill out the food donation form. Once the form is turned in, you will be given donation stickers to place on your items after they are properly packed up. For more information on how to donate your food products, please contact Freeman at 201/299-7575 or [FreemanNewYorkES@freeman.com](mailto:FreemanNewYorkES@freeman.com)

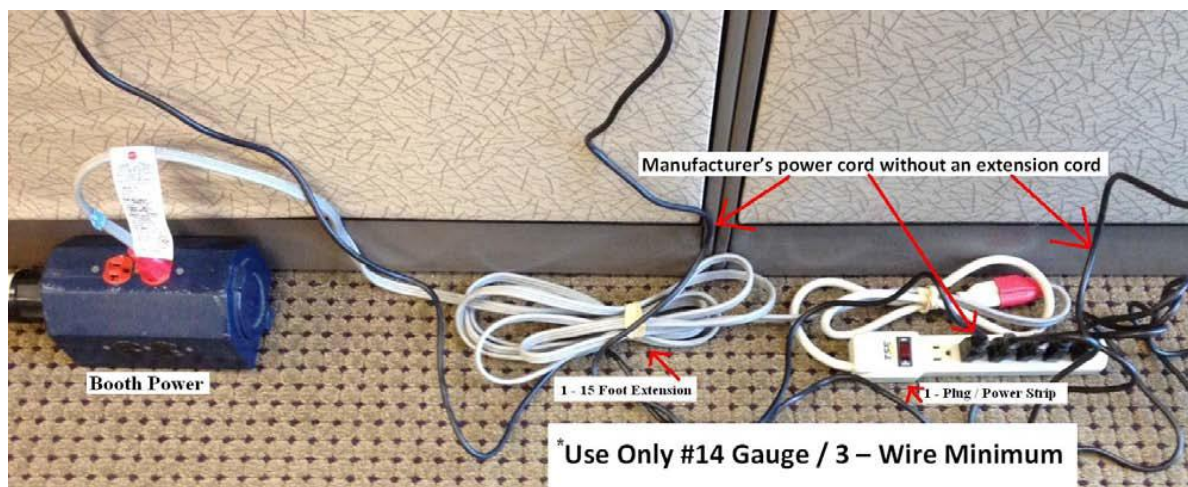
### Early Teardown

Early booth breakdown is strictly prohibited. Pizza & Pasta Northeast is committed to eliminating these practices from the show floor on the final day of the trade show. Companies in violation of this policy are jeopardizing their booth location for future. Please keep this in mind when making staffing decisions and travel arrangements for the final day of the show.

### Electrical

All electrical must be ordered through the Atlantic City Convention Center. Booths may have outlets pre-dropped in the booths. Please be advised that if you plug into these electrical outlets, you will be charged for your power usage at a higher rate than if you had ordered it in advance. For your safety and the safety of other show participants, all electrical work including floor distribution must be performed by the Atlantic City Convention Center.

- Hardwall structures must sit 9" off the pipe & drape wall for electrical clearance.
- An exhibitor may plug in up to 6 plug-ins into one 15 ft. extension cord or one six plug multi-strip at the side or back of the booth.
- UL approved/factory installed cords must go directly from the fixture to the multi-strip.
- An exhibitor can install their own light fixtures and materials as long as the combined power is less than 20 amps or 2000 watts for the entire booth space.
- All materials & light fixtures with original factory installed cords must meet the ACCC's safety rules.
- If any electrical work is performed over and above the maximum by non-ACCC personnel, it will be identified during an inspection which could result in additional charges and a fee.





## Exhibitor Information

Halogen lamps are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. Examples of approved lights are; MR 11/16 Covered – low voltage, PAR 14, 16, 20, 30 and MR 16 Covered – line voltage. For questions please contact Show Management or Freeman.

### Exhibit Hall

The Atlantic City Convention Center is located at One Convention Blvd., Atlantic City, NJ 08401.

### Exhibit Space Contracts and Company Listings

It is the sole responsibility of the exhibitor to submit a completed exhibit space contract and to provide Show Management with all current company information. (company name, additional listings, address, contact, etc.).

### Exhibit Space Payment

Exhibitors with outstanding exhibit space payments will not be permitted to move-in and set-up. Exhibitors are responsible for assuring that their exhibit space has been paid in full prior to the show.

### First Aid

In the event of personal injury, illness, fire or bomb threat call please alert the nearest security office or public safety office and call 609.449.2267.

### Food Sampling

Exhibitors, who wish to sample food products, must follow all guidelines. The required equipment may be rented through the official show caterer. Please complete the PDF food prep form located within this manual 30 days prior to the show.

### Freight Shipping Addresses

Shipping labels are available within the Freeman order forms. Please note that advance warehouse shipments received after October 9, 2017 are subject to overtime charges.

**Advance Warehouse** – between September 15 and October 9

Your company name & booth #  
International Pizza and Pasta Northeast 2017  
C/o Freeman  
9820 Blue Grass Road  
Philadelphia, PA 19114

**Direct Shipments** to Exhibit Site – begins October 16

Your company name & booth #  
Pizza and Pasta Northeast 2017  
C/o Freeman  
One Convention Blvd.



## Exhibitor Information

### Frozen and Refrigerated Food

Provisions are made for the storage and distribution of frozen and refrigerated foods. Refer to the Cold Storage service form within this manual for detailed information.

### Ground Support/Airborne Objects

Banners are permitted up to 12 ft. high, and must be single-sided. All banners over 8' high must be installed by Freeman. This includes banners that are hung from telescopic rods. For additional information please contact Freeman.

### Hand Carry/POV

As defined under the Atlantic City Showsite Work Rules, 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. Please refer to all the Union Rules & Regulations for Atlantic City.

### Hot Grease Disposal

Containers will be provided for this purpose and are the ONLY authorized method of hot grease disposal allowed. Containers will be located at each dock. The use of restrooms or janitorial closets for this purpose is strictly forbidden.

### Hotel and Travel

[Book your hotels online](#) through Pizza & Pasta Northeast’s one and only housing company, Event Sphere. You may contact them at 844/296-9952. Please note that all requests are on a first-come, first-served basis so book early to receive your hotel of choice.

### Inflatables and Balloons

Helium balloons are NOT allowed on the show floor at any time and should not be used in the design of the exhibit space or be distributed.

### Insurance

Pizza Expo does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. It is **mandatory** that each exhibiting company carries liability insurance for damage, loss, theft, or accident to their exhibit and/or company personnel. This insurance should be maintained through your company. Coverage provides for your physical booth and any materials shipped – NOT for services ordered or delivered by official service providers. Insurance is available for purchase from Marsh/Total Event Insurance. [Click here](#) to access their form. Please log into your [exhibitor portal](#) to upload proof of insurance.



## Exhibitor Information

### Installation/Dismantling by Independent Contractor

If you choose to employ an outside display house and/or outside contractor other than Freeman, the Official Service Contractor, the outside contractor must provide proof of insurance and certify that they employ union labor. It is important that all exhibitors using outside contractors complete and submit the [online form](#). Failure to notify Show Management of the use of an outside contractor may delay booth installation.

### Labor for Exhibits

Please refer to the Union Jurisdictions at Atlantic City Convention Center page within the Freeman section of this manual for rules and regulations regarding booth set-up, maintenance and tear down.

### Luggage

No wheeled bags over 18" high x 12" wide will be permitted on the show floor during show hours. No personal luggage will be permitted on/off the show floor prior to show closing on Wednesday, October 18. All bags used to transport merchandise will be allowed on the floor prior to show open and at show close.

