



Rules & Regulations

February 3-4, 2016 • Camp Pendleton Marine Corps Base • Oceanside, CA

In addition to the Terms & Conditions on page 2 of your Exhibit Space Agreement, the below Rules & Regulations for Exhibiting must also be followed by all exhibitors and their representatives. Please contact Show Management if you need a copy of the Exhibit Space Agreement Terms & Conditions.

1. Admission Policy

- Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official show badge. All personnel representing the exhibitor or its authorized agents must be properly identified with an official show badge.
- No one under the age of 18 is permitted on the Expo floor during move-in and move-out on. On show days, all children must be accompanied at all times by a parent. Show management reserves the right to request proof of age for any person and restrict minors from the Expo floor at any time on any day for safety and liability reasons.
- Exhibitors are permitted access to the exhibit hall one (1) hour before and one (1) hour after posted official expo hours. Additional access may be arranged solely at the discretion of show management.
- Once the Show has opened, all persons must enter and exit only through designated entrances where security is posted.
- Exhibitors are responsible for providing all assigned workers with proper badges. Temporary Wristbands are available from General Service Contractor Desk and are valid for move-in and move-out days only.

2. Advertising

- Exhibitor shall not, without the written consent of show management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements on any part of the premises of the base, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by Show Management. Mobile advertisements along the roads and in parking areas are prohibited.

3. Aisles

- Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle.
- All features, signs and/or walls that are facing the aisle need to be covered or finished.

4. Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

5. Animals

- Permission for any domesticated animal (cats, dogs, etc.) to appear in your booth must be approved by show management then by the Camp Pendleton Marine Corps Base. Non-domesticated animals will be considered on an individual basis.
- Under the Americans with Disabilities Act (ADA), show management must allow people with disabilities to bring their service animals into all areas of the expo where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

6. Appearance of Exhibit Space and Care of Premises

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at exhibitor's expense.
- Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
- Peninsula, split island and island exhibits must have a finished back wall and be finished on all sides.
- Plain drape or unfinished hard-walls are not permitted.
- No part of the display may be attached to drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the tent walls, floor of the Expo, registration, concessions, restrooms or on Camp Pendleton Marine Corps Base property.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- No exhibit will be permitted which interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.
- Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.
- Exhibitors with large equipment or vehicles must reserve sufficient space to ensure that equipment which exceeds 4 feet (1.12 meters) in height and which, by virtue of its size, cannot be confined to the rear half of the exhibit space, is no nearer than 10 linear feet from any adjoining exhibit space.



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7. Behavior/Good Neighbor Policy

- Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.
- Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show management reserves the right to deny access to the expo floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event at the discretion of show management.

8. Booth and/or Material Abandonment

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment". Any charge incurred on behalf of show management to remove the abandoned materials to ensure that show management can comply with the published move-out schedule will be billed to the exhibitor directly. Show Management, security and the base will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Service Manual.

9. Booth Construction Standards

- The Booth Construction & Display Guidelines are located within the Exhibitor Service Manual for your reference and should be strictly adhered to.
- PLEASE NOTE THAT MARINE WEST IS A "LINE OF SIGHT" SHOW AND FOLLOWS THIS RULE FOR ALL BOOTHS.

10. Base Regulations and Care of the Expo Site

- It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.
- All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.
- Exhibitor shall promptly pay for any and all damage to the grounds, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

11. Demonstrations

- As a matter of safety and courtesy to others, exhibitors shall 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. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned or products displayed in a manner that would require an audience to gather in the aisles. Show management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.
- Exhibitors must comply with local regulations regarding fire/safety and environment which must be adhered to. 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 feet (.91 meters) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel. All activities are subject to approval of base safety personnel.
- Attention-getting devices, gimmicks and tactics that do not reflect favorably on the educational or business purpose of the show are prohibited. Exhibitors are encouraged to receive approval from show management for any activities in question prior to the show.

12. Environmental Laws/OSHA Regulations

All exhibitors must be in compliance with environmental laws and OSHA regulations. To facilitate this compliance, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given and are subject to base approval.

13. Excessive Trash

Any exhibitors promoting giveaways from their booths which generate additional trash are required to order porter service for their booth. Exhibitors who require porter service for their booths, but do not order it, will automatically be billed for this service. Any wooden crates or large containers left on the expo floor (not labeled as empty storage) will be subject to an additional fee for dismantling and disposal.



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14. Exhibit Design

- 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 fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the expo when freight doors are open.
- All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to show management and the decorator at least 60 days in advance.

