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Exhibitor Services Manual

SOLARPOWER
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POWERED BY **SEIA** Solar Energy
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Dear North America Smart Energy Week 2020 Exhibitor,

Welcome to SPI, ESI & North America Smart Energy Week 2020, Wednesday, October 21 – Thursday, October 22, 2020, at the Las Vegas Convention Center. It's going to be a big year for solar and storage and we are pleased that you are joining us!

This manual serves as your exhibitor kit for the show. You may access this information in this document and online through both the 'Exhibitor Service Kit' link located in the [Exhibitor Dashboard](#) and directly from the [Exhibitor Resources](#) page of www.solarpowerinternational.com at any time. This manual was designed to help you effectively plan and prepare for the SPI, ESI & North America Smart Energy Week 2020 show. Please review it carefully and completely.

We would like to emphasize that taking the time to plan and prepare for SPI, ESI & North America Smart Energy Week 2020 early will save you both time and money. As you read through this manual, please pay close attention to the pages that include [important checklists](#), [show information](#) and [deadlines](#) as well as the [targeted move-in floor plans](#). You may want to print these pages out and use them as a guide for ordering your rental items, planning for marketing opportunities, and packing for the show.

At Solar Power Events, our main goal is to provide our exhibitors with the tools they need to have a successful show. If we can assist you in any way, please let us know by emailing exhibitorservices@sets.solar. For specific questions regarding the exhibit hall, freight docks, and freight doors, please contact our General Services Contractor, GES, at (800) 801-7468.

We look forward to working with you, now, and for many years to come!

At Your Service,
The Solar Power Events Sales Team

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CONTACT INFORMATION

GES: (800) 801-7648
International: +1 702 515 5970
Monday - Thursday 9:00 am - 5:30 pm Eastern

Show Management: exhibitorservices@sets.solar

EVENT INFORMATION

Event Location:

Las Vegas Convention Center – Bronze Lot
594 Sierra Vista Drive
Las Vegas, NV 89169

Exhibitor Service Counter Location: **Back of Bronze Lot**

*Specific questions regarding the lot, loading areas, and freight doors should be directed to GES at (800) 801-7648.

Exhibit Dates & Hours

Exhibit staff may enter the hall at 8:00 am on show days, but only exhibitors with proper DigiBadge credentials will be permitted early access to the lot. All other attendee types will not be permitted to enter the lot until it officially opens. Show management approval is required to access the exhibit hall outside the below hall hours and before 8:00 am. **All exhibits must be staffed during the following times.**

- Wednesday, October 21, 10:00 am – 4:30 pm (exhibitor-only access starts at 8:00 am)
- Thursday, October 23, 10:00 am – 4:00 pm (exhibitor-only access starts at 8:00 am)

After-hours Parties and In-booth Hospitality Events

Exhibitors are welcome to host receptions in their booths on Wednesday, October 21, from 4:30 pm – 6:00 pm only. If you would like to host an After-hours Party, you must notify North America Smart Energy Week show management in advance. Please fill out the [After-hours Party Form](#). Power is turned off for all exhibitors at 6:30 pm. Exhibitors that are hosting after-hours parties can [extend their power](#), at their expense, through GES.

LOGISTICS

SPI, ESI & North America Smart Energy Week is a targeted show, which means that **you are assigned a specific day and time for move-in and move-out**. For your assigned target times, please refer to the [Target Move-in Maps](#). You may be charged a fine if you move in outside your target window, so please double-check this information.

Installation & Dismantling Schedule

The following schedule represents the installation and dismantling periods for North America Smart Energy Week 2020. Exhibitors can have access to their booths 24 hours per day **if only given permission in advance** by Show Management. Due to labor rules, additional labor charges may apply.

INSTALLATION

| | |
|---------------------|--------------------|
| Monday, October 19 | 12:00 pm – 5:00 pm |
| Tuesday, October 20 | 8:00 am – 6:00 pm |

Inbound carriers must check in at the Marshalling Yard by 2:00 pm to be guaranteed same day unloading. Loading docks become busy and cannot always accommodate late afternoon arrivals due to heavy congestion.

All aisle must be 100% clean of product, ladders, boxes and crates **by 5:00 pm on Tuesday, October 20**. After this time, show management reserves the right to use any empty space in a way that will complement the overall appearance of the show. Exhibitors may lose their right to exhibit if they do not adhere to this schedule.

Only official contractors, exhibitor appointed contractors (EACs), and exhibiting company personnel are permitted in the Lot during move-in and move-out. No one under the age of 18 is permitted on the Lot at any point during the expo. All of the above persons **must wear a wristband** at all times during move-in and move-out, which they will receive from security. All exhibitor appointed contractors (EACs) must be submitted to General Service Contractor via the [Notice of Intent to Hire an EAC Form](#) by **Friday, September 11**.

DISMANTLING

| | |
|----------------------|--------------------|
| Thursday, October 22 | 4:00 pm – 11:00 pm |
| Friday, October 23 | 7:00 am – 4:00 pm |

Exhibitors may not dismantle any portion of their booth before 4:00 pm on Thursday, October 22. All boxes/cartons are to remain out of sight until the Exhibit Hall is closed. Exhibitors may lose their right to exhibit at SPI in the future if they do not adhere to this schedule. This policy is in place as a courtesy to other exhibitors and attendees who will be conducting business in the exhibit hall until the close of the show.

Outbound carriers must check in at the Marshalling Yard by 2:00 pm on Thursday, October 22. Displays must be completely packed and ready to ship before your carrier or vehicle will be allowed to access the loading docks. If your carrier is not on time, GES will force your freight either to the GES Warehouse or via GES Logistics shipping, at the exhibitor's expense. Exhibitors will be required to select one of the aforementioned options on their Outbound Bills of Lading (OBOL) and must turn in their OBOL to the GES Service Desk onsite. **DO NOT leave your OBOL in your booth**, or your freight will be automatically forced to the GES Warehouse or via GES Logistics shipping at the exhibitor's expense. In order to save time, you can [prepare your OBOL in advance](#).

Empty crates and containers will be delivered starting approximately 90 minutes after the hall closes, after aisle carpet has been removed. To avoid any damage to, or loss of, your equipment, please remain with your exhibit until crates are returned, materials are packed, and your shipment has been picked up. **You, as the exhibitor, assume all risk and damage due to loss of equipment and items left unattended.**

Request for Target Change

All move-in change requests must be submitted to the general service contractor, GES, via the [Target Variance Request Form](#) in the [GES Service Kit](#). Submission does not guarantee a target move-in change, as there are many considerations, such as proximity to freight doors, size of booth, and booth location. This is an application, and it must be approved by GES via the Target Variance Request Form. You must be able to provide a copy of your approval onsite, if asked. Permission granted by a GES Customer Service representative will not be accepted, as all requests must go through the Target Variance Request Form and approved by the appropriate persons on our SPI's account team. In order to be considered, the form must be submitted by **Wednesday, October 21**, as indicated in the [GES Service Kit](#).

Electrical

GES is the exclusive provider for your electrical needs. Temporary use of generators must be installed/operated by GES. If 24-hour power is needed, exhibitors can [order power](#) from GES. If you are hosting an after-hours party on Wednesday, we recommend you [extend your power service](#).

Shipping/Freight

We encourage you to read [Appendix E: Shipping and Move-in 101](#) for more information. Below is a highlight of the details for 2020.

For inbound shipments, be sure that your onsite staff have copies of all Bill of Lading (BOL) and/or tracking information. It is very difficult to trace a shipment without proper references. When filling out your shipping labels, please remember to list your booth number to avoid any miss-delivered freight.

SPI, ESI & NORTH AMERICA SMART ENERGY WEEK encourages exhibitors to use GES - the preferred show carrier. GES offers a **10% discount on material handling/drayage fees** for exhibitors that utilize their shipping services.

We highly recommend you send your shipment advance-to- warehouse. GES will deliver your shipment to your booth by 8:00 am on the morning of your target move-in date. More information about shipping can be found [here](#).

Exhibitors must turn in their OBOL to the GES Service Desk onsite before your carrier will be allowed access to the loading docks. **DO NOT leave your OBOL in your booth**, or your freight will be automatically forced to the GES Warehouse or via GES Logistics shipping at the exhibitor's expense. In order to save time, you can [prepare your OBOL in advance](#).

Registration

Location: Las Vegas Convention Center Bronze Lot

Convention Data Services (CDS) is our official registration provider. Even though you booked your booth, you still need to register the individuals who will be attending the event. Once you log into the registration system, you will see the number of complimentary passes allotted based on your booth size. Once you use all of your complimentary passes, all other staff working or attending the event must purchase a pass at the regular rate.

For assistance with registering, contact Convention Data Services via email at SPI@xpressreg.net or by phone at 1-508-743-8522, Monday – Friday, 9:00 am – 6:00 pm EST.

Housing and Transportation

Make sure to book your housing early, as discounted rooms in our housing block are limited. **The housing deadline is Monday, September 28, 2020 at 11:59 pm PST**, or when the block sells out, whichever comes first.

Orchid Event Solutions is our official housing provider. Booking within the housing block will provide the best rates at conference hotels. We encourage you to book early to secure your preferred hotel. Please be advised that Orchid Event Solutions is the **ONLY** housing company authorized to use the SPI, ESI & North America Smart Energy Week name and/or logo and it is the only company allowed to represent itself as a North America Smart Energy Week 2020 housing partner.