### Parking

Parking facilities, with direct access to the Atlantic City Convention Center, provides 1,000 spaces that are dedicated to exhibitors and attendees. In addition, numerous public lots and garages are within walking distance of the Center. For more parking information, please visit the Atlantic City Convention Center's [website](#).

### Privately Owned Vehicle – P.O.V.

Only a P.O.V. is allowed for hand carry. A P.O.V. is any small to full-size car, van or S.U.V. It is NOT a commercial truck, commercial van, a vehicle with a trailer or any rental company vehicle.

### Registration

Register for your staff badges [online](#). Badges must be worn at all times while at the show. No one will be allowed on the exhibit floor at any time without a badge.





# Exhibitor Information

**Exhibitor Badges Will Not Be Mailed.** Register online and you will receive a confirmation email. Once you register online you will receive an automated email confirmation to confirm your registration. Print and bring this confirmation to show site or we can scan the confirmation from your Smartphone. Your badge will then be printed and handed to you onsite. This is the same type of process that you follow at the airlines when you print out your boarding pass.

## Registration Hours (Exhibitor Only)

- Monday, October 16.....7:00 a.m. – 8:00 p.m.
- Tuesday, October 17.....7:00 a.m. – 5:00 p.m.
- Wednesday, October 18..... 10:00 a.m. – 4:00 p.m.

## Security

Twenty-four (24) hour security will be provided by Show Management throughout the entire exhibition, including set-up and tear-down days. Any theft is to be reported to ACCC Security and Show Management at once. Exhibitors must provide adequate insurance in their own insurance coverage for theft or any other losses. Do not leave personal items, such as purses, cameras, etc., unattended. We urge Exhibitors to use them for high-risk items or hire your own security.

## Sharing of Exhibit Space

Exhibitors may not share booth space with another non-contracted or unauthorized manufacturer or distributor.

## Show Office

An on-site Show Office will be in operation during move-in, show days and move-out.

## Shuttles

Shuttles are available to and from designated hotels. For more information visit [www.pizzaandpastaexpo.com](http://www.pizzaandpastaexpo.com) and click on the Hotel and Travel link.

## Signs

One two-line standard sign (7"x44") is furnished without cost, including booth number, company name, city and state. Additional signs may be ordered through Freeman.

## Smoking

Smoking is strictly prohibited in the exhibit hall, lobbies and meeting rooms during move-in, move-out and all show days.



## Exhibitor Information

### Sound

Loud noises, bright lights or other distractions are not permitted. Sound volume of amplifiers or audio-visual presentations must be regulated, to not disturb other exhibitors. Management reserves the right to terminate use of equipment determined to be a nuisance.

### Storage of Packing Crates and Boxes

Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibit period, but these, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify their crates. Show Management and official Show Decorators assume no responsibility for the contents of crates or boxes.

Exhibitors will not be permitted to store any excess material behind your booth, such as cardboard cartons, literature, etc. Excess supplies must be stored in areas made available for such purpose.

### Subletting of Space

Exhibitors may not sublet any space or place any articles other than those manufactured by the Exhibitor. Exhibitors shall not place any name signs or courtesy cards on any equipment loaned for demonstration purposes unless the supplier of such equipment is also an exhibitor in the exhibition.

### Telephone & Internet Services

Telephone and internet are not included with your booth package. If you require these services, please refer to the Smart City order form in the vendor section of this manual.

### Trash

Any exhibitors promoting giveaways from their booths, which generate excessive trash, are required to order porter service for their booth. Note these giveaway items do not include food and beverage sampling. Please review the cleaning order form for this type of service. Any wooden crates, exhibit structure and/or large containers left on the show floor (not labeled as empty storage) will be subject to an additional fee for dismantling or disposal.

### Union Rules

Please refer to the Union Jurisdictions at Atlantic City Convention Center page within the Freeman section of this manual for rules and regulations regarding booth set-up, maintenance and tear down.

### Use of Aisles and Common Areas

The distribution of samples, printed materials and any promotional material is restricted to within the exhibitor's booth only. All models must remain within the booth space at all times. Advertising materials may be handed out within the booth space only. Strolling entertainment or moving advertisements outside of the exhibit space is strictly prohibited.



# Staff Badge Registration

## To Register for Exhibitor Badges

[CLICK HERE](#)

### Exhibitor Registration Questions?

Call: 800.465.5514 (domestic) / 847.996.5714 (international)  
or email: [pizzapastaexh@experient-inc.com](mailto:pizzapastaexh@experient-inc.com)

Pizza & Pasta Northeast will **not** mail badges before the show, all badges will be available to print onsite during registration hours. We strongly recommend you print your confirmation email with barcode before leaving for the show to help expedite the badge printing process. Barcodes can also be scanned directly from any Smart device.

### Onsite Exhibitor Registration Hours

- Monday, October 16.....7:00 a.m. – 8:00 p.m.
- Tuesday, October 17.....7:00 a.m. – 5:00 p.m.
- Wednesday, October 18..... 10:00 a.m. – 4:00 p.m.

### Badge Allotments

Each exhibiting company will be allotted five (5) badges per 10'x10' booth, with a maximum allotment of thirty (30) badges. Additional badges are available for purchase. Each additional badge over the specified allotment incurs a \$100 fee.

### EAC Badge Requests

If your exhibitor appointed contractor requires access to your booth during show days, you must secure a badge for them under your company's name. These badge requests will count towards your total allotment.



## Key Contacts

### A/V & Computer Rentals

SmartSource  
PH: 800-955-5171  
FX: 972-692-7815  
[Exhibitorsales@smartsourcerentals.com](mailto:Exhibitorsales@smartsourcerentals.com)

### Booth Cleaning

Atlantic City CC  
1 Convention Blvd  
Atlantic City, NJ 08401  
PH: 609-449-2000  
[www.accenter.com](http://www.accenter.com)

### Business Center

UPS  
1 Convention Blvd  
Atlantic City, NJ 08401  
PH: 609-449-2480  
[store3584@theupsstore.com](mailto:store3584@theupsstore.com)  
[www.ups.com](http://www.ups.com)

### Catering / Food & Beverage

Spectra Food Services  
Atlantic City CC  
Catering Sales Department  
PH: 609-449-2058  
FX: 609-449-2416  
<http://www.accenter.com/eventservices/Catering.asp>

### Facility

Atlantic City CC  
1 Convention Blvd  
Atlantic City, NJ 08401  
PH: 609-449-2000  
[www.accenter.com](http://www.accenter.com)

### Floral / Plants

TLC Floral  
PH: 800-852-0023  
FX: 770-474-4676  
[www.tlc-florist.com](http://www.tlc-florist.com)

### General Services Contractor

Freeman  
PH: 201-299-7575  
FX: 469-621-5618  
[FreemanNewYorkES@freemanco.com](mailto:FreemanNewYorkES@freemanco.com)

### Hanging Signs & Rigging

Freeman  
PH: 201-299-7575  
FX: 469-621-5618  
[FreemanNewYorkES@freemanco.com](mailto:FreemanNewYorkES@freemanco.com)

### Housing

EventSphere  
PH: 844-296-9952  
[pizzapasta@eventsphere.com](mailto:pizzapasta@eventsphere.com)

### Insurance for Purchase

Marsh/Total Event Insurance  
PH: 781-994-6000  
[emeraldexhibitor@totaleventinsurance.com](mailto:emeraldexhibitor@totaleventinsurance.com)

