



2021 Rules & Regulations

The rules and regulations described herein have been prepared and approved by Show Management. All exhibitors must execute a contract for space, remit payment and subscribe to these rules and regulations. Failure to do so may result in cancellation of the right to exhibit.

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GENERAL SHOW INFORMATION

SHOW LOCATION & SCHEDULE

North American Commercial Vehicle Show 2021 will be held in Atlanta, GA at the:

Georgia World Congress Center

285 Andrew Young International Blvd. NW
Atlanta, GA 30313

Show Dates and hours:

Tuesday, September 28, 2021	10:00 AM to 5:00 PM
Wednesday, September 29, 2021	10:00 AM to 5:00 PM
Thursday, September 30, 2021	10:00 AM to 3:00 PM

During show days access to the Hall begins at 7:00am on Tuesday, September 28, and 8:00am on Wednesday, September 29 – Thursday, September 30, 2021. Exhibitors are required to leave the exhibit hall one hour after closing each show day. After hours in booth entertainment (happy hours or receptions) will not be allowed. If admittance to the exhibit floor is required at any other times, permission must be obtained from show management, and exhibitors must remain in their booth once they are admitted.

INSTALLATION & DISMANTLING SCHEDULE

Badged exhibitor personnel and Exhibitor Appointed Contractors (EACs) will be allowed access to the exhibit floor during all published installation and dismantle hours.

INSTALLATION SCHEDULE (check your target date and time)

Wednesday, September 22, 2021	8:00 AM to 5:00 PM
Thursday, September 23, 2021	8:00 AM to 5:00 PM
Friday, September 24, 2021	8:00 AM to 5:00 PM
Saturday, September 25, 2021	8:00 AM to 5:00 PM
Sunday, September 26, 2021	8:00 AM to 5:00 PM
Monday, September 27, 2021	8:00 AM to 5:00 PM

DISMANTLE SCHEDULE

Thursday, September 30, 2021	4:00 PM to 9:00 PM
Friday, October 1, 2021	8:00 AM to 5:00 PM
Saturday, October 2, 2021	8:00 AM to 12:00 PM

Exhibitors are required to leave the exhibit hall one hour after closing each day unless permission has been obtained from show management to remain after hours. When permission is granted, a list of the personnel who are staying must be supplied, and all exhibitor personnel must remain in their booth until they are ready to exit the hall. Re-entry will not be allowed after a reasonable hour, which will be stated when permission to remain after hours is granted.

NO-FREIGHT AISLES

Certain aisles will be designated as No-Freight Aisles by order of the Fire Department. They will be indicated by signage and red tape on the floor. These aisles must be kept clear of crates and exhibit materials during move-in and move-out. No-Freight aisles are required to provide emergency access throughout the exhibit floor, and to expedite freight movement and empty crate handling.

SHOW COLORS

Official show colors for the NACV Show are:

Aisle carpet	Blue Jay
Backdrape	Blue
Siderail drape	Blue

TARGET INSTALLATION SCHEDULE

All installation will be targeted, exhibitors will receive their target date and time from the official show contractor. If a variance is required a request must be submitted in writing to the freight department of the official show contractor. All information relating to targeted installation and variances will be available through the Exhibitor Dashboard. Any exhibitor materials received off-target will be subject to additional fees.

This schedule refers to the time your carrier has been assigned for check-in the marshalling area and placed in line for unloading. This is for the move-in of your display/exhibit only. You are not required to set your display at this time.

BUILDING SPECIFICATIONS HALL B

Ceiling Height: 30'

Floor Load: 350 lbs. / sq. ft.

Electricity: Available from floor ports or overhead ceiling drop. 120, 208, 227, 408 V (single and three phase)

Plumbing: Available from floor ports.

Fire Hose Cabinets, Alarms & Emergency Lights: Must be kept clear and unobstructed at all times.

FAILURE TO HOLD THE SHOW

Space payments are non-refundable. Should any contingencies require the moving, postponement or cancellation of the show, no refunds will be made.

PRIMARY CONTACT

Each exhibiting company must appoint one Primary Contact, listed on the space contract, who is authorized to represent their company in all dealings with Show Management. It is the responsibility of the exhibitor to notify Show Management of a change in primary contact.

EXHIBITOR SERVICE MANUAL

North American Commercial Vehicle Show will publish the Official Exhibitor Service Manual in the Exhibitor Dashboard. Each primary contact will receive a link and login instructions to access the dashboard. The Exhibitor Service Manual will house all information and forms necessary to secure services for the show from Official Show Vendors.

OFFICIAL SHOW VENDORS & CONTRACTORS

North American Commercial Vehicle Show is committed to providing exhibitors the best experience possible. Official vendors have been selected to provide services, always look for the approved vendor logo before contracting third-party services. Please visit the Exhibitor Dashboard for a complete listing of our Official Show Vendors & Contractors.

UNAUTHORIZED VENDOR WARNING

If you receive a solicitation for our attendee or exhibitor lists, housing, or other service that is not from one of our Official Show Vendors please forward all notices to ops@nacvshow.com. We do not disclose or sell our attendee or exhibitor lists, nor do we authorize anyone to use, resell, rent or otherwise provide payment for contact information of attendees or exhibitors.

SHOW POLICIES & EXHIBIT SPACE

ELIGIBILITY

The following companies are eligible to exhibit at the NACV Show:

- a. Companies under whose name eligible products are manufactured or sold to fleet companies, for hire, public or private.
- b. Distributors who represent manufacturers of eligible products nationwide in the United States, as identified in the official space application form. However, in the case of exhibits by distributors of the eligible products of more than one manufacturer, the directory listing shall bear the company name and cannot pay for additional listings.
- c. Publishers or providers of services in the trucking or fleet service field.
- d. Trucking industry associations and trade media.

