

Exhibitor Guidelines & Regulations

1. Exhibitors agrees to maintain decorum in and around his exhibit space that will not obstruct or disturb other exhibitors. The aisles, passageways, overhead spaces, public meeting rooms, and other meeting facilities are controlled by The Market Research Event. Each exhibitor will adhere to the following space allocation restrictions:

- a) No obstructive booth design is permitted; The Exhibitor is not allowed to obstruct the view, interfere with or adversely affect the displays of other exhibitors.
- b) Side panels may be no more than 4' high.
- c) Maximum booth height is 8 feet high. The Exhibitor is not allowed to place any items, furniture and/or displays outside of the assigned space or exceed the standardized height without prior approval from the Organizer.
 - a. If you think your booth is over 8 feet high, please fill out the [Height Variance form](#) and contact Alexandra Kapetanopoulos at Alexandra.Kapetanopoulos@knect365.com immediately.
- d) Displays, furniture, etc. in public aisle ways are prohibited; Exhibitors may not place any display material, demonstrations or exhibits, nor extend their stand structures and fittings, beyond their contracted boundary. Requests for special cases are subject to approval from show management.
- e) No interference with light or space of other Exhibitors will be allowed.
- f) Signs, banners and posters may not be placed outside the exhibit space assigned to each Exhibitor and are prohibited in public aisles. All signs must be self-supporting within the booth area.
- g) Entrances to booths must be in the direction depicted on the floor plan.

2. Exhibitors may not sublet, assign, or share any part of the space allocated.

3. Absolutely no dismantling/tear-down of booths will be permitted before the specified move-out portion of the meeting. This is disruptive and dangerous to attendees and other exhibitors. Penalties will be imposed on any exhibitor who does not abide by this policy and will affect the exhibitors ranking in the booth selection process as well as the possibility of exhibiting at future meetings.

4. All exhibitors are responsible for making their own arrangements for any services.

- a) Electrical, Telecommunication, and AV services are not included in any Sponsor or Exhibitor Package.
- b) Electrical and other mechanical apparatuses must be muffled so that noise does not disturb other Exhibitors.

**Show Management will have free and exclusive power in the matter of interpretation, amendment and enforcement of all regulations that appear in this exhibitor manual. All rules are subject to change in accordance with Fire Marshal regulations. Exhibitors must comply with all the laws, regulations and ordinances in force in the exhibit facility*