15. Exhibitor Appointed Contractor/EAC

- If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. The exhibitor must complete the online exhibitor appointed contractor form. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.
- The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work.
- The EAC will not solicit business at the event.
- The EAC is responsible for adhering to all rules and regulations requiring security wristbands. EAC must wear wristbands at all times.
- 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 event, the EAC will immediately cease such disruption or be removed from the event site. Show management will have the final decision in such instances.
- The EAC who provides installation and dismantling services will be sent the proper information from show management upon receipt of request by the authorizing exhibitor.
- Show management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:
 - Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance.
 - The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
 - Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name Emerald Expositions, Marine Corps League and its co-sponsors, GES and Camp Pendleton Marine Corps Base as additional insured.
 - Automobile liability should include all owned, non-owned and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.
- 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 event site.

Services ordered on behalf of exhibitors by EAC's or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

16. Exhibitor Registration Badges

- Official show badges must be worn at all times by exhibitor personnel while in the expo during move in, move out and official expo hours.

17. Fire Protection/Fire Marshal Requirements

All exhibit spaces must be in full compliance with Camp Pendleton Marine Corps Base, fire marshal, show management, and exhibit guidelines including all local, state and federal laws.

• Fire and Safety

- The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).
- Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage. All materials must be approved by Camp Pendleton Marine Corps Base in advance. Overnight storage of cylinders is prohibited.
- Exhibitors should dispose of any waste products they generate during the expo in accordance with guidelines established by the Environmental Protection Agency (EPA) and the base.



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- **Flammable and Toxic Materials**

- All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant.
- Samples should also be available for testing.
- Materials that cannot be treated to meet the requirements should not be used.
- A flame-proofing certificate should be available for inspection.
- Exhibitors should be aware of local and base regulations regarding fire/safety and environment which must be adhered to.
- Exhibitors should dispose of any waste products they generate during the expo in accordance with guidelines established by the Environmental Protection Agency and Camp Pendleton Marine Corps Base.

18. Floor Covering/Carpet Requirements

Floor covering is required in all booths and may be supplied either by the General Service Contractor or the exhibitor. All exhibits must be confined to the spatial limits of their respective exhibit space(s) as indicated on the floor plan. Exhibitors that do not properly cover their exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.

19. Food & Beverage Sampling

- No food and beverage may be served in an exhibitor's booth for mass attendee consumption as dictated by Camp Pendleton Marine Corps Base.
- Alcohol is not allowed in the Expo.
- Popcorn, peanuts in the shell and cotton candy are NOT permitted on the expo floor at any time.

20. Forklifts

Forklifts with operators are available at the prevailing rates. Arrangements must be made with the General Service Contractor at least 14 days prior to setup for special requests, such as cranes or forklifts with over 5,000 pound lift capacity for special handling of large equipment or machinery.

21. Freight Holds

Show management and the General Service Contractor reserve the right to hold freight for ANY outstanding balance owed including, but not limited to: booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

22. Hanging Signs & Graphics

- Hanging signs and graphics are permitted in all standard peninsulas, split island and island booths to a maximum height of 16 feet from the top of the sign to the floor. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, signs should comply with all ordinary use-of-space requirements.
- Hanging signs and graphics should be set back 10 feet (3.05 meters) from adjacent booths and be directly over contracted space only.
- Show management must approve all hanging signs. The exhibitor must complete the online hanging sign form and submit drawings for approval.
- Signs, banners or any other exhibit material may not be suspended, taped, nailed, screwed or in any way attached to the tent walls.
- The General Service Contractor will hang all hanging signs unless otherwise noted.
- Linear, perimeter and end-cap booths do not qualify for hanging signs and graphics.

23. Hospitality & Networking Events by Exhibitors

- No exhibitor, or any affiliate thereof, shall conduct any off site activity during official event hours that would encourage attendees to leave the officially scheduled event activities.
- Show management strictly prohibits solicitation of business in any public areas occupied by the Expo, including the parking lots. Such solicitations are limited to badged individuals within registered booths in the expo only.

24. Install/Dismantle

- **Installation and Dismantlement**

- Materials for an exhibit display may not be delivered to the base before the official move-in period.
- Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the expo without permission first being secured from show management.
- No displays may be dismantled prior to the official closing of the expo. Such activity will be considered a violation of these rules and regulations.



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- All materials must be removed from the expo by the end of the official move-out period. (Official move-in, move-out, and expo dates and times may be subject to change. Show management will notify exhibitor of official dates, times and any charges.)
- Show management reserves the right to assign specific days to exhibitor for delivery of equipment and/or display items. Failure by exhibitor to abide by such delivery schedule shall obligate that exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.