### Lead Retrieval

Experient  
PH: 866-221-7921  
[lindsay.eaves@experient-inc.com](mailto:lindsay.eaves@experient-inc.com)  
[www.experient-inc.com](http://www.experient-inc.com)

### Material Handling

Freeman  
PH: 201-299-7575  
FX: 469-621-5618  
[FreemanNewYorkES@freemanco.com](mailto:FreemanNewYorkES@freemanco.com)

### Models & Talent

Judy Venn & Associates  
PH: 800-553-8855  
[www.judyvenn.com](http://www.judyvenn.com)

### Registration

Experient  
PH: 800-974-7916  
[www.experient-inc.com](http://www.experient-inc.com)

### Telecommunications

Smart City  
PH: 888-446-6911  
[csr@smartcity.com](mailto:csr@smartcity.com)  
<https://orders.smartcitynetworks.com>

### Utilities - Electrical, Gas, Compressed Air, Water & Drain

ACCC Client Utilities  
1 Convention Blvd  
Atlantic City, NJ 08401  
PH: 609-449-2291  
FX: 609-449-2464  
[www.accenter.com](http://www.accenter.com)

## Tradeshow Staff

### Bill Oakley

Show Director  
(502) 736-9520  
[boakley@pizzatoday.com](mailto:boakley@pizzatoday.com)

### Kirsten Khoury

Operations Manager  
(949) 226-5716  
[kirsten.khoury@emeraldexpo.com](mailto:kirsten.khoury@emeraldexpo.com)

### Nicole Lessley

Operations Coordinator/Sponsorship  
(949) 226-5787  
[nicole.lessley@emeraldexpo.com](mailto:nicole.lessley@emeraldexpo.com)



## Cooking & Sampling Regulations

The local Health Department will be on site to do inspections. If you have any questions regarding the instructions and/or application, please contact [Jessica Salway@comcastspectacor.com](mailto:Jessica.Salway@comcastspectacor.com).

The local Health Department will be enforcing the following:

- All potentially hazardous foods (meats, dairy products, poultry, fish, shellfish, melons, rice, etc.) must be maintained at 40°F or colder or 140°F or hotter. Poultry products and reheated products must be cooked to 165°F. Ground beef products must be cooked to 155°F.
- Accurate/calibrated STEM THERMOMETERS must be available to monitor food temperatures.
- Mechanical refrigeration MUST be available for perishable or potentially hazardous food storage at booths. No ice chests will be permitted.
- A hand washing station MUST be provided and set up in each booth where food preparation (open food handling) is occurring. Coffee urns or bottled water with spigots are recommended. Liquid soap and paper towels must be provided.
- The official caterer of the Atlantic City Convention Center will have for sale kits that have all the necessary supplies to be in compliance with the local Health Regulations. NOTE: When all food and beverages are prepackaged, hand washing facilities are not required.
- Disposable gloves and/or suitable utensils are required for handling food. Gloves are not a substitute for hand washing.
- Sanitizer solution of chlorine or other approved sanitizer of at least a 1-gallon capacity is required at each booth for surface, utensil, and hand sanitation. This solution may be made with bleach or other approved sanitizer. A chlorine solution must be at 50 ppm chlorine achieved by mixing 1 1/2 tsp. (1 capful) of bleach to 1 gallon of water.
- All utensils and food service equipment MUST be taken to a 3-compartment sink location to be washed, rinsed, and sanitized at least daily or as needed.
- All foods must be dispensed in single-service portions (with toothpicks, napkins, or individual serving cups). Common service bowls are prohibited.
- Foods on display for an extended period of time MUST be protected from contamination by sneeze guards or adequate covers. Foods placed out for immediate pick up by attendees will not require a sneeze guard (limited to no more than 15 portions).
- All food, food containers, utensils, napkins, etc. must be stored at least six (6) inches off the floor.
- No smoking, eating, drinking or chewing of gum will be allowed in any booth by exhibitor personnel.

Exhibitors may dispense sample food and/or beverages ONLY under the following general conditions:

- Items dispensed are limited to products manufactured, processed, or distributed by exhibiting firms.
- All items are limited to SAMPLE SIZE.
- Beverages are limited to the parameters of 3 or-4 ounce containers and 2-ounce product.
- Smoking is prohibited in temporary food facilities.
- Display: Adequate sneeze guard protection must be provided or food must be stored and served so it will not be subject to contamination.
- Facilities will be provided for hand and utensil washing.
- Do not use restrooms to clean utensils.

Whenever food is prepared within an exhibit, an 'Application for Food Preparation within Exhibits' form should be completed and forwarded to the official show caterer and Show Management for review. Please complete the PDF food prep form located within this manual as soon as possible.

Cooking and food warming devices in exhibit booths shall comply with provisions in NFPA 101-Life Safety Code, Sections 8-7.5.3.9. Which are as follows:

- Devices shall be isolated from the public by at least 4 ft. (122 cm) or by a barrier between the devices and the public.
- Multi-well cooking equipment (fryers) using combustible oils or solids (heated and cooking oil or grease) are not allowed unless installed in accordance with NFPA 96 – Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.
- Single well cooking equipment (fryers) using combustible oils or solids (heated and cooking oil or grease) shall:
  - Be of a self-contained, and enclosed type.
  - Be limited to 288 sq. in. (.19 sq. m) of cooking surface.
  - Be placed on non-combustible surface materials.
  - Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm).  
*Exception: Multiple single well cooking equipment where the aggregate cooking surface does not exceed 288 square inches (.19 square meter) of cooking surface.*
  - Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material.
- NFPA-101, Sec 8-7.1.4 Definition:  
"Portable Cooking Equipment" – Portable cooking equipment that is not flue connected shall be permitted only as follows:
  - No open flame devices shall be used in any assembly occupancy unless:

Equipment fueled by small heat sources that can be readily extinguished by water, such as candles or alcohol-burning equipment (including "solid alcohol") may be used provided adequate precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible materials. These devices must be attended at all times by personnel that are provided by the contractor who has exclusive food service rights to the LVCVA. The only duty of this personnel will be to supervise the food service operation. In addition, the food service personnel must be trained in the usage of a fire extinguisher.

Candles may be used on a dining table used for decorative purposes if securely supported on substantial non-combustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. Candle flames shall be protected and enclosed so that if the candle were to tip over, there would be no risk of fire.

- Fire Extinguishers for Heated and Cooking Oil or Grease Operations:
  - Exhibitors using heated oil or grease for cooking or any other purpose must have a type "K" fire extinguisher present during the demonstration. An example of this type extinguisher is a potassium bicarbonate extinguisher. Also acceptable is a sodium bicarbonate extinguisher.
  - Fire code prohibits the use of any "B" type extinguisher for the purpose of extinguishing a heated cooking oil or grease fire.
  - Type "K" fire extinguishers can be obtained from a company that sells and services fire extinguishers. The yellow page directory for "fire extinguishers" can be referenced for a supplier. There are several companies local in Atlantic City that offer this service.

Contact Kirsten Khoury at [kirsten.khoury@emeraldexpo.com](mailto:kirsten.khoury@emeraldexpo.com) for additional information and guidelines regarding the Health District rules and regulations.

**MARY – INSERT SPECTRA PDF HERE**



# Fire & Safety Regulations

Exhibitors having equipment that produces heat, smoke, or open flames as an integral part of product demonstration must provide ventilation, safety equipment, proper insulation and utility connections meeting all local fire regulations. Such Exhibitors must submit plans and receive written approval from both the [Show Management](#) and from the Atlantic City Fire Authorities. Contact [bfcecodeadmin@dca.state.nj.us](mailto:bfcecodeadmin@dca.state.nj.us) for additional information and permit applications.

