

OFFPRICE Show Policies & Procedures

SHOW SCHEDULE

Set-up Dates and Hours

Thursday	August 15	8:00am - 6:00pm
Friday	August 16	8:00am - 6:00pm

Show Dates and Hours

Saturday	August 17	8:00am - 6:00pm
Sunday	August 18	8:00am - 6:00pm
Monday	August 19	8:00am - 6:00pm
Tuesday	August 20	8:00am - 3:00pm

Move-Out Schedule

Tuesday	August 20	3:01pm - 10:00pm
Wednesday	August 21	8:00am - 12:00pm

DECORATION RULES

Booth Package

An exhibitor's booth package includes the following: Pipe and drape (8' high), unlimited drayage, base electrical service (500w drop per **2 booths**), booth ID sign, wastebasket, Show Directory listing, promotional material and exhibitor badges.

Display Height

Your booth may be as high as 12' off the ground-including hanging signs. If you build your booth higher than 12', Show Management may ask you to lower it to their legal height restrictions. Anything to be displayed above 12' must be coordinated through Show Management.

Please keep displays clear of all air vents and duct work. You are not permitted to hang anything from the ceiling.

Pipe and Drape

No hanging of any display materials on the pipe and drape.

No pinning of samples to the drape.

Do not attach zip strips to the pipe and drape. By attaching the strips to the pipe and drape, you may cause your booth to collapse.

ELECTRICAL

All space rentals include basic electrical service, (1) 500 watts (5 amp) drop per 2 booths. There is a tag on your electrical drop that states how much power you have been given. Any electrical power that is plugged into your socket above what the electrical tag states will be considered "overloaded" and your electrical fuse will be blown. Electrical outlets that are overloaded will be reset **one time**. If the electrical drop needs to be reset a second time, a (1) hour labor charge will be incurred. You will find more information and an order form in the *Specialized Event Services* booklet.

Please Note: A steamer or iron requires 20 amps (2000 watts) to operate. If you plug one of these into your 5 amp (500 watts) electrical outlet, you will blow your fuse. Also, please pay special attention to the amount of watts that your spotlights are using. Typically, you would be able to use (2) lights for your average 500w (5 amp) electrical drop.

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SECURITY

Show security will be on duty 24 hours a day from move-in to move-out. Exhibitors are required to wear badges at all times as these will be checked upon entry to the Convention Center. However, show security cannot and should not be counted on to provide more than a presence to inhibit theft. The show hereby gives formal notice to exhibitors that the show and its management, its agents and its official vendors neither offer nor accept responsibility for exhibitors' property of any kind. The OFFPRICE Show recommends the following measure that exhibitors may wish to take to further safeguard their property:

1. Never leave laptops or valuable merchandise unattended in the booth. Be especially careful during move-in and move-out periods.
2. Be sure that boxes and cartons cannot be mistaken for trash. Place trash bins in the aisles at the close of each show day.
3. Drape sheets over your entire booth and clamp edges to the side of booth.
4. Rent two or three extra grids and padlock the grids across the front of your booth.
5. Lock Boxes are available to rent from GES.
6. Hire the services of a guard to provide exclusive presence in your booth overnight. Contact show organizer for details of approved security services that are available.

Please note: Show Management and its service providers are not responsible for lost or stolen items. To ensure complete security of your important property (i.e. small-size samples, high-end samples, laptop computers) take them to your hotel room nightly.

FLOORPLAN

To view the most up-to-date floor plan, please visit our website at www.offpriceshow.com, click on the August 2013 Event page, and under For Exhibitors, select Floor Plan.

FOOD AND BEVERAGE SERVICE

The Sands Expo will be providing all food and beverage during the course of the show. No outside food or beverage will be permitted on the exhibit floor. Any food and beverage (including bottled water and soda) brought in from outside of the Sands Expo will be assessed a corkage fee.

SIGNAGE

All signs that are above the booths must fulfill the following criteria:

- All signage approvals are conditional and if, in Show Management's opinion, the sign interferes with HVAC, lighting or overall appearance, the exhibitor may be asked to either move or remove the sign at the exhibitor's own expense.
- Any signs that require rigging or hanging from the ceiling must use GES Expositions to hang them.
- You are able to hang a sign from the ceiling if your booth is at least 20' deep and more than 400 sq. ft.
- All signs that are hung by GES Expositions are subject to union and GES rates. You may personally hang a sign or banner within your booth space up to 12'.

OVERTIME

Labor overtime rates will apply for any work done by GES laborers **after 5:00pm** or on **weekends**.

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INDEPENDENT CONTRACTORS

If an exhibitor appoints a company other than GES Expositions to install and dismantle their exhibit, they should read and complete the *Third Party Billing Form* under the *Most Requested Forms* tab.

It is advisable for independent contractors to read the exhibitor manual fully. If you would like an additional copy please contact show management.

INSURANCE

Any exhibitor who is using an outside display company must supply a Certificate of Insurance naming the OFFPRICE Show, GES Exposition Services and the Sands Expo and Convention Center as additional insured. All certificates must be on file 30 days prior to the show.

Exhibitors are also advised to obtain insurance coverage for their exhibit and display materials while in transit to and from and for the duration of the show.

OTHER SHOW POLICIES

All Exhibitors must wear the OFFPRICE Show name badge at all times during set-up, show hours and teardown. No one will be allowed onto the Show Floor without a badge, for any reason.

Exhibitors will be able to bring samples in and out of the Show before the show opens each morning and after the show closes each evening. No samples will be allowed to leave the Show Floor during show hours for security purposes.

The sale of merchandise is limited to the Exhibitor only. No Guests or Buyers may solicit sales or display samples on the premises. Samples are only allowed inside the confines of your booth.

All booths must be set up within their designated area only. If a booth display is placed in the aisle, it will be corrected at the sole cost of the exhibitor.

All Exhibitors are limited to conducting business within their assigned location.

Absolutely NO SMOKING in the Sands Expo & Convention Center at any time.

No boxes, crates or rolling sample cases will be allowed in or behind booths during the show. These may be brought into the booths after show hours on the last day.

Booths must be manned with at least one person from 8:00am - 6:00pm daily.

No unauthorized sub-leasing will be allowed.

All requests for combining space must be done in writing with potential vendor's name, address and phone number. You may share space with another exhibitor ONLY with written approval from Show Management.