

Booth Regulations

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape and 3' high black side drape. The booth will also include a complimentary 7" x 44" two-line identification sign. Electricity, furnishings, displays and any other items needed are the responsibility of the exhibitor.

IN-LINE (LINEAR) BOOTH

An In-Line (linear) booth is a 10'x10' booth located in an aisle, next to other booths.

Unless express written permission to the contrary is secured from Informa in advance, regular and specialty built back walls, including signs, may not exceed an overall height of 8' and must be freestanding. Low side dividers between exhibits should not exceed 4' in height. If a high divider is desired, it shall not exceed 8' in height or extend from the back wall more than 3'.

END CAP BOOTH

An End-cap booth is exposed to aisles on three sides and comprised of two booths. End-cap booths measure 10' deep x 20' wide, with a maximum back wall height of 8'. A 4' height restriction is imposed on all materials in the remaining space.

ISLAND BOOTH

Must be a minimum of 4 booth units (20'x20' in size), and are not connected to any other booths. These booths do not include any back walls or side dividers.

MULTI-STORY EXHIBITS

Multi-level units require approval from the Fire Department. Minimum requirements for approval include:

1. Maximum of 200 square feet (including stairways) for upper levels.
2. Structure shall be constructed of noncombustible or limited-combustible materials.
3. Plans for the display or booth must have a licensed professional structural engineer stamped approval and are in
4. compliance with current codes.
5. Minimum of 20-foot separation between units that have space occupied above the convention center floor level or ceilings.
6. UL listed smoke alarms in each space below the uppermost level.
7. Minimum of one 1A-10B:C rated fire extinguisher on each level.

FIRE SUPPRESSION FOR MULTI-STORY AND COVERED BOOTH BUILDS

Any multi-level or covered exhibit exceeding 300 square feet in floor area shall be equipped with automatic sprinklers in the covered level(s). Limited area sprinkler systems are acceptable for such protection. Exhibits exceeding 300 square feet in aggregate floor area without separation by aisles or open exhibits, shall be subject to the requirement of Fire Suppression.

Exceptions:

1. Those levels having an open grate ceilings or ceiling materials listed for installation below automatic sprinklers.
2. Proof of such listing shall be available for inspection.
3. Exhibits having a floor area of 1,500 square feet or less which provide a fire watch assigned to the exhibit

during non-show hours. Such exhibits shall be equipped with a minimum of two portable fire extinguishers with

4. A minimum 2-A:10-B:C rating. The fire watch shall be trained in the use of fire extinguishers and Fire Department notification procedures.

HANGING SIGNS

Hanging signs will be permitted in Island Booths **ONLY** (a minimum of 400 sq. ft. – 20' x 20') at a 23' foot maximum from floor to top of sign. Signs may be hung from the ceiling (where permitted), trusswork or equipment. Signs that will be hung from the ceiling or trusswork must be installed and dismantled by the Rigging Crew. Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements. Please note that to have your sign hung, it **MUST** be shipped in advance to the GES Services warehouse address. All hanging signs and orders **MUST** be received in the warehouse no later **September 17, 2018**.

PSAV is the official provider for all rigging in the Hyatt Regency Atlanta.

Please submit all rigging requests through the link below. PSAV will review and send estimates to the exhibitors.

<https://www.psav.com/riggingform/>

Signage weighing 150lbs or more will traditionally require a motor(s) to be installed, and will need to be ordered through the HYATT REGENCY ATLANTA utilities department

For questions on hanging signs, please contact jean.cadwell@informa.com.

SIGNS- GENERAL

All signs must be fire-retardant. All in-line booths' signage/display/product must not be higher than 8' high, and sign copy must face into your booth if used along the back wall or sidewall of an in-line booth. All signage must be professionally printed and are subject to approval. No handwritten signage will be allowed anywhere within the Pennsylvania Convention Center or Channel Partners Evolution show floor. **Hanging signs are only permitted in 400 square foot (20' x 20') booths and above.** Please see "Hanging Signs" above for additional Information.

