



**JANUARY 9-11, 2014    ORLANDO, FL**  
ORANGE COUNTY CONVENTION CENTER, WEST HALL

## Exhibitor Rules & Regulations

### Move-In/Move-Out

No one under the age of 18 is allowed in the hall during move-in.

### Age Restriction

Absolutely no one under the age of 16, including infants and children in strollers, will be allowed on the show floor except for pre-registered child/junior models and team riders. Please advise all employees, including reps, that there will be **no exceptions**. Anyone under age 21 wearing a badge printed with an incorrect age will be stopped by security and the badge will be confiscated, and the one under age 21 and the related exhibitor will be subject to immediate removal from the show. No badges for anyone under age 21 will be authorized onsite.

### Alcoholic Beverages

Alcoholic beverages during the show are provided by the Orange County Convention Center's exclusive food and beverage provider, and all alcoholic beverages must be purchased through that provider and only that provider. All other alcoholic beverages are strictly prohibited. No alcoholic beverages may be served before 4:45 pm and no alcoholic beverages may be served to anyone under age 21. Surf Expo is not responsible for verifying ages shown on show badges; that is the responsibility of the Orange County Convention Center's exclusive food and beverage provider and exhibitors. Ages should be verified by checking a valid form of legal identification (other than a show badge). If an exhibitor is found distributing alcohol not purchased through the Orange County Convention Center's exclusive food and beverage provider, or found serving alcoholic beverages before 4:45 pm, or found serving alcohol to anyone under age 21, the alcoholic beverages will be confiscated, and the exhibitor will be subject to immediate removal from the show. If it is found that an exhibitor has made alcohol available to anyone under age 21, law enforcement authorities also may be summoned.

### Badges

Badges must be visibly worn at all times while in the Orange County Convention Center, especially while on the show floor. The replacement fee for a lost or forgotten exhibitor badge is \$50 which must be paid onsite at the time of re-issuance. Also, all badge changes and/or additions for exhibitors **made after 7 pm on Wednesday, January 8, 2014 will be charged \$50**. Photo ID will be required. See above Age Restriction section for policy regarding badges for individuals under age 21. Each 10x10 booth is allotted 7 badges total; this includes models and team riders.

### Bands

Bands are prohibited on the show floor.

### Booth Sharing

Sharing or subletting of contracted exhibit space is strictly prohibited.

### Booth Cost Inclusion

Exhibit fee includes booth space rental, draped walls (8' on sides & back), show directory listing, and a booth id sign. If requested, you'll

also receive retailer appointment cards. All other costs (electrical, rigging, labor, shipping, booth furniture, etc) are the responsibility of the exhibiting company.

### Cameras

Personal cameras and videotaping equipment are strictly prohibited in all exhibit areas and all other portions of the show floor. Authorized press personnel and photographers must register for Surf Expo badges in the Press Room. Coat check and security lock up is available to store unapproved cameras and video equipment.

### Demos/Fashion Shows

Please notify Surf Expo of any special demonstrations or fashion shows. No demonstrations or solicitations will be permitted outside of the exhibitor's assigned space.

### Exhibitor Appointed Contractor (EAC) Responsibilities

All EACs must deliver to Surf Expo and Global Experience Specialists (GES), by no later than **December 17, 2013**, an original valid Certificate of Insurance (see below Insurance section). The EAC must have all licenses, permits and bonding required by federal, state, county and the Orange County Convention Center, and, promptly upon request, shall provide Surf Expo evidence of compliance.

1. EAC shall refrain from placing any undue burden on the official contractors, especially by not interfering in any way with the official contractors' work.
2. EAC shall not solicit business on the show floor at any time.
3. EAC shall cooperate fully with the official contractors and Surf Expo.
4. EAC shall comply with the show rules and regulations.
5. EAC must confine operation to the exhibit area of the client(s).
6. The show floor, aisles, loading docks, service and storage areas will be under the control of the show's official service contractor, Global Experience Specialists (GES).

### Exhibitor Guests

Surf Expo is a trade show for the active lifestyle sports industry only. It is not open to the public. Exhibitor guests and guests of the industry can register on site (but see above Age Restriction section). A \$1000 registration fee per guest is required.

### Exhibitor Move-In

All exhibit space not claimed by 7am on the opening day of the show will revert back to Surf Expo to be utilized at its discretion.

### Exhibitor Move-Out

**All exhibits must remain fully intact until time of show close (4 pm) on Saturday, January 11, 2014.** This rule will be strictly enforced in order to avoid disruption of business during show hours. Please make your travel plans to allow adequate time to tear down and move out after the show closes on **Saturday, January 11**.

## Fire Department Regulations

The OCCC Fire Marshal strictly enforces all Fire Code Regulations. All two story and covered booths must notify Surf Expo in advance and provide plans for approval. Any large exhibit that exceeds a travel distance within the booth or exhibit enclosure to an exit access aisle shall not be greater than 50 ft (15m); otherwise there **must be two emergency exits**.