## Fire Code Regulations

All exhibit materials (including chairs) must be kept out of the aisles. Booth material must be flame retardant to the satisfaction of the Fire Marshal by the flame-retardant certification or ability to pass on-site flame test.

## Fire Department Regulations

1. All exhibitors must adhere to flame proofing requirements.
2. All display materials must be flameproof. Flammable display materials such as woodchips, polyurethane flowers, oil cloth, tar paper, etc., are not permitted at all.
3. No display or exhibit is to be installed or operated to interfere in any way with access to any required exit, or with visibility of any required exit, or exit sign; no display may block access to firefighting equipment.
4. No packing materials shall be stored anywhere in your booth. Storing crates, cartons or other Show materials in your booth constitutes a violation of Fire Department regulations and may subject you to a summons and/or fine.
5. Demonstrations involving potentially hazardous products such as open flame candles, oil lamps, smoke-producing devices or products such as incense, pipes, fog machines, etc., must be approved by both the Fire Marshal and the facility. Final approval must be given by show management. A detailed plan of operation must be submitted to show management approximately 30 days prior to show.

## Flame proofing

This information is vital to everyone participating in Pizza & Pasta Northeast. Please share the following information with your representatives involved in Show set-up.

### Packing Materials

Avoid flammable materials. Although we cannot predict how individual Fire Inspectors will rule on these matters, it is believed that wooden crates, corrugated cartons and fabric padding are acceptable. While not flame retardant, they will not readily ignite from a carelessly thrown match or cigarette. Many exhibitors have found stair pads, felt, quilting or blanket rejects suitable for packing.

### Display Materials

Use only FLAMEPROOFED fabrics for display and test them personally to make sure they will not burn. Flame proofing usually lasts from six months to a year after which time the material must be reprocessed. The test usually used by a Fire Prevention Inspector is to hold a lit match to several different portions of the fabric. The material may char, but cannot burst into flame, melt, or drip. If you prefer to have your own textiles flame proofed, please consult your local Yellow Pages under Fire Protection



**When designing and setting up your exhibit please keep the following guidelines in mind:**

- Electric signs and equipment must be wired to meet specifications of local fire authorities.
- 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.
- 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.
- Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Fuel tanks will not contain in excess of 10 gallons of fuel. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes. Combustible materials must not be stored beneath display vehicles. Space beneath vehicles must be clear and visible except for permitted electrical supplies.
- 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. Nonflammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.
- 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.
- 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.
- Electrical work under carpet must be done, or supervised, by the electrical contractor. All wiring on the floor must be type “50” cord, insulated to quality for “extra hard usage” and must be No. 12AWG, or larger, and must be protected against injury or damage.
- All temporary electric wiring must be accessible and free from debris and storage materials. Hard-backed booths must have power supplies dropped within booth.
- No storage of any kind is allowed behind booths or near electrical service. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered.
- Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
- All empty cartons or crates must be labeled and removed for storage or they will be eliminated as trash. Crates are not to be used as exhibit supports.
- Helium balloons are not allowed in the hall, unless approved by Coordinator and Fire/Safety officer.
- Projection booths must be ventilated at ceiling and provided with an approved smoke detector. No storage is allowed in these areas.
- Flammable liquids with flash point less than 100 degrees F are prohibited and may not be used or brought into the building, except in the case of vehicles.
- Combustible liquids with flash point higher than 100 degrees F must be stored in and dispensed from approved safety cans and must be removed from the building before the show opens.
- Aerosol cans or other containers that are flammable or contain combustible ingredients are not permitted in hall.
- Demonstrations requiring the use of cooking appliances shall have a UL listed fire extinguisher with a rating of not less than 40 B.C. Travel Distance to fire extinguisher shall not be more than 30 feet in any direction of the cooking demo.
- Materials for handouts must be limited to one day supply and must be stored neatly within the booth. All storage must be clear of electric cables or junction boxes.
- Open flames are prohibited in the Atlantic City Convention Center by order of the Fire Marshall.



# Insurance Requirements

Exhibitors must maintain insurance that meets the requirements below and provide proof to Pizza Expo prior to the show. **You must submit your required insurance documents online.** Please log into your exhibitor portal and upload your proof of insurance. Be sure the name of the attachment reflects the name of the insured exhibiting company.

**Certificate Holder Information should be listed as:**

Pizza Pasta Northeast, 31910 Del Obispo #200, San Juan Capistrano, CA 92675

**Need Insurance?** [Click here](#) to purchase

**Do Not Mail  
Upload Online**

**Property Insurance** – Contact your insurance broker or carrier to obtain a policy to cover the value of your booth, equipment, product and supplies. If you already have property insurance, confirm that it will extend to your property during shipping and at the show. Many insurance policies only cover property at a listed location or within 1000 feet of that location. If you use an independent contractor for installation or dismantling, review the agreement carefully to determine what insurance may be available if damage occurs as a result of their negligence.

**Comprehensive General Liability Insurance** – Confirm that you have adequate coverage to protect your interests from potential claims arising from the injury to a person other than an employee at your booth.

**Workers Compensation Insurance** – Exhibiting companies must have a Workers Compensation policy as required by law to insure your employees in the event of a work-related injury.

**Automobile Liability Insurance** – Confirm that an automobile liability policy is in place for any company owned vehicles used in connection with the show. Confirm that insurance is provided for any non-owned and/or hired vehicles used in connection with the show, including utility vehicles for loading and unloading.

**Reporting** – In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

**Insurance Requirements** – As stated in your Exhibitor Space Contract, an exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with exhibitor's obligations under this paragraph.

- **Required:** Workers' Compensation insurance, unless you are the sole proprietor. Sole proprietor is a [business entity](#) that is owned and run by one individual. If you have even one other person in the booth working with you, you will need workers compensation coverage.
- **Required:** Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable);
- **Required:** Automobile Liability insurance with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth *or* if you are using a designated loading/unloading area i.e. POV area.

Comprehensive general liability and automobile liability insurance policies shall name as additional insured Emerald Expositions and each of its subsidiaries. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies satisfactory to Emerald Expositions, shall be furnished to Emerald Expositions sixty (60) days before the first day of the Event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days advance written notice to Emerald Expositions.



## EAC/I&D Contractor Form

You must complete and submit your 'Exhibitor Appointed Contractor (EAC)/Installation & Dismantling Contractor (I&D)' form to Pizza Expo. Please log into your exhibitor portal to upload EAC insurance and fill out the form **completely by September 25, 2017.**

**Complete this form only if you are using the services of an outside contractor to install or dismantle your display**

Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) other than Freeman to set-up or teardown their exhibit must complete and return this form by **September 25**. It is the exhibitor's responsibility to make sure that all independent contractors are properly badged prior to arrival. Exhibitors must also turn in original certificates of insurance to Pizza & Pasta Northeast. The Atlantic City Convention Center and Freeman must be named as additionally insured by all contractors working in the hall. For additional insurance requirements please see the 'Insurance Requirements' page within this manual.

The EAC/contractor must be licensed, insured and authorized to work in the Atlantic City Convention Center. Contractors must adhere to all rules and regulations of Pizza & Pasta Northeast, the Atlantic City Convention Center and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor, and being properly badged. The clean floor policy will be strictly enforced and fees may apply.

All contracted personnel must check in at Exhibitor Registration prior to admission to the exhibit floor.  
Personnel must have proof of company affiliation and a photo I.D.



