SHOW RULES & REGULATIONS

1) AISLE SPACE
Exhibitors shall not solicit business and distribute literature in aisles or outside the perimeter of their booth or engage in any activity that leads to congestion in the aisles. Aisle logos, such as gels or footprints, are not allowed unless they are purchased as an official sponsorship.

2) AMERICANS WITH DISABILITIES ACT (ADA)
All exhibitors are required and shall be fully responsible for complying with the Americans with Disabilities Act (ADA) as well as local rules and regulations with regard to their participation in the conference and their booth space, including, but not limited to, the wheelchair access provisions of such laws. Exhibitors shall indemnify, defend and hold harmless Informa Connect, part of Informa plc, its officers, directors, agents, members and employees from and against any claims, liabilities, losses, damages and expenses (including attorneys' fees and expenses) resulting from or arising out of the exhibitors' failure or allegations of exhibitors' failure to comply with the provisions of the ADA or local rules and regulations. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301).

3) ANIMALS
Animals for exhibition purposes are welcome at IWCE 2027 with prior show management and venue approval. Liability insurance may be required.

In compliance with ADA, service animals are welcomed to accompany people with disabilities in all areas of the facility where the public is normally permitted access.

4) ATTENDEE RESTRICTIONS
The conference is open to trade only. No one under 18 years of age will be allowed on the show floor at any time. No one will be allowed on the show floor without a proper badge. Exhibitor Staff badges are for booth staff only. Demographic information is not included with the Exhibitor Staff badge; therefore, all clients and guests need to register as an expo or conference attendee.

5) AUTOMOBILES
Automobiles are allowed on the Exhibit Floor for booth 20' x 20' or larger with prior show management approval, however exhibitors are required to sign a Hold Harmless Agreement **BEFORE** the auto is brought to show site. Please contact IWCEOperations@Informa.com.

6) BADGES
Each exhibiting company receives booth staff badges for set-up staff. All other guests, customers, & clients will have to register as "Exhibits Only" and will have access to the show floor only during the posted exhibit floor hours. Demographic information will be required to order Exhibits-Only badges, and limited information will be required for staff badges.

7) BANNER REQUIREMENTS
Pole Pockets – Include 4" pole pockets on the top and bottom of the banner. "Acceptable" condition is required. We strongly suggest banners are stored and/or shipped in round shipping cases and

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not folded or creased for storage or shipping prior to the event. In the case Show Management determines a banner to be unacceptable, the banner will not be displayed and a replacement banner may be created on-site using Freeman's services, at the Exhibitor's expense.

8) BOOTH GIVEAWAYS AND SPONSORSHIP EXCLUSIVITY
If you are planning on giving away remembrances to attendees who visit your booth, please be sure that these mementos do not infringe on the exclusivity of any official sponsorships as you will not be allowed to give them out from your booth if they are an infringement. If you are concerned that your giveaway might fall into this category, please contact Show Management or your sale representative prior to production so as not to incur unnecessary costs. See the acceptable and unacceptable booth giveaways list in this section.

9) BOOTH REPRESENTATIVES AND STAFF
All company representatives shall wear badge identification furnished by Show Management at all times.

10) CODE OF CONDUCT
All exhibitors should be familiar with and abide by the IWCE Code of Conduct. For specific Code of Conduct information, please go to the IWCE Website: Code of Conduct | IWCE (iwceexpo.com)

11) THE LAS VEGAS CONVENTION CENTER RULES AND REGULATIONS
All exhibitors should be familiar with The Las Vegas Convention Center's Rules and Regulations. The venue's Exhibitor Success Guide can be found **here.**

12) DECORATOR
Freeman is the Official General Contractor. They are responsible for efficient operations of the show including scheduling freight at the loading dock, keeping aisles clear and delivering freight to the booths. Freeman will handle all material handling at the show (drayage), cleaning and the operation of any mechanical lifts. For questions and onsite orders please visit the Freeman Service Desk.

13) DEMONSTRATIONS, COSTUME CHARACTERS AND BOOTH ACTIVITIES INCLUDING SOUND LEVELS
Exhibitors shall not solicit business in aisles or engage in any activity that leads to congestion in the aisles. Exhibitors wishing to include demonstrations, presentations, drawings, or crowd gathering activities of any type must confine such activity within their specific booth space and during show hours only.

Costumed characters must remain in the confines of contracted booth space or designated area. Costumed characters may NOT stand in/roam the aisles or "work the crowd" outside of the Show entrance. The lobby and registration area is a "NO solicitation area" for all exhibitors. Any demonstrations or costumes found to be in poor taste or not within the scope of the show by Show Management is not permitted. For the safety of all show participants, we recommend the characters have someone with them (a guide) at all times. Characters and guides must be badged as exhibitors and conform to all other general rules, safety arrangements, and the IWCE Code of Conduct (see rule #10 above).