SPACE USAGE AND ALLOCATION

The space applied for is to be used solely for the exhibitor whose name appears on the contract, and it is agreed that the exhibitor will not assign, sublet, or apportion the whole or any part of the space allotted.

PAYMENT SCHEDULE

Payments for space are due in four installments as follows:

1. 10% due with contract
2. 30% due June 1, 2020
3. 30% due January 2, 2021
4. 30% due Feb. 28, 2021

Contracts returned after February 28, 2021 require 100% of the total exhibition costs paid within 30 days of invoicing.

CANCELLATION OR DOWNSIZING OF EXHIBIT SPACE

Space payments are non-refundable.

If at any time an Exhibitor determines not to use some or all of the contracted space, the Exhibitor is still liable for the total contracted space fee plus all options and services contracted for. Prompt written notice shall be given to NACV Show Partnership of any change in participation plans, so that NACV Show Partnership may reallocate the unused space. Failure to furnish the notice required by this rule shall subject an Exhibitor to a surcharge of 25 percent of cost of the space not used.

WHAT'S INCLUDED IN RAW EXHIBIT SPACE

All linear (depth less than 20 feet) booths will include an 8-foot backwall drape and 3-foot sidewall drapes in blue. One (1) Booth ID sign will be provided.

Access to the North American Commercial Vehicle Show Marketing Tool Kit. Maximize your investment by utilizing web features, email promotion, social media highlights and a custom Promotional Code to invite your customers for FREE EXHIBIT HALL entry.

CLEAN FLOOR POLICY

Fire regulations prohibit storage of any kind behind exhibits including empty packing materials. All empty containers must be labeled with "EMPTY" stickers and placed in the aisle for temporary storage by the general contractor.

Empty crates, boxes, skids, etc. that have been labeled with empty stickers and placed in aisles will automatically be removed from the floor, stored and returned after aisle carpet is removed following the close of the show. There is no charge for this service, provided that GES unloaded or moved your shipment. Empty stickers will be available at the exhibitor service center. THERE IS NO ADVANTAGE TO WAITING BEFORE LABELING EMPTY CRATES; IT WILL NOT AFFECT THE RETURN AT THE CLOSE OF THE SHOW. Crate return is NOT conducted in reverse order of crate pick-up.

CRATE RETURN

Empty crate return will begin as soon as the aisle carpet is removed and will take approximately 2-3 hours to complete. Crates will NOT be returned in the reverse order of crate pick-up. DO NOT ATTEMPT TO TIP EMPTY CRATE PERSONNEL. THEY DO NOT HAVE CONTROL OVER THE ORDER IN WHICH CRATES ARE RETURNED.

**LIFO or Last In, First Out exhibitors will receive their empty returns first. All other exhibitors will receive their empties by type after the carpet has been removed.*

AISLE CARPET REMOVAL

The removal of aisle carpet will begin at 4:00 PM on Thursday, September 30, 2021. ALL AISLES MUST BE KEPT CLEAR UNTIL AISLE CARPET REMOVAL IS COMPLETED. Truck movement, freight movement and empty crate return cannot begin until all aisle carpet is removed.

DAMAGE TO BUILDING

Exhibitors shall surrender the occupied space occupied in the same condition as it was at the commencement of occupation, normal wear accepted, and shall be fully liable for the cost of restoring the space to its former condition if not complying with this provision.

DEFAULT IN OCCUPANCY

If exhibit space is not occupied by one hour prior to show opening, the space may be repossessed by Show Management for such purposes as it sees fit. Show management must be contacted before the start of the show of any delays or issues with taking possession of the exhibit space.

LIFO - LAST IN FIRST OUT BOOTHS

Exhibit space marked LIFO (Last In/First Out) will be targeted on the last day and time of exhibitor move-in. These exhibitors are guaranteed to have their empty containers and pallets first; immediately following the aisle carpet removal. These booths are NOT eligible for target variance requests.

MODELS AND ATTIRE

Models and other booth personnel must be properly clothed and dressed in good taste at all times. NACV Show Management reserves the right to determine what is acceptable.

OFF-HOURS BOOTH ACTIVITY

If you need to conduct a media briefing, demonstration, sales meeting, or any kind of event in your booth before or after exhibit hours, you must request permission from NACV Show Management no later than 30 days prior to the show. Email a request to NACV Show Management at ops@nacvshow.com and include a description of the activity you wish to conduct, the number of people that will be present and their affiliation, who your designated representative will be, and the times your function will begin and end.

If permission is granted for your requested activity, your designated representative must contact show management on site, escort your guests in one group from the show entrance to your booth, and escort them back out again. Any damage or mess your event may cause to neighboring booths will be repaired at exhibitors' expense. Please be aware that light levels will be dropped at the close of the show each day.

PHOTOS AND VIDEOS

Still photography and video recording of any exhibit or function is prohibited within the exhibit hall, meeting rooms and lobbies. This applies to exhibitors and attendees. NACV Show Management, the official photographer, and accredited members of the news media are exempt from this rule, and exhibitors are allowed to photograph or make video recordings of their own booth, as long as NACV Show Management is notified in advance of this activity.

RELOCATION OF EXHIBITS

The NACV Show Management reserves the right to relocate exhibits in a space other than the one specified in the contract if, in its judgment, such relocation is necessary or appropriate to the satisfactory arrangement or conduct of the Show. No relocation shall be made, however, without affording the exhibitor full opportunity to indicate a preferred substitute location, but any decision by the NACV Show Management with respect to relocation shall be final and shall not relieve the exhibitor of any obligation.