Note about Housing Poachers: Companies other than Orchid Event Solutions may solicit you and imply or indicate an affiliation with SPI, ESI & North America Smart Energy Week, claiming to have hotel rooms available at supposedly significant discounts, some even at the same hotels in our official block. This is untrue, as SPI, ESI & North America Smart Energy Week -designated hotels have guaranteed that SPI, ESI & North America Smart Energy Week rates are the lowest rates being offered over our meeting dates. Unfortunately, in the past some exhibitors and attendees have fallen prey to these companies and have either lost significant deposits or have not received the hotel rooms they originally booked. Only Orchid Event Solutions can guarantee the best rates for housing at SPI, ESI & North America Smart Energy Week, and safe transactions. All companies, other than Orchid, are **NOT** affiliated with SPI, ESI & North America Smart Energy Week in any way and therefore you put yourself at financial risk if you provide them your credit card information. They often have hidden costs, charge your credit card in full at the time of reservation, and may not provide the hotel reservations promised. Reservations made through any agency other than Orchid Event Solutions will be at your own risk.

Contact Orchid Customer Service via email at spi@orchid.events or by phone at 888- 665-1373 toll-free, or +1 801-505-526 for international bookings, Monday – Friday, 9:00 am – 3:00 pm MST.

EXHIBITOR APPOINTED CONTRACTORS (EACs)

Exhibitors must submit a [Notice of Intent to Hire an EAC Form](#) to GES by **Friday, September 11**, if they wish to use an EAC for installation and dismantling. Please refer to the EAC Rules & Regulations

Rules and Regulations for an EAC

1. The EAC shall refrain from placing an undue burden on the GES by interfering, in any way, with the GES' work.
2. The EAC will not solicit business on the Exhibition lot during any of the overall days of the Exhibition, including installation, Exhibition dates and dismantling.
3. The EAC is responsible for adhering to all Rules & Regulations.
4. 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 Exhibition, the EAC will immediately cease such disruption or be removed from the Exhibition site. Show Management will have the final decision in such instances.
5. EACs that provide installation and dismantling services will be sent the proper information from the Exhibitor Services Manual upon receipt of request by the authorizing exhibitor.

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 Exhibition site.

Insurance Requirements for EACs

EACs must provide Show Management with a Certificate of Insurance for workers' compensation and employers' liability, comprehensive general liability, and automobile liability insurance. The policy must provide the minimum limits listed below:

1. The workers' compensation and employers' liability insurance must provide a minimum limit of \$500,000 and meet the requirements established by the State in which the show is being held.
2. Comprehensive general liability coverage must provide at least \$1 million/\$2 million in coverage.
3. Automobile liability should include all owned, non-owned, and hired vehicles with limits of \$500,000 bodily injury and \$500,000 property damage liability.

The exhibitor appointed contractor should name the Show Management, the Sponsoring Associations, the Exhibition Owners, and the General Contractor as additional insureds.

Services Provided Regulations

Exhibitor appointed contractor/independent contractor services will be limited to the erection, dismantle, and preparation of display materials only. Labor and/or services for the installation and dismantling of products to be displayed by exhibitors must be contracted from GES. Exhibitor appointed contractors/Independent Service Contractors must submit a Certificate of Insurance to Exhibition Management no later than 30 days prior to the commencement of installation.

The LVCVA requires Exhibitor Appointed Contractors to abide by certain guidelines and regulations. These regulations are detailed as an attachment to the Exhibition rules & regulations.

Work Rules: Exhibit Installation, Operation and Dismantling

All work involved in the erection and dismantling of exhibits or the movement of freight at the LVCC is under the official contractor's jurisdiction. Exhibitor appointed contractor services will be limited to the erection, dismantle, and preparation of display materials only. Labor and/or services for the installation and dismantling of products to be displayed by exhibitors must be contracted from GES designated by Show Management for that service. Exhibitors are expected to comply with the official contractor's union requirements in effect at the LVCC.

In the interest of the exhibitors, Show Management has selected certain firms as official contractors for such services as cartage and handling of exhibit shipments, rental of furniture and other stand equipment, decorations, signs, etc. All service contractors selected by Show Management employ appropriate union personnel. Exhibitors must use the Official Contractor for drayage and rigging, electrical, plumbing, custom cleaning (please refer to the Exhibitor Appointed Contractors section for details), and food service.

SHOW REQUIREMENTS

Mandatory Forms

Below is a list of MANDATORY forms that every exhibitor must submit. **The deadline to submit forms is Friday, September 11, 2020 unless otherwise noted. Please review the full list of deadlines in Appendix C.**

- [Onsite Contact Information Form](#) (required for all)
- [Exhibitor Liability Insurance Form](#) (required for all)
- [Booth Diagram Form](#) (required if 400+ sq. ft.)
- [GES Freight Service Questionnaire](#) (required for all; Due Date: **Wednesday, October 21, 2020**)
- [After-hours Party Form](#) (required if planning to host an after-hours party on Wednesday)
- [GES Credit Card Form](#) (required if ordering anything from GES; Due Date: At time services ordered)
- [Notice of Intent to Hire an EAC](#) (required if using anyone other than GES labor)
- [GES Electrical Layout Form](#) (required if ordering electrical)
****It is mandatory that all exhibitors with electrical submit a FINAL, accurate electrical layout prior to arriving at show site. GES is the exclusive electrical provider for this show.***

Exhibitor Floor Plan and Search Tool

MapYourShow is the official provider for the event floor plan and exhibitor search tool. Please [log in](#) and **update your company profile**, as this information is already public to attendees and will be included in the mobile app and the printed guide.

If you have questions, contact Map Your Show via email at help@mapyourshow.com or by phone (Toll Free) 888-527-8823 (International) 513-527-8823, Monday – Friday, 6:00 am - 1:30 pm pacific.

Liability Insurance

SPI requires ALL EXHIBITORS to carry commercial general liability insurance and to submit a copy to show management. Note that liability insurance is separate from Exhibitor Appointed Contractor (EAC) insurance.

Please see the [Exhibitor Liability Insurance Requirements and Sample \(Appendix D\)](#) for details and to ensure you submit the correct information the first time.

North America Smart Energy Week, Solar Power International (SPI), Energy Storage International (ESI), Las Vegas Convention Center, Las Vegas Convention and Visitors Authority, Solar Energy Industries Association (SEIA), Smart Electric Power Alliance (SEPA), Solar Energy Trade Shows (SETS), the General Service Contractor (GES), and their agents or employees shall not be responsible for any loss, theft, or damage to the property of the exhibitor, his or her employees or representatives. Further, the aforementioned parties will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of the exhibit space by the exhibitor, and the exhibitor shall indemnify and hold harmless the aforementioned parties from all liability which might ensue from any cause whatsoever. If the exhibitor's materials fail to arrive, the exhibitor is nevertheless responsible for all amounts due. The exhibitor understands that none of the organizations or sponsors maintain insurance covering the exhibitor's property, and it is the sole responsibility of the exhibitor to obtain such insurance.

Additional insurance and/or fire marshal approval may be necessary for certain booth sizes or equipment. For details, please refer to the [Exhibitor Rules and Regulations \(Appendix G\)](#) and the [Fire Regulations](#).

Defacing of the Exhibit Facilities

Each exhibitor is liable for any defacing or damage from their own acts to the exhibit facilities. Painting of the floor in exhibit spaces will not be permitted, and no floor coverings may be attached or adhered (except carpet tape) in any manner whatsoever without the written consent of the LVCVA. Show Management will charge exhibitors for any damage.

Carpet and Drape

Professional floor covering in your booth is not mandatory. However, if you would like to order floor covering, you must rent it from GES. You may order, at your own expense, carpet of a different color via the [GES Service Kit](#).

Labor and Union Regulations

Each city has different union regulations and labor laws. For details, please refer to the [Show Site Work Rules](#) or contact GES at (800) 801-7648.

Security

Security guards will be stationed at the lot entrances and exits and around the lot, during non-show hours, beginning with move-in. All reasonable precautions will be taken to protect your equipment and displays during installation, show hours, and dismantling. Show management, the General Service Contractor, and the exhibit facility management are not responsible for the safety of property from theft, damage by fire, accident, or other causes. All property of the exhibitor is understood to be under exhibitor control in transit to, from, and/or within the Bronze Lot. Exhibitors are responsible for their own property and should lock or remove any equipment after-hours. If you wish to arrange for dedicated security within your booth, the form can be found under the **Vendor Order Forms** tab in the [Exhibitor Service Kit](#).

OUTDOOR EXHIBITS

- Temporary Assembly Structures are structures that have either membrane or solid (hard shell or glass) sides that exceed 4,500 square feet have additional requirements set by Clark County. Refer to Clark County Building and Fire Prevention requirements for temporary structures outdoors.
- All banner material used outside must be made of mesh material (a minimum of 30% pass through) or have wind pockets to allow for air to flow through.
- If pouring a sub-floor made of concrete onto the asphalt, Visqueen must be used under the pour and in the surrounding area. Bonding agents are prohibited.
- Any fuel storage greater than 35 gallons of gasoline or 60 gallons of diesel on property will require a Clark County Building and Fire Prevention Permit.
- LVCVA management reserves the right to make changes on site that is deemed necessary without advanced notification, for safety concerns.
- Power for any exhibit/structure must be provided by GES.

Generators

- Temporary use of portable generators must be installed/operated by GES and a Clark County permit is required where applicable.
- Vehicle mounted generators, i.e. car haulers, RV etc. as part of an exhibit or utilized during move-in and move-out are not permitted.
- Generators being displayed or part of a product line may be operated with approval from Show Management, specific refueling and fuel storage rules must be followed, and the generator may not power the booth.

Outdoor Canopies & Tent Structures

All exhibitors placing buildings, canopies, or tents that will be anchored into the surface of the pavement must submit a detailed drawing with the exact placement of the structure to GES, Show Management, and the Las Vegas Convention Center.

- Staking plans should be submitted via upload to GES via the [Graphic Files](#) page and to Show Management via the [Booth Diagram Form](#). Staking plans should be submitted via email to the Las Vegas Convention Center at conventionservices@lvcva.com.
- Exhibitors must have a 2A40BC Fire Extinguisher that has a current Nevada State inspection tag.
- Outdoor tents and/or temporary structures must be installed by an approved EAC.
- EAC's must submit and receive an approved staking plan before staking can occur. Staking

plans must be submitted 30 days prior to show open. Submit staking plans to conventionservices@lvcva.com. See additional staking rules below.