INSTALLATION EXCLUSIONS

All exhibits must be free standing. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to, or otherwise secured to, the drapery backdrop or side dividers. In addition, no decals or other adhesive materials shall be applied or affixed to the walls, pillars or floor of the exhibit areas. Exhibitor shall not post any sign of any description except within the confines of the exhibit space assigned.

The use of gasoline powered equipment is prohibited.

The use of hoists will not be permitted

GENERATORS & COMPRESSORS

All generators are prohibited, small air compressors that are not part of equipment (separate unit) are prohibited from use on the show floor. An order for Compressed Air must be placed through Client Utilities Department

ELECTRICAL

Accessing floor ports in exhibit halls is strictly prohibited.

PSAV has jurisdiction over the installation of all electrical equipment, lighting fixtures, power track, and electrical apparatus that requires electrical and mechanical fastening to the exhibit or display.

[ELECTRICAL ORDER FORM](#)

All electrical cords that run across the show floor or under carpet must be installed by PSAV electricians regardless of booth size. In all booths (including booths less than 600sq/ft.) where an Exhibitor Appointed Contractor (EAC) or Decorator is utilized, electricians must install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.

- All 110-volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. All connections must be supported and secure. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed 6 feet in length and must be UL approved.
- Cube Tap Adapters are prohibited. Multi-plug connectors must be UL approved with built-in overload protection. Connectors must not be used to exceed their listed ampere rating.
- Electrical work under carpets or flooring must be installed by the official Electrical Service Provider. All cords must be flat, three conductor, #14 AWG or larger.
- All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must have power supplies dropped within the booth.

WATER

The use of bathroom sinks to fill and drain tanks, pots, buckets, etc. in exhibit halls is prohibited. An order for Water Fill & Drain must be placed through Client Utilities Department.

Dumping of any type of liquids into bathroom sinks, toilets or exhibit hall floor ports is strictly prohibited.

UNFINISHED AREAS & WALLS

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 that portion finished and not have any identification signs, lettering, or graphics that would detract from the adjoining exhibit. Any unfinished walls are subject to review by Show Management. Should Show Management deem the back- side of the booth "unsightly" and/or does not conform to the overall quality of the show, the exhibitor may be required to drape the backside of the booth at the exhibitor's expense.

OPEN FLAMES

The use of a device with an open flame, such as a propane torch, and candles, are prohibited.

BALLOONS

Helium balloons may not be distributed in Hyatt Regency Atlanta. However, Helium balloons may be used if permanently attached to authorized displays and approved through the Exhibit Ops Manager in advance. If helium balloons become detached from the display, the labor cost to retrieve the balloons will be charged to the Exhibitor. A deposit may be required prior to installation. Mylar balloons are not allowed anywhere on property. Helium gas cylinders for refilling must be secured in an upright position on safety stands with the regulators and gauges protected from damage. No overnight storage of helium or compressed air cylinders in the building is allowed. Balloons cannot be released out of doors. A cleaning fee will apply should the balloons be left on property after the event.

DRONE GUIDELINES

In addition to FAA Laws, the following regulations will govern the use of all Unmanned Aerial Systems (UAS) ("Drone") inside the confines of the Hyatt Regency Atlanta **contact information is provided under the Contractor Contact Information at the front of this document.**