REMOVAL AND DELIVERY OF MATERIALS

Finished work and material shall be removed each day, only after the Show's closing time, and materials shall be delivered only during non-show hours.

SELLING ON THE EXHIBIT FLOOR

Exhibitors may not sell items on the show floor. Exhibitors may take orders for items to be delivered at a future time. All sales may be subject to state sales tax, it is the responsibility of the exhibitor to arrange and pay for all taxes owed for taxable items sold.

SHIPPING

Exhibitors must arrange their own outbound shipping; it will not be provided automatically. Any exhibit material or product remaining on the show floor at 12:00pm Saturday, October 2, 2021 without a corresponding bill of lading turned in to GES and a carrier waiting will be rerouted.

MATERIAL HANDLING

Outbound material handling will be performed automatically once a bill of lading is turned in to the Exhibitor Service Counter, and the designated carrier is ready for pick-up.

UNSPORTSMANLIKE CONDUCT

Any unsportsmanlike conduct, such as tampering with another party's exhibit or engaging in corporate espionage will not be tolerated. When such conduct is discovered, the offender will surrender their badge and be immediately removed from the NACV Show.

EXHIBIT DISPLAY REGULATIONS

LINE-OF-SIGHT RULE

In the best interest of all exhibitors, the North American Commercial Vehicle Show Management has implemented the line-of-sight rule. Under this rule the ability to have products easily seen by attendees is accomplished. Specific rules for each configuration are detailed below. If you are unsure of your configuration please email ops@nacvshow.com for clarification.

LINEAR EXHIBITS

Linear exhibits are defined as exhibits with a depth less than 20 feet generally arranged in a straight line with neighboring exhibitors on their immediate right and left, leaving one side open to the aisle. Linear corner booths are open on two sides and subject to the below guidelines:

- Exposed back and side walls must be finished and neutral (standard drape is 8 feet high)
- Company graphics are not allowed on the backwall facing neighboring exhibitors
- The maximum height of **8 feet** (2.44m) is allowed only in the rear half of the booth space
- The maximum height of **4 feet** (1.22m) restriction is imposed on all materials in the remaining space forward to the aisle
- When three or more Linear Booths are used in combination as a single exhibit space, the 4 feet (1.22m) height limitation is applied only to that portion of exhibit space which is within 10 feet (3.05m) of an adjoining booth.
- Hanging signs are NOT permitted

PERIMETER EXHIBITS

Perimeter exhibits are defined as linear exhibits that back to a wall of the exhibit facility rather than another exhibitor and are subject to the below guidelines:

- Exposed back and side walls must be finished and neutral (maximum back wall height is 12 feet)
- The maximum height of **8 feet** (2.44m) is allowed only in the rear half of the booth space
- The maximum height of **4 feet** (1.22m) restriction is imposed on all materials in the remaining space forward to the aisle
- When three or more Linear Booths are used in combination as a single exhibit space, the 4 feet (1.22m) height limitation is applied only to that portion of exhibit space which is within 10 feet (3.05m) of an adjoining booth.
- Hanging signs are NOT permitted

PENINSULA EXHIBITS

Peninsula exhibits are defined as exhibits with a depth more than 20 feet or more totaling 400 square feet or more, open on three sides to the aisles, shares a backwall with another exhibitor and subject to the below guidelines:

- The maximum height for any sign, display, product, fixture, or branded decoration within the exhibit is **16 feet**
- The maximum allowable height for lighting or unbranded structure for the use of lighting your booth space only is 20 feet
- Any back walls may run the full length of the booth width, except when adjoining to linear booths. In that case, the back wall must be limited to 4 feet in height within 5 feet of each aisle
- Double-sided signs, logos and graphics shall be set back 10 feet from adjacent booths
- Any portion of the exhibit bordering another exhibit space must have the back side of that portion finished and neutral

HANGING SIGN GUIDELINES

- Maximum height for all hanging signs is 20 feet, distance measured from the from the top of the sign to the floor
- The bottom of all hanging signs must be at 16 feet height, measured from the floor to the bottom of the sign
- Signs must be finished on all sides
- Signs, lettering, or graphics facing a neighboring exhibit must be located at least 10 feet from that exhibit
- 20 feet max height for rigged lighting or unbranded structural elements
- Subject to Show Management Approval and must be submitted with booth design through Exhibitor Dashboard
- *Please follow all Structural Integrity rules as designated by the Georgia World Congress Center*
- All hanging signs, truss and/or lighting must be shipped in their own crate to the advanced warehouse. Any items sent directly to show site cannot be guaranteed installation. Exhibitor assumes all costs associated with hanging of signs including rigging and labor.

ISLAND EXHIBITS

Island exhibits are defined as exhibits with a depth of 20 feet or more totaling 400 square feet or more, open on all sides to the aisle and subject to the below guidelines:

- The maximum height for any sign, display, product, fixture, or branded decoration within the exhibit is **16 feet**
- The maximum allowable height for lighting or unbranded structure for the use of lighting your booth space only is 20 feet
- Since there are no adjacent exhibitors, signs and displays up to 16 feet in height may be located anywhere within the exhibit

HANGING SIGN GUIDELINES

- Maximum height for all hanging signs is 20 feet, distance measured from the from the top of the sign to the floor
- The bottom of all hanging signs must be at 16 feet height, measured from the floor to the bottom of the sign
- Signs must be finished on all sides
- Signs, lettering, or graphics facing a neighboring exhibit must be located at least 10 feet from that exhibit
- 20 feet max height for rigged lighting or unbranded structural elements
- Subject to Show Management Approval and must be submitted with booth design through Exhibitor Dashboard
- *Please follow all Structural Integrity rules as designated by the Georgia World Congress Center*
- All hanging signs, truss and/or lighting must be shipped in their own crate to the advanced warehouse. Any items sent directly to show site cannot be guaranteed installation. Exhibitor assumes all costs associated with hanging of signs including rigging and labor.

