



Exhibit Booth Configurations

These rules are based on industry standards, physical limitations of the exhibit hall and the needs of the Cabinets & Closets Expo. Their intent is to ensure each exhibiting organization, regardless of size, an equal opportunity, within reason, to gain access to the attending audience while providing an opportunity to explore new and creative marketing techniques. The underlying responsibility is that each exhibitor act as a "good neighbor".

In-Line Booth Regulations

One or more 10'x10' booths in a straight line

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. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

Height

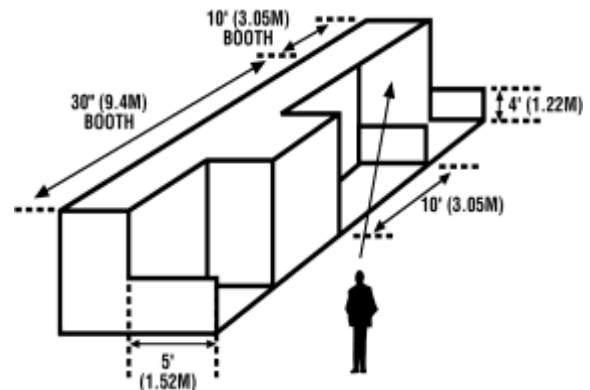
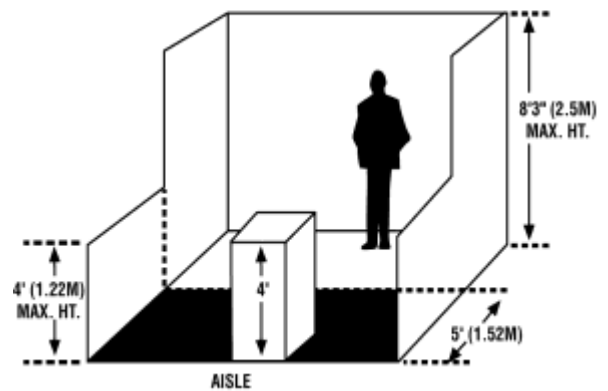
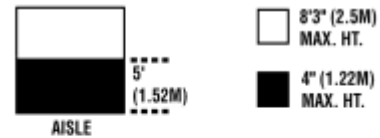
Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m).

Hanging Signs

Hanging signs are prohibited in linear booths.

Set-Back

All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit must be confined to the rear five feet of the exhibit space to avoid blocking your neighbor's visibility. Exhibitors with larger spaces - 30 lineal feet (9.14m) or more may extend booth fixtures, signage, and other display items all the way to the front line of their exhibit booth; provided that these items are at least 10 lineal feet away from any neighboring booth.



Perimeter Booth Regulations

One or more 10'x10' booths in a straight line on a perimeter aisle

A perimeter booth is a linear booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Height

Exhibit fixtures, components and identifications signs will be permitted to a maximum height of 12'0" (3.66m).

Intent

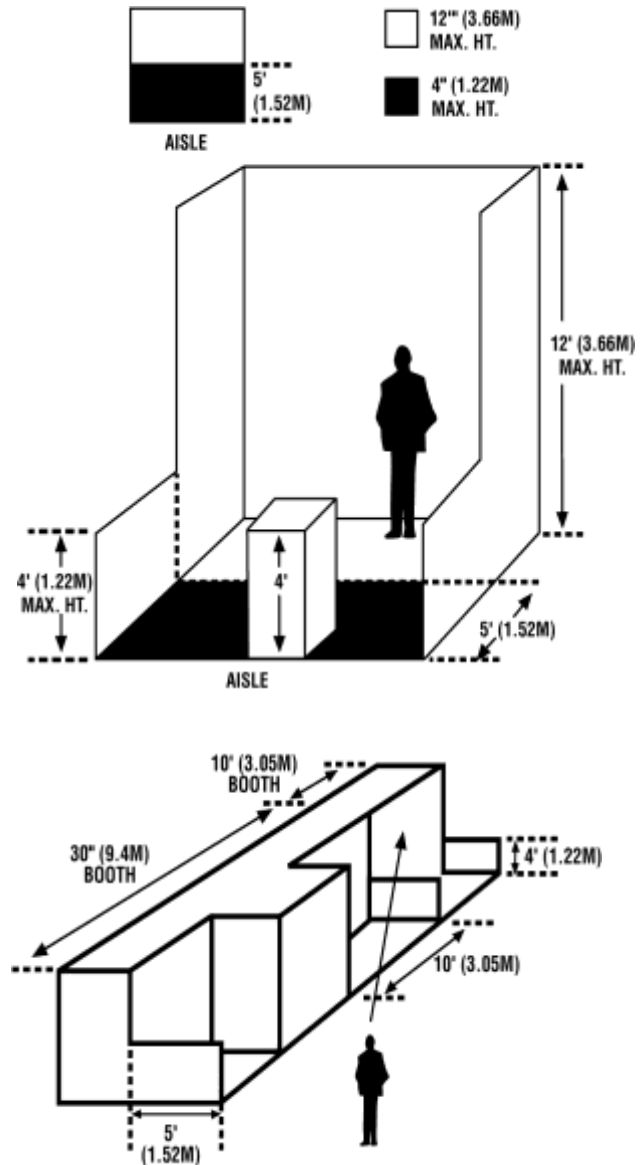
Outer perimeter booths do not back up to another exhibitor's booth. Display back walls and materials over 8'3" will not interfere with or distract from any other exhibit booth.