# Booth Regulations

Each Exhibitor is entitled to an unobstructed view of their exhibit from the aisle. The following specifications are intended to assure uniformity throughout the show.

## Uniformity of Exhibits and Care

Pizza & Pasta Northeast is a line of sight show formatted to preserve the uniformity of displays and not obstruct the viewing of other booths. Construction of booths and displays in excess of 8 feet in height, including signage, shall be permitted in island, perimeter, and peninsula booths.

Any display over 12 feet in height, and all booths and displays with ceilings or roofs, must have written approval of Show Management. Exhibitors who are installing a ceiling or second story must have Show Management and Convention Center approval to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

## 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 (see "Use of Space" for Linear or Perimeter Booths).

The base of the canopy should not be lower than 7 feet from the floor within 5 feet of any aisle. Canopy supports should be no wider than three inches. This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings.

## Hanging Signs and Graphics

Pre-approval for the use of Hanging Signs and Graphics must be obtained from Show Management. Drawings should be available for inspection.

## 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 8 feet 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.

## Multiple Levels or Ceilings (Including Tents)

These booths must be pre-approved by Show Management.

## Show Decoration

Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with the exposition standards. This may require the replacement, rearrangement or redecoration of any items or of any booth. Show Management is not liable for any cost that may be incurred by the exhibitor.

All booth space must be fully carpeted or covered. Carpeting enhances your corporate image and continues the overall professional look of the exposition. It is recommended that you protect your carpeting during set up days. You may supply your own carpet/floor covering or rent from the official contractor. All floor coverings must be fire retardant in compliance with local fire and safety regulations.

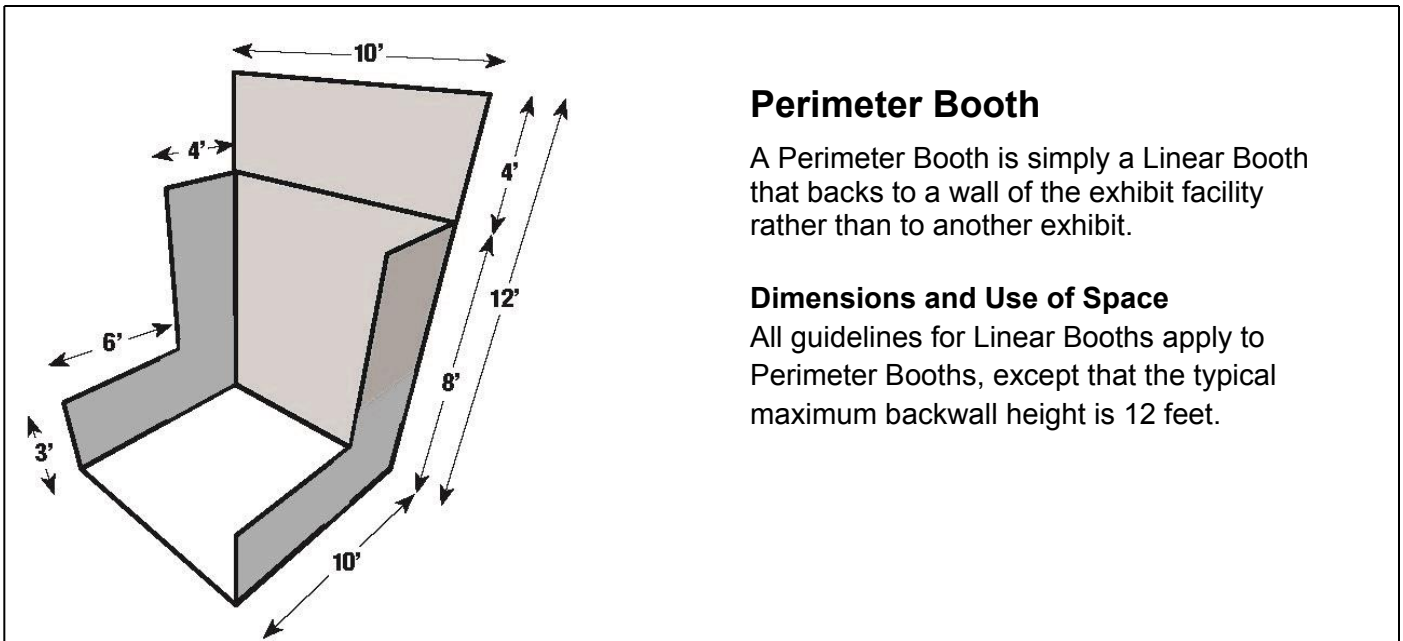
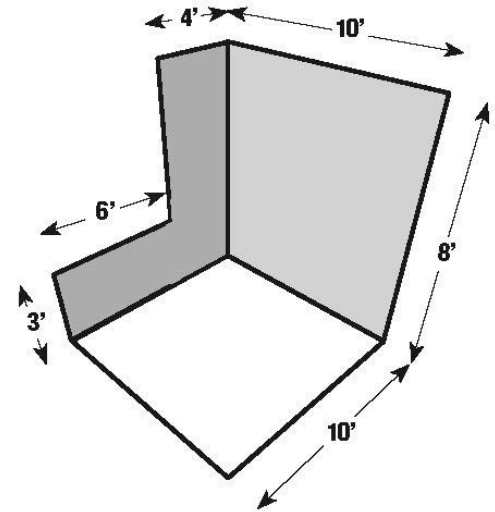
## Booth Regulations

### Corner Booth

A Corner Booth is a Linear Booth exposed to aisles on two sides.

#### Dimensions and Use of Space

All other guidelines for Linear Booths apply along with a maximum backwall height of 8 feet.



### Perimeter Booth

A Perimeter Booth is simply a Linear Booth that backs to a wall of the exhibit facility rather than to another exhibit.

#### Dimensions and Use of Space

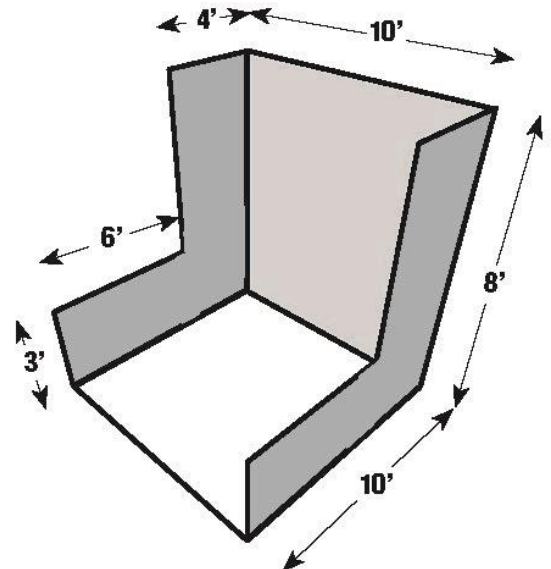
All guidelines for Linear Booths apply to Perimeter Booths, except that the typical maximum backwall height is 12 feet.

### Standard / Linear Booth

Standard/Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths.

#### Dimensions and Use of Space

Linear booths are 10'x10' dimensions and a maximum backwall height limitation of 8 feet. Line of sight rules apply to all standard/linear booths. The maximum height limitation is 8' along the backwall and 8' along the sides, no more than 4' toward the aisle. The remaining 6' to the aisle is limited to 3' in height. See diagram for side wall regulations.