- All tents (a structure with a soft top and soft sides) greater than 400 square feet require a Clark County Building and Fire Prevention permit.
- All canopies (covered with a soft top, but no sides) greater than 700 square feet require a Clark County Building and Fire Prevention permit.
- Self-installed pop-up canopies require either weights or stakes, must be lowered every evening at the close of the show, and depending on weather conditions, may need to be taken down – to be determined by facility on site.

Staking

- All staking must be drilled. Hand staking is prohibited.
- Anchoring or staking into concrete is prohibited property wide.
- The asphalt must be returned to its original condition. LVCVA standards are:
 - Back fill existing hole(s) with clean, fine type sand. Tamp to within 4" minimum of grade surface.
 - Fill rest of hole(s) within ½" of surface with fine aggregate type patching asphalt, tamp until solid.
 - Cover areas approximately 2" around the patched hole with a good grade of plastic type asphalt sealer with a maximum drying time of 2 hours.

Truss Structures

- All truss structures require plans to be submitted to Fire Prevention at boothplans@lvcva.com, 90 days in advance and must meet American National Standards Institute (ANSI) regulations E-1.21.
 - Depending on the size, attachments and weight, facility may require a third-party engineer stamp of approval. The engineer stamp of approval must include wind load and seismic load. This will be at the exhibitor's expense.
- If an exhibitor has their own ballast (weight) but it is deemed insufficient by the facility, they must procure additional ballast from a local source and/or the show's general contractor at their own expense.

Permits

For assistance with Clark County Building and Fire Prevention permitting contact the Las Vegas Convention Center Fire Prevention Department at (702) 892-7413 or boothplans@lvcva.com. Permits from Clark County Building and Fire Prevention are required for:

- Temporary outdoor tents and membrane structures over 400 square feet.
- Canopies over 700 square feet.
- Outdoor temporary structures over 4,500 square feet

- Spray and dipping booths
- Cryogenic fluids
- Compressed gases
- Mobile fueling of vehicles
- Open flames and candles not used for food warming
- Open flame torches
- Flame effects and pyrotechnics

Operating Equipment in Outdoor Areas

Operating equipment must be confined to the space assigned to the exhibitor.

The pavement is an asphalt surface and the recommended load limit from LVCVA is 250 pounds per square foot. Any piece of equipment that is over 250 pounds per square foot should be trench plated and the Facilities Department at LVCVA must be notified prior to the installation of the equipment. The equipment cannot break into the surface unless written permission is received from LVCVA and Show Management.

Anchoring equipment into the surface of the pavement is permitted; however, approval from LVCVA is required and the area must be restored to its original condition at the expense of the exhibitor at the conclusion of the Exhibition. However, drilling and/or anchoring into the concrete portions of the lots is not permitted by LVCVA.

Companies holding demonstration are permitted to build up the interior of the exhibit area with sand, gravel, stones, etc.; however, the material must be enclosed with railroad ties, concrete block walls, etc., to retain the material inside the exhibit space. For details, please see Landscaping Materials.

Gasoline and diesel engines can be operated outdoors only and there is no restriction on the height of equipment being demonstrated as long as the exhibitor's equipment remains inside the perimeter of their space, or in the case of tower, the agreed upon designated area.

There are no utilities other than electrical in the outdoor exhibit areas. Exhibitors must arrange for utilities required at their own expense.

Any exhibit with "motion" must be adequately safeguarded. All other Rules & Regulations apply to outdoor operating exhibits.

VENDORS AND ORDER FORMS

General Service Contractor: GES (*Discount Deadline: October 21 at 4:30 pm PT*), [Order >>](#)

- Material handling / Drayage (exclusive provider) **Save 10% if you ship roundtrip through GES Logistics*
- Floor Covering (not mandatory)
- Shipping
- Electrical
- Tent & Equipment Rental
- Booth setup
- Booth furnishings
- Custom booth design
- Signage
- Cleaning

Audio-visual: [Shepard AV](#)

Catering: [Centerplate](#)

Internet and Telecommunications: [Cox](#)

Exhibitor Liability Insurance: coming soon, check [Service Kit](#) page for updates

Lead Retrieval: [XPress Leads](#)

Freight Forwarder: [Kuehne + Nagel](#)

Photography: [Convention Photos by Joe Orlando, Inc.](#)

Special Transportation Services: [CMAC](#)

Temporary Staff: coming soon, check [Service Kit](#) page for updates

Security: coming soon, check [Service Kit](#) page for updates

Shipping Containers: coming soon, check [Service Kit](#) page for updates

APPENDIX A – SHOW AT A GLANCE



SHOW AT A GLANCE

| | | |
|---|--|---|
| WHEN: | October 21-22, 2020 Las Vegas Convention Center Bronze Lot 594 Sierra Vista Drive Las Vegas, NV 89169 | |
| GENERAL CONTRACTOR: | GES 7000 S Lindell Road Las Vegas, NV 89118 Phone: 1 (800) 801-7648 | |
| HOUSING: | The official SPI, ESI & North America Smart Energy Week hotels are listed on the event website . The deadline to make a reservation is Monday, September 28, 2020 at 11:59 pm ET. NOTE: Orchid Event Solutions is the only verified housing vendor for SPI, ESI & North America Smart Energy Week 2020 | |
| BOOTH DIAGRAM SUBMISSION (Any booths over 400 sq. ft.) | Friday, September 11, 2020 | |
| CERTIFICATE OF INSURANCE: | Due Friday, September 11, 2020 | |
| ADVANCE SHIPMENT DATES: | Begins Saturday, September 19 at 8:00 am, and must be received at the warehouse by Wednesday, October 14, 2020 by 4:30 pm. | |
| SHOW SITE SHIPMENT DATES: | Freight will be accepted at show site beginning Sunday, October 18, 2020. | |
| TARGET VARIANCE DATE: | Wednesday, October 21, 2020 | |
| EXHIBITOR MOVE-IN: | Monday, October 19, 2020 Tuesday, October 20, 2020 | 12:00 pm – 5:00 pm 8:00 am – 5:00 pm |
| NOTE: Please reference Targeted Floorplan for your specific dates & times. Carriers MUST be checked in by 2:00 PM to be guaranteed same day unloading. | | |

| | | |
|--------------------|-----------------------------|--------------------|
| EXPO HOURS: | Wednesday, October 21, 2020 | 10:00 am – 4:30 pm |
| | Thursday, October 22, 2020 | 10:00 am – 4:00 pm |

| | | |
|----------------------------|----------------------------|--------------------|
| EXHIBITOR MOVE-OUT: | Thursday, October 22, 2020 | 4:00 pm – 11:00 pm |
| | Friday, October 23, 2020 | 7:00 am – 4:00 pm |

NOTE: Carriers MUST be checked in by 8:00 PM. All exhibitor materials must be removed by 4:00 PM on Friday.

APPENDIX B– EXHIBITOR CHECKLIST

- ☐ **Immediately – Log in and update your exhibitor profile.** This information is public facing via the Exhibitor Search tool and Floorplan on the event website. Your company name and description, as you enter it, will be used in the mobile app and in the printed guide. Please pay special attention to grammar, spelling, punctuation, etc. [Update profile.](#)
- ☐ **Immediately** – Review the [Booth Rules and Regulations](#) on page 27 of this document.
- ☐ **Immediately** – Review the Important [Move-in/Move-out Dates, Policies, and Deadlines](#) on this [webpage](#).
- ☐ **Monthly – Read the Exhibitor Solar Current Newsletter** for important updates and reminders, add exhibitorservices@sets.solar, exhibit@sets.solar, and service@mapyourshow.com as a safe senders to ensure you receive our emails.
- ☐ **Register booth staff.** Your complimentary pass allotments are automatically added to the exhibitor registration system based on your booth size. All other staff working the event must purchase a pass at the regular rate. [Register.](#)
- ☐ **Book housing.** Make sure to book your housing early, as discounted rooms in our housing block are limited. **The housing deadline is Monday, September 28, 2020 at 11:59 pm PT**, or when the block sells out, whichever comes first. [Book housing.](#)
- ☐ **Submit mandatory forms.** See page 8 for a complete list of required forms. **The deadline for all forms is Friday, September 11 unless otherwise noted.**
- ☐ If you're not using GES labor, **submit the [Notice of Intent to Hire an EAC](#)** and the required insurance.
- ☐ **Invite customers.** Customer pass allotments are automatically added to the exhibitor registration system based on your booth size. A customer pass is a complimentary exhibit-hall only pass. You can send customer invitation letters via the [Exhibitor Registration Portal](#). **Customers must register by Sunday, September 6.**
- ☐ **Plan your advance outreach early.** Your best leads will come from those intentionally seeking out your services and products. The [Exhibitor Marketing Toolkit](#) includes various sizes of pre- designed banners, pre-written social media posts, and a customer invitation letter.
- ☐ Increase your visibility and **purchase a sponsorship.** [View sponsorship opportunities.](#)
- ☐ **Buy ad space** in the Onsite Guide. [View advertising opportunities.](#)
- ☐ **Want to host an After-hours Party?** Submit a request and let us know in advance. [Submit >>](#)
- ☐ **Order items for your booth.** See page 13 for a list of [vendors](#).

APPENDIX C – IMPORTANT DATES & DEADLINES

Registration

- | | |
|--|---|
| • Early Bird Rates | Limited Supply; First-come, first-served |
| • Standard Rates | End on Tuesday, October 20 |
| • Cancellation (full refund minus a \$50 handling fee) | On or before Monday, August 3 |
| • Cancellation (50% refund) | Between Monday, August 3 and Monday, September 21 |
| • Cancellation (no refund) | Any time after Monday, September 21 |

All cancellations must be submitted in writing to customerservice@sets.solar or to Solar Energy Trade Shows, LLC (SETS), 225 Reinekers Lane, Suite 680, Alexandria, VA 22314, Attn: Accounts Receivables. Time-stamped or post-marked date will be the date of the cancellation request if the cancellation falls on a deadline and the amount refunded is disputed.

