

Exhibitor Resource Manual

SPI, ESI, and Smart Energy Week *is now*



SEPTEMBER 19-22, 2022
Anaheim Convention Center
Anaheim, CA

re-plus.com

POWERED BY





Dear RE+ 2022 Exhibitor,

Welcome to RE+ Monday, September 19 – Thursday, September 22, 2022, at the Anaheim Convention Center. It's going to be a big year for renewable 5 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.re-plus.com at any time. This manual was designed to help you effectively plan and prepare for the RE+ 2022 show. Please review it carefully and completely.

We would like to emphasize that taking the time to plan and prepare for RE+ 2022 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 and move-out 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 RE+ 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@re-plus.com. 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!

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RE+ Sales Team



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Show Requirements

Below is a list of **MANDATORY** forms that every exhibitor must submit. The deadline to submit forms is **Friday, August 19, 2022** 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, see Appendix D for instructions)
*Liability insurance is separate from [Exhibitor Appointed Contractor \(EAC\) insurance](#). A sample insurance certificate is available in Appendix D.
- [Booth Diagram and Hanging Sign Form](#) (required if 400+ sq. ft.)
- [GES Freight Service Questionnaire](#) (required for all; Due Date: Wednesday, August 24, 2022)
- [After-hours Party Form](#) (required if planning to host an after-hours party on Wednesday)
*Make sure to select 24 hour electric on your electric form if you are having an after-hours party.
- [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.

Services & Official Show Vendors

General Service Contractor: GES (Discount Deadline: Wednesday, August 24 at 5:00 pm PST),

- Material handling / Drayage (exclusive provider)
*Save if you ship roundtrip through GES
Logistics
- Carpet (mandatory)
- Shipping
- Electrical
- Booth setup
- Booth furnishings
- Custom booth design
- Signage
- Rigging
- Cleaning

Audio/Visual: Shepard AV

Booth Catering: Aramark

Internet and Telecommunications: Smart City

Exhibitor Liability Insurance: TotalEvent

Lead Retrieval: XPress Leads

Freight Forwarder: TBD

Plant & Floral: TBD

Photography: TBD

Security: Lincoln Security Services

Special Transportation Services: CMAC

Temporary Staff: TBD

Registration: Convention Data Services, re-plus@xpressreg.net. (Toll Free) 800-748-4736
(International) 508-743-8522, Monday – Friday, 6:00 am – 2:00 pm PST.

Housing: Orchid Customer Service, help@orchideventsolutions.com. (Toll Free) 888- 665-1373
(International) 801-505-5262, Monday – Friday, 6:00 am – 5:00 pm PST.

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SEPT. 19-22, 2022 | Anaheim, CA

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SHOW AT A GLANCE

- WHEN:** September 19 – 22, 2022
- WHERE:** Anaheim Convention Center
800 W Katella Ave
Anaheim, CA 92802
- GENERAL CONTRACTOR:** GES
7000 S Lindell Road
Las Vegas, NV 89118
Phone: 1 (800) 801-7648
- HOUSING:** The official RE+ hotels are listed on the [RE+ Website](#). The deadline to make a reservation is August 26, 2022 at 12:00 am ET.
NOTE: Orchid Event Solutions is the only verified housing vendor for RE+ 2022.
- ADVANCE SHIPMENT DATES:** Begins Thursday, August 18, 2022 at 8:00 am, and must be received at the warehouse by Tuesday, September 13, 2022 by 3:30 pm.
- SHOW SITE SHIPMENT DATES:** Freight will be accepted at show site beginning Saturday, September 17, 2022.
- EXHIBITOR MOVE-IN:**
- | | |
|------------------------------|-------------------|
| Saturday, September 17, 2022 | 8:00 am – 6:00 pm |
| Sunday, September 18, 2022 | 8:00 am – 6:00 pm |
| Monday, September 19, 2022 | 8:00 am – 6:00 pm |
- NOTE: Please reference Targeted Move-in Floor Plan for your specific date & time. Carriers MUST be checked in by 2:00 PM to be guaranteed same day unloading.
- SHOW HOURS:** Exhibit staff may enter the hall at 7:00 am each morning to set up their booth, but only those who are wearing an Exhibitor Booth Personnel or Exhibitor Full Conference badge will be permitted early access to the hall. All exhibits must be staffed during the following times.
- | | |
|-------------------------------|--------------------|
| Tuesday, September 20, 2022 | 10:00 am – 6:00 pm |
| Wednesday, September 21, 2022 | 9:00 am – 6:00 pm |
| Thursday, September 22, 2022 | 9:00 am – 2:00 pm |
- EXHIBITOR MOVE-OUT:**
- | | |
|------------------------------|--------------------|
| Thursday, September 22, 2022 | 2:00 pm – 10:00 pm |
| Friday, September 23, 2022 | 7:00 am – 4:00 pm |
- NOTE: Please reference Targeted Move-out Floor Plan for your specific date & time. Carriers MUST be checked in by 2:00 PM. All exhibitor materials must be removed by 4:00 PM Friday, September 23rd.
- SHOW COLORS:** Aisle carpet is TBD and booth drape will be blue.