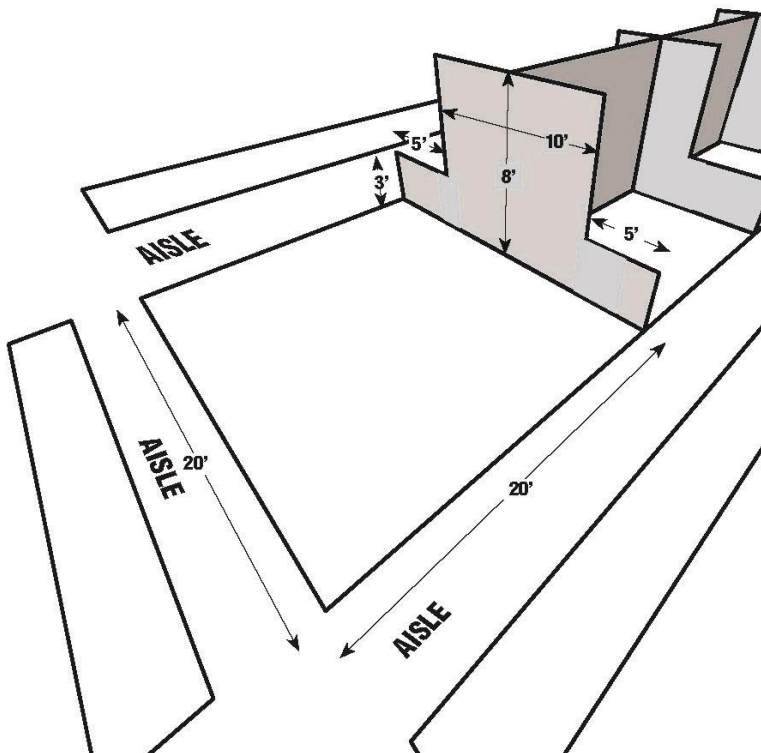
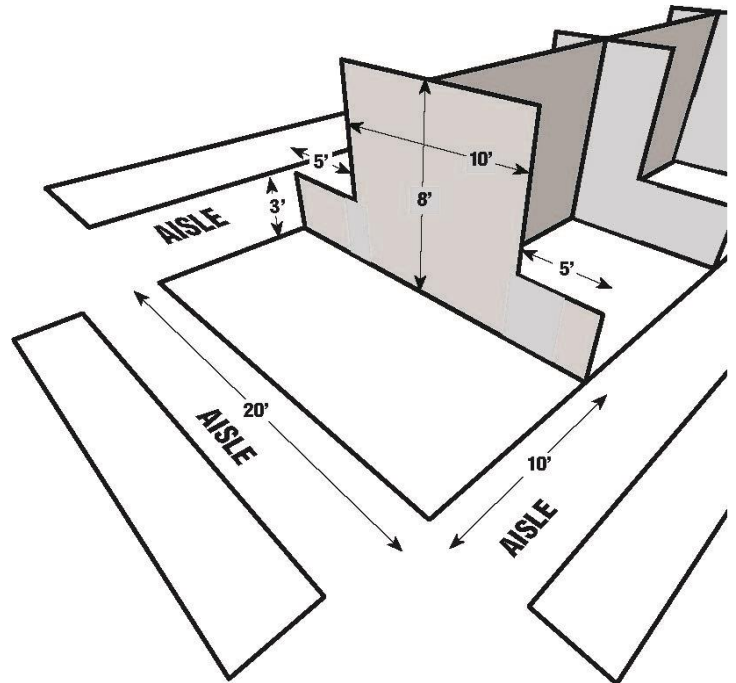
**Booth Regulations**

**End-Cap Booth**

An End-cap Booth is exposed to aisles on three sides and composed of two booths.

**Dimensions and Use of Space**

End-cap Booths are generally 10 feet deep by 20 feet wide. The maximum backwall height of 8' is allowed only in the rear half of the booth space and within 5' of the two side aisles with a 3' height restriction imposed on all materials in the remaining space forward to the aisle. See diagram for side wall regulations.



**Peninsula Booth**

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: (a) one which backs up to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth”.

**Dimensions and Use of Space**

A Peninsula Booth is usually a 20' x 20' or larger. When a Peninsula Booth backs up to two Linear Booths, the backwall is restricted to 3 feet high within 5 feet of each aisle, permitting adequate line of sight for the adjoining Linear Booths. The maximum height allowed is 12 feet. Heights above 12 feet must have Show Management approval.

# Booth Regulations

## Island Booth

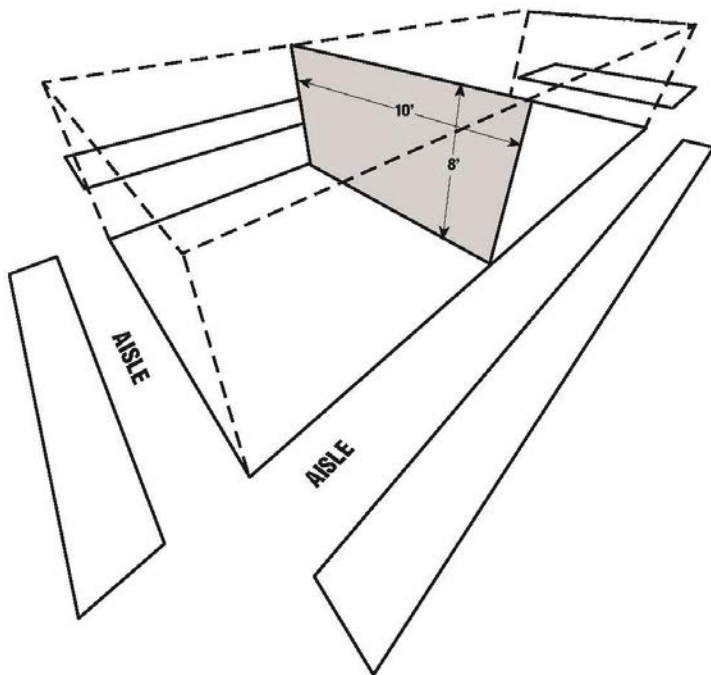
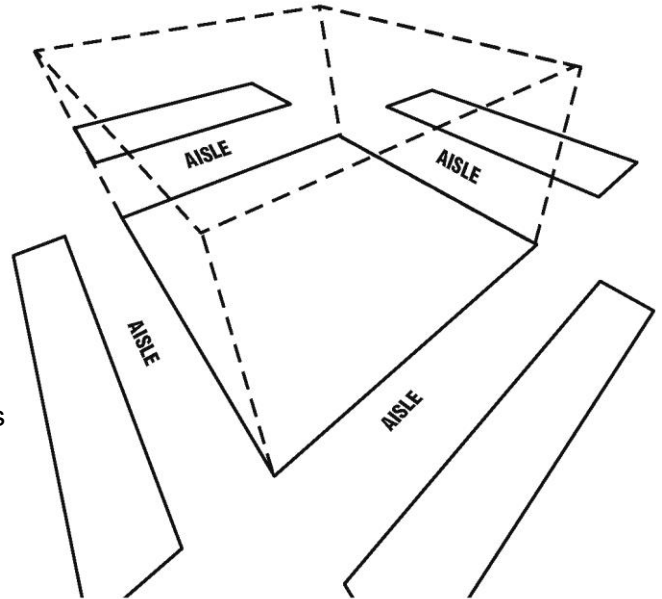
An Island Booth is any size booth exposed to aisles on all four sides.

### Dimensions

An Island Booth is typically 20' x 20' or larger.

### Use of Space

The entire cubic content of the space may be used up to the maximum allowable height of twelve feet (12'). Displays over twelve feet (12') in height and displays with ceilings or roofs must have written approval of Show Management.



## Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common backwall with another Peninsula Booth.

### Use of Space

The entire cubic content of this booth may be used, up to the maximum allowable height, without any backwall line of sight restrictions. The maximum height allowed is 12 feet. Heights above 12 feet must have Show Management approval. The entire cubic content of the space may be used up to the maximum allowable height.



# Contractual Rules & Regulations

In addition to the Terms & Conditions on page 2 of your Exhibit Space Agreement, the below Rules & Regulations for Exhibiting must also be followed by all exhibitors and their representatives. Please contact your Account Executive if you need a copy of the Exhibit Space Agreement Terms & Conditions.

## 1. Admission Policy

- Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official show management badge. All personnel representing the exhibitor or its authorized agents must be properly identified with an official show management badge.
- No one under the age of 16 is permitted on the exhibition floor at any time. Show management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No baby strollers are allowed on the exhibition floor.
- Exhibitors are permitted access to the exhibit hall one (1) hour before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of show management.
- Only individuals registered and badged may attend conference events. Exhibitor staff or guests must register to attend conference sessions and to enter the exhibit hall.
- Once the Show has opened, all persons must enter and exit only through designated entrances where security is posted.
- Exhibitors are responsible for providing all assigned workers with proper badges.

## 2. Advertising

- Exhibitor shall not, without the written consent of show management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by the facility. Mobile advertisements along the roads immediately surrounding the perimeter of the convention center and event hotels are prohibited during conference hours regardless of permits.
- Show management defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the "key" areas of the city, to include but not limited to: airport signage, street signage/banners, convention center, event hotels, etc., must include the prominently-visible tagline: "Proud Supporter of Pizza & Pasta Northeast".
- Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from show management. These areas are considered private property.

## 3. Aisles

- Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle. This includes a group of attendees watching or listening to a presentation or demonstration within the booth.
- An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from show management.
- All features, signs and/or walls that are facing the aisle need to be covered or finished.



#### **4. 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.

#### **5. Animals**

- Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by show management then by the facility. Non domesticated animals will be considered on an individual basis.
- Under the Americans with Disabilities Act (ADA), show management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

#### **6. Appearance of Exhibit Space and Care of Premises**

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at exhibitor's expense.
- Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
- Peninsula, split-island and island exhibits must have a finished back wall and be finished on all sides.
- No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- Fog, smoke and steam machines are not permitted.
- Exhibitors are prohibited from possessing, displaying or depicting any products or components in their booth which could be interpreted as being a promotion of another company.
- No exhibit will be permitted which interferes with the use of other exhibits or impedes access to the aisles.
- Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.
- Exhibitors with large equipment such as walk-in coolers must reserve sufficient space to ensure that equipment which exceeds 4 feet (1.12 meters) in height and which, by virtue of its size, cannot be confined to the rear half of the exhibit space, is no nearer than 10 linear feet from any adjoining exhibit space.

#### **7. Behavior/Good Neighbor Policy**

- Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.
- Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event or subject to additional penalties.

## **8. Booth and/or Material Abandonment**

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment". Any charges incurred on behalf of show management to remove the abandoned materials to ensure that show management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly. Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Manual.

## **9. Booth Construction Standards**

- The Booth Regulations & Display Guidelines are located within this Exhibitor Manual for your reference and should be strictly adhered to.

## **10. Building Regulations and Care of the Facility**

- It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.
- Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.
- All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.
- Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

## **11. Demonstrations**

- As a matter of safety and courtesy to others, exhibitors shall conduct sales 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 presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned or products displayed in a manner that would require an audience to gather in the aisles. Show management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.
- Exhibitors must comply with local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 feet (.91 meters) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.
- Attention-getting devices, gimmicks and tactics that do not reflect favorably on the educational or business purpose of the show are prohibited. Exhibitors are encouraged to receive approval from show management for any activities in question prior to the show.

## **12. Environmental Laws/OSHA Regulations**

All exhibitors must be in compliance with environmental laws and OSHA regulations. To facilitate this compliance, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.

### **13. Excessive Trash**

Any exhibitors promoting giveaways from their booths which generate excessive trash are required to order porter service for their booth. Exhibitors who require porter service for their booths, but do not order it, will automatically be billed for this service. Any wooden crates or large containers left on the show floor (not labeled as empty storage) will be subject to an additional fee for dismantling and disposal.

### **14. Forklifts**

Forklifts with operators are available at the prevailing rates. Arrangements must be made with the general service contractor at least 14 days prior to setup for special requests, such as cranes or forklifts with over 5,000-pound lift capacity for special handling of large equipment or machinery.

### **15. Exhibit Design**

- 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 fork lifts. 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.
- All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to show management and the facility at least 60 days in advance.

### **16. Exhibitor Appointed Contractor (EAC)**

- If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED. The exhibitor must complete the online exhibitor appointed contractor form. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.
- The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work.
- The EAC will not solicit business at the event.
- The EAC is responsible for adhering to all rules and regulations requiring badging. EAC must wear badges at all times.
- If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show management will have the final decision in such instances.
- The EAC who provides installation and dismantling services will be sent the proper information from show management upon receipt of request by the authorizing exhibitor.
- Show management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:
  - Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance.
  - The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
  - Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name show management, the sponsoring associations, the event owners, the official contractor and the facility as additional insured.

- Automobile liability should include all owned, non-owned and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.
- Show management must receive the certificate of insurance no later than 30 days prior to the commencement of installation.
- In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by show management in any contracts with the official contractors.
- Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.
- Services ordered on behalf of exhibitors by EAC's or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

### 17. Exhibitor Registration & Badges

- Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move in, move out and official show hours.
- Each exhibiting firm receives five (5) booth staff badges per 100 square feet of booth space occupied with a maximum of 30. Additional exhibitor registrations are available for a fee. Badges are the property of show management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

### 18. Fire Protection/Fire Marshall Requirements

All exhibit spaces must be in full compliance with all facility, Fire Marshall, show management, and exhibit guidelines including all local, state and federal laws.

- **Fire and Safety**
  - The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).
  - Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
  - Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
  - Spray painting is prohibited.
  - Welding is allowed with written permission of show management, and provided exhibitor procures all necessary permits and licenses and provides evidence of the requisite permits to the facility prior to the event.
  - Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage. Overnight storage of cylinders in the building is prohibited.
  - Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.
- **Flammable and Toxic Materials**
  - All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant.
  - Samples should also be available for testing.
  - Materials that cannot be treated to meet the requirements should not be used.
  - A flame-proofing certificate should be available for inspection.
  - Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
  - Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## 19. Floor Covering/Carpet Requirements

The exhibit hall portion of the facility is not carpeted. Floor covering is required in all booths and may be supplied either by the General Service Contractor or the exhibitor. All exhibits must be confined to the spatial limits of their respective exhibit space(s) as indicated on the floor plan. Exhibitors that do not properly cover their exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.

## 20. Food & Beverage Sampling

- The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.
- Any exhibitor sampling products may need to submit a sampling form to the facility's exclusive vendor for review and to show management for acceptance or rejection. A written approval must be obtained from the facilities exclusive vendor at least seven (7) working days prior to show opening.
- Distribution of food and beverages: All business activities, distribution of food and beverages must be within the exhibitor's allotted space. No food or beverage sampling is permitted if the item being dispensed has no relation to such exhibitors' business.
- Pre-packaged, single unit samples may be allowed to be distributed from an exhibitor's booth.
- Alcoholic sampling is not allowed by some facilities depending on local laws and type of event. Please check with the facility's exclusive food and beverage vendor to confirm.
- Peanuts in the shell and cotton candy are NOT permitted on the show floor at any time and may not be distributed from any exhibit booth.

