

## Booth Guidelines

Exhibit rules and regulations have been formulated in the best interest of all exhibitors. Regulations are a part of the agreement between the exhibitor, your agents, IDDBA, and IDDBA's contractor and/or agents. Regulations outlined in this document, the exhibitor service kit, and online rules and regulations are all part of the contract between the exhibitor/their agents and IDDBA. Any failure on the part of the exhibitor/their agents to comply with the regulations represents a default and termination of the contract. The exhibitor will forfeit the amount paid for space rental regardless of whether or not the space is resold.

Any matters not specifically covered are subject to decision by IDDBA. IDDBA reserves the right to make such changes, amendments, and additions to the rules at any time it considers appropriate. Signature on the exhibitor application and payment constitutes company agreement to abide by IDDBA rules and regulations.

### Booth Activity Limits

Your company representatives are responsible for complying with all rules, regulations, and guidelines. Please share them with all of your staff.

- Booths must be staffed at all times during show hours by at least one exhibitor representative. Don't overstaff your booth.
- Exhibitors must confine their exhibit activities to the booth space that they have contracted.
- Allow enough space in your booth for attendees to step into your booth.
- All aisle space belongs to the exposition. No exhibit, lighting, advertisements, demonstrations, or food sampling will be allowed to extend beyond the space assigned to the exhibitor (e.g., display signs, tables, throw rugs, solicitation, distribution of material, etc.). Repeat violations could result in the closure of the booth.
- Selling or order taking is permitted on the show floor.
- Distribution of materials or samples from booth to booth or in the aisles is forbidden.
- Circulars, catalogues, magazines, folders, products, and signs must be displayed ONLY in the exhibitor's booth and must be related to the approved products and/or services on display.
- Photographing of other exhibitor displays or products without permission is not permitted.
- Canvassing in any part of the Anaheim Convention Center (ACC) outside of your exhibit space or at any of the hotels is strictly prohibited. Any person doing so will be asked to leave the premises and the company's material will be removed. The exhibit's booth may be closed at IDDBA's discretion.
- All exhibitors are equal regardless of size and should be given equal opportunity, within reason, to present their product in the most effective manner to the audience. The exhibitor's responsibility can be summed up simply: Be a good neighbor!
- IDDBA Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in Show Management's sole opinion, detracts from the general character of the show as a whole. This includes but is not limited to an exhibit which, because of noise, flashing lights, method of operation, or display of unsuitable material, is determined by IDDBA Show Management to be objectionable to the successful conduct of the expo as a whole.

### Animals

With the exception of guide and service animals, animals and pets are not allowed in the Convention Center unless prior written approval has been given by IDDBA and the Convention Center. A request must be submitted in writing to IDDBA by April 8, 2023.

### Audio Visual Guidelines

- 10' Rule - Any sound that is clearly identifiable 10' away from the edge of the exhibitor's booth, or is, in the opinion of IDDBA Show Management, objectionable or disruptive to neighboring exhibitors' activities is considered in violation of show regulations.
- If music is provided within a booth, the volume must be kept to a minimum in order to facilitate conversations between vendors and attendees. Loud music may increase the need for participants to lean in closer to each other and/or raise their voices.

**Penalty Policy** - If sound levels are excessive in the opinion of IDDBA Show Management, the exhibitor will receive:

- 1st offense - verbal warning, must turn down
  - 2nd offense - written warning, must turn down
  - 3rd offense - equipment will be unplugged and may be removed at the exhibitor's expense
- The use of musicians, entertainers, loud speakers, costumed characters, sound systems, and noise-making devices is restricted to the assigned booth space.
  - Demonstrations, speakers, and other sound devices should be positioned to direct the sound into the center of the booth rather than into the aisle or toward a neighboring exhibitor.
  - The objective of having a demonstration or a sound device is to provide detailed information regarding the product to the attendee after they have stepped into your booth. It should not interfere with or disturb adjacent exhibitors and their patrons, or cause aisles to become blocked.
  - Exhibitors using music in their booth will be responsible for all ASCAP, BMI, and/or SESAC licensing fees and/or fines.
  - IDDBA Show Management reserves the right to determine when an exhibitor's operations, components, or features become objectionable.