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 10 of this document.**
- Immediately – Review the Important Move-in/Move-out Dates, Policies, and Deadlines.**
- Monthly – Read the Exhibitor Solar Current Newsletter** for important updates and reminders. Add exhibitorservices@re-plus.com, exhibit@re-plus.com, 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. **Prices increase after June 20.** [Register](#).
- Book housing.** Make sure to book your housing early, as discounted rooms in our housing block are limited. **The housing deadline is Friday, August 26 at 11:59 pm ET**, or when the block sells out, whichever comes first. [Book housing](#).
- Submit mandatory forms.** See page 3 for a complete list of required forms. The deadline for all forms is **Friday, August 19** 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 Friday, August 26.**
- 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 RE+ Insider, or Exhibitor Brochure.** This can be found in the 'Digital & e-Newsletter Advertising' title in your Exhibitor Dashboard.
- Host an After-hours Party.** Make sure to let us know in advance.
- Order items for your booth.**

Appendix C – Important Dates & Deadlines

Exhibitor Directory Listing (Print Copy)

Sunday, July 15

Registration

- Cancellation (No refund) After Thursday, September 1
- Cancellation (50% refund) Saturday, July 30 – Thursday, September 1
- Cancellation (full refund less \$50 fee) Friday, July 29 ends
- Standard Rates Friday June 17 – Friday, September 16
- Early Bird Rates ends Thursday, June 16

Customer Invites

- Customers must register by Friday, August 26

Housing

- Cancellation (cost of one night room & tax) Saturday, August 27 at 11:59 PM EST.
- Cancellation (\$75 penalty) Friday, July, 22 to Friday, August 26
- Cancellation (no penalty) until Thursday, July 21
- Reservation Deadline Friday, August 26

Mandatory Forms Due

Friday, August 17

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

Discount Deadline for GES Orders

Wednesday, August 24 at 5:00 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: RE+ 2022, Solar Energy Trade Shows (SETS, Solar Energy Industries Association (SEIA, Smart Electric Power Alliance (SEPA, Global Experience Specialists (GES, and Anaheim Convention Center (ACC for all aspects of the show dates, 9/16/22 - 9/23/22 (includes installation and dismantle in Anaheim, CA at the Anaheim Convention Center. See sample certificate of insurance on the next page.

Exhibitors must name RE+ 2022 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 [TotalEvent](#) to make an inexpensive policy available to exhibitors who need it. If you choose to purchase your policy with [TotalEvent](#) 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 TotalEvent.

