



RULES AND REGULATIONS

~GENERAL~

These pages include general show policies as well as installation, dismantle, and operations rules, display rules, exhibit hall rules, and booth configuration guidelines. Most misunderstandings can be avoided by reading these pages carefully. Topic headings have been listed in alphabetical order for your convenience. Also, please read your 'contract for exhibit space', which contractually binds these Rules & Regulations.

AGE LIMIT

- **No one under the age of 18 will be admitted into the Exhibit Hall at any time.**

ALCOHOLIC BEVERAGES

- Alcoholic beverages are prohibited in the exhibit hall during setup and dismantle for safety and insurance reasons.

BADGE CONTROL

- Exhibit hall attendance is restricted to qualified exhibitors, attendees, and service suppliers as monitored by Show Management. Badges are required at all times.
- Any persons on the exhibit floor who are not officially registered as specified in this manual, or anyone assisting persons to gain access in violation of these rules, will be promptly evicted.
- Exhibiting companies are limited to the number of complimentary exhibitor badges issued on the basis of size of booth space rented.
- Exhibitor badges will be made available to the primary exhibitor contact for distribution to exhibitor's personnel.
- Badges must be worn at all times on the exhibit floor, including during move-in and move-out days.
- Only exhibitors are allowed entrance to the show floor two hours prior to show opening and one hour after show closing each day.
- False certification of any individual as an exhibitor's representative, misuse of exhibitor badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be just cause for expelling the exhibitor and its representatives from the Exhibit Hall and/or banning them from future entrance to the exhibit floor and/or removing the exhibitor's exhibit from the floor without obligation on the part of CANON COMMUNICATIONS LLC for refund of any fees. The exhibitor, its employees, agents, and anyone claiming a right to be on the exhibit floor through the exhibitor, waive any right or claims for damages arising out of the enforcement of this rule.

BALLOONS/BLIMPS

- Balloons/blimps of any kind will not be allowed on the show floor and/or show site.

BOOTH PERSONNEL

- Exhibitors are allowed entrance to the show floor two (2) hours prior to show opening and remain on the show floor up to one (1) hour after show closing each day.
- Booths must be staffed by a badged company representative at all times during show hours.

CAMERAS/PHOTOGRAPHY

- If you bring a camera (video or photo), you may take photographs of your booth only.

DECORATIONS

- Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled, or otherwise affixed to any building surface, including—but not limited to—ceilings, walls, painted surfaces, and columns.

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DISPENSING FOOD

- Any food & beverage/catering being distributed from an exhibitor's booth must be approved in advance by Show Management. Please refer to the "Food and Beverage/Catering Form".
- Food & beverages must be ordered through Rosemont Catering Services, the exclusive catering vendor of Donald E. Stephens Convention Center, to ensure compliance with all Department of Health requirements. No outside Food & Beverage may be brought into the Center.

HANDOUTS

- No adhesive-backed (stick-on) decals or similar items may be distributed in, or used on, any part of the Convention Facility.
- All handouts must be distributed from the exhibitor's booth only. Nothing may be distributed in the aisles, areas outside of the immediate booth boundaries, or elsewhere inside or outside the Convention Facility's property.
- All items, samples, souvenirs, etc., distributed by the exhibitor must be from within the confines of the exhibitor's booth and approved by Show Management. Show Management reserves the final decision on what can or cannot be distributed from an exhibitor's booth.

NOISE

- Disturbing noises of any kind are not allowed. Show Management will monitor noises and demonstrations and may ask the exhibitor to turn off the machine or device if noise levels become a nuisance to surrounding exhibitors or attendees.
- Use of microphones and noise enhancing devices will only be allowed if it is not disturbing to other exhibitors. Show Management reserves the right to determine whether or not an exhibitor may use such devices.

OBSTRUCTION OF AISLES (DEMONSTRATIONS)

- Exhibitors may not conduct any demonstration or activity that results in the obstruction of aisles or impedes the easy access to neighboring exhibitors' booths.
- Demonstrations are to be straightforward, professional, and relative to the displayed product. The use of demonstrations, gimmicks, pantomimists, magicians, robots, etc. in the aisles is prohibited at all times. Products or demonstrations may be placed near the aisle provided they are inside the booth boundaries. Equipment, including furniture, may not be in the aisles at any time.
- Show Management reserves final decision on all demonstrations.

PARKING

- Please see [DESCC Map](#) of parking lot locations for details.
- Exhibitors may park in the available parking structures adjacent to the Donald E. Stephens Convention Center at posted rates. Parking charges will be assessed for move-in/move-out as well as show days. For further information on parking rates, please contact the Donald E. Stephens Convention Center (See Official Show Contractors for contact information).

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SECURITY

General perimeter show security in the facility will be provided during set-up, show days, and move-out; however, the primary responsibility for safeguarding your exhibit and merchandise is the responsibility of the exhibitor. Remember that set-up and move-out periods are particularly sensitive times when thefts are most likely to occur. Do not leave your booth unattended during those times.

- Security personnel will monitor the exhibit halls at opening and closing each day. Only exhibiting personnel will be allowed in the hall two (2) hours prior to opening and one (1) hour after closing. Please be advised that if you leave the Exhibit Hall after-hours, Security will not allow you to re-enter the facility.
- Report any thefts or damage immediately to both Show Security and Show Management.
- While Show Management will exercise reasonable care in safeguarding your property, neither Show Management, the facility, the security vendor, nor any of their officers, agents, or employees assume any responsibility or liability for loss, damage, or theft. Exhibitors should therefore include in, or have a rider attached to, their insurance policies covering their merchandise during shipment to the exposition, the exposition period, and the return shipment from the exposition.

SMOKING POLICY

- Smoking is not permitted in the Donald E. Stephens Convention Center (including the loading dock areas). There are designated smoking areas outside the Center.

STOP SOLICITATION - WE NEED YOUR HELP!

- Soliciting allows those individuals and companies who do not exhibit at the show to take advantage of its benefits. It also takes buyers' attention away from your products and encourages buyers to leave the show floor. We need your help to stop these practices.
- Companies are not allowed to solicit business in the trade show aisles or other public areas of the show, in another company's booth and/or representing their services or soliciting participants for activities which conflict with the show. Additionally, Show Management does not permit the distribution of literature or marketing materials of any kind on the trade show floor, except from an exhibitor's booth.
- Please note that any expo participant who is observed soliciting business in the aisles or other public space, including another company's booth, is in violation of the Rules and Regulations and will be escorted from the show.
- Additionally, conducting meetings with expo participants off the show floor (in hotels, restaurants, parking lots and other venues) without having purchased booth space is a violation of the Rules and Regulations and will not be tolerated.
- We are committed to supporting our exhibitors. Please contact a Show Management representative, Floor Manager, or stop by the Show Management Office to report any violations that you observe.

UTILITY AREAS / STORAGE

- For safety reasons, you cannot store any items - including empty crates / cases - behind the backwall area of your booth.

VIOLATIONS

- Noncompliance with any rule or regulation may result in a Violation Notice being issued to the exhibiting company. Future violations may result in the loss of priority points.