Hanging Signs

Hanging signs are prohibited in perimeter linear booths.

Set-Back

All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit must be confined to the rear five feet of the exhibit space to avoid blocking your neighbor's visibility. Exhibitors with larger spaces - 30 lineal feet (9.14m) or more may extend booth fixtures, signage, and other display items all the way to the front line of their exhibit booth; provided that these items are at least 10 lineal feet away from any neighboring booth.



Canopies and Ceilings

For use with in-line booth booths

Height

Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed 8'3" (2.5m) in height in a standard booth configuration. Furthermore, the canopy or false ceiling will not exceed 1'0" (30cm) in depth and cannot be used for identification or display purposes.

Intent

Exhibitors requiring canopies or false ceilings to create the desired exhibit environment within their booth space should be allowed to do so as long as the canopy and its support structure does not violate the intent of the height or set-back regulations.

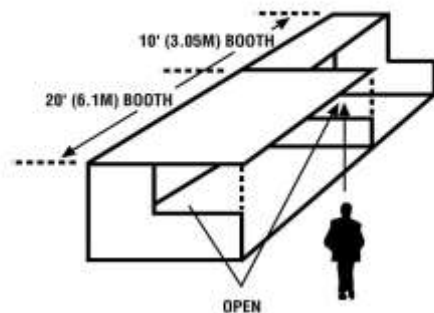
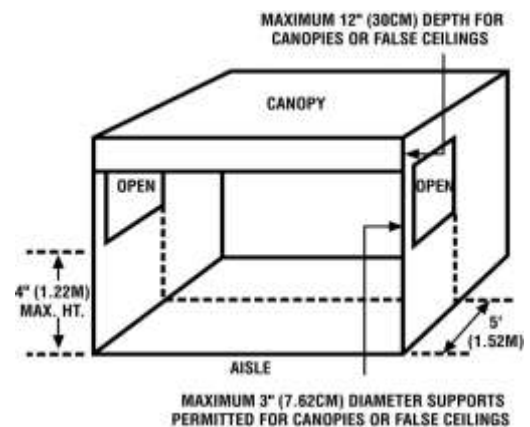
Depth

Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor's space provided that the support structure will not exceed 3" (7.62cm) in width when placed within 10 lineal feet (3.05m) of an adjoining exhibit and is not confined to that area of the exhibit space which is at least 5'0" (1.52m) from the aisle line. Furthermore, canopies, false ceilings or umbrellas will not be used for identification purposes except as would normally be allowed for any exhibit component within the regulations set forth for the exhibit configuration.

Exhibitors adjoining exhibits with canopies are entitled to the same reasonable sight line from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

IMPORTANT

Exhibitors are cautioned when installing a display with a ceiling to check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.



Island Booth Regulations

Exhibit space, 400sf or greater, with aisles on four sides.

An Island Booth is a booth exposed to aisles on all four sides. The entire cubic content of the space may be used up to the maximum allowable height.

Height

Exhibit Fixtures and components will be permitted to a maximum height of 16'.

Hanging Signs

Hanging signs are permitted over island booths only and are limited to a maximum height of 16' measured from the top of the sign to the floor. Signs must provide a minimum of 8' clearance from the bottom of the sign to the floor.

Set-Back

An island booth is separated by the width of an aisle from all neighboring exhibits so there is no set-back regulation.