Client#:

ACORD. 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 ANY OF SUCH POLICIES, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADDL INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	COVERAGE 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 GENL AGGREGATE LIMIT APPLIES PER: 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 OCCUR/PP) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP 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 GARAGE LIABILITY <input type="checkbox"/> ANY AUTO	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 - FA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
B		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE 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 04/19/09	04/19/10 04/19/10	<input checked="" type="checkbox"/> WC STAT/ (POLY 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

Minimum \$1,000,000

SAMPLE

Description of Operations/Locations:
 RE+ 2022, Solar Energy Trade Shows (SETS), Solar Energy Industries Association (SEIA), Smart Electric Power Alliance (SEPA), Global Experience Specialists (GES), and Anaheim Convention Center are named as additional insured under General Liability for all aspects of the Show Dates, 9/19/22 - 9/23/22 (includes installation and dismantle) in Anaheim, CA at the Anaheim Convention Center

Certificate Holder:
 RE+ 2022, Mailbox #23
 2121 Eisenhower Avenue, Suite 301
 Alexandria, VA 22314

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 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: _____
 MIMK01 © ACORD CORPORATION 1988

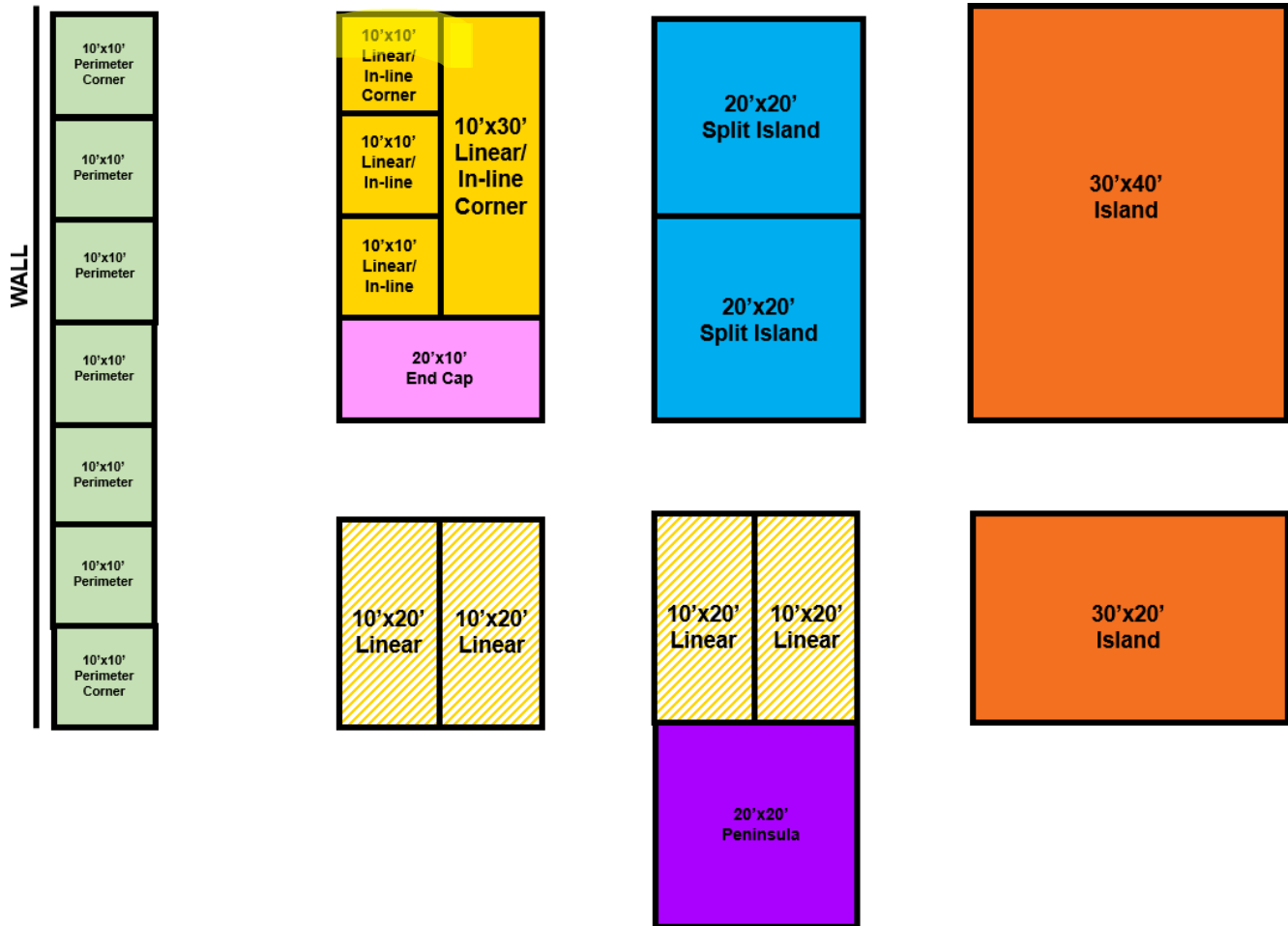
APPENDIX E - BOOTH RULES AND REGULATIONS

