

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 re-sold.

Any matters not specifically covered are subject to decision by the IDDBA. The 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.

Animals

With the exception of 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 by **April 1, 2016**, to IDDBA.

Balloons

Balloons of any type are not allowed in the Convention Center. All balloons will be removed at the exhibitor's expense.

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 destructive to neighboring exhibitors' activities is considered in violation of Show regulations.
- 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 towards a neighboring exhibit.
- 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 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 exhibit operations, components, or features become objectionable.

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)

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.
- Exhibitors must confine their exhibit activities to the booth space that they have contracted.
- 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 and 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 exhibitors' displays or product without permission is not permitted.
- Canvassing in any part of the GRBCC 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 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, and 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 exposition as a whole.

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 5, 2016.
- 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.

Construction Materials

- All combustible materials that are used for exhibit construction must be treated with an effective flame-retardant. Only non-combustible materials or fire retardant wood may be used for exhibits, scenery, or props. All decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials used shall be flame retardant. All exhibits and displays are subject to inspection and flame testing by the Fire Prevention Bureau and GRBCC management for compliance. Noncompliance will result in the materials being removed prior to show opening at the exhibitor's expense.
- Wood booths must be constructed using 1/4" thickness or greater and good quality materials with sufficient strength for the purpose intended.

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, the IDDBA and/or GRBCC, 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, GRBCC, 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 can 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 p.m. on Fri., June 3

Target 3: 5:00 p.m. on Sat., June 4

- Return the [Request for Late Booth Installation Form](#) to IDDBA if you are unable to have your booth set by the above times.
- Any costs associated with re-purposing no-show space to IDDBA Show Management will be the responsibility of the exhibitor.

Final Setup and Cleaning

- Your display must be fully set up by 9:00 a.m. on Sunday, June 5.
- Only final touches or primping within your booth are allowed from 9:00 a.m. to 11:00 a.m.
- All boxes must be out of the aisles for carpet cleaning by 9:00 a.m. on Sunday, June 5. After 9:00 a.m., exhibitors must keep aisles clean; keep messy unpacking within the exhibitor's booth space.
- IDDBA Show Management may order the setup or storage of any unattended booths and all related service charges will be billed to the exhibitor on record.

Fire Regulations

Exhibitors must adhere to all of the following regulations provided by the George R. Brown Convention Center, and Houston Fire Marshal.

- Exhibitors, service contractors, and all event personnel must comply with all federal, state, and local fire codes which apply to places of assembly.
- All booths must have an unobstructed path of egress to the exit.
- No portion of the entrances, exits, corridors, passageways, halls, lobbies, stairways, escalators, aisles, driveways, sidewalks, ramps, or other common areas shall be obstructed or used for any other purpose than ingress and egress. All doors shall have a clearance of at least ten feet (10') on both sides with no physical obstructions.
- No exit door shall be locked, bolted, or otherwise fastened or obstructed when the building is occupied.
- Access to fire detection and suppression systems, heating, ventilation and air-conditioning vents, light fixtures and controls shall not be covered or obstructed at any time for any reason. Exit signs and fire hose cabinets must remain visible and unobstructed at all times.
- No smoking allowed, including docks. Anyone found smoking in the Convention Center or on the docks will be removed from premises and will not be allowed onto the show floor for the remainder of the show, including official IDDBA vendors, exhibitors, EACs, and subcontractors.
- No crates, packing material, wooden boxes, or other highly combustible materials may be stored within booth space or in meeting rooms.
- All decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials used shall be flame retardant. All exhibits and displays are subject to inspection and flame testing by the Fire Prevention Bureau and GRBCC management for compliance.
- Only non-combustible materials or fire-resistant wood may be used for exhibits, scenery, or props. Highly combustible materials such as bales of hay or similar materials are prohibited. Trash, rubbish, and debris shall not be allowed to accumulate in booth areas.
- Flammable or volatile liquids and materials are not prohibited within the GRBCC.
- Non-flammable compressed gas cylinders must be secured to prevent toppling.
- LP gas (i.e., propane, butane) and natural gas powered cooking devices are allowed. **Gas must be supplied by the GRBCC.**
- Open flame devices such as sternos, candles, solid alcohol fueled, or other solid fueled type device, are allowed for the cooking and hot-holding of food. Each booth using warming/cooking equipment must have at least one 3A40BC fire extinguisher in the booth.
- The use of cooking oils or grease for cooking and frying must be approved by the fire marshal and requires a standby firewatch. Contact IDDBA for information.
- OSHA requires that all containers of hazardous materials be labeled and display appropriate warnings. Exhibitors displaying or using hazardous materials must submit Material Safety Data Sheets and manifests to IDDBA at least two months prior to move-in. Any container not clearly labeled and identified will be removed from within the GRBCC, tested, and disposed of at exhibitor's expense.
- Hazardous materials, including biohazards, are strictly prohibited at the Center unless approved in advance. Contact IDDBA for more information. Exhibitor shall be solely responsible for the proper care, handling, removal, and disposal of all hazardous materials.
- Use of the following materials, processes, or equipment is prohibited: explosives, fireworks, pyrotechnics, or special effects displays.
- Failure to comply with the regulations and/or not notifying IDDBA, Houston Fire Marshal, and the GRBCC may result in the closing of the booth and/or fines.

First Aid

- An IDDBA first aid room at the George R. Brown Convention Center will be staffed by medical personnel during move-in, show, and move-out days.
- Notify a security guard and IDDBA staff if an emergency or security concern should occur.

Floor Load

The floor load of the GRBCC exhibit halls is 1,000 lbs. PSF.

Lighting · Lasers

- Modification of any sort of the lighting in the exhibit hall is not allowed.
- Exhibitors approved to display lasers must comply with all provisions of ANSI Z136.1. Any potentially dangerous laser beams must be enclosed or otherwise made inaccessible to spectators. All laser beams must terminate in a beam block sufficient for the wavelength and energy of the beam. Precautions must be taken to eliminate exposure to stray beams and reflections. A written request must be submitted to IDDBA by **April 1, 2016**.
- If display lasers are approved, a permit is required through GRBCC.

Move-In Hours

The move-in times will vary depending on your target number (your target number will be emailed to you with your booth confirmation). Target times help maximize the use of dock space.

Show site exhibitor move-in hours are:

Target 1

Freight Delivery	Wed., June 1	8:00 a.m. - 12:00 noon
Booth Installation	Wed., June 1	1:00 p.m. - 5:00 p.m.

Target 1 & 2

Freight Delivery	Wed., June 1	1:00 p.m. - 5:00 p.m.
Booth Installation	Thurs., June 2	8:00 a.m. - 5:00 p.m.

Target 1, 2, & 3

Freight Delivery	Thurs., June 2	8:00 a.m. - 5:00 p.m.
Booth Installation	Fri., June 3	7:00 a.m. - 7:00 p.m.
	Sat., June 4	7:00 a.m. - 7:00 p.m.
	Sun., June 5	10:00 a.m. - 11:00 a.m.

- IDDBA assigns target dates; they may only be changed with written permission from IDDBA. Missing your target date for move-in or move-out will result in significantly higher costs and delays.

- Booths must have setup activity by Saturday, June 4, at 5:00 p.m. or the booth space will be considered abandoned and resold. If your schedule doesn't permit this, use the [Request for Late Booth Installation Form](#) to request a written waiver for a late setup.
- Wear your IDDBA badge/wristband at all times on the show floor; security will escort anyone without a badge out of the expo hall.
- Confirm orders before arriving at show site to make sure there are no surprises for your on-site teams.

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 information, contact:
ASCAP at www.ascap.com
BMI at www.bmi.com
SESAC at www.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 system from protecting the covered booth area without prior approval from IDDBA, GRBCC, and the Fire Marshal. Written requests must be submitted by April 6, see the [Island Booth Configuration Form](#) and include detailed plans showing size, location, height, anchoring details and certification of flame retardant for all materials.

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.
- 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 GRBCC.
- Hazardous work areas are defined as any area on the premises where exhibits, equipment, and freight are being handled (e.g., 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 period.
- Illegal substances are not permitted at any time.
- No horseplay, practical joking, etc., is allowed.
- Access to any fire exit doors and corridors may not be blocked. Accessibility must be maintained throughout the move-in/move-out period and show.
- 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 apparent safety hazards should be reported immediately to GRBCC 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 Show Management, 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 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.

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. The [Hanging Sign Request](#) and the [Island Booth Configuration Form](#) must be submitted to IDDBA.

Note: There are no hanging signs permitted over inline (linear) 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, (e.g., 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. Show Management, GRBCC, 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.
- Only tapes pre-approved shall be used in the Center (e.g., Shurtape(R) PC 618 cloth tape or Shurtape(R) DF 642 double-faced cloth tape). No tape of any kind shall be permitted on any permanently carpeted or painted areas or affixed to any permanent feature of the Center.
- Painting and the use of glitter or confetti are not permitted. Any additional cleaning costs resulting from the use will be charged to the exhibitor.

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 exhibit company personnel.
- GES will not lend or rent material handling equipment such as a dolly, flat truck, dock carts, 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 [Transportation Plus & Material Handling Form](#). This form includes rates for handling shipments received at the George R. Brown Convention Center or at the GES warehouse. Please review this form thoroughly to avoid paying unnecessary charges.
- **Tippling 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.**
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed or have questions, please bring this issue to the attention of IDDBA or the GES Servicer staff immediately. Exhibitors are asked to refrain from voicing labor complaints directly to laborers.
- The personnel in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any item on your invoice, please bring the invoice to the GES Servicer to discuss it immediately.