SPECIAL REGULATIONS – BULLETIN

► **Insurance Regulations do no permit anyone under the age of 16 to be allowed in the Exhibit Hall or Loading Docks - AT ALL TIMES.**

► **No rolling bags will be allowed. No exceptions will be made.**

Selling: SNA's Exposition is educational in nature. The exchange of monies or any other form of payment for any product, material or merchandise in an Exhibitor's booth is expressly prohibited during the open hours of the Exposition.

Booth Configuration and Hanging Signs: Standard Booths (inline and corners) are permitted to a maximum height of 8 feet for the back wall and 3 feet for side dividers. Perimeter booths (booth located on the outer wall of the exhibit floor) are restricted to 10 feet in height. Island booths (exhibit exposed to aisles on all four sides) having exhibit fixtures & components exceeding 12 feet in height must submit drawings for approval by SNA and its General Contractor. **Based on the facility design, new height restriction for a structure within an Island booth is 16 feet.** Hanging signs are permitted in island booths only. Hanging signs & graphics will be permitted to a maximum height of 16 feet, provided written approval is received by SNA and its General Contractor.

Each exhibitor is entitled to reasonable sight lines from the aisle regardless of the size of the exhibit space. We ask that those companies exhibiting within island booths to be mindful & courteous to your neighboring exhibitors. Please do not create a structure that will block the sight line of the aisle.

Materials up to 8 feet in height may be placed within 5 feet from the back wall. Exhibit materials must not be set up so as to interfere with the view into adjoining booths. Please refer to the SNA Rules and Regulations located within your Exhibitor Service Kit for complete booth construction information. If you have special booth construction, please submit your plans to the Exhibits Manager 2 months prior to the show for approval. **Helium balloons are not permitted in the exhibit hall.**

Flooring: It is "mandatory" that all booths have flooring (carpet, rubber tiles, wood, etc.). No exceptions will be made.

Sampling of Food Products: Exhibitors may dispense sample food and approved beverages only under the following general conditions: Items dispensed are limited to products manufactured, processed or distributed by exhibiting firms. **Free samples are limited to 8 oz. liquid and 4 oz. food portions**. Exact descriptions of sample and portion size must be submitted to **The RK Group, LLC.** seven business days prior to the event for written approval. Complete information is included in the Exhibitor Service Kit. Please refer to SNA's Exhibit Rules and Regulations for additional details.

Social Functions: NOTE: RESERVATIONS FOR HOSPITALITY SUITES IN ANY PARTICIPATING HOTEL MUST BE APPROVED BY SNA. Requests for Hospitality suites and meeting rooms must have prior written approval by the SNA Meetings Center before a release from the hotel can be obtained. SNA requests that social functions in hotel suites conclude by midnight. All three evenings on Sunday, July 10, Monday, July 11, and Tuesday, July 12 are "free" nights on which no SNA functions are planned for attendees. If you are interested in please contact Nita Artis - Meetings Manager at (301) 686-3127 or **Email: eartis@schoolnutrition.org**

Animals: All live animals are prohibited, with the exception of guide and service animals, unless they are an integral part of a show or exhibit. Exhibitors wishing to display live animals must contact the Exhibits Manager at SNA **no less than two months prior** to the Event. Exhibitors will be required to furnish detailed plans of pens, cages or barriers that will contain the animal(s). The exhibitors must also supply a Certification of Insurance in the amount specified by the Henry B. Gonzalez Convention Center. Please contact the Exhibits Manager for details.

No Smoking: The SNA Annual National Conference is a "non-smoking" conference. Those wishing to smoke may do so in designated areas only.