Customer Invites

- | | |
|------------------------------|----------------------------|
| • Customers must register by | Sunday, September 6 |
|------------------------------|----------------------------|

Housing

- | | |
|------------------------|-----------------------------|
| • Reservation deadline | Monday, September 28 |
|------------------------|-----------------------------|

Reservations cancelled within 72 (seventy-two) hours of arrival will be charged one night's room rate & tax by the hotel. Hotels may charge early departure fees. See individual hotel policies. Hotels may charge a deposit of one night's room and tax on or after September 28, 2020.

Mandatory Forms Due:

Friday, September 11

- GES Credit Card Form (if ordering from GES; due at time order place)
- GES Freight Service Questionnaire
- After Hours Party Form (if hosing after-hours party on Wednesday)
- Booth Diagram Form (if 400+ sq. ft.)
- Exhibitor Liability Insurance Form
- Onsite Contact Information
- Notice of Intent to Hire an EAC

Discount Deadline for Orders

Wednesday, October 14 at 4:30 pm

APPENDIX D – EXHIBITOR LIABILITY INSURANCE REQUIREMENTS

Required Coverage

As an exhibitor, you are required to carry commercial general liability insurance including products and completed operations, contractor's personal injury, and blanket contractual liability insurance at limits of at least \$1,000,000 per occurrence. Coverage should begin from your first move-in day and last through your final move-out day.

Exhibitors must name the following entities as additionally insured: SPI, ESI & North America Smart Energy Week 2020, Solar Energy Trade Shows (SETS), Solar Energy Industries Association (SEIA), Smart Electric Power Alliance (SEPA), Global Experience Specialists (GES), and Las Vegas Convention Center (LVCC) for all aspects of the show dates, **10/19/20 - 10/23/20** (includes installation and dismantle) in Las Vegas, Nevada, at the Las Vegas Convention Center. **See sample certificate of insurance on the next page.**

Exhibitors must name North America Smart Energy Week 2020 as the Certificate Holder.

Note that liability insurance is separate from Exhibitor Appointed Contractor (EAC) insurance. See below for more information.

What You Need to Send Us

Liability Insurance is **MANDATORY** for all exhibitors. Separate insurance is also required if you hire an Exhibitor Appointed Contractor (EAC).

Exhibitor Liability Insurance: All exhibitors must carry liability insurance and submit a copy of their policy to show management via the [Exhibitor Liability Insurance Form](#).

Exhibitor Appointed Contractor Insurance: All exhibitors who hire labor other than GES, the official show contractor, must submit a [Notice of Intent to Hire an EAC](#) and a Certificate of Insurance for EACs via the [Exhibitor Service Kit](#). These forms can be found on the Exhibitor Appointed Contractors (EACs) and Third Parties tab. Exhibitor Appointed Contractors who have not been approved by GES will not be permitted by security to enter the exhibit hall during setup and breakdown times, and you may be required to hire GES labor at your own expense.

How to Purchase Liability Insurance if You Do Not Already Have It

If you do not have a preferred insurance vendor, we have made arrangements with ShowGuard to make an inexpensive policy available to exhibitors who need it. **Please check the [Service Kit](#) for updates and to access the form.** If you choose to purchase your policy with ShowGuard **you are still required to submit a copy via the [Exhibitor Liability Insurance Form](#).** This policy has all the coverages you need to meet the obligations in your space contract. Please buy your insurance using the same name you gave us on your exhibit space contract. **Note that this insurance option is included solely as a convenience and is not an endorsement for ShowGuard.**

Client#:

| | | |
|---|--|---|
| ACORDTM CERTIFICATE OF LIABILITY INSURANCE | | DATE (MM/DD/YYYY) 04/27/09 |
| PRODUCER Wachovia Insurance Serv-AT, GA 4401 Northside Pkwy, Suite 400 Atlanta, GA 30327-3078 770 850-0050 | | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. |
| INSURED COMPANY NAME ADDRESS CITY, STATE, ZIP | | INSURERS AFFORDING COVERAGE INSURER A: Liberty Mutual Fire Insurance Compan 23035 INSURER B: North River Insurance Company 21105 INSURER C: INSURER D: INSURER E: |

COVERAGES


| THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO THE COVERAGE, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO THE POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. | | | | | |
|---|------|--|----------------|--|---|
| INSR ADD LTR | INSR | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | LIMITS |
| A | | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PP Ded:25000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. ACCT <input type="checkbox"/> LOC | EB265 | 04/19/09 04/19/10 | EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPOSP AGG \$2,000,000 Gen Agg Cap \$10,000,000 |
| A | | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS | AS265 | 04/19/09 04/19/10 | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$ |
| B | | EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$ | 55304 | 04/19/09 04/19/10 | EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$ \$ \$ |
| A | | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER | WC265 WA265 | 04/19/09 04/19/10 04/19/09 04/19/10 | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000 |

DESCRIPTION OF OPERATIONS/LOCATIONS:

SPI, ESI & North America Smart Energy Week 2020, Solar Energy Trade Shows (SETS), Solar Energy Industries Association (SEIA), Smart Electric Power Alliance (SEPA), Global Experience Specialists (GES), and Las Vegas Convention Center are named as additional insured under General Liability for all aspects of the Show Dates, 10/18/20 - 10/23/20 (includes installation and dismantle) in Las Vegas, NV at the Las Vegas Convention Center.

Certificate Holder:

North America Smart Energy Week 2020
 Solar Energy Trade Shows, LLC
 225 Reinekers Lane, Suite 680
 Alexandria, VA 22314

| | |
|--|---|
| SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE For WIS by: |  |
|--|---|

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APPENDIX E - SHIPPING AND MOVE-IN 101

We know that shipping can be a confusing part of exhibiting at a trade show, which is why we have outlined some important information and tips below. For full information, visit the [Exhibitor Service Kit](#) and read the information under the **Shipping, Drayage, and Material Handling tab**. If you have any questions, contact the **GES National Service Center** at (800) 801-7648 (International: +1 702 515 5970) Monday - Thursday 9:00 am - 5:30 pm Eastern .

SPI is a targeted show, which means that **you are assigned a specific day and time for move-in and move-out**. For your assigned target times, please refer to the [Target Move-in Maps](#). You may be charged a fine if you move in outside your target window, so please double-check this information.

What is Material Handling / Drayage?

Material handling / drayage is the unloading of your shipment, transporting it to your booth, storing and returning your empty crates and cartons, and reloading of your shipment at the close of the show. This service is not included in the cost of your booth space. Avoid unexpected costs at show site and pre-order this service below with GES, the exclusive material handling provider for the show. Shipping and logistics costs are separate and are not included in material handling rates. We recommend you [estimate your material handling costs](#) in advance to avoid any surprises. [Click here](#) for **detailed information about material handling**.

Step 1: Complete Your Freight Service Questionnaire

All exhibitors are required to fill out a [Freight Service Questionnaire](#) by Wednesday, October 21, 2020. The purpose of this questionnaire is to provide GES with the information necessary to determine labor and equipment needs for exhibitors, which will result in a smooth and efficient move-in for all concerned. If you have any exhibit materials that require a crane or large lift for unloading or loading, **please contact Bob Joneck by Tuesday, September 1, 2020** at (702) 604-4442.

Step 2: Select a Shipping Vendor

You have the option to select an outside carrier for your shipping needs. Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of normal delivery hours. Make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the show, also plan for the return shipment. GES Logistics is also available for your shipping needs. **You receive a 10% discount on drayage, if you use GES to ship your exhibit items.** [Get a quote >>](#)

Step 3: Pick a Shipping Option

Advance-to-Warehouse – This is the recommended option. Your items will arrive at the GES warehouse and will be delivered to the Bronze Lot by the GES freight team.

Advance-to-Warehouse Benefits

- Storage of materials for up to 30 days prior to your show. Some convention centers and hotels do not have facilities for receiving or storing freight
- Delivery of shipment to your booth by 8:00 am on your targeted move-in day which saves valuable set-up time
- GES can confirm receipt and delivery of your items when you use this option, whereas if you ship with a different vendor, tracking is done solely through that vendor

Advance-to-Warehouse Logistical Details

- Advance freight can arrive **on or between Saturday, September 19 and Wednesday, October 14, 2020.**
- Shipments arriving **after Wednesday, October 14, 2020** will incur a late to warehouse fee
- Address: 7000 Lindell Road, Las Vegas, NV 89118
- Receiving Hours: Monday – Friday, 8:00 am to 4:30 pm pacific; closed 12:00 - 1:00 pm and holidays

Advance-to-Warehouse Steps

- Remove all old shipping and empty storage labels
- Print Advance Shipping labels
- Order Material Handling/Drayage
- Remember to confirm receipt of your shipment prior to leaving for the show
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise
- Certified weight tickets must accompany all shipments
- Take the time to ensure that your display and products are packed neatly and securely
- Do not ship uncrated materials to warehouse

Direct-to-Show – Your items will be shipped directly to show site. Note, that when you select this option, your shipment is not guaranteed to be in your booth at the start of your targeted move-in time. Your shipment will arrive to your booth based on when the carrier checks in and it depends on the wait-time at the marshaling yard.

Step 4: Print Shipping Labels

Shipping labels are available in the service kit for both advance-to-warehouse and direct-to-show. Make sure to clearly note your booth number. [Print shipping labels >>](#)

Step 5: Provide Information to Your Carrier

Make sure your carrier has the following information, as they will need to provide it to GES upon check-in:

- Exhibitor Name / Booth Number / Show name
- Shipper's Bill of Lading (documentation)

Make sure your carrier has the following information if you are doing a direct-to-show shipment:

- This show has special handling surcharges. [Learn more](#) about material handling charges.
- This is a targeted show. See below for more details. Note that target dates and times are not appointments.
- Carriers should expect to wait in Marshalling Yard. See below for more details.