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RE+ 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 RE+ 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



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).

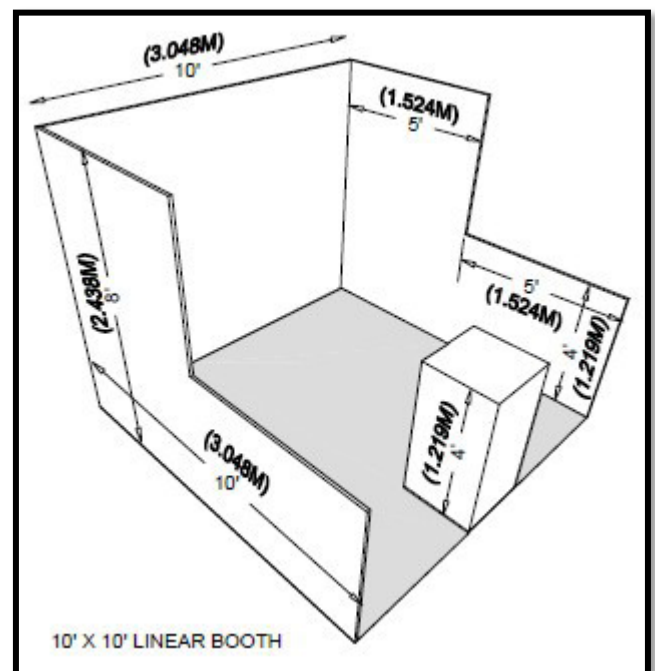
A **Corner Booth** is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

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 the 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.

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



- 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.

Pipe and Drape:

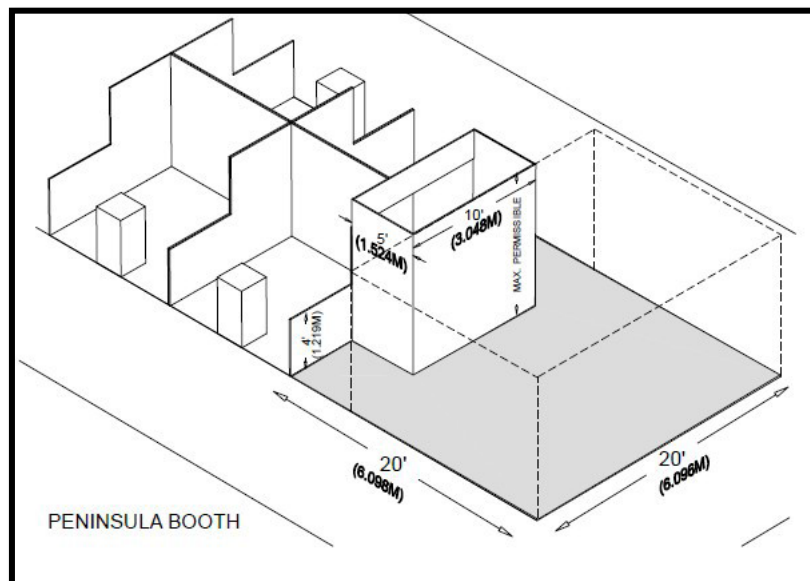
Linear Booths are equipped with complimentary 8 ft. (2.44m) high blue back-drape and 3 ft. (1.22m) high blue side-drape. Drape is not intended as a display fixture. Therefore, products and signs should not be attached or affixed. You may order a different color drape via the [Exhibitor Service Kit](#).