## Carpeting

- Booths 300 sq. ft. or smaller will automatically be set in show color carpet unless another color is ordered, in which case, rental charges apply.
- Booths 400 sq. ft. or larger must complete the Standard Booth Package Form by May 10, 2023.
- Booth carpet must extend to all bordering aisle space. If a gap exists, IDDBA Show Management will request carpet be installed to fill the gap (at the exhibitor's expense).

Please note that there is a charge to those exhibitors who wish to order a different carpet color, those who order carpet and have it removed before the show, or to those who damage the carpet in any way.

## Balloons

Helium balloons may not be distributed in the Anaheim Convention Center (ACC) unless secured to a fixed object. Metallic and Mylar balloons are prohibited at all times. Exhibitors will be responsible for any charges for balloon retrieval from ceiling areas.

## Copyrights and Trademarks

- It shall be the exhibitor's sole responsibility to obtain permission and any necessary licenses to use any copyrighted materials in their booth, particularly music.
- The exhibitor hereby agrees to indemnify, hold harmless, IDDBA and/or ACC, and/or GES subcontractors for the above mentioned organizations against any claims or damages whatsoever for copyright or trademark infringements.

## Drape

- Any display above the 8' drape must be finished (front and back). You may not show a corporate logo or ID behind your inline exhibit. As directed by IDDBA Show Management, GES will install masking drape at the exhibitor's expense.
- Exhibitors are responsible for draping/masking of unfinished hard walls, lighting that shows through neighboring side/back walls, or other unsightly booth construction at their own expense when directed by Show Management.
- Any area of an exhibit that is deemed unsightly (i.e., unfinished above the 8' drape or side wall, multiple cords visible from neighboring booth, work, or storage areas) by IDDBA Show Management will have masking drape installed at the exhibitor's expense.
- Exhibitors are not allowed to hang any signs, merchandise, product, advertisements, or other similar items on GES supplied pipe and drape. Exhibitors will be held liable for any damages costs, actions, or injuries resulting from the hanging of such items. Show Management, ACC, and GES shall have no liability for any damages, costs, actions, or injuries arising out of the exhibitor's failure to comply.
- Island booths do NOT include the Standard Booth Package pipe and drape. Any pipe and drape needed for an island booth may be rented at the exhibitor's expense.

## Exhibit No-Shows

- Any booth not occupied and set up by the following times will be considered abandoned (unless IDDBA has been otherwise notified in writing) and will be forfeited by the exhibitor. Such space will be turned into a lounge, resold, or otherwise reassigned by IDDBA without refund.

**Target 1 & 2:** 7:00 pm on Friday, June 2  
**Target 3 & 4:** 5:00 pm on Saturday, June 3

- If you are unable to have your booth set by the above times, you must notify IDDBA at [exhibitorservices@iddba.org](mailto:exhibitorservices@iddba.org) by May 19, 2023. The booth must be fully set up by 9:00 am on Sunday, June 4th.

## Final Setup and Cleaning

### All Targets:

- Your display must be fully set up by 9:00 am on Sunday, June 4.
- Only final touches, merchandising, or primping within your booth are allowed from 9:00 am to 11:00 am.
- All boxes must be out of the aisles for carpet cleaning by 9:00 am on Sunday, June 4. After 9:00 am, exhibitors must keep aisles clean. Keep messy unpacking within the exhibitor booth space.
- IDDBA Show Management may order the setup or storage of any unattended booths. All related service charges will be billed to the exhibitor on record.

## First Aid

- First Aid will be available and staffed by medical personnel during move-in, show, and move-out days. The location(s) will be listed in your move-in packet provided prior to the show.
- Notify a security guard or IDDBA staff if an emergency or security concern should occur.

## Fire Regulations

The information provided below is taken from the [Anaheim Fire & Rescue website](#).