APPROVAL OF BOOTH DESIGNS

All booths 400 sq. ft. and over must submit display designs by August 15, 2021 to ops@nacvshow.com. Please send any requests for variance to ops@nacvshow.com. The booth design should include dimensions, elevations of all display materials and structures including signs, walls, drapes and products to be displayed. Exhibitors will receive written approval from show management of their booth design but reserve the right to require changes before or after the exhibit is installed. Floor plans must be uploaded through the Exhibitor Dashboard.

MULTI-LEVEL EXHIBITS

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to clarify the requirements for multi-story exhibit booths. The Fire Marshal has provided basic guidelines for compliance with Paragraph 9-4.4.3.7 of NFPA 101 Life Safety Code, which governs multi-level exhibit booths. In addition, the GWCC and Georgia Dome have developed additional guidelines appropriate for the safe and orderly operation of these facilities. These guidelines are as follows:

- a. Covered or roofed areas should be furnished with acceptable battery-powered smoke detectors that emit alarms audible outside of the enclosed or covered area.
- b. The exhibitor will provide for a Fire Watch within the booth space. Personnel providing Fire Watch services must be supplied with a Class 2A10BC Fire Extinguisher in each enclosed area covered by the floor above. Personnel must be trained in the use of extinguishers.
- c. Spiral stairways are not recommended for areas occupied by the public, visitors or clientele, unless specifically approved.

- d. Exhibit booth plans must be submitted to the Georgia World Congress Center/Georgia Dome Event Services Department for review a minimum of sixty (60) days before move-in. There must be a licensed structural engineer's stamp of certification on all plans.
- e. The upper deck of multilevel exhibits greater than 300 square feet in area shall have at least two remote means of egress.
- f. Areas within the exhibit booth that are totally enclosed (i.e., walls and roof/ceiling) must be served by an emergency lighting source (i.e., battery-powered) when such areas lead to exit access from the space (e.g., stairs, aisles, corridors, ramps and passageways leading to an exit from the booth space).

BALLOONS

The display and/or distribution of helium-filled and mylar balloons of any size is prohibited at all times within the convention center due to housekeeping and sprinkler system concerns.

CARPET

GES guarantees that its booth carpeting will be installed clean. However, due to the fact that during the move-in and installation period, activity on the exhibit floor can have an effect on the cleanliness of aisles and booths alike, they cannot guarantee that uncovered carpet will remain clean until opening morning.

CARPET CLEANING

Booth cleaning is not automatically provided with your booth space. You may order vacuuming and/or porter service by referring to the LABOR, EQUIPMENT AND HEAVY CLEANING section on the Espresso page. If plastic covering is ordered from GES or from an EAC you will be responsible for removing it prior to the opening of the show.

DEMONSTRATIONS

All demonstrations or presentations must be conducted within the confines of the exhibitor's booth. Demonstrations or presentations which cause blockage of the aisle, or which create crowds that interfere with neighboring exhibits will not be permitted.

ELECTRICAL WIRING

A house electrician or Engineering Technician must perform all wiring, electrical installations and other exclusive services; however, authorization may be granted for company engineers or technicians to perform special electrical work on their own company exhibit equipment. Authorization may also be granted for licensed electricians to perform certain audio/visual installation on theatrical sets. Contact GWCC Engineering for further information (404-223-4800).

FIRE CODE REGULATIONS

The NFPA 101 Life Safety Code 2000 Edition has been adopted with specific revisions and interpretations for review of occupancies and events in this facility.

- a. All drapes, curtains, table coverings, skirts, carpet or any materials used in exhibits must be flame retardant.
- b. Fire hose cabinets, fire extinguishers, sprinklers, fire exit doors, route of egress and any other fire safety device or facility must not be hidden, obstructed or otherwise disturbed.
- c. Crates, packing material, wooden boxes and other highly combustible materials may not be stored in exhibit halls, meeting rooms or fire exit areas.
- d. Vehicles on display must have all fuel tank openings locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall be full when displayed within the facility. At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped to avoid potential sparks.
- e. The use of pyrotechnics and welding equipment, open flames or smoke emitting material as part of an exhibit or display must be individually reviewed by GWCC Event Services and the Fire Marshall for the State of Georgia. All request must be submitted in writing and include appropriate and required documentation.

LABOR

Labor used for installation will not automatically be provided for dismantling. Dismantling labor should be scheduled in advance and confirmed sometime during installation and show days. Labor can begin working in booths at 3:00pm on Thursday, September 30; however, rigging requiring forklifts or other mobile equipment will not be available until aisle carpet removal is completed.

UNION LABOR

Exhibitors must agree to abide by all agreements made between the unions, NACV Show Management, its agents and the convention center pertaining to the use of the previously mentioned exclusive union labor while in the convention center. Install and dismantle labor may be conducted by agents of your company or outside insured contractors (Exhibitor Appointed Contractors).

LIGHT AND HAZE DISPLAYS

Lighting and Projection must be confined within the boundaries of the booth and should not project into other booths or into the aisles. Intermittent light devices that produce a flashing or strobe effect must be operated so as not to prove disturbing to other exhibitors. Haze, fog or low-lying fog may not be used at a booth at any time without show management approval. NACV Show Management reserves the right to determine what is acceptable.