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, components, and identification signs are permitted to a maximum height of 24 ft. (7.32m).** Please refer to page 18, for more information about hanging signs.
 - Maximum height dimension of hanging sign is 6 ft. (1.83m)
 - 2 ft. (0.61m) break is required between booth structure and bottom of hanging sign
 - Hanging sign must be raised higher than 18 ft. (5.49m) and no higher than 24 ft. (7.32m)
- **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.
- **Hanging signs are allowed, only in the front half of the booth.** All hanging signs must be submitted to show management for approval **by Friday, July 22**. Please refer to page 18, for more information about hanging signs.
- **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.



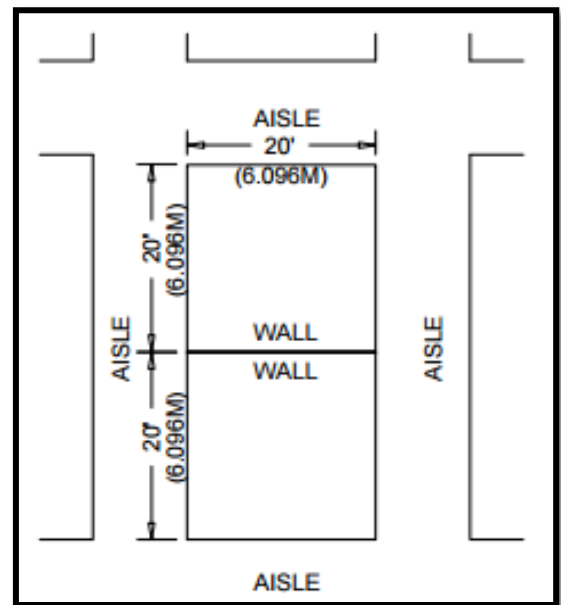
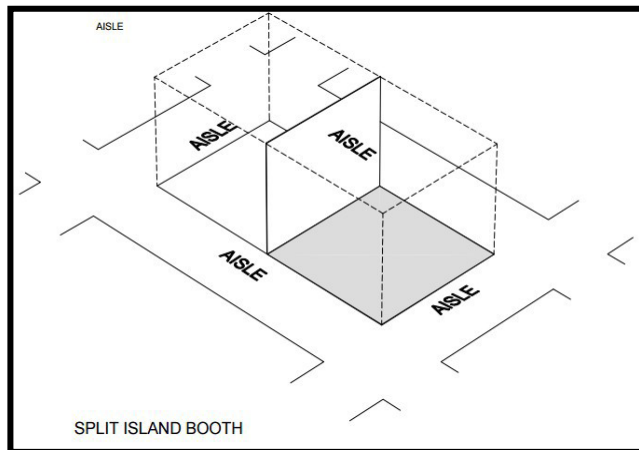
Use of Space - Split Island (blue)

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

***Split Island booths must adhere to all rules for Island booths (see next page) AND the rules listed below.**

Use of Space:

- **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 signs are allowed. All hanging signs must be submitted to show management for approval **by Friday, July 22**. Please refer to page 18, for more information about hanging signs.
- 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.