Make sure you have record of the following information for tracking onsite:

- Tracking numbers or pro-numbers
- Carrier name
- Contact name and number for shipping company
- Piece count and shipping origin

Step 6: Make Sure You Submit Your EAC Information (if applicable)

Only official contractors, exhibitor appointed contractors (EACs), and exhibiting company personnel are permitted in the Exhibit Hall during move-in and move-out. All exhibitor appointed contractors (EACs) must be submitted to General Service Contractor via the [Notice of Intent to Hire an EAC Form](#).

Step 7: Arrange for Your Outbound Shipment

This year, there is a tight turnaround for move-out. **All exhibits must be moved out by 4:00 pm on Friday, October 23, no exceptions.** In order to accommodate the short move-out schedule, the show will close on Thursday, October 22 at 4:00 pm.

Please refer to the [Target Move-out Map](#) for your required move-out deadline. **Outbound carriers must check in at the Marshalling Yard by 2:00 pm on Thursday, October 22.** Displays must be completely packed and ready to ship before your carrier or vehicle will be allowed to access the loading docks. Make sure your carrier checks into the GES Marshalling Yard with the same name that you have listed on your BOL and that they know your booth number, company name, and outbound destination.

Due to the tight turnaround, we will not be able to wait for carriers to show up, if they do not arrive on time to meet your targeted move out deadline. If your carrier is not on time, GES will force your freight either to the GES Warehouse or via GES Logistics shipping, at the exhibitor's expense. Exhibitors will be required to select one of the aforementioned options on their Outbound Bills of Lading (OBOL).

Shipping information, outbound forms, and labels will be available at the onsite GES Service Desk. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be onsite to oversee the outbound shipment of your display and product.

Exhibitors must turn in their OBOL to the GES Service Desk onsite. **DO NOT leave your OBOL in your booth**, or your freight will be automatically forced to the GES Warehouse or via GES Logistics shipping at the exhibitor's expense. In order to save time, you can [prepare your OBOL in advance](#).

Exhibitors planning to dispose of booth properties, furniture, floor coverings, etc. at the end of the show should **PRE-ORDER** this service as it is not automatic. If materials are abandoned/left on the show floor at the conclusion of move-out, additional fees will be incurred for removal of such materials and charged to the exhibiting company.

Request for Target Change

All move-in change requests must be submitted to the general service contractor, GES, via the [Target Variance Request Form](#) in the [GES Service Kit](#). Submission does not guarantee a target move-in change, as there are many considerations, such as proximity to freight doors, size of booth, and booth location. This is an application, and it must be approved by GES via the Target Variance Request Form. You must be able to provide a copy of your approval onsite if asked. Permission granted by a GES Customer Service representative will not be accepted, as all requests must go through the Target Variance Request Form and approved by the appropriate persons on our SPI's account team. In order to be considered, the form must be submitted by **Wednesday, October 21, 2020**, as indicated in the [GES Service Kit](#).

Marshalling Yard

In order to ease congestion near the show facility and to better utilize the available dock space at the convention center, SPI will be utilizing a [Marshalling Yard](#). If you are shipping direct-to-show with a freight company, the truck will have to check in at the Marshalling Yard.

Please make sure your freight company knows your [target move-in dates and times](#).

- Address: 4961 Katella Avenue, Cypress, CA 90630
- Yard opens at 8:00 am every day during move-in
- Carriers must check-in by 2:00 pm to guarantee unload for that day

The Marshalling Yard process is as follows:

- All carriers and privately-owned vehicles must check into the Marshalling Yard prior to delivery.
- All inbound shipments will be weighed at the Marshalling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshalling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock as space is available. Waiting time at the Marshalling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles, the weight and types of loads, etc.
- After unloading, all vehicles must return to the Marshalling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out will be billed at the heavy weight.
- All drivers are expected to adhere to the GES policies and procedures with respect to the loading and unloading of trailers.

Storing Empty Containers during the Show

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Service Desk, or from your GES Service Executive, and are for empty storage only. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Empty crates and containers will be delivered starting approximately 90 minutes after the close of the exhibit area, after aisle carpet has been removed. Loose cartons and fiber cases will be returned first. Wooden crates and skids will be delivered next.

Displays must be completely packed and ready to ship before your carrier or vehicle will be allowed to access the loading docks. To avoid any damage to, or loss of, your equipment, please remain with your exhibit until crates are returned, materials are packed, and your shipment has been picked up. You, as the exhibitor, assume all risk and damage due to loss of equipment and items left unattended.

Cost-saving Tips

- Give your shipping company adequate lead-time. Try to schedule your pickup far enough in advance that it can be shipped via ground transportation, so you can avoid costly airfreight bills.
- Save on material handling (drayage) costs by shipping your items to arrive on straight time. The best option is to ship advance-to-warehouse. If you ship your freight directly to the convention center and can get it brought into (and back out of) the hall between 8:00 am and 4:30 pm, you'll avoid paying overtime labor charges. Be sure your driver checks in before 12:00 pm to help to guarantee offloading on straight time. Contact GES or show management if you are unclear about material handling fees and/or times.
- Be sure all your cartons are securely banded/shrink-wrapped to a skid/palette. Loose pieces incur "special handling" charges because forklifts can't quickly remove them from vehicles. Also, be aware that special handling charges can apply in various other circumstances (van lines where freight must be removed from side doors, small-package delivery companies like FedEx, stacked shipments). Contact GES if you have questions about whether your particular shipment might incur special handling charges.
- Advise your freight carrier to load all pieces on the truck together, not mixed in with other freight, to avoid special handling charges.
- Remove all old shipping labels.
- Ensure your carrier has experience servicing trade shows. Unlike other shipments, exhibit material is time sensitive.
- Specify what type of delivery you desire – a.m., p.m., second day, etc. Provide specific information about when your items should arrive, based on your target move-in time. See the Target Move-in section of this document for more information.
- Schedule your booth installation labor (if necessary) on straight time. If your booth cannot be set by full-time personnel from your company, you'll need to hire labor from GES or another union trade show contractor. Do your best to schedule your freight to arrive as early as possible in the day so you can get it offloaded and into your booth early, and your laborers can complete work before overtime rates begin at 4:30 pm. Do the math on the labor order form rates – it might save you money to incur an extra hotel night and come in a day early if it means you can pay all your labor straight time by setting up in two days instead of one. Make sure to refer to the target map for your move-in date, and if you hire labor other than GES, make sure to [submit your EAC information](#) via the service kit, under the [EAC tab](#).

- To save costs on shipping and material handling, consider renting an exhibit (available from GES or another local reputable display house) or switching to lighter weight materials when having your new exhibit built.

Late Charges and Additional Fees

Make sure to follow the details in this document, and in the service kit, to avoid additional fees and charges. Some of the ways you may incur late charges and additional fees include:

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See Material Handling/Drayage for details.
- Freight shipments sent to the show after it has opened
- Freight shipments that are received at show site that do not meet their targeted date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the showfloor at the end of the show with no labels and no bill of lading turned in.
- Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, re-crating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using [In-Booth Forklift Labor](#). If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.
- Exhibitors planning to dispose of booth properties, furniture, floor coverings, etc. at the end of the show should PRE-ORDER this service as it is not automatic. In the event that materials are abandoned/left on the show floor at the conclusion of move-out, additional fees will be incurred for removal of such materials at the Exhibitor's expense.

Hand-carry Policy

Exhibitors may “hand carry” materials to their booth provided they do not use material handling equipment including carts and dollies. Hand carried freight consists of lightweight materials that can be hand carried into the lot by exhibit personnel. When exhibitors choose to hand carry materials, they will not be permitted access to the loading/freight door areas, and **they must bring all materials through the front entrance of the lot.** Exhibitors must check in with security. The use of carts, dollies, wheeled containers, mechanical equipment of any other material handling equipment is strictly forbidden.

Show Site Work Rules

In Las Vegas, full-time company employee can set up your booth, but they will need to show proof of employment, such as a pay stub, company insurance card, etc. For full information, read the [Show Site Work Rules](#).

APPENDIX F – SUSTAINABILITY TIPS

Solar Power Events is committed to environmental stewardship in all facets of our event planning. See what SPI and ESI are doing to make the [conference a green event](#).

Exhibitors are encouraged to proactively participate and support our commitment by following these best practices suggestions.

Exhibitor Display/On-site

- Develop reusable rather than disposable booth displays or rent a modular display from the General Service Contractor.
- Design booths with environmentally responsible materials and incorporate indoor air quality principles.
- Use energy efficient lighting.
- Turn off electronic equipment when not in use.
- Make use of recycling facilities provided by at the convention center.

Promotional Materials

- We recommend that you limit your handouts and take advantage of the digital ways we are offering to distribute collateral. If paper handouts are necessary, use of double-sided printing.
- Choose certified chlorine-free paper (PCF coded) which meets the EPA standards for post-consumer waste recycled content and comes from Forest Stewardship Council (FSC) certified forests.
- Use vegetable or soy-based inks.
- Avoid printing dates on materials so reuse them.
- Bring only what you need. Either ship or recycle leftover collateral or print copies only “as needed” on-site.
- Use electronic card scans for capturing attendees’ profiles.

Giveaways

- We recommend that you limit your giveaways.
- Consider reusable items or items made from recycled or biodegradable materials.
- Try and use recycled products that are not a threat to endangered species.
- Avoid over-packaging. Bring only what you need.
- Order items in bulk to reduce packaging and shipping. Either ship or recycle leftovers.
- Use reusable packaging materials (wood or recycled plastic crates) for transporting your booth structure and supplies.
- Use recyclable, biodegradable shipping and packing materials.
- Participate in recycling cardboard, freight boxes, and plastic wrappings during set-up and teardown.
- Minimize packaging materials.
- Reduce the environmental impact of transportation costs by having collateral printed locally in the event area or have your printer contact carbonfund.org to offset carbon emissions from shipping.