PROJECTION AND COPYRIGHTED MATERIALS

Exhibitors may project slides, motion pictures, last imaging and television images within its own booth, up to the height limitations for displays specified in DISPLAY RULES, provided that projection equipment, screens and sound equipment shall be located so that they are not objectionable to neighboring exhibitors and viewers do not obstruct aisles. Plans or sketches for all projections must be submitted to Show Management by April 16, 2021. Show Management reserve the right to curtail any sound device. Each exhibitor assumes responsibility for compliance with union requirements relating to projection equipment and sound devices. Each exhibitor is responsible for obtaining all necessary licenses and permits to use live or recorded music, photographs or other copyrighted material in the exhibitor's booth or display.

UTILITIES

Electrical, plumbing and telephone service will be turned off shortly after the official close at 3:00pm on Thursday, September 30. Exhibitors requiring service beyond this time must make arrangements in advance at the Exhibitor Service Center.

VEHICLES/EQUIPMENT ON DISPLAY

Vehicles on display that use Leaded or Unleaded gasoline shall have a full fuel tank. A gas cap must be in place, or the tank must be adequately sealed off.

Trucks or other large vehicles which use Diesel fuel will require a half tank or 10 gallons maximum, whichever is less. No fuel is allowed to be in the cargo tank. The cargo tank of the transport must be empty and purged of vapor before being brought in to the building.

The minimum amount of fuel for Diesel, Propane, Compressed Natural Gas (CNG) or Liquid Natural Gas (LNG) is limited to 10 gallons. These vehicles are required to have a shut-off valve on the storage container. For Hydrogen Vehicles, the fuel valve must be in the off position but no requirement on amount of hydrogen fuel.

Battery cables must be disconnected and taped to avoid sparking. This also applies to electric vehicles. If battery cables cannot be disconnected due to display request of the vehicle electronics, at a minimum, cables to the starter shall be disconnected and taped to avoid sparking.

Separate batteries that are used for auxiliary equipment are allowed to remain connected.

Visqueen or other floor protector must be placed under the vehicle.

Vehicles may not be driven or operated on the exhibit hall floor during event open hours without prior approval from Show Management and the GWCC.

VEHICLE WASH & DROP TRAILERS FOR DISPLAY

We will be providing truck wash services and drivers will be available for exhibitors that need to drop trailers for display placement. Please contact GES for more details.

SOUND REGULATIONS

Sound levels of all A/V presentations or machinery must not be audible more than 3-feet into the aisles or adjacent booths. All sound must be less than 85 decibels during show hours. The most important feature is that the dispersion of the speaker is entirely directed at the carpet or other non-reflecting surfaces (NOT into the aisles). After a reasonable number of warnings, demonstrations found to be objectionable due to noise or sound pressure/vibration level may have power disconnected at the discretion of show management.

EXHIBITOR APPOINTED CONTRACTORS

DEFINITION

An **Exhibitor Appointed Contractor (EAC)** is any company, other than the designated official contractors listed in this manual, that an exhibitor wishes to use and which requires access to the exhibit hall before, during, or after the show. These include independent display/installation & dismantle companies or anyone who is not an employee of your company that you will have working on your equipment and products.

Also included are delivery personnel, technicians, photographers, florists, A/V companies, and anyone hired by the exhibitor who needs access to the exhibit hall. Permission to use an Exhibitor Appointed Contractor cannot be given for utilities, catering, booth cleaning or material handling services, as these are exclusive to the convention center and/or the general contractor. **Exhibitors who plan to use Exhibitor Appointed Contractors must read and fulfill all requirements listed in this section, including the EAC form.**

APPROVAL PROCESS

Exhibitor MUST make a request in writing: Exhibitors who wish to use an EAC submit the Exhibitor Appointed Contractor Form (EAC) that is found in the Exhibitor Service Manual.

EAC's must provide a Certificate of Insurance:

All exhibitor appointed contractors must submit their Certificate of Insurance not less than thirty (30) days prior to move-in. Admission to the show floor will be denied if a Certificate of Insurance is not on file. **Every person** needing access to the show floor must be covered by insurance. (**Exhibiting companies are required to insure their own personnel.**) Any person, who is not a direct employee of the exhibiting company, must provide his/her own proof of insurance before being allowed access to an exhibitor's booth on the show floor.

Written acceptance of show rules from the EAC: Written acceptance on the form, specifying that the EAC will abide by all show Rules and Regulations Governing EAC's including those contained herein for exhibitor designated contractors. This written acceptance must be received by Show Management by no later than the deadline indicated. Show Management will authorize the exhibitor to use an EAC to provide services to the exhibiting firm, upon receipt of the following:

- Certificate of Comprehensive General Liability insurance in the amount of \$2,000,000 US including coverage for Independent Contractors who have been authorized by Show Management to enter the premises of the show site as exhibitor appointed contractors hired by Exhibitor, with Single Limit Bodily Injury and Property Damage Coverage for each occurrence, Contractual Liability coverage, Products Liability coverage, and with completed operations coverage included.
- Workers' Compensation, Employee and Employers' Liability coverage in full compliance with all laws covering clients' employees.
- Hannover Fairs USA, Inc., North American Commercial Vehicle Show, Georgia World Congress Center, and GES shall be named as additional insured on all policies of insurance coverage.
- Written notice of cancellation of any coverage must be given to Show Management, and proof of replacement coverage meeting the same conditions as expressed above before entering the premises of the show site. Exhibitors will be held liable for falsification or misrepresentation of current and valid coverage by EAC's to Show Management.
- Any other coverage as may be required by Show Management from time to time shall be obtained on demand.

Exhibitor utilizing EACs agrees to indemnify and hold harmless Hannover Fairs USA, Inc, North American Commercial Vehicle Show, the Georgia World Congress Center and GES from any and all liability, including attorney's fees, which may arise due to the third-party contractor's (EACs) presence or actions.

Exhibitors will be notified directly only if authorization is **NOT** approved. Therefore, unless the exhibitor is so informed by Show Management, and if the listed conditions are met, approval to use an EAC is implied.