### Booth Requirements

- All exhibit booths shall be constructed with non-combustible or limited-combustible materials. Wood booths must be 1/4 inch thick or greater.
- Covered ceiling structures or enclosed rooms including tents or canopies shall have one smoke detector placed on the ceiling for every 900 square feet.
- Electrical appliances and cords must be UL approved. All temporary electrical wiring will stay accessible and be free from debris and storage materials. Hardback booths must be at least 9 inches from rear booth boundary line. Gas appliances must be A.G.A. approved.

## Fire Regulations, continued

### Fire Equipment: Exhibit Halls, Meeting Rooms & Lobbies

- Storage, booth construction, easels, chairs, and signs shall not block access to any fire/life safety equipment and shall not impede exit access, exit doors or aisles. Fire equipment, fire strobes, fire speakers, fire signage, and fire extinguishers shall not be concealed and shall remain visible and unobstructed at all times.

### Storage

- Literature and product handouts shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No more than a 1 day supply of combustible storage is allowed beneath tables and in storage rooms. No storage of any kind will be allowed behind curtains, walls or on electrical cords of booths in any facility.

### Decorative Material & Furniture

- All drapes, fabrics, netting, succulent/plant walls or faux boxwood hedge walls and materials that are used for booth separation are required to be flame resistant.
- Canvas tents, canopies, awnings, curtains, straw, hay, inflatables, cardboard display walls/furniture, fabrics and materials are also required to be flame retardant. A copy of the California State Fire Marshal flame proof certificate must be provided to the Anaheim Fire & Rescue. If a California State Fire Marshal flame proof certificate is not provided, a sample of the material or product must be submitted to the Anaheim Fire Department for fire testing. If at any time it is determined that the material or product is not flame retardant, the materials shall be removed prior to show opening.
- Foam furniture in sprinklered areas shall meet TB 117 requirements. Foam furniture in unsprinklered areas shall meet TB 117-2013 requirements.

### Cooking Appliances

- Operation of any electrical cooking appliances, i.e. ovens, stoves, grills, hot plates, deep fryers, skillets, etc. and all demonstrations using these appliances must be isolated away from the public or be protected with a clear plastic shield. The shield must be placed along the front and sides of the appliance.
- An Exhibitor Permit is required for the use of propane, butane, deep fryers, CO2 and Nitrogen used for food or beverage dispensing or any other compressed gas cylinders.
- These requirements do not apply to microwave ovens, coffee pots, rice cookers, crock pots, popcorn wagons, or sterno used with chafing dishes.

### Heat-Producing Equipment

- Operation of any welding equipment, soldering device, etcetera, requires protection around equipment so it will not cause injury to the public during demonstration. All items shall be placed on a non-combustible surface. Approved welding screens will be required for welding equipment. See permit section for compressed gas, natural gas, propane, and butane.

## Fire Regulations, continued

### Machinery

- Operation of any electrical, mechanical, or dust-producing equipment, which incorporates moving parts or could cause injury to the public require protection around machinery for the viewers' protection if safeguards are not currently in place. This does not apply to normal electrical appliances such as lamps, computers, radios, etc.

### Vehicles

- All liquid or gas fueled vehicles, and gasoline/diesel-powered equipment for display shall have batteries disconnected, fuel supplies at 1/4 tank or 5 gallons, whichever is less, and be furnished with locking gas caps or caps sealed with tape. Contact the Tradeshow Inspector for alternative fueled vehicles.

### Helium

- Helium cylinders shall be secured to a fixed object with one or more restraints or on a cart or other mobile device designed for the movement of compressed gas containers.

### Fireplaces

- All appliances shall be U.L. approved and a protective screen shall be provided in front of the fireplace if used with natural gas or gel fuel cans. A maximum of two 13 ounce gel fuel cans per fireplace may be used. Natural gas connections provided at the Anaheim Convention Center shall be conducted by a licensed plumbing contractor and requires an Exhibitor Permit.

### Special Effects/Sparkular/Fireworks

- The use of any of these products in the City of Anaheim requires a license from the California State Fire Marshal's Office and a fireworks permit from Anaheim Fire & Rescue. For more information, please contact [tradeshowinspector@anaheim.net](mailto:tradeshowinspector@anaheim.net).