EPA’s Sustainable Marketplace: <https://www.epa.gov/greenerproducts>

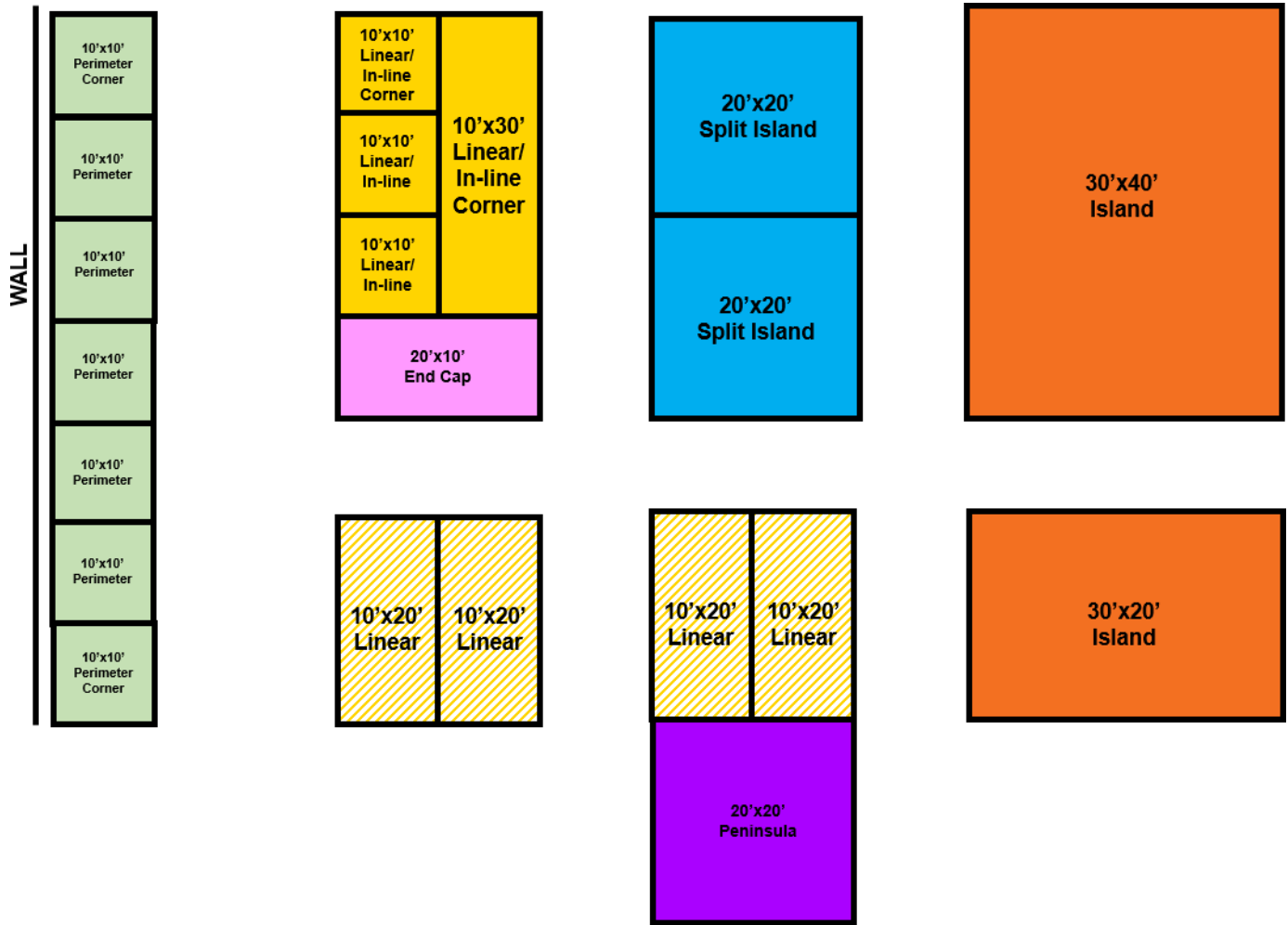
APPENDIX G - BOOTH RULES AND REGULATIONS

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Solar Power International (SPI) has adapted the following guidelines from the International Association of Exhibitions and Events (IAEE) Guidelines for Display Rules and Regulations. Your display products must fit within the confines of your booth area and must be arranged in such a manner to not obstruct neighboring exhibits. Anything that does not comply with the SPI Booth Rules and Regulations will be removed at the exhibitor's expense. As a matter of safety and courtesy to others, exhibitors should 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.

Types of Booths



Linear / In-line (yellow): Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Linear Booths are most commonly 10ft. (3.05m) wide and 10ft. (3.05m) deep.

Perimeter (green): A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. See “Linear / In-line” for guidelines.

End-cap (pink): An End-cap configuration is essentially an In-line (Linear) Booth placed in the position of a Peninsula or Split Island and is exposed to aisles on three sides.

Peninsula (purple): A Peninsula Booth is exposed to aisles on three sides and is a minimum of 400 sq. ft. (37.21sqm). A Peninsula Booth backs up to Linear Booths.

Split Island (blue): A Split Island Booth is a Peninsula Booth, which shares a common back-wall with another Peninsula Booth.

Island (orange): An Island Booth is any size booth exposed to aisles on all four sides.

Use of Space - Linear / In-line (yellow)

Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Linear Booths are most commonly 10 ft. (3.05m) wide and 10 ft. (3.05m) deep, with a maximum back-wall height limitation of 10 ft. (3.05m).

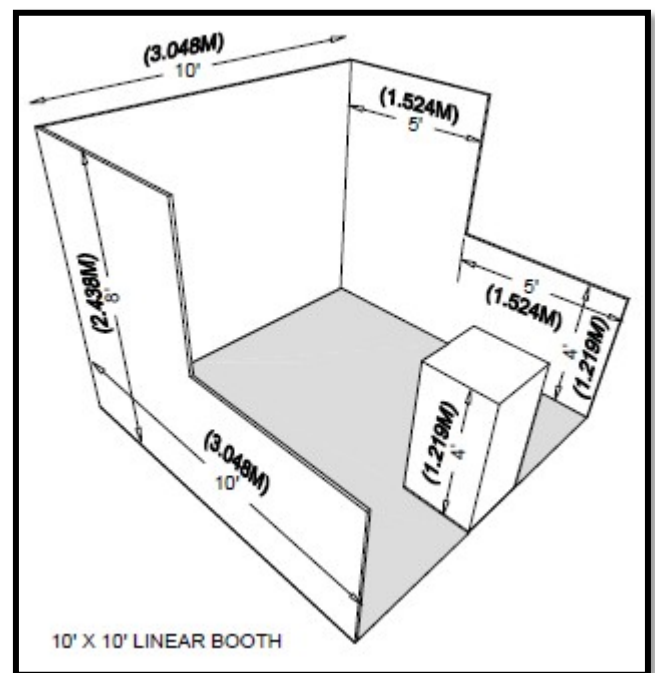
A **Corner Booth** is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

A **Perimeter Booth** is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the maximum height of the display in the rear half of the booth is 12 ft. (3.66m).

Use of Space:

- **Maximum height of display in rear half of booth is 10 ft. (3.05m)**
- **Maximum height of display in the front half of the booth is 4 ft. (1.22m)**
 - When three or more Linear Booths are used in combination as a single exhibit space, the 4 ft. (1.22m) height limitation is applied only to that portion of exhibit space, which is within 10 ft. (3.05m) of an adjoining booth. Materials must be arranged in the booth so they do not obstruct sight lines of neighboring exhibitors.
 - The 4-ft. height restriction does not apply to Linear Booths that are set up like a split island. See the yellow striped booth example on the previous page.
- Display materials should be arranged in such a manner as to not obstruct sight lines of neighboring exhibitors.
- **No company logos, branding, or signage may face into an adjoining booth, including booths on either side or behind.**
- Hanging signs and trusses are prohibited.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

Note – drape is 8 ft. tall. Your display can go up to 10 ft., but all graphics and branding must face into your booth.

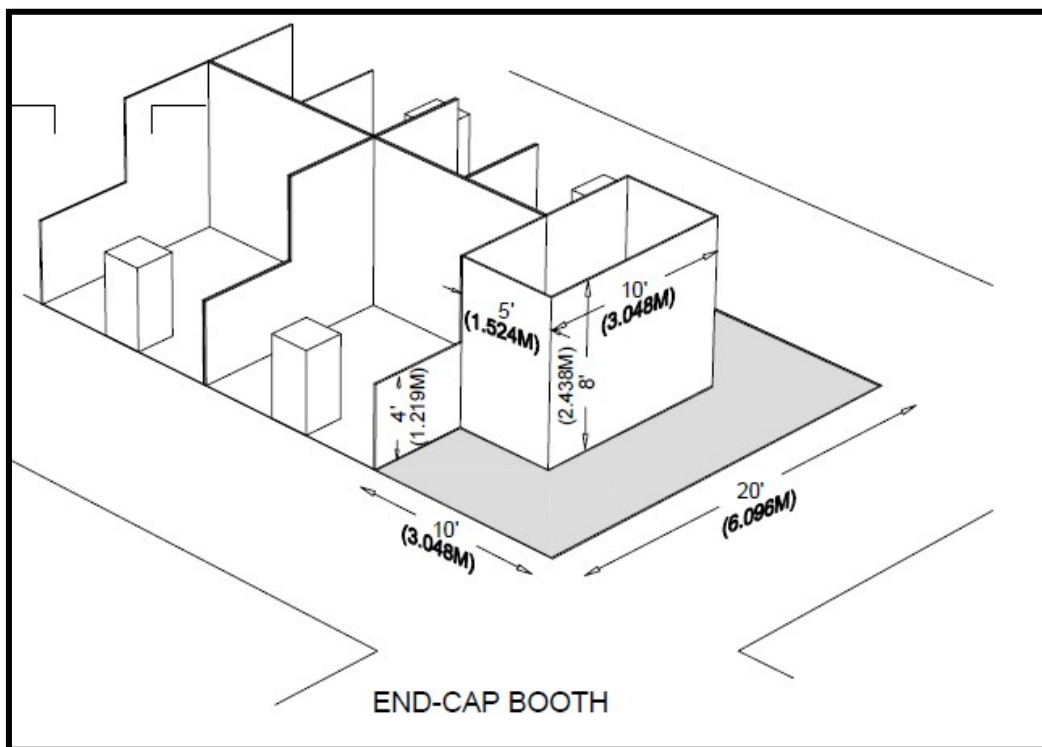


Use of Space – End-Cap (pink)

An End-cap configuration is essentially a Linear Booth placed in the position of a Peninsula or Split Island. End-cap Booths are generally 10 ft. (3.05m) deep by 20 ft. (6.10m) wide and back up to Linear Booths.