1. The use of a UAS inside the Hyatt Regency Atlanta must be authorized by **HYATT REGENCY ATLANTA/SMG** prior to operation.
2. Dates and hours of operating the UAS inside the Hyatt Regency Atlanta must be pre-approved by **HYATT REGENCY ATLANTA/SMG**
3. The name and piloting experience of the UAS operator will be submitted to **HYATT REGENCY ATLANTA/SMG** in a timely manner.
4. Only one (1) UAS will be authorized to operate inside the HYATT REGENCY ATLANTA at any given time.
5. The UAS is restricted to a gross weight of 10 Pounds.
6. Show Management must ensure that the environment is safe and that the operator is competent and proficient in the operation of the UAS.
7. The UAS must remain at least 25' away from individuals and vulnerable property while in operation.
8. Do not photograph persons in areas where there is an expectation of privacy.
9. The UAS must be equipped with an indoor protective foam 'hull' while operating inside the HYATT REGENCY ATLANTA. (note: hulls are foam covers which minimize damage to drones & soften the impact in case of a crash possibly into a person)
10. The use of the UAS inside the HYATT REGENCY ATLANTA is restricted to Exhibit Halls.
11. Never operate the UAS while under the influence of alcohol or drugs.
12. The UAS operator assume all responsibility to any injuries or damages caused by the operation of the UAS inside the HYATT REGENCY ATLANTA.
13. HYATT REGENCY ATLANTA/SMG and Show Management will not be held responsible for any injuries or damages caused by the operation of the UAS inside the HYATT REGENCY ATLANTA.

Pennsylvania Convention Center Authority, Show Management, or its' designee has the right to revoke the privilege of the UAS operation / operator inside the HYATT REGENCY ATLANTA at any time.

GLITTER/DECALS

Glitter and adhesive-backed decals are strictly prohibited and may not be distributed or used for any purpose within The Pennsylvania Convention Center.

GOOD TASTE AND THE RIGHTS OF OTHERS

Show Management may require any exhibitor to make changes in his or her exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards of good taste. Changes will also be required if the exhibit interferes with the rights of others.

FACILITY EQUIPMENT

Exhibitors are prohibited from using building equipment, i.e., ladders, tools, chairs, tables, stanchions, dollies, forklifts, vacuums, brooms, etc.

FASTENING MATERIALS TO BUILDING

Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, doors, columns or painted surfaces. No holes may be drilled, cored or punched in the Convention Center walls or floors. Exhibitors will be billed to repair any damages caused by fastening materials to the building and any damages caused to the exhibit floor.

ELEVATORS AND ESCALATORS

The HYATT REGENCY ATLANTA has several freight elevators available for transportation of equipment. Public elevators and escalators are for passenger use only. Access to any elevator or escalator may not be blocked at any time. Freight elevators must be accompanied by an operator for heavy production and/or move-in/move-out usage.

NOISE LEVELS

Show Management reserves the right to require any Exhibitor whose noise levels disturb another Exhibitor within the Expo Hall to reduce their sound to a reasonable level that does not disturb any other Exhibitor. Bands, Loud Music, and DJ's are not allowed within booths on the Expo Floor at any time. Show Management is not responsible for losses or damages associated with sound level requirements.

BOOTH STAFFING

Exhibits must be manned during official show hours. Booth representatives must wear badge credentials furnished by Show Management. No other identification will be considered valid if worn without the official show badge.

CATERING

Food and beverages are not permitted on the premises unless purchased through the Pennsylvania Convention Center (Aramark). Food or beverages may not be brought in or delivered to the Pennsylvania Convention Center for personal consumption.

FOOD/BEVERAGE DISPENSING

Exhibitors may not dispense food and/or beverages of any kind, including bottled water, without written permission from Pennsylvania Convention Center Catering partner (Aramark) Food and/or beverage purchased outside of the Pennsylvania Convention Center may not be brought into/or consumed within the Pennsylvania Convention Center. The Pennsylvania Convention Center is solely licensed to sell, dispense, and/or serve alcoholic beverages. Pennsylvania State Law prohibits alcoholic beverages from being brought into the Pennsylvania Convention Center. The Pennsylvania Convention Center rigorously enforces this law.

COLUMNS

Should an exhibit space have a column in or next to it, the exhibitor is prohibited from attaching anything directly onto that column. If any part of the column is within the exhibit space, the exhibitor, at their expense, may drape the column by ordering appropriate pipe and drape from GES, which will surround, but not actually adhere to the column. All fire extinguishers and fire hose cabinets, as well as electrical boxes, must remain easily accessible and clearly visible, so it is important to build your booth display accordingly. For questions regarding columns please contact jean.cadwell@informa.com.