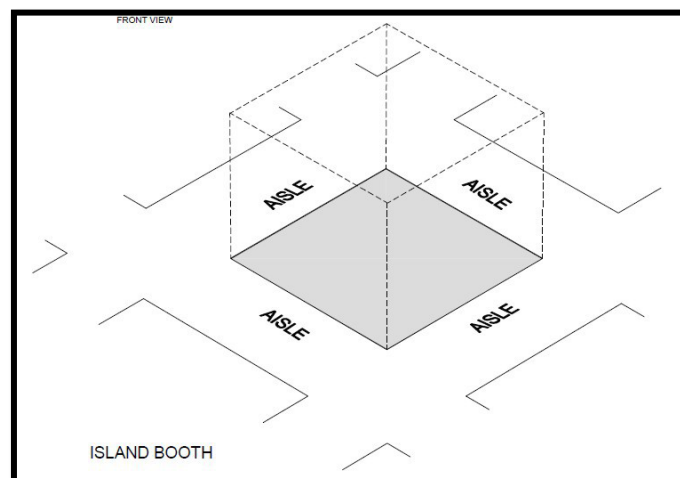


Use of Space - Island (orange)

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 16 ft. (4.88m) if you have a hanging sign. If you opt for no hanging sign, you may include a tower-like structure in your design up to 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 24 ft. (7.32m).** Please refer to page 18, for more information about hanging signs.
 - Maximum height dimension of hanging sign is 6 ft. (1.83m)
 - 2 ft. (0.61m) break is required between booth structure and bottom of hanging sign
 - Hanging sign must be raised higher than 18 ft. (5.49m) and no higher than 24 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.**
- Hanging signs are allowed. All hanging signs must be submitted to show management for approval **by Friday, July 22**. Please refer to page 18, for more information about hanging signs.
- 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 & Enclosed Booths

Two-story/double decker and enclosed 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. **Detailed plans of two-story and enclosed booths must be submitted Friday, July 22.**

- 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.
- Two-story booths cannot be located under passenger or utility truss ways. Booth plans must specify the maximum occupant load capacity. Booth plans must specify the maximum number of occupants and must have a structural engineer's stamp certifying the maximum occupant load capacity.
- Certain booths may require fire watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials.
- **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.**
- Hanging signs are allowed. All hanging signs must be submitted to show management for approval by **Friday, July 22**. Please see below, for more information about hanging signs.
- 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.
- **Detailed plans of a multiple-story or enclosed booth must be submitted by Friday, July 22.** Plans must indicate if the booth is a multiple-story and/or enclosed with a ceiling.
- Certain booths may require fire watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials.
- Anaheim Fire & Rescue requires that plans for all two-story exhibits in which both floors will be occupied receive approval from Anaheim Fire & Rescue prior to installation. All such plans must bear the stamp of a registered California structural engineer or certified architect and be accompanied by a letter from the engineer or architect stating that the booth conforms to the current Uniform Building Code. (See also Fire Permits and Fully Enclosed Exhibit Spaces.) A Fire Watch may be required.
- **Exhibitor must submit (2) drawings with an engineer's stamp of approval to the following by Friday, July 22:**
 - (1) to Exhibitor Services via the [Booth Diagram and Hanging Sign form](#).
 - (1) Submit booth diagrams that includes 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 and 3) any doors, walls or room separations or setups on the upper levels. Please contact 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.
 - Someone from Show Management will also review the plans to make sure all booth rules and regulations are upheld.

Hanging Signs & Graphics

- All hanging signs must be submitted to show management for approval **by Friday, July 22**. Please submit the [Booth Diagram and Hanging Sign Form](#).
- It is **MANDATORY** that all exhibitors with a hanging sign submit a FINAL, accurate layout prior to arriving at show site.
- Hanging signs **are only permitted** in peninsula and island booths greater than 400 sq. ft. (37.2sqm).
- Hanging signs and graphics should be set back 10 ft. (3.05m) from adjacent booths and be directly over contracted space only.
- Signs and truss are limited only by ceiling height and fire regulations but must not exceed any portion of the booth perimeter.
- Drawings and written approval should be available onsite for inspection.
- The maximum size for a hanging sign is 6 ft. (1.83m) from top to bottom and must remain within the footprint of the contracted booth space.
- Hanging signs must be raised higher than 18 ft. (5.49m) and no higher than 24 ft. (7.32m) with a 2 ft. (0.61m) break between the top of the structure and the bottom of the sign.
- All exhibitor-supplied hanging signs must be sent to the advance warehouse in order to obtain the discount rate, along with the placement plan and a paid order for the install. The hanging sign must be in a container separate from the rest of the freight and have the [hanging sign label](#) attached to the container to identify your sign. By sending it to the advance warehouse, hanging signs will be hung by their target date, as long as, exact placement info is provided, including the height for placement of the sign.