Structural Integrity

Exhibitors must adhere to all structural rules and regulations of the convention facility.

Trusses

Trusses may be used to hang or secure audio visual equipment, speakers, lights, monitors, and/or projectors. No signage or graphics may be added to truss work above the 16' display height.

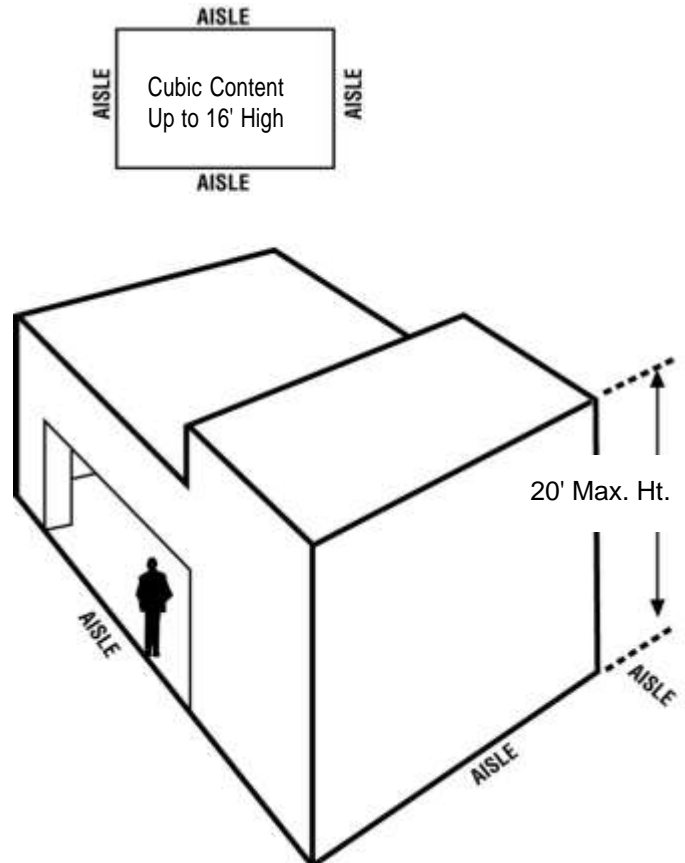
Equipment hanging from the truss to be utilized as part of the demonstration of the products or services of the exhibitor must meet all display restrictions in regards to height, placement within the booth, and all exhibit construction guidelines of the booth.

Lighting

Lighting must be directed exclusively into the exhibitor's booth, not in the aisles, nor in any other part of the exhibit hall.

Eligible Booths

A hanging truss is allowed exclusively in island or peninsula configurations with a minimum of 400 net square feet. Hanging trusses are not permitted over in-line booths.



REMINDER NOTICE

Exhibitors occupying spaces of 20' x 20' or larger are required to submit scale drawings (or photos) of their booths to Hall-Erickson, Inc. for approval 21 days prior to the first day of move-in. Designs should include both a birds-eye view and an elevation view showing the measurements of all display fixtures and signs. Please direct your drawings to the attention of:

Ryann Lomas
Hall-Erickson, Inc.
98 E. Chicago Avenue
Suite 201
Westmont, IL 60559
TEL: 630-434-7779
FAX: 630-434-1216
ccce@heiexpo.com

Booth Demonstration Regulations

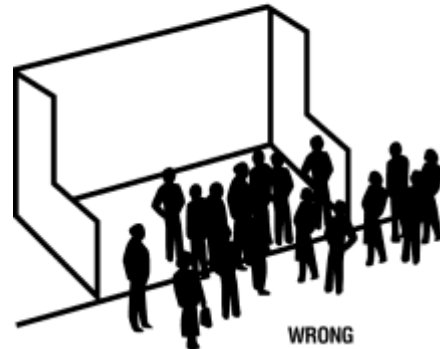
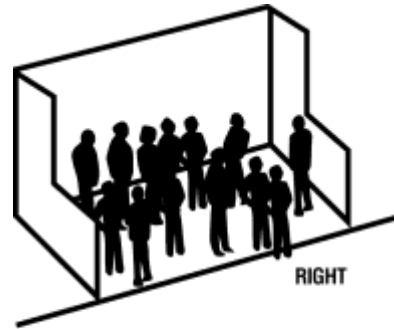
Demonstration areas must be organized within the exhibitor's space so as not to interfere with traffic in the aisles. Sampling or demonstration tables must be placed a minimum of 2'0" (60cm) from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Show Management will have no alternative but to request that the presentation or sampling be eliminated. Each exhibitor has the responsibility to assure proper flow of traffic through the aisles around their booth.