## THE FOLLOWING ITEMS REQUIRE AN EXHIBITOR PERMIT

### Flammable or Combustible Aerosols/Liquids

- Describe the use and amounts for each day of the show on the Exhibitor Permit form. Include the Safety Data Sheet (SDS) for the product. Quantities may be limited by Anaheim Fire & Rescue. All flammable or combustible aerosol containers used for display purposes must be empty.

### Compressed Gas/Hazardous Materials

- Describe the use and amounts for each day of the show on the Exhibitor Permit form. Provide the cubic feet of each cylinder, how many cylinders per day you will need and how it will be used in your booth. Include the Safety Data Sheet (SDS) for each product. Quantities may be limited by Anaheim Fire & Rescue. Delivery and pick-up of cylinders to the exhibit booth or space shall be regulated by the general service contractor. Natural gas connections shall be conducted by a licensed plumbing contractor.

### Open Flame

- Describe the product used to create open flame and description of demonstration. A permit is not required for the use of candles in a tradeshow (refer to candle section). Sterno does not require a permit when used with chafing dishes.

## Fire Regulations, continued

### Propane or Butane

- Describe the use on the Show Permit form. Propane and Butane will be limited to two 17 ounce containers.

### Two-Story Booth (One or More Staircases)

- Submit booth diagrams that include a Stamp from a California Licensed Structural or Civil Engineer. Provide on the Exhibitor Permit:
  1. the live load per square foot (provided by engineer) and square footage of the second floor (or any floors above floor level).
  2. the width of each staircase
  3. any doors, walls, or room separations or setups on the upper levels.
- Additional information and conditions may be required for booths with 2 or more staircases. Please contact [tradeshowinspector@anaheim.net](mailto:tradeshowinspector@anaheim.net) for more information.
- Booths that do not have approval from Anaheim Fire & Rescue shall not be occupied or have storage on the second floor.

## Lighting • Lasers

- Modifications of any sort of the lighting in the exhibit hall is not allowed.
- Lasers are not permitted

## Music

- Music licensing - No exhibitor may use music, whether live or recorded, in its booth without appropriate music licensing agreements. Licensing allows the public performance of such copyrighted music by an exhibitor. The exhibitor has sole responsibility for obtaining the appropriate license(s) and making the required payment for such fees directly to the applicable copyright agency. For licensing info, contact:  
ASCAP at [ascap.com](http://ascap.com)  
BMI at [bmi.com](http://bmi.com)  
SESAC at [sesac.com](http://sesac.com)

## Property Damage • Loss • Personal Injury

- Exhibitors should not leave booths unattended during exhibit hours.
- Care should be taken to protect property and persons at all times.
- Exhibitors should have an insurance rider covering all property sent to and returned from the show. The exhibitor is responsible for personal injury and damage to or loss of property.
- Materials and property must be disposed of properly. Nothing may be dumped on the floors or carpeting. Carpeting that is defaced, damaged, or destroyed is the responsibility of the exhibitor.

## Roof, Ceiling, or Enclosure Configurations

- Booths shall not be constructed with any roof, ceiling, canopy, tent, awning, or other enclosure which would prevent sprinkler systems from protecting the covered booth area without prior approval from IDDBA, Anaheim Convention Center, and the Fire Marshal. Written requests must be submitted by April 1, 2023. Refer to the Fire Regulations section for more information.
- If approved, additional fire prevention measures such as fire watches, electrical ventilation, battery-operated smoke detection devices, automatic sprinkler systems, flow alarm, fire extinguishers multiple exits, etc., may be required. Please contact IDDBA for details.
- Any area within a booth that is totally enclosed (i.e., walls and roof/ceiling) must have a battery-powered emergency lighting source to illuminate the exit access from the enclosed area.
- Enclosed areas of the booth greater than 300 square feet shall have at least two remote means of egress.
- See Island & Two-Story Booth specifications for multi-story enclosure guidelines.