Tower Signs

- All towers must be submitted to show management for approval by **Friday, July 22**. Please submit the [Booth Diagram and Hanging Sign Form](#).
- A tower is a free-standing exhibit component separate from the main exhibit fixture.
- In lieu of a hanging sign, 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).

Carpet/Floor Covering

- Professional **floor covering** in your booth is **MANDATORY but not included** with your booth purchase. If you are not providing your own floor covering, you must rent it from GES. Booths without floor covering will automatically have carpet installed by the General Service Contractor at the exhibitor's expense.
- 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.

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 one-day 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.

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.

Sound & Music

- Sound must be contained within, and directed into, the footprint of the contracted booth space.
- 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.

Lighting / Truss

- Hanging trusses are permitted in island booths greater than 400 sq. ft. (37.2sqm).
- Drawings must be submitted to the General Service Contractor for approval by **Wednesday, August, 24**. Please find review the Overhead [Lighting Layout Submission](#) in the service kit.
- Truss may be used to hang or secure audiovisual equipment, speakers, lights, monitors, and/or projectors. Equipment hanging from truss that is to be utilized as part of the demonstration of the products or services of the exhibitor must meet all restrictions in regard to height, placement within the booth, and all exhibit construction guidelines of the booth.
- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space.
- 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.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with GES.
- Reduced lighting for theater areas should be approved by show management, the utility provider, and the exhibit facility.
- If an exhibitor that is eligible to hang signage wishes to have lighting directed onto the signage from outside of the contracted booth space, the lighting must be hung within 5 ft. (1.5m) of the booth space unless the physical structure of the convention center requires otherwise, in which case the lights must be placed as close as possible. When this approach is used, lighting must be focused onto the signage and may not bleed into neighboring booth spaces. Show management reserves the right to request that such lighting be removed in the event it is determined to have a negative impact on other exhibitors' ability to do business.

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. 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 Indoor Displays

- All vehicles must be submitted to the General Service Contractor for approval by **Friday, July 22** and exhibitors are **required to pay a vehicle permit fee** through Anaheim. Please go to the [Vehicle Placement Link](#).
- Vehicles on display from automobile dealers must have a California DMV off Premise Display License. Proof of license must be provided upon request.
- Fuel tank openings shall be locked or sealed by tape to prevent escape of vapors; batteries must be disconnected. Fuel tanks for gasoline/diesel shall not contain in excess of 1/4 tank or 5 gallons, whichever is less. GES must keep a key nearby at all times.
- Vehicles may not be started, run, or moved during event hours.
- 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 (Static and Controlled)

- Balloons filled with helium or hydrogen are not permitted (tethered or untethered, controlled or stationary).
- Balloons filled with air may be suspended from the ceiling in booths with a minimum size of 400 sq. ft. (36sqm). In this instance, these will be treated as hanging signs. Please refer to hanging sign rules on page 17 of this document for additional information. The display should be designed so that the balloon is stationary and will not sway in the airflow of open doors or air conditioning.

Human Safety

- Ropes or other items are prohibited from being hung from the facility's ceiling trusses.
- 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.

Structural Integrity

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts.
- Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.
- 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. All alcoholic beverages must be served by an employee of the in-house catering provider 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 RE+. 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 RE+ 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 RE+ show management, the exhibitor will be asked to alter the attire of its staff.

RE+ 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

RE+ restricts exhibitors from hosting or participating in competing or conflicting events or activities that occur during official RE+ 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 RE+ Event 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.

RE+ 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 RE+ staff, or conference security. The exhibits manager will investigate all complaints of suitcasing.

RE+ 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 RE+ must be informed of any hospitality suites and expressed consent must be given prior to the event.