Sound

Exhibitors must police their own booths to be sure the noise levels from demonstrations or sound systems are kept to a minimum and do not interfere with neighboring booths. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at what point sound constitutes interference with others and will be discontinued.

Safety Precautions

All product demonstration involving any blood, sharps or other bio-hazardous materials must have safeguards in place to prevent accidental injury. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency. All demonstrations involving bio-hazardous materials must be approved by show management 60 days prior to the show.





AMERICANS WITH DISABILITIES ACT GUIDELINES

Universal Access and ADA Accommodations—Exhibit Design

Exhibits are public accommodations under the Americans with disabilities Act (ADA), and each exhibitor is responsible for ensuring that show attendees who have disabilities have access to all of the demonstrations, information, contests, giveaways, or other services offered at a booth.

This brief guide suggests ways in which your booth can incorporate the goals of the universal design—making facilities accessible to all people—into its design.

GUIDELINES TO MAKE ALL BOOTHS MORE ACCESSIBLE

- Bring or rent chairs so that if you will be talking to someone who uses a wheelchair you can do so at the same eye level. A chair is also a help to people who may be ambulatory but who cannot stand for long periods to discuss your product with you.
- Mount monitors or televisions on a sturdy adjustable arm. If a video display is on a high table, be sure the mount allows you to tilt the display so people who are seated can have a clear view.
- If you are running informational videos, etc., keep the captions turned on so the deaf visitors (who may not “look” like they have a disability) can view them.
- If you are demonstrating a web site, have a lynx or other text based interface available so people can get an idea how navigable your site is using adaptive technology.
- Computer interfaces should be designed for use by any attendee. Solutions to allow universal computer access might include
 - having different workstations at different heights; having a single workstation mounted on a height-adjustable table; or having a keyboard equipped with an extra-long cable to allow a wheel chair user direct access.
- Design your walk through areas it have low, firm carpeting, 36” wide aisles, and a minimum clearance of 28” at any point. At exhibits, many wheelchair users use motorized three-wheelchairs; these require more clearance.
- Ensure that if you have an inaccessible exhibit portion, all of the same demonstrations, services, etc. are available at the ground level or in an accessible area.
- When handouts are not available in an accessible format to people who have low vision or are blind, describe all the information contained. Take the attendee’s business cards and offer to send them information in large print, on a disk in ASCII format, or via another accessible means.

Daily Booth Checklist

- Floors are dry, carpet is flat, edges are flush and well secured.
- Electrical cords and computer cable are hidden and secured. Cords running under booth carpeting do not create a hazardous ridge.
- Floors are clear of trash and debris.
- Furniture is in its place with chairs pushed under tables.
- Chair seats are not being used for storage areas for purses or other personal belongings.
- Signage is clear and not blocked by displays.
- Displays, plants, etc. do not block accessible routes or areas.
- Protruding objects do not extend into or block accessible routes.
- Banners, displays, etc. hang no lower than 80" from the floor where people walk.
- Hazardous areas are clearly marked from all sides.
- Alternative interfaces, adaptive equipment, and accessible workstations are working.
- Magnifiers, paper, pens, and similar aids are readily available.
- A stapler is available to affix business cards to information requests, contest entry forms, and other forms for people who may find writing difficult.

Cabinets & Closets Conference & Expo • Exhibit Rules and Regulations

CCI Media, LLC, the Cabinets & Closets Conference & Expo and their authorized representatives are hereinafter referred to as "Expo Management."

Exhibitor agrees to use and occupy said space at the rental provided and for the purpose of exhibiting, subject to the conditions set forth herein, and to Expo rules and regulations between Expo Management and the convention center, which are hereby expressly incorporated herein by reference as though set forth herein in full.

CANCELLATIONS AND REFUNDS: Except as expressly set forth in this paragraph, Expo Management shall make no refunds of monies paid pursuant to Item 1. If an exhibitor's written notice of cancellation is received by January 4, 2018, then Expo Management shall refund to the exhibitor an amount equal to the amount the exhibitor has already paid less a \$300 processing fee for each 100 square feet of booth space canceled in the Expo. Under no circumstances will a refund be made if cancellation occurs after January 4, 2018. If the Expo is canceled or postponed by reason of an Act of God, catastrophe, or other occurrence beyond the control of Expo Management, exhibitor shall be refunded that portion of its payment which has been made for the Expo.