- **Labor**

- Labor jurisdiction and union rules are determined by state and municipality in which the expo is held. Where union contracts exist with service contractors, exhibitor must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved.
- Skilled and unskilled labor as needed or required can be arranged through the General Service Contractor at established rates.
- Arrangements should be made in advance.
- Exhibitors who are eligible to set up their own display according to union guidelines must typically utilize full-time employees of the company and proof of employment may be requested.

25. Insurance

Show management requires each exhibiting company and exhibitor appointed contractor to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. Please refer to the "Insurance Requirements Policy" in the Exhibitor Manual for specifics on insurance requirements.

26. Lighting

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to show management for approval.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space.
- Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that spins, rotates or 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 expo.
- Reduced lighting for theater areas should be approved by show management and general service contractor.

27. Literature Distribution/Giveaways

- Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden and exhibitors must confine their exhibit activities to the space for which they have contracted.
- Only literature published or approved by show management may be distributed in the registration area, expo hall (outside the individual displays) or on transportation provided by show management. Canvassing on any part of the base is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time.

28. Material Handling & Storage

- The official material handling contractor will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.
- Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, exhibitors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply can be stored during the show through the general service contractor.
- Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by the general service contractor and returned at the conclusion of the show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the Exhibitor Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

29. Photography/Video Recording

- Exhibitors are permitted to photograph or produce audio/video of their own booth displays and/or products.
- Exhibitors are prohibited from photographing or producing audio/video of other displays, products or materials without prior written permission from show management and the owner of the subject.



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- Security and labor arrangements required for any approved photography, video recordings or live feeds must be made in advance, at exhibitor's expense.
- Only official photographers and audio/video producers appointed by show management are permitted to photograph or record audio/video of the entire event.
- Exhibitors wishing to use an outside photographer must receive written permission in advance from show management.

30. Raffles, Drawings and Contests

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

31. Sales from Exhibitors' Booths

Retail sales are NOT permitted on the expo floor at any time.

32. Security

- Exhibitors are solely responsible for the care, custody and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.
- Twenty-four hour access control will be provided from the start of move-in to the end of move-out. Show management shall not be held responsible for the loss of any material by any cause and or by the exhibitor to exercise normal precautions to discourage loss due to theft or any other cause.
- Show management, Camp Pendleton Marine Corps Base, GES and Show Security assumes no responsibility for goods delivered to the exhibit areas, or for materials left in the exhibit areas at any time. Exhibitors are encouraged to insure exhibit property against loss or theft.
- Small electronic equipment such as laptops, cameras, etc., should never be left unattended.
- In cases where valuable equipment may not be removed to storage on a daily basis, the services of a private booth guard is available.
- When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers and other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.
- At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

33. Show Directory

Exhibitor information will be published as part of the official show directory, if directory information is submitted online by the deadline date of **December 22, 2015**. Only exhibitors with valid exhibit contracts will be listed in the event directory. The exhibitor waives and indemnifies show management and its agents from and against any and all claims with respect to errors and omissions in the directory. The exhibitor shall be responsible for the content of its entries.

34. Sound/Music/Noise

- In general, exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of show management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.
- Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.
- Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

35. Staffing of Booth

- The exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition without the approval of show management. Exhibitors should make travel and staffing arrangements accordingly.
- Exhibit space must be fully operational and staffed during published expo hours.



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- Unless arrangements are made prior to the event, any space not claimed and occupied by 5:00pm on **Tuesday, February 2** may be resold or reassigned by show management, without obligation on the part of show management for any refund to the exhibitor whatsoever.
- Any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.
- Exhibit personnel shall wear professional attire consistent with the event decorum.
- Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the base shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of exhibitor, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by exhibitors.

36. Strolling Entertainment

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved.

37. Suitcasing

- Suitcasing is defined as any activity designed to solicit or sell products or services to attendees without the proper authorization by show management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public areas, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.
- The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space as authorized by show management. Companies conducting business outside the confines of the expo hall, booth location or in unauthorized properties of the base without the permission of show management violate this clause.

38. Vehicles on Display

- All vehicles on display will require spotting service from the general service contractor, at the exhibitor's expense.
- Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/4-tank full or five gallons (include metric), whichever is less, and fuel tank filler caps locked and/or sealed.
- Fueling or de-fueling of vehicles on the base premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space, and must conform to line-of-sight rules.
- Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation.
- Once placed, display vehicles cannot be started or moved without the approval of show management and the direction of the General Service Contractor.
- Auxiliary batteries not connected to engine starting system may remain connected.
- External chargers or batteries are allowed for demonstration purposes.
- No battery charging is permitted inside the building.