## Freight Carriers - Marshaling/Freight/Unloading

All carriers **must** check in at the GES marshaling area prior to unloading at the Orange County Convention Center. CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. For inbound shipments drivers must check in before 2 pm to be guaranteed same day unloading. Warehouse receiving hours are Monday – Friday, 8 am – 4:30 pm; CLOSED 12 pm – 1pm. Trucks signing in after 2 pm may be charged at the overtime rate. For outbound shipments drivers must check in by **10 am Monday, January 13, 2014**.

## Insurance

All exhibitors and their appointed contractors (EAC) are required to have, at their sole expense, at least \$1,000,000/\$2,000,000 Bodily Injury and Property Damage (including alcohol or liquor liability coverage) combined for the duration of the show, including move-in and move-out. A Certificate of Insurance must be sent to Surf Expo for receipt by it on or before **December 6, 2014**. Without a Certificate of Insurance, the exhibitor/contractor will not be allowed in the show. The Certificate of Insurance must be sent to: Operations Department, Surf Expo, 990 Hammond Drive, Suite 325, Atlanta, GA 30328 or emailed to: [operations@surfexpo.com](mailto:operations@surfexpo.com), or faxed to the Operations Department at 678-781-7920. Certificates of Insurance must provide 30 days notice to Surf Expo in the event of policy cancellation, non-renewal or material change.

The Certificate of Insurance must be valid through the move-in and move-out dates of the show and include the following:

*Dates of Coverage: January 7 - 11, 2014*

*Policy effective date and expiration date*

*Commercial General Liability (including alcohol or liquor liability coverage)*

Aggregate Limited	\$2,000,000
Products/Completed Operations	\$1,000,000
Advertising/Personal Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$100,000
Medical Payments	\$5,000

*The following shall be included as Additional Insured as respect to claims arising during the Surf Expo, January 7 - 11, 2014.*

*George Little Management LLC, DBA Surf Expo, Orange County Convention Center, and Global Experience Specialists (GES).*

*Certificate Holder: George Little Management LLC, DBA Surf Expo  
990 Hammond Drive Suite 325 Atlanta, GA 30328*

## Labor

Florida is a right-to-work state. Exhibitors are permitted to use their own full-time company employees to install and dismantle their booths, however; workmen's compensation insurance must be in full force and effect for all such persons used by the exhibitor. Labor is available through Global Experience Specialists (GES).

## Models and Booth Staff

**Models are not allowed to display merchandise or hand out merchandise outside the exhibitor's assigned booth. This will be strictly enforced. Do not hire any models with the intent to hand out any sales materials or product outside of your booth space.** Cover-ups (over swimsuits and under garments) must be worn when outside the booth or away from the booth. All dressing rooms must be fully covered. Booth staff must not promote their product or otherwise solicit outside of or away from the contracted exhibit space. **An**

**exhibitor found to have violated this rule is subject to a \$250.00 fine per occurrence, payable to Surf Expo.**

## Security

Surf Expo makes efforts to secure the hall and keep it staffed with security personnel. However, Surf Expo, the Orange County Convention Center and Global Experience Specialists (GES) **are not** responsible for lost or stolen merchandise. Do not store anything in or on waste receptacles in your booth area. For high security items, there is a security lock room located in room **W206C**. This service is complimentary for all exhibitors. Exhibitors can also hire additional security for their booth.

## POV Marshaling/Freight

POV marshaling will be at the check-in located off the West Hall parking lot entrance. Marshaling will begin at 8 am on **Tuesday, January 7, 2014**. You must check-in there first to receive a dock pass (if needed) to be dispatched to the Orange County Convention Center. You will be allowed a maximum of 30 minutes to unload your vehicle. Unattended vehicles that pass this time limit will be towed at the owner's expense.

## Sound/Music

Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of the neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than the aisle or any adjacent booth.

Surf Expo reserves the right to restrict sounds from any source that interferes with activities in neighboring booths. A maximum of **85dB** will be maintained on the show floor at all times. Exhibitors may not exceed a maximum sound level of **85dB** measured at a distance of ten (10) feet from the source. If an exhibitor exceeds an acceptable sound level and Surf Expo's request to lower said sound level goes unheeded, **Surf Expo has the option to disconnect the electrical power to the booth. All fees to be incurred by reinstating the electrical power will be the responsibility of the exhibitor in violation.**

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 fees on behalf of composers and publishers of music.

## Sticker Policy

Sticker damage impairs our ability to secure prime dates for future shows which directly affects your business. Any stickers found outside the exhibitor's booth placed upon the property of the Orange County Convention Center, Surf Expo, another exhibitors' booth, or any public property is subject to a \$500.00 fine per occurrence, payable to Surf Expo. The law in the State of Florida regarding damaging personal property belonging to another:

### 806.13 Criminal mischief; penalties

(1)(a) A person commits the offense of criminal mischief if he or she willfully and maliciously injures or damages by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto.

(b)1. If the damage to such property is \$200 or less, it is a **misdemeanor of the second degree**, punishable as provided in s. 775.082 or s. 775.083.