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Please take into consideration the placement of speakers and theater presentations when designing your booth properties and face the speakers to direct sound and light into the booth rather than into the aisle. Sound demonstrations and lights should remain at a reasonable level and not disrupt neighboring exhibitors. See Booth Contract for further restrictions. Continued sound violations will be treated as a penalty and can result in priority point loss. Nothing louder than 85 decibels is allowed in the booth at any time.

14) LIGHTING & TRUSS POLICY

For island booths 20x20 and larger:

- Lighting fixtures must be directed towards properties within your booth space
- Lighting fixtures and logos cannot be projected onto facility walls, into aisles, or onto any space outside of your booth space
- Lighting fixtures installed on pipe intended for booth perimeter lighting cannot exceed or extend more than 4' (0.6096m) into the aisle
- The practice of extending lighting into the aisle shall be limited to allowing for only the projection of light onto exterior walls or properties on the perimeter of your exhibit
- Ground-supported truss may not exceed the maximum allowable height for the booth type
- Sponsors intending to use ceiling or ground-supported light systems must include these on the drawings to Show Management for approval. Show Management reserves the right to cease install of overhead lighting on-site if these systems and truss are not included on the submitted diagrams and/or extend beyond 4' of aisle space

15) DRONES

A formal request must be submitted to Show Management for the use of a drone in the expo hall no later than 60 days prior to show opening. Per The Las Vegas Convention Center's guidelines (as noted on page 16 of the Building Manual), a Demonstration Area must include safe netting appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. The Las Vegas Convention Center reserves the right to determine what is acceptable in a safe and controlled Demonstration Area prior to final approval.

16) EARLY MOVE-OUT

All exhibitors must stay on the show floor until the show floor closes on the last day. Early dismantling is not allowed. Any exhibitor who does not comply may not be allowed to participate in future shows.

17) ELECTRICAL SERVICE PROVIDER

All electrical services are provided by Freeman. If you have any questions that are not addressed in this Exhibitor Service Manual, please contact the Freeman electrical team at lasvegaselectrical@freeman.com. The Electrical Service Order Form can be found in the Utilities section of the website.

18) EXHIBIT SET-UP

Full-time employees of the exhibiting company may set up their own exhibits without assistance from the local Union. Any labor services that may be required beyond what exhibiting company full

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time employees can provide may be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at show site, at the Freeman Service Desk.

19) EXHIBITOR APPOINTED CONTRACTOR REQUIREMENTS
Exhibitors who wish to employ display houses or exhibit manufacturers to erect or dismantle their booth may have supervision of labor sent in from their supplier. Workers of this type cannot physically erect the booth, unless they are members of the appropriate Union Local. If outside labor will be hired YOU MUST register them with **IWCE@EACMgmt.com.**

20) EXHIBITOR EVENTS
It is Show Management policy that exhibitors cannot plan events that interfere with exhibit or conference hours, or with the conference events such as the show management-offered Attendee Party. If you have any questions about whether your event interferes with the conference scheduling, please contact Show Management or your sales representative.

21) FLAMMABLE/HAZARDOUS MATERIALS REGULATIONS
Hazardous operations, including the use of hot work, flammable, explosive, or toxic materials, are not permitted. Any material, equipment, substance, or object which reasonably may endanger the life of, or cause bodily injury to, any person, or which may reasonably constitute a hazard to the building or to any property therein will not be permitted.

22) FOOD AND BEVERAGE SHOW RULES
All food and beverages handed out by an exhibitor on the exhibit floor (except small wrapped candies) must be ordered from the catering department of the Las Vegas Convention Center. Arrangements for outside food can be organized and will be charged a fee. To order food items, please reach out to Tracey Cooper with the catering team **tracey.cooper@sodexo.com**

23) HAND-CARRIED ITEMS
Exhibitors may carry computers and appliances, provided they can be done reasonably by hand and in one trip. Exhibitors may also carry cases or cartons. Wheeled dollies are not permitted. Exhibitors may remove small computers and appliances from crates or boxes provided it can be done without a forklift or any power equipment. Common sense and safety will be considered when determining whether a package can be hand carried. Please be sure to thoroughly read the information on union regulations in the Labor, Equipment and Storage section of this Exhibitor Service Manual.

24) HANDOUTS/LITERATURE DISTRIBUTION
Literature, samples, or other promotional materials may only be handed out within the confines of contracted booth space or designated areas. Any materials placed elsewhere will be discarded.