RULES GOVERNING EAC'S

- The EAC will refrain from placing an undue burden on the Official Contractor by interfering in any way with the Official Contractor's work.
- The EAC will not solicit business on the show floor at any time or they will be asked to leave immediately, regardless of responsibility to current client.
- The EAC will cooperate fully with the Official Contractors and will comply with existing labor/union regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the Official Contractors.
- **ALL** EAC's and their labor must be badged through Show Management by using the appropriate category in registration. Exhibitor must manage badging and appropriately identify any EAC's entering the building. No one will be allowed on the show floor without proper identification.
- EAC's will not be permitted to store equipment in the Convention Center. Due to limited space and fire regulations, all equipment must be stored off the premises. If found, equipment will be removed from building. Additional storage can be purchased from GES, see Exhibitor Service Manual.
- The EAC, under no circumstances, will be allowed to remove floor-marking tape until the close of the exposition.

FACILITY REQUIREMENTS FOR EAC'S

- All EACs must park in the Red Parking Deck or the Marshaling Yard if in an oversized vehicle.
- All EACs must enter the GWCC through the security entrance on Lower Andrew Young International on the B1 Docks.
- All EACs are required to present an ESCA badge to be allowed into the building.

Please read the [ESCA brochure](#) for complete instructions on getting an ESCA badge and entering the GWCC.

SERVICES FOR WHICH AN EAC MAY NOT BE USED

There are some services for which exhibitors may not, under any circumstances, elect to use a non-official contractor. For various reasons such as the nature of the service, exclusive-use agreements in the facility, or to maintain control and safety of the exhibit floor, the following services **MUST** be performed by official contractors:

ELECTRICAL, PLUMBING, TELEPHONE, INTERNET, MATERIAL HANDLING, SIGN HANGING, RIGGING, CLEANING, and CATERING*.

*Catering may be provided by an outside vendor pending a fee paid to Levy Restaurants. Contact Levy Restaurants directly to determine the cost and possible options available.

PROMOTION DURING SHOW

CATERING

Exhibitors planning to serve food or beverages from within their exhibit space must utilize the services of the exclusive in-house catering service, LEVY RESTAURANTS*. Please see their information in the ADDITIONAL SHOW SERVICES section on the Espresso page.

ALCOHOLIC BEVERAGES

For all events with alcohol service, a Certified Levy Restaurants Bartender is required. Alcohol cannot be brought into or removed from the Georgia World Congress Center. Levy Restaurants reserve the right to refuse service to intoxicated or underage persons. Proper proof of age will be required for service of alcoholic beverages. Minimum charges may apply to your service.

* Exhibitors must abide by all GWCC regulations regarding catering and food service.

CONTESTS, LOTTERIES, RAFFLES, ETC.

No casino-type games are permitted where contestant can lose his/her own money or goods.

DISTRIBUTION OF LITERATURE AND PROMOTIONAL MATERIAL

Samples, souvenirs, shopping bags, catalogs, pamphlets, publications, etc., shall not be distributed except from within the exhibitor's booths. Food and drink for personal consumption is allowed within the exhibitor's booth with the exception of popcorn. Any items deemed to be objectionable in the opinion of NACV Show Management shall not be distributed at the show.

PROMOTIONAL ITEMS

Adhesive-backed, pressure-sensitive stickers and labels shall not be distributed on Show site. Violations of this rule shall be deemed conduct detrimental to the best interests of the Show and will also subject the exhibitor to any cleaning and repair charge incurred to remove them from floors, walls, columns, other booths, etc. Any food or beverage items distributed by exhibitors to attendees must be purchased and supplied by Georgia World Congress Center Food Services.

TRADE PUBLICATIONS

Trade publishers are prohibited from soliciting advertising at the exposition. They may distribute their own trade publications from their booth space, but no distribution is to be made to the other exhibitors' booths.

ADMISSION AND REGISTRATION

REGISTRATION

The primary contact will be responsible for registering booth personnel through the Exhibitor Dashboard. Exhibitor Booth Staff must be registered by **September 18, 2021** to receive their onsite barcode.

AGE REQUIREMENT

NO ONE UNDER 18 YEARS OF AGE WILL BE PERMITTED ON THE EXHIBIT FLOOR OR DOCK AREA AT ANY TIME DURING MOVE-IN AND MOVE-OUT, regardless of affiliation or purpose. This applies equally to exhibitors and attendees. No persons under the age of 16 years will be allowed on the show floor during show hours. All persons under the age of 18 must always be under adult supervision.

EXHIBITOR BADGE ALLOTMENT

Exhibitors will be allotted 3 badges per 100 sq. ft. for staff badging. All badges over this allotment will be billed at \$25 per badge. One reprint will be allowed, however after that, a \$25 fee for all reprints will be charged.

BADGE PICK-UP

Badges will not be mailed. All badges must be picked up onsite at the Exhibitor counter in the registration area.

INSTALLATION WRISTBANDS

Any exhibitor who has a target installation time before Registration opens will be issued a wristband by Security at their point of entry into the Exhibit Hall. Any exhibit staff working during show days will require a badge to enter during those times.

Exhibitor Appointed Contractor staff do NOT need to be registered for badges, they will be issued a wristband in accordance with the documentation submitted on their EAC Form.

VISA LETTER POLICY

Visa letters will be provided for exhibiting companies whose booth space is paid in full. To request your staff's visa invitation letters, log into the Exhibitor Dashboard, click on Exhibitor Registration and Register your booth personnel. Once your staff is registered an icon will appear to generate the Visa Letter for you to save and submit.