## Safety Guidelines

- Unsafe conduct or conditions including maintenance hazards should be reported immediately to IDDBA and the GWCC.
- Hazardous work areas are defined as any area on the premises where exhibits, equipment, and freight are being handled (i.e., loading dock areas, exhibit halls, service corridors, staging areas) but may also include public areas in the main concourse.
- No alcoholic beverages or controlled substances permitted during move-in/move-out periods.
- Illegal substances are not permitted at any time.
- No horseplay, practical joking, etc., is allowed.
- All fire detection and suppression systems, heating, ventilation and air-conditioning vents, light fixtures and controls, utility panels, switch gear, fire hose cabinets, standpipes, fire extinguishers, and fire alarms must remain visible and accessible at all times.
- Oil spills, loose or missing floor box covers, and other safety hazards should be reported immediately to the GWCC and IDDBA.
- Use a ladder, not a chair. Standing on chairs, tables, and other furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your weight.



## Security

- Although security personnel will be provided by IDDBA, IDDBA Show Management shall have no liability whatsoever for theft, loss, or damage to property belonging to any exhibitor, the exhibitor's agent, employees, business invitees, visitors, or guests.
- Exhibitors may order booth security at exhibitor's expense through the official IDDBA vendor with written request to IDDBA.
- Purchase insurance for coverage of your property.
- Exhibitors are responsible for their work-related and personal goods and property at all times.
- Access to any fire exit doors and corridors may not be blocked. Accessibility must be maintained throughout the move-in/move-out periods and show.

## Signs • Decals • Stickers • Glitter • Painting

- Hanging signs, banners, and similar materials will be considered by IDDBA for island booths size 20'x20' or larger; "A" booths only.
- Note: There are no hanging signs permitted over inline (linear) 10'x6' or 10'x10' booths, including all "B" (peninsula) booths.
- Decorations may NOT be draped across aisles.
- Exhibitors are not allowed to hang any signs, merchandise, product, advertisements, or other similar items on GES supplied booth materials, (i.e., GEM panels or pipe and drape). Exhibitors will be held liable for any damages, costs, actions, or injuries resulting from the hanging of such items. IDDBA Show Management, GWCC, and GES shall have no liability for any damages, costs, actions, or injuries arising out of the exhibitor's failure to comply.
- Damage resulting from the improper and/or unauthorized installation or removal of materials will be charged directly to the exhibiting company.
- All decorations, signs, banners, and similar materials may not be taped, nailed, tacked, stapled, or otherwise attached to any ceiling, window, painted surface, wall, door, floor, glass, column, fabric, or decorative walls of the facility.
- Use or distribution of adhesive-backed (stick-on) decals or similar items is prohibited. Any costs incurred by the Center for the removal of these items will be charged to the exhibitor.
- No tape of any kind shall be permitted on any permanently carpeted or painted areas or affixed to any permanent fixture of the convention center.
- Painting and the use of glitter or confetti are not permitted. Any additional cleaning costs resulting from the use of such will be charged to the exhibiting company.

## Union Labor

- GES will have trained labor available to assist you in all aspects of the setup and dismantle of your booth and with the movement of your equipment. Union exhibitor labor claims jurisdiction for installation, dismantling, and cleaning of prefabricated exhibits and displays when such work is done by persons other than full-time company personnel.
- GES will not lend or rent material handling equipment such as a dolly, flat truck, dock cart, etc.
- IDDBA and GES are in control of the loading docks at all times. GES schedules all loading docks and vehicles for a smooth and efficient move-in and move-out of the show. Do not proceed to the docks until authorized to do so.
- GES has the responsibility of receiving and handling all exhibit materials and empty crates. GES will not be responsible, however, for any materials they do not handle.
- Rates for moving shipments from the dock to your booth are located on the Material Handling Form. This form includes rates for handling shipments received at the Anaheim Convention Center or at the GES warehouse. Please review this form thoroughly to avoid paying unnecessary charges.
- **Tipping is expressly prohibited.** This includes such practices as giving money, merchandise, or other special consideration for service rendered. Do not give breaks other than mid-morning and mid-afternoon when the union has a paid break. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to IDDBA and GES.