25) HARD HATS
Hard hats must be worn for all those working on multi-level exhibit booths and those with a structural canopy and/or ceiling. OSHA states that hard hats must feature a hard outer shell and a lining that absorbs shock and incorporates a headband. Straps should suspend from the shell about 1 inch to 1¼ inches away from the worker's head. **The OSHA industrial class of hard hat that is a requirement for workers on multi-level exhibit booths, and exhibits with a structural ceiling**

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or canopy is the Class G - General Helmet. These hard hats provide protection against impact and object penetration. Their voltage protection is limited to 2,200 volts.

26) HOSPITALITY SUITES/MEETING ROOMS
The Conference encourages exhibiting companies to operate a hospitality suite, demo suite, or meeting room. However, functions may not conflict with conference and exhibit floor hours, or any sponsored special event. Show Management retains meeting space at the venue. If your company wishes to arrange for a meeting room, or to stage an after-hours reception, please contact your sales representative to make sure there are no conflicting dates or times with any other show activities. A limited number of meeting room packages are available, so check with your sales rep.

27) INDEMNIFICATION
It is understood and agreed that neither Show Management, nor the owners, nor the lessors of the property which serves as the exposition hall, nor the management of these properties, can or will be responsible for the safety of exhibits, exhibitors, or their employees against robbery, burglary, theft or damage by fire or any other cause. Show Management will provide perimeter security for the limited protection of property during hours when the exposition is closed. In all cases the Exhibitor is advised to insure its property against damage or loss and insure itself against public liability at its own expense. The Exhibitor waives all claims of any kind against IWCE, and/or Informa Connect, part of Informa plc, Show Management, or any of their directors or employees, arising from the conduct of the exposition and agrees that none of the parties referred to above shall be liable for any loss, damage or destruction of property belonging to the Exhibitor, its agents or its employees, while on the premises, nor for any other loss or damage whatsoever, including, without limiting the foregoing, any loss or damage to the Exhibitor's business by reason of failure to hold the conference and/or exhibition, or failure to provide space for an exhibit or the removal of an exhibit, for any action of Management and the owners and lessors of the exposition areas of the Las Vegas Convention Center, harmless from claims by the Exhibitor's agents or employees or by any other persons arising out of any act or omission connected with the Exhibitor's participation in the conference and/or exposition, whether negligent or not.

28) INTERACTIVE DISPLAYS & LINE CONTROL
If you have any type of interactive display, you must have a (3) three-foot clearance from the aisle(s) to allow for crowds. All demonstrations must maintain a professional presence. Any demonstration found to be in poor taste or not within the scope of the event by Show Management is not permitted. Line control and management is the responsibility of the exhibitor. All booths must have a line/crowd control plan. For larger booths of 2,400 square feet and larger, line management plans must be incorporated into their booth rendering.

29) MEETINGS ON THE SHOW FLOOR
Though the show floor will be opening 2 hours prior to expo hall hours each day for move-in, no one will be allowed on the show floor during non-exhibit hours without an exhibitor staff badge. Therefore, no meetings with the press, clients, or staff without an exhibitor staff badge may be conducted in your booth or on the show floor during non-exhibit hours. The show floor is only available for these types of meetings during show floor hours.

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30) MINORS
The conference is open to trade only. No one under 18 years of age, including infants, will be allowed on the show floor at any time. There are no exceptions.

31) PHOTOGRAPHY/RECORDINGS
Exhibitors may photograph their own exhibits. Videotaping of your exhibit, or in your exhibit, cannot be conducted at any time without the permission of Show Management. Requests for videotaping must be submitted to Show Management at least 45 days prior to the show. In the event you will be contracting an outside company to perform this service, the Exhibitor-Appointed Contractor Form must be submitted along with the appropriate insurance form from the contracted video company. In addition, appropriate union labor and guidelines must be followed. Please be aware of fire regulations regarding show aisles. Photographers are not allowed to block aisles with tripods or electrical cables during show hours, as this is a safety hazard. Photography requiring the use of tripods and video recording is strictly limited to the parameters of the exhibitor's booth space.

32) POWER SAWS
The use of power saws is prohibited inside the expo hall. You may use a power saw outside on the dock(s) if needed.

33) PROHIBITED EQUIPMENT AND OPERATIONS DURING SET-UP & DISMANTLING
- Materials-handling equipment which exceeds established emission levels.
- Electrically powered tools and equipment other than those listed by Underwriters Laboratories. or approved by a nationally recognized testing laboratory.
- Portable heating equipment.
- Painting with flammable or volatile paints and finishes.
- Any equipment or operation that increases the risk to fire and life safety.

34) PROHIBITED MATERIALS, PROCESSES AND EQUIPMENT
- Blasting agents, or explosives.
- Pyrotechnics.
- Flammable cryogenic gases.
- Smoking within the facilities.
- Fueling of motor vehicles.
- Wood matches with all-surface strikes.
- Cellulose nitrate motion picture film.
- Aerosol cans with flammable propellants.
- Adhesive backed decals
- Helium or mylar balloons
- Confetti/Glitter
- Liquid petroleum gas
- Pressurized gas tanks, empty or full
- Stickers
- Gas operated cooking equipment
- Overnight sleeping
- Portable heating equipment

35) PROPER FOOTWEAR
All booth staff in the hall during set-up and tear-down are required to wear closed-toe shoes for safety purposes. Any exhibitors found not to be in compliance will be asked to leave the hall.

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36) SECURITY
If you are using your own vendor to provide booth security, you must register them with **IWCE@EACMgmt.com.**

37) SELLING ON THE SHOW FLOOR
Selling is not allowed at the event.

38) SIGNAGE RULES
Signs and graphics can be hung to a maximum height of 20', provided that written approval is received from Event Management at least 45 days before exhibitor move-in, and that the bottom of the sign is at least 3' higher than the tallest structure within booth. The width of any hanging or attached signs should not exceed 50% of the booth width.

All signs must be professionally produced and may not infringe upon neighboring booths. Very lightweight banners may be hung with "S" hooks off the drape. All signs that are floor supported must adhere to line-of-sight rules. Please see the full hanging sign and banner policy in Booth Rules & Regulations within the Regulations and Guidelines section of this manual. Hanging signs are allowed for 20' x 20' and larger booths only and must be submitted for approval. See Hanging Sign information in this section for more details. You may contact Freeman for signage production or to order sign holders. Information on graphics and signage is located in the Booth Furnishing section of this website.

39) SMOKING POLICY
There is a no-smoking policy on the exhibit floor and throughout the facility. Smoking is only allowed outside of the building.

40) STEP LADDERS
Step ladders being used by contractors are restricted to those below from **Types IA, I, II, III: Subpart X—Stairways and Ladders, Appendix A (American National Standards Institute (ANSI) 14.1, 14.2, 14.5 (1982)) of OSHA's Construction standards. Source for Type IAA: ANSI 14.1, 14.2, 14.5 (2009).** See table below:

Type	Duty Rating	Use	Load
1AA	Special Duty	Rugged	375 lbs.
1A	Extra Heavy Duty	Industrial	300 lbs.
1	Heavy Duty	Industrial	250 lbs.
II	Medium Duty	Commercial	225 lbs.

41) STORAGE- ONSITE RULES
Fire regulations prohibit storage of any kind behind exhibits, including empty packing materials. Please tag all your empties and have Freeman store them until move-out. Reserve quantities of

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literature must be stored away from electrical cables or junction boxes. Arrangements can be made with Freeman for on-site storage of excess items.

42) SUBLETTING A BOOTH
No exhibitor may assign, sublet or apportion any of the space contracted for except with the prior written approval of Show Management.

43) TAXES AND LICENSES
Exhibitors shall be responsible for obtaining any licenses, permits, or approvals required under local or state law applicable to their activity at the exposition, which includes any music licensing needed under the ASCAP and BMI copyright laws. Exhibitors shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees or other charges that shall become due to any government authority in connection with their activity at the conference.

44) TIPPING
Work Rules prohibit the solicitation and/or acceptance of tips by any employee, including all employees representing Informa Connect, part of Informa plc, Freeman, and the Las Vegas Convention Center. Should you be solicited for a tip, please report the incident to Show Management as soon as possible.

45) UNSPORTSMANLIKE CONDUCT
Tampering with another party's exhibit will not be tolerated. In such case the offender will be immediately removed from the exhibit floor at his/her own expense and will be restricted from future participation.

46) VR DEMO HYGIENE
Any exhibitor utilizing VR headsets for demoing is required to wipe down with disinfectant wipes or similar, all the equipment (HMD foam, lenses, nose bridge, controllers, headphone earcups) directly in front of the user.

47) FLOORING
Raised flooring or platform is permitted and must include an ADA-accessible ramp. Raised flooring must be called out on your booth rendering. Show Management reserves the right to enforce an on-site adjustment at the exhibitor's cost should the raised flooring not include an ADA-accessible ramp.

PLEASE READ THE FREEMAN FIRE REGULATIONS INFORMATION.
For any questions regarding the show rules and regulations, please contact:
IWCEOperations@Informa.com

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