## 21. Freight Holds

Show management and the general service contractor reserve the right to hold freight for ANY outstanding balance owed including, but not limited to: booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

## 22. Hanging Signs & Graphics

- Hanging signs and graphics are permitted in all standard peninsula, split island and island booths to a maximum height of 14 feet (6.096 meters) from the floor to the bottom of the sign. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, signs should comply with all ordinary use-of-space requirements.
- Signs may be hung at any height however the sign itself cannot be taller than eight feet (2.44 meters) and must be finished on all sides.
- Hanging signs and graphics should be set back 10 feet (3.05 meters) from adjacent booths and be directly over contracted space only.
- Show management must approve all hanging signs. The exhibitor must complete the online hanging sign form and submit drawings for approval.
- Signs, banners or any other exhibit material may not be suspended, taped, nailed, screwed or in any way attached to the ceilings, walls, columns, drapes, floor or on any other facility surface.
- The general service contractor will hang all hanging signs unless otherwise noted.
- Linear booths do not qualify for hanging signs and graphics.

### **23. Hospitality & Networking Events by Exhibitors**

- No exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.
- Meeting and hospitality rooms – only exhibiting companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Exhibitors must inform show management of any hospitality suites, functions, classes, seminars or exhibits being held at venues other than the exhibition floor, and must receive express written consent from show management for said activities prior to the show. Such activity must be for internal business or staff meetings.
- Show management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only.
- Companies who wish to host hospitality suites must apply in writing to show management using the form included in the Exhibitor Manual for permission and must agree that the suites not be open during any scheduled event. In addition, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to the event attendees at any time during event without the advance written approval of show management. If an activity is held without approval, show management reserves the right to exclude the exhibitor from future events.

### **24. Install/Dismantle**

- **Installation and Dismantlement**
  - Materials for an exhibit display may not be delivered to the exhibition facility before the official move-in period.
  - Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from show management.
  - No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations.
  - All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out, and exhibition dates and times may be subject to change. Show management will notify exhibitor of official dates, times and any changes.)
  - Show management reserves the right to assign specific days to exhibitor for delivery of equipment and/or display items. Failure by exhibitor to abide by such delivery schedule shall obligate that exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.
- **Labor**
  - Labor jurisdiction and union rules are determined by the facility, state and municipality in which the exhibition is held. Where union contracts exist with service contractors, exhibitor must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved.
  - Skilled and unskilled labor as needed or required can be arranged through the official service contractor at established rates.
  - Arrangements should be made in advance.
  - Exhibitors who are eligible to set up their own display according to union guidelines must typically utilize full-time employees of the company and proof of employment may be requested.
  - Review the exhibitor manual for specifics on union guidelines and restrictions.

### **25. Insurance**

Show management requires each exhibiting company and exhibitor appointed non-official contractor to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. Please refer to the "Insurance Requirements Policy" within this Exhibitor Manual for specifics on insurance requirements.

## 26. 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, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by show management.
- Lighting that spins, rotates or 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 exhibition.
- Reduced lighting for theater areas should be approved by the event facility.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Halogen lamps are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. Examples of approved lights are; MR 11/16 Covered – low voltage, PAR 14, 16, 20, 30 and MR 16 Covered – line voltage.

## 27. Literature Distribution/Giveaways

- Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden and exhibitors must confine their exhibit activities to the space for which they have contracted.
- No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without written prior approval of show management.
- Only literature published or approved by show management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by show management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time. The only exception to this rule is for authorized survey organizations that have obtained show management approval.

## 28. Material Handling & Storage

- The official material handling contractor will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.
- Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, exhibitors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply can be stored during the show through the general service contractor.
- Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by the general service contractor and returned at the conclusion of the show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the Exhibitor Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

### **29. Paging & Announcements**

Show management will restrict announcements to general show information. Announcements will not be made for exhibitor drawings, lost persons or articles, etc.

### **30. Photography/Video Recording**

- Exhibitors are permitted to photograph or produce audio/video of their own booth displays and/or products.
- Exhibitors are prohibited from photographing or producing audio/video of other displays, products or materials without prior written permission from show management and the owner of the subject.
- Security and labor arrangements required for any approved photography, video recordings or live feeds must be made in advance, at exhibitor's expense.
- Only official photographers and audio/video producers appointed by show management are permitted to photograph or record audio/video of the entire event.
- Exhibitors wishing to use an outside photographer must receive written permission in advance from show management.
- Conference sessions may not be photographed or video/audio recorded.

### **31. Raffles, Drawings and Contests**

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

### **32. Sales from Exhibitors' Booths**

Retail sales are NOT permitted on the exhibition floor at any time. Exhibitors who are found to be in violation will be subject to the loss of priority status and could be excluded from future events.

### **33. Security**

- Exhibitors are solely responsible for the care, custody and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.
- Twenty-four hour access control will be provided from the start of move-in to the end of move-out. Show management shall not be held responsible for the loss of any material by any cause and urges the exhibitor to exercise normal precautions to discourage loss due to theft or any other cause. Show management assumes no responsibility for goods delivered to the exhibit areas, or for materials left in the exhibit areas at any time. Exhibitors are encouraged to insure exhibit property against loss or theft.
- Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended.
- In cases where valuable equipment may not be removed to storage on a daily basis, the services of a private booth guard is available.
- When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship laptops, tablets and other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.
- At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.



### **34. Show Directory**

Exhibitor information will be published as part of the official show directory, if directory information is submitted by the deadline date. Only exhibitors with valid exhibit contracts will be listed in the event directory. The exhibitor waives and indemnifies show management and its agents from and against any and all claims against show management with respect to errors and omissions in the directory. The exhibitor shall be responsible for the content of its entries.

### **35. Sound/Music/Noise**

- In general, exhibitors with booths that are 400 sq. ft. and larger may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of show management, 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.
- Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.
- 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. Show management does not have a license with any licensing agencies; therefore exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

### **36. Staffing of Booth**

- The exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition without the approval of show management. Exhibitors should make travel and staffing arrangements accordingly.
- Exhibition space must be fully operational and staffed during published exhibition hours.
- Unless arrangements are made prior to the event, any space not claimed and occupied by 10:00pm on Tuesday, October 17 may be resold or reassigned by show management, without obligation on the part of show management for any refund to the exhibitor whatsoever.
- Any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.
- Exhibit personnel shall wear professional attire consistent with the event decorum.
- Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of exhibitor, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by exhibitors. Violators may be escorted from the event and exhibitor may be subject to a loss of priority status.

### **37. Strolling Entertainment**

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

### **38. Suitcasing**

- Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by show management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.
- The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by show management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within [state restriction—include metrics if needed] of the exhibit facility without the permission of show management are in violation of this clause.

### **39. Vehicles on Display**

- All vehicles on display will require spotting service from the general service contractor, at the exhibitor's expense.
- Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/4-tank full or five gallons (include metric), whichever is less, and fuel tank filler caps locked and/or sealed.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space, and must conform to line-of-sight rules.
- Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall exhibition floor and must be approved by show management.
- Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation.
- Once placed, display vehicles cannot be started or moved without the approval of show management and the direction of the general service contractor.
- Auxiliary batteries not connected to engine starting system may remain connected.
- External chargers or batteries are allowed for demonstration purposes.
- No battery charging is permitted inside the building.