Use of Space:

- **Maximum width of back-wall is 10 ft. (3.05m) and maximum height of back-wall is 10 ft. (3.05m)**
- **Within 5 ft. (1.52m) of the two side aisles, maximum height is 4 ft. (1.22m), permitting adequate line-of-sight for the adjoining Linear Booths.**
- **The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.**
- **No company logos, branding, or signage may face into an adjoining booth.**
- Hanging signs and trusses are prohibited
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

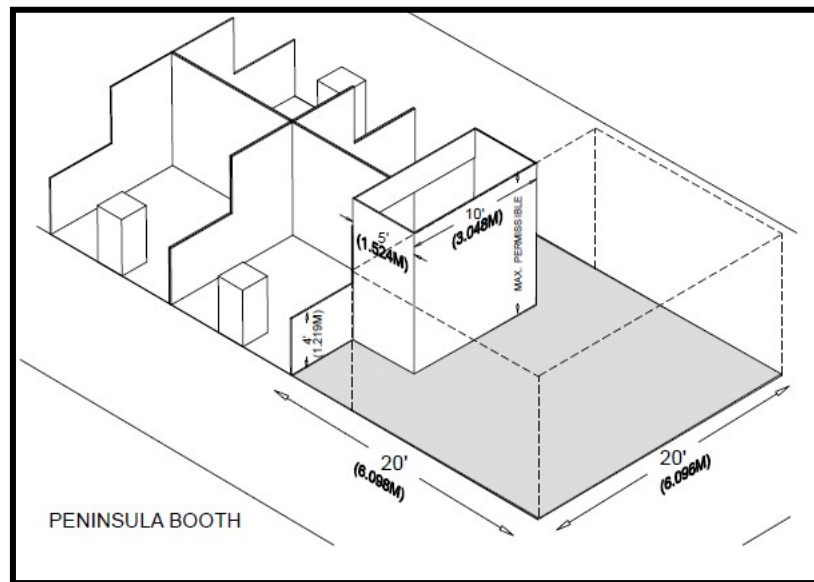


Use of Space - Peninsula (purple)

A Peninsula Booth is exposed to aisles on three sides and is a minimum of 400 sq. ft. (37.21sqm). A Peninsula Booth backs up to Linear Booths.

Use of Space:

- **Maximum width of back-wall is 10 ft. (3.05m)**
- **Maximum height of back-wall is 16 ft. (4.88m)**
- **Exhibit fixtures and components are permitted to a maximum height of 20 ft. (6.09m).**
- **Within 5 ft. (1.52m) of the two side aisles, maximum height is 4 ft. (1.22m),** permitting adequate line-of-sight for the adjoining Linear Booths.
- **The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.**
- **Signs, logos, and graphics that face into an adjoining booth must be set back 10 ft. (3.05m) from the adjoining booth.**
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

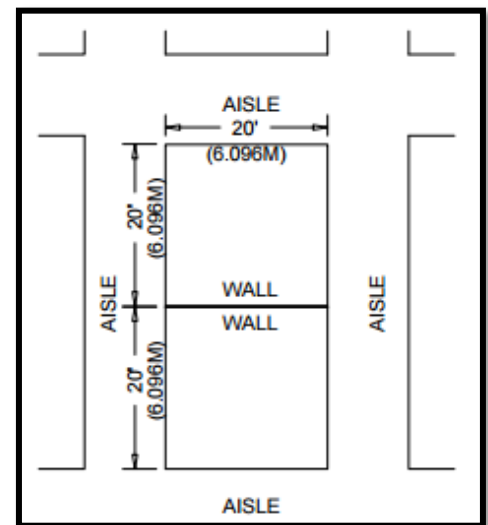
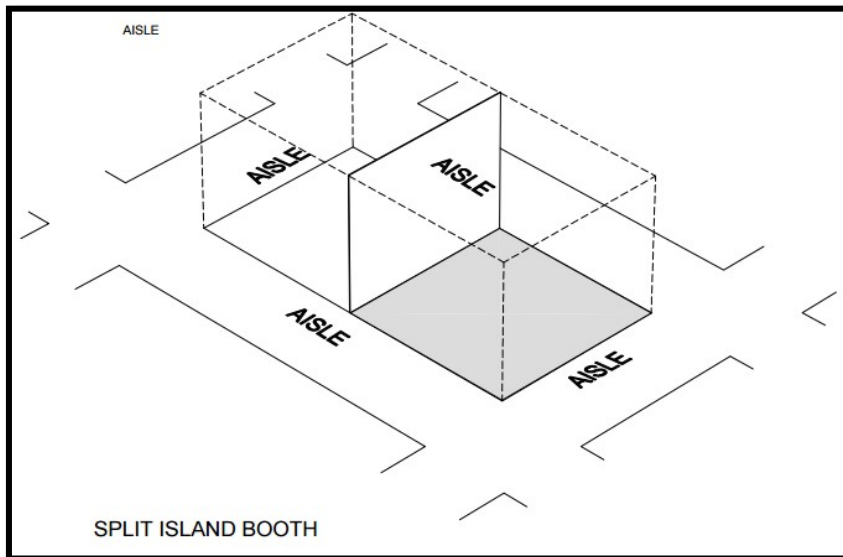


Use of Space - Split Island (blue)

A Split Island Booth is a Peninsula Booth, which shares a common back wall with another Peninsula Booth.

Use of Space:

- Exhibit fixtures and components are permitted to a maximum height of 20 ft. (6.09m).
- Double-sides signs, logos and graphics should be set back 10 ft. from adjacent booths.
- The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- Signs, logos, and graphics that face into an adjoining booth must be set back 10 ft. (3.05m) from the adjoining booth.
- Hanging trusses are prohibited.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

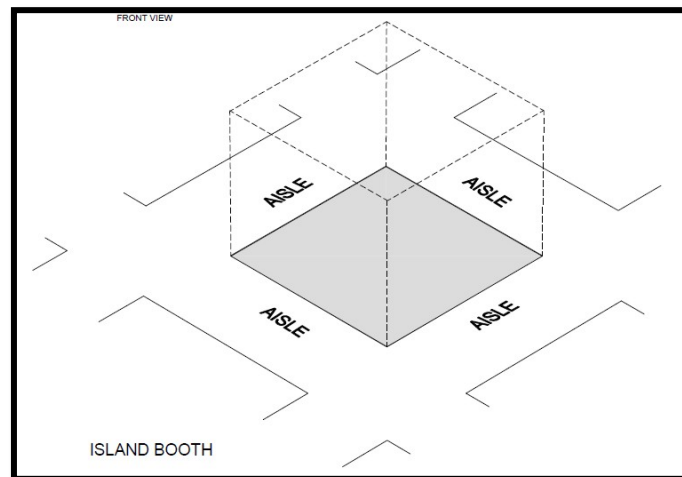


Use of Space - Island (orange)

An Island Booth is any size booth exposed to aisles on all four sides and is a minimum of 400 sq. ft. (37.21sqm).

Use of Space:

- **Maximum height of structure is 20 ft. (6.1m).** You may have one tower per 1,000 sq. ft. (92.96sqm) of booth space. The footprint of the tower may not be larger than 10 ft. (3.05m) wide x 10 ft. (3.05m) tall.
- **Exhibit fixtures, components, and identification signs are permitted to a maximum height of 20 ft. (7.32m).**
- **Solid walls must feature a 6 ft. (1.83m) break every 30 ft. (9.14m) to allow for clean lines of sight to nearby booths.**
- To maintain a professional appearance, the backsides of all walls must be finished (no exposed framing or structure) in a neutral color when visible from an aisle.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.



Use of Space – Two-Story Booths

Two-story/double decker booths, must be exposed to aisles on all four sides, and be a minimum of 400 sq. ft. Two-story booths are prohibited for peninsulas, split islands and all other booths.

- The second level of a two-story booth can only be 60% of the total square footage of the island booth, including the stairwells/steps.
- The height of the second story cannot measure more than 16 feet in height.
- **Solid walls must feature a 6 ft. (1.83m) break every 30 ft. (9.14m) to allow for clean lines of sight to nearby booths.**
- To maintain a professional appearance, the backsides of all walls must be finished (no exposed framing or structure) in a neutral color when visible from an aisle.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.
- Exhibitor must submit (2) drawings, one to the Fire Marshall and one to Exhibitor Services via the [Booth Diagram and Hanging Sign form](#) **by Friday, September 11.**

Signs & Graphics

- Graphics should be set back 10 ft. (3.05m) from adjacent booths and be directly over contracted space only.
- There are no size or height restrictions outdoors on signage, but signs must not exceed any portion of the booth perimeter.
- Signs should be planned in good taste so as not to be offensive to attendees or other exhibitors and must not be hazard.
- All banner material used outside must be made of mesh material (a minimum of 30% pass through) or have wind pockets to allow for air to flow through.
- Drawings and written approval, if applicable, should be available onsite for inspection.

Tower Signs

- All towers must be submitted to show management for approval **by Friday, September 11.** Please submit the [Booth Diagram and Hanging Sign Form](#).
- A tower is a free-standing exhibit component separate from the main exhibit fixture.
- Island booths that are 400 sq. ft. (37.2sqm) and larger may opt for one tower structure per 1,000 sq. ft. (92.96sqm) of booth space, each to have a footprint no larger than 10 ft. (3.05m) x 10 ft. (3.05m). The maximum height of a tower may not exceed 20 ft. (6.10m).

Floor Coverings

- **Professional floor covering in your booth is not mandatory for your outdoor exhibit space.** If you are not providing your own floor covering and would like a covering, you must rent it from GES.

- Utility connections (electrical or internet wires, air/water/gas hoses, etc.) must be hidden from view, to maintain a high level of safety and professional appearance.

Donation/Trash Policy

- Exhibitors have the option to dispose of or donate booth properties, furniture, floor coverings, etc. at the end of the show. If you plan to dispose of these items, exhibitors should [PRE-ORDER](#) this service as it is not automatic.
- Items being collected for donation include, but are not limited to:

| | | | |
|--------------------|--------------------|---------------------------|-----------------------|
| Books/Magazines | Building Materials | Carpet Rolls/Carpet Tiles | Décor and Accessories |
| Empty Boxes/Crates | Fabric | Furniture | Giveaways |
| Hard Flooring | Lumber | Office Supplies | Roofing Materials |

- Exhibitors planning to donate these items, should complete a [Donation Form](#) and pick up Donation stickers on-site at the GES Service Desk.
- The following items will not be collected for donation:
 - Partial items (example: a portion of a flooring display)
 - Marketing materials and/or brochures (these will be recycled if possible)
 - Damaged or cracked materials
- If materials are abandoned/left on the show floor at the conclusion of move-out, additional fees will be incurred for removal of such materials at the Exhibitor's expense.

Furnishing

- Unless explicitly contracted with show management, booth spaces are unfurnished. Please refer to the [Exhibitor Service Kit](#) to rent booth furniture.

Storage

- Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables.
- Exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unprofessional.

Sound & Music

- Sound must be contained within, and directed into, the footprint of the contracted booth space. Speakers must be directed toward the interior of the exhibit space. Speakers may not face aisles or other exhibitors' booths.
- Sound must not be at a level that does not disrupt the activities of neighboring exhibitors. Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. Show management reserves the right to request you to change the volume of the sound in your booth.
- Music played in your booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Please confirm you are in compliance with ASCAP, BMI, and SESAC, three authorized licensing organizations, that collect copyright fees on behalf of composers and publishers of music.
- **NEW** Exhibitors must make every effort to respond to neighboring exhibitors' complaints regarding noise, sound and/or vibration nuisances.

Lighting / Truss

All lighting must be in compliance with LVCVA's halogen light policy. This policy is an attachment to these Rules & Regulations.

- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights, flashing, or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by Show Management.
- Lighting that spins, rotates, 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 event.
- LED lights are recommended. They can be very bright yet generally generate less heat and require less electricity.

Machinery

- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.
- Machinery is subject to line-of-sight rules and should be placed accordingly in the booth.
- Under no circumstance may machinery, or any part of your display, extend outside the boundary of your contracted booth space regardless of the height clearance from the floor of the item.
- **Please contact GES at (800) 801-7648 if you plan to display machinery that weighs over 4 tons.**

Vehicles for Outdoor Displays

- All vehicles must be submitted to the General Service Contractor for approval **by Friday, September 11** and exhibitors are **required to pay a vehicle permit fee** through Las Vegas. Please submit the [Vehicle Placement Form](#).
- Vehicles on display from automobile dealers must have a Nevada DMV off Premise Display License. Proof of license must be provided upon request.
- Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less.
- At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. Batteries used to power auxiliary equipment shall be permitted to be kept in service.
- Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers or batteries are recommended for demonstration purposes.
- No battery charging is permitted inside the building.
- Combustible/flammable materials must not be stored beneath display vehicles.
- Fueling or de-fueling of vehicles is prohibited
- Vehicles shall not be moved during exhibit hours.
- 36" of clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
- No leaks underneath vehicles.

Balloons/Inflatable Objects (Static and Controlled)

- **NEW** Helium filled balloons and other inflatable objects are permitted in outdoor spaces as long as the objects are within the confines of the assigned booth space. No hot air balloons will be permitted. Show Management and the Customer Account Manager at the LVCC must approve of the use of balloons. Balloons must be at least 36 inches in diameter and must be tethered. Balloons cannot be used as a giveaway.

Human Safety

- If a booth has a raised floor, yellow and black-striped hazard tape, or an edging of a different color, must be used to increase visibility and minimize a tripping hazard.
- Exhibitors should be aware of local regulations regarding fire/safety and environment, to which they must adhere. Special caution should be taken when demonstrating machinery or equipment that has moving parts or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 ft. (.91m) and/or install hazard barriers as necessary to prevent accidental injury to attendees. Additionally, demonstrations should only be conducted by qualified personnel.
- Hoverboards, Segway, and other electric vehicles are prohibited at all times. For handicap purposes, electric vehicles with a handicap-approved label are allowed; however, handicap plaques or hanging signs that you would use in a car are not acceptable.

Landscaping Materials

- **NEW** Exhibitors are required to remove and dispose of all landscaping materials (including, but not limited to sand, stone, gravel, dirt, mulch, railroad ties, carpet, exhibit materials) placed in their booth. Exhibitors will be charged for the removal and disposal of any materials left in the booth at the close of the dismantling period.

Structural Integrity

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, laborers, or installation/dismantling equipment, such as forklifts.
- Displays should also be able to withstand moderate wind effects that may occur in the outdoor exhibit space.
- Exhibitors should ensure that any display fixtures such as tables, chairs, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

- Exhibitors should be aware of local regulations regarding fire/safety and environment, to which they must adhere.
- All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant.
- 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.
-

Food Preparation and Sampling

Per the facility guidelines, any food items not directly manufactured by the exhibitor must be purchased from and supplied by the in-house catering provider, [Centerplate](#). All alcoholic beverages must be served by an employee of the Aramark Catering, who is a certified bartender.

Americans with Disabilities Act (ADA)

- All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.
- Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.
- Examples:
 - Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length).
 - Provide the same attendee experience on both levels of a two-story exhibit.
 - Run an audio presentation for people with sight problems.
 - Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

Use of Space and Secondary Exhibitor Restrictions

Per the terms and conditions of the booth reservation contract signed at the time of reservation, booth shares, sublets, and/or re-sells are not permitted at Solar Power International. See below for language in contract.

Exhibiting company may not assign, sublet or re-sell, in whole or in part, contracted exhibit space. Exhibiting companies are allowed one exhibit space on the show floor. No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to this exhibitor of record, nor shall the exhibiting company display articles not manufactured or normally sold directly by them.

Booth Personnel

Booth personnel must maintain a professional appearance. All staff hired for the event (defined as any booth personnel who are not full-time employees of the exhibiting company) must wear business professional attire. This includes, and is not limited to, ANY gender used by exhibitors to promote their products at SPI by using overtly sexual or suggestive methods. Partial nudity, the aggressive display of cleavage and the navel, and shorts/skirts higher than 4" above the knee are not allowed. If for any reason an exhibit and/or its contents are deemed objectionable to SPI show management, the exhibitor will be asked to alter the attire of its staff.

SPI further recommends that you encourage your booth personnel to:

- Abstain from overt statements or offensive humor, which would disparage the dignity of any individual or group;
- Substitute asexual words (e.g. sales representative or salesperson instead of salesman);
- Refrain from using labels (e.g., referring to women as "girls"); and
- Eliminate from all marketing collateral sexist language (i.e., replace masculine pronouns with he or she, or reword sentences or phrases) and discriminatory jokes or visual aids that show people in stereotypical roles by presenting individuals without bias regardless of sex, race, age, groups, etc.

All booth personnel must wear a conference badge at all times.

Suitcasing/Outboarding

SPI restricts exhibitors from hosting or participating in competing or conflicting events or activities that occur during official SPI show hours. Exhibitors violating this policy will be subject to cancellation of their booth without refund and may not be invited to participate in future Solar Power Events exhibitions.

Booth Personnel are not permitted to promote the exhibiting company outside the contracted exhibit space. All marketing must remain within the contracted exhibit space. Marketing materials may not be placed on conference tables or other areas that are not within the boundaries of the booth, both inside and outside of the exhibit hall. Show management reserves the right to remove individuals or discard display materials that do not comply with these guidelines.

SPI has a zero-tolerance policy regarding suitcasing. Please note that while all meeting attendees are invited to the exhibit floor, any attendee who is observed to be soliciting business in the aisles or other public spaces, or in another company's booth, will be asked to leave immediately.

What is suitcasing? Suitcasing is a business practice in which unethical companies will gain access to an event by obtaining some type of event credential (attendee badge, expo-only badge, etc.) and then solicit business in the aisles or other public spaces used for the conference. This practice skirts the support of the organizer and the industry.

What can you do? Please report any violations you observe to the Exhibits Manager, other SPI staff, or conference security. The exhibits manager will investigate all complaints of suitcasing.

SPI recognizes that suitcasing may also take the form of commercial activity conducted from a hotel guest room or hospitality suite, a restaurant, or any other public place in proximity to our event. For the purposes of this policy, suitcasing violations may occur at venues other than the exhibition floor and at other events. It is for this reason SPI must be informed of any hospitality suites and expressed consent must be given prior to the event.