SECURITY AND SAFETY

DATA SECURITY

For EU (GDPR) and California (CCPA) Residents - North American Commercial Vehicle Partnership referred to as "ORGANIZER" will share access to contact information detailed in this contract. We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collected.

You may choose to restrict the collection or use of your personal information in the following ways:

Whenever you are asked to fill in a form, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes. If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at privacy@hfusa.com.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you. If you would like a copy of the information held on you please write to North American Commercial Vehicle Partnership, 8755 W. Higgins Road, Suite 900, Chicago, IL 60631. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

Please refer to <https://nacvshow.com/privacy-policy/> for the complete Privacy Policy notice and updated list of vendors.

Who is the controller of the data and how can I contact the data protection officer?

Hannover Fairs USA (HFUSA), 8755 W. Higgins Road, Suite 900, Chicago, Illinois, USA (phone: +1 (773) 796-4250; info@hfusa.com)

For questions regarding data protection, please contact our data protection officer at privacy@hfusa.com or at the above address.

- a. ORGANIZER will not sell enclosed information to any third party, or transmit enclosed information, with VENDORS or other entities and their agents, not directly involved in the production of NACV Show 2019.
- b. All servers used by ORGANIZER to store information are GDPR compliant. Additionally, all VENDORS have confirmed to be GDPR compliant.
- c. Contact information listed on signed contract may be transmitted only to official VENDORS of NACV Show for the purpose of completing vendor orders and informing EXHIBITOR of marketing opportunities and deadlines. Official VENDORS and Subsidiaries will be identified in the Exhibitor Manual.
- d. Contact information may be removed at any time.
- e. Removal of contact information, without providing an alternate contact, will invalidate participation in NACV Show 2021.
- f. Contact will be limited to e-mail, physical mail or phone call for a duration of 2 months following NACV Show 2021. Exceptions will be made for the purpose of collecting any overdue balances.
- g. ONLINE EXHIBITOR LISTING - Contact information provided in this contract will be pre-populated into the Online Exhibitor Directory for
- h. NACV Show 2021. Access will be granted to change public contact information at any time through the exhibitor portal link. Password shall be provided to the contact e-mail listed on signed contract.
 - a. Media Partners - We will not share your data with media partners unless you explicitly allow us to do so.

ONSITE SECURITY

Security services will be available through Dupree Security, our official vendor. There will be staff at the entrances to enforce badge policies and access to the exhibit hall.

Drones of any kind will not be permitted on the floor or flown over the GWCC.

SECURITY PRECAUTIONS

- Ship locked trunks or crates. Avoid shipping cartons with contents displayed on the sides.
- Never list contents on the outside of shipped containers.

- Special consideration: Prototypes, high value or irreplaceable items. Never leave these items unprotected.
- Maintain accurate bills of lading for yourself and carrier services.
- Your EAC should have all shipping information to ensure proper delivery.
- Drape off your display each night.
- Never leave purses, briefcases or electronics under or behind your booth.
- Do not store non-displayed products under tables or behind booths. Avoid leaving any product unattended on the dock.
- Electronic equipment such as laptops, video cameras, and any other audiovisual equipment should be secured during non-show hours and at the close of the show.
- Secure any samples during non-show hours.
- Avoid leaving your booth unattended during show hours.

SECURING YOUR BOOTH

- Pack all exhibit products as soon as possible after the close of the show; once again avoid leaving your exhibit unattended until all products have been repacked.
- Move all items in the corners of your booth to the center of the booth to avoid accidents with passing forklifts or freight.
- Report any lost, damaged or stolen cartons or products to security immediately.
- Booth Security is available on an individual basis. To hire a monitor specifically for your exhibit and product, please complete the booth order form located in the Exhibitor Manual.
- It is important to understand that the North American Commercial Vehicle Show Partnership, GWCC, GES and Dupree Security are not liable for lost, damaged or stolen merchandise from your exhibit before, during or after the show. The responsibility is yours and we recommend that you take all necessary precautions against all contingencies.

SAFETY

Hazardous work areas are defined as any area on the premises where exhibits, equipment and freight are being handled; such as loading dock areas; exhibit halls, services corridors, marshaling yards, etc. Within these areas and throughout the premises, the following guidelines will be strictly enforced:

- Absolutely no drinking of alcoholic beverages, except for booth parties and networking events pre-organized through the exhibitor services manual.
- No horseplay, practical jokes, etc.
- Possession or use of an illegal or controlled substance of any kind is prohibited.
- No speeding (over 5 mph) or reckless use of vehicles and equipment.
- No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporarily, inside the building. No refueling activity of any kind permitted. Refueling must be accomplished a minimum of fifty (50) feet beyond the exterior of the building.
- Access to fire exit doors and corridors shall be maintained throughout move-in/move-out activities.
- Utility panels, switchgear, 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 or any other visible safety hazard shall immediately be reported to GWCC Security (404) 223-4911(x4911 on Red House Phone).
- Work activities in Galleria areas on upper levels require additional supervision to ensure safety for attendees to other events. Safety of occupants of the Center is of primary concern. Any unsafe condition or activity should be immediately reported to GWCC Security at (404) 223-4911 (ext. 4911 on a Red House Phone).

FIRST AID

First aid assistance can be summoned through any security personnel in the event of an emergency. Signage on-site will direct you to the First-Aid office.

MEETING ROOMS AND ONSITE FUNCTIONS

MEETING ROOM REQUESTS

A limited number of meeting rooms will be allocated by Show Management at the Georgia World Congress Center for rental by exhibitors. A Meeting Room Request Form must be completed.

All services (Electrical, AV, Catering, etc.) will be the responsibility of the exhibitor and can be ordered directly from the service providers. Once your room is confirmed, we will notify the providers of your request. It is the exhibitor's responsibility to follow up with the official vendors for payment and event orders. You **MUST** have an assigned room before ordering any other services.

HOSPITALITY FUNCTIONS

It is NACV Show Management's policy that exhibitors may not conduct or sponsor hospitality suites or functions, or any organized event to which attendees are invited during show hours without prior approval. Violation of this policy will affect an exhibitor's eligibility to select space or to participate in future expos.

OFF-SITE HOTEL SUITES AND FACILITIES

Any event being hosted off-site during show days must be before or after show hours. No off-site events may be hosted by exhibiting companies during show hours. Show Management must be notified of any off-site event by **September 1, 2021** in writing to ops@nacvshow.com.

ENFORCEMENT OF RULES & REGULATIONS

BOOTH STAFF & EARLY DISMANTLING POLICY

Exhibitors' representatives must staff all booths during all open exhibit hours. **NO DISMANTLING OR PACKING OF DISPLAY OR PRODUCT MAY TAKE PLACE PRIOR TO THE CLOSE OF THE SHOW AT 4:00 PM on Thursday, September 30, 2021.** All exhibits are to be occupied and in operation until this time. Respect your fellow exhibitors, as they will still be conducting business until the closing.

NACV Show Management has the right, without incurring any liability for damage or loss, to order, at the exhibitor's expense, the dismantling, packing and shipping of the exhibitor's property if the exhibitor has failed to do so in the time allotted. See [LIFO – LAST IN FIRST OUT](#) section for times and restrictions for LIFO booths.

LIMITATION OF LIABILITY INDEMNIFICATION

The exhibitor waives all claims of every kind against show management, its directors, officers, members, shareholders, parents, subsidiaries, affiliates, agents and employees including, without limitation, all claims for damages based on personal property damage, destruction, loss or theft, personal injury, cancellation of the Show, failure or refusal to provide space for any exhibit, preventing the display, operation, removal or dismantling of any exhibit, and any other act, or failure to act, of either or both, of show management.

The exhibitor agrees to indemnify and save show management harmless from claims by the exhibitor's agents or employees or by any other person, arising out of any act or omission in any way related to the exhibitor's participation in the Show, whether negligent or not.

INSURANCE

NACVS Show Management requires all exhibitors to submit compliant liability insurance that will cover them in case of a claim due to their negligence at our event. This insurance must name Hannover Fairs USA and Georgia World Congress Center and GES as Additional Insureds. The limit of such insurance shall be not less than \$1,000,000 per person, \$2,000,000 per occurrence. The policy shall provide that it shall not be canceled without thirty (30) days prior written notice to NACVS Show Management.

To make this process easier for you, Rainprotection is offering to provide exhibitors with compliant insurance for our show, at the cost of just \$79 no matter how big or how many booths you have. Log in to the Exhibitor Dashboard to purchase or to submit your own COI.

If you do decide to use your own insurance, you must submit your proof of compliant insurance by August 28, 2021. If we do not have a copy of your compliant insurance by August 28, 2021, we will automatically enroll you in the Rainprotection Insurance Program and invoice you \$99 (\$79 for the insurance and a \$20 LATE processing fee).

If you contract with a 3rd party Exhibitor Appointed Contractor, they will also need to hold a separate insurance form with appropriate coverage. It is the exhibitors' responsibility to validate the coverage provided by their EAC and will be held liable for any

damages not covered in the presented policy should the EAC misrepresent, already collected on, has pending claims or is under insured. It is the ultimate liability of the Exhibitor to ensure that their appointed EAC follow all rules & regulations set by Show Management.

RIGHT TO INSPECT

Show Management retains the right to enter and inspect exhibit spaces and materials for compliance with the Rules & Regulations.

VIOLATIONS PROCESS

Show Management will follow the below process to address violations of the Rules & Regulations onsite during Installation and Show Days:

1. Verbal notice of violation to onsite exhibit personnel
2. Written notice of violation
3. Draping off item in violation at Exhibitor's expense
4. Removal of item in violation at Exhibitor's expense

RESOLUTION OF DISPUTES

NACV Show Management shall have the right, but not the obligation, to resolve disputes or disagreements between exhibitors, or between exhibitors and official contractors or labor unions. In the event of a dispute or disagreement, final resolution shall be binding on the exhibitor.

AGREEMENT TO RULES & REGULATIONS

The exhibitor agrees that all employees and agents assigned to North American Commercial Vehicle Show will abide by these rules. A signed contract and acknowledgement must be submitted with payment prior to any space assignment.

SUITCASING POLICY

Suitcasing is the practice of soliciting business in the aisles or other public spaces of a trade show or industry event without purchasing exhibit space. This practice undermines the efforts of the exhibitors that have chosen to participate and invest in the event. As such, manufacturers or distributors who are found distributing information for services that do not have an exhibit space, will be asked to leave the premises of the event immediately and will forfeit the cost of their entrance fee.

Repeat offenders will be barred from attending or potentially exhibiting at future NACV Show events. This will be strictly enforced with the intent of preserving the integrity of the Show. The assistance of exhibitors in watching for this type of activity and reporting it to show management staff is greatly appreciated. If you see any non-exhibiting company attempting to distribute or solicit in the aisles, please note their name and company name or obtain a business card to show management as soon as possible. We will make every effort to stop these unfair sales practices.

Outboarding is the attempt by a company to create a competing event that targets attendees or exhibitors off the floor during show dates. There are several blocks in place to assist in stopping non-sanctioned events competing with official programming during the show dates. Any non-exhibiting suppliers seen attempting to outboard the Show can be barred from ever attending or exhibiting any future NACV Show events. Any exhibitors found outboarding without show management consent will be stripped of priority points and potentially barred from exhibiting in the future.