CRATES

Exhibitors must make arrangements with GES for storage of crates and other packing materials. Combustible materials such as brochures, literature, giveaways, etc., within exhibit booths are limited to a one-day supply. NOTHING may be stored behind booths. All packing containers, wrapping materials, carrying cases, etc., must be stored off the exhibit floor. The Pennsylvania Convention Center inspects all exhibits to ensure compliance. Please contact GES to make arrangements for storage.

STORAGE

Storage of any kind behind exhibit booths will not be permitted and is considered a fire hazard. Please tag all empties by 12:30 p.m. Wednesday, October 10, 2018, so GES may store them until move-out. If not removed, Show Management will remove and store at exhibitor's expense.

DISMANTLING

All displays MUST remain intact until the official close of the show. No exhibitor may begin dismantling, packing or move-out prior to the show's official move-out schedule. Early dismantling, packing or move-out may result in loss of future exhibit opportunities.

DOOR PRIZES/EXHIBITOR GIVEAWAYS

Exhibitors are allowed to register attendees for prizes and giveaways. All activity must take place within the confines of the exhibitor's booth. NO announcements over the public-address system will be allowed for such activities.

FLOOR COVERING INSTALLATION AND REMOVAL

When laying any type of floor covering on top of the Convention Center floor, a protective covering must be in place between the building's floor and the exhibitor's floor covering. Any visible damage prior to laying the exhibitor's floor covering should be reported to Show Management. When installing materials, which require adhesive, such as concrete or a solid surface, exhibitors should use Visqueen (for light placement), hard wood (for heavier surfaces), or heavy tar paper (for liquid to solid installations). Failure to do so may result in the exhibitor being charged for damages. Exhibitors are responsible for the removal of their floor covering along with the rest of their booth display once the show is complete. Any exhibitor who does not properly remove their floor covering will be invoiced for the cost of removal. No floor covering may be permanently affixed to the floor of the facility.

ANIMALS

Animals are not permitted on the premises of the HYATT REGENCY ATLANTA, with the exception of guide, signal or service animals or animals approved for use in conjunction with an exhibit, display or performance. Animals that are approved must be on a leash, within a pen or under similar control at all times. No animal exhibits are permitted on the carpeted areas of the HYATT REGENCY ATLANTA. The Licensee, exhibitor or owner is responsible for obtaining all relevant permits and for attending to the sanitary needs of the animal(s). The Licensee, exhibitor or owner is also fully responsible for the animal(s) while on the premises of the HYATT REGENCY ATLANTA.

CLEANING, MAINTENANCE AND WASTE REMOVAL

Booth cleaning, waste removal and maintenance are not part of the booth space contract, and needs to be arranged separately through GES.

DISPLAY VEHICLES

Vehicle Display Safety Regulations

The following regulations apply to all gas and liquid-fueled vehicles that will be on display at the Hyatt Regency Atlanta. Please email jean.cadwell@informa.com of any intent to display a vehicle within your booth, as this must be indicated on the fire marshall approved floorplan. The Expo hall has a 350 lbs. psf weight limit- please make sure your vehicle falls within this limit. **BRING AN EXTRA SET OF KEYS.**

1. A maximum of one quarter tank of fuel or 5 gallons (19L) (whichever is least) is permitted.
2. *Fuel applies to gasoline, diesel, CNG, LPG, etc. **Must be verified by General Service Contractor's Traffic person** prior to entering the building.
3. Fuel tanks and fill openings are closed with a locking tank or it must be taped shut.
4. Battery cables must be disconnected and the ends taped.
5. All battery connections (disconnection and connection) shall be made by electricians regardless of booth size.

6. A properly tagged set of keys to each vehicle must be left with the building prior to display.
7. Tanks cannot be refueled or emptied inside the HYATT REGENCY ATLANTA.
8. No repairs or alterations shall be made on vehicles.
9. During non-show hours, vehicles must