PRODUCTS DISPLAYED: Products or services exhibited must be for use in or related to the Woodworking, Closet, Cabinet, or Furniture Supply industry. Expo Management reserves the right to refuse space and will act as the sole judge of applicability and fitness of exhibits.

SPACE ASSIGNMENT: All or any of the space herein above designated is subject to reassignment and rearrangement by Expo Management for any reason.

REJECTION PERIOD: Exhibitor, upon notice of definite space assignment, has ten (10) days to reject said space in writing. The ten day rejection period shall not apply to space assigned within 30 days of the Expo.

USE OF SPACE, SUBLETTING OF SPACE: No exhibitor shall assign, sublet, or share the space allotted with another business or firm unless approval has been obtained in writing from Expo Management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor's display, parent or subsidiary companies excepted.

EXHIBITOR REPRESENTATION: Exhibitor agrees to appoint a duly authorized representative to have responsibility for and be in attendance at its exhibit during Expo hours. No one under 16 years old will be admitted to the Expo at any time.

REASONABLE SIGHTLINE RULE: For a 10' x 10' booth, sidewalls or any other object or projection may not extend out from the backwall at the 8' height for more than 5' from the backwall.

The rules and regulations are based on the physical characteristics of the hall, the wish to be equally fair to all exhibitors, and the safety of all concerned. Exhibitors who have special needs which require variance from these guidelines must submit a written request to the Expo Management Office for approval at least 60 days prior to the conference. Any questions concerning the regulations should be e-mailed to Expo Management at CCCE@HEIEXPO.COM.

Expo Management reserves the right to require an exhibitor to alter the exhibit before the expo or on site. Necessary changes are to be made at the exhibitor's expense and are subject to the approval of expo management.

MANAGEMENT LIABILITY: Neither Expo Management nor convention center, their agents or employees, shall be liable for any damage to property or loss of business to exhibitor or any person using its allocated space, or for loss by theft or other means.

INDEMNIFICATION: Exhibitor on behalf of its employees, agents, servants, customers and guests will protect, indemnify, and save harmless Expo Management, convention center, and their agents, against and from any penalty or damage imposed for any violation of any laws or ordinances occasioned, caused, or contributed to by any willful or negligent act of exhibitor, their employees, agents, or servants. Exhibitor on behalf of itself, its employees, agents, servants, customers and guests, will at all times protect, indemnify and save harmless Expo Management, convention center, and their agents, against and from any and all loss, cost, claim, liability, damage or expense arising out of or from any accident or other occurrence in connection with the use or occupation by exhibitor of said space, causing injury to any person or property whomsoever, occasioned, caused or contributed to by any willful or negligent act of exhibitor, their employees, agents, or servants. Exhibitors must maintain a liability policy at the minimum of \$1 million with Expo Management, convention center and their agents listed as additional insured.

DEFAULTS: If exhibitor defaults in any of its obligations under this agreement, including any rule or regulation promulgated pursuant to this agreement, Expo Management may, without notice, terminate this agreement; retain all monies received on account of rental as liquidated damages, and remove said exhibitor, its employees, agents, or servants and all of its merchandise and personal property from space contracted for and from the Exposition Hall.

BINDING OF CONTRACT: This agreement shall not be binding until accepted by Expo Management. Exhibitor shall not be entitled to exhibit unless the space rental has been paid in full.

RETAIL SALE OF GOODS & SERVICES: Retail sales may be permitted in the hall, but it is the sole responsibility of the exhibitor to comply with Federal, State and Local Laws, Regulations and Ordinances concerning such sales, including tax and license fees. Exhibitor agrees to hold Expo Management, and the convention center harmless with respect to such compliance.

LABOR: Exhibitors are required to observe all contracts in effect between Expo Management, service contractors, hall and the labor organizations involved.

CARE OF BUILDING AND EQUIPMENT: Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or expo equipment and decor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

OTHER REGULATIONS: These rules and regulations are part of the contract for space, which becomes effective upon the acknowledgment of the receipt of the Application for Exhibit Space and appropriate deposit. Expo Management reserves the right to make such additional conditions, rules, and regulations as it deems necessary to ensure the success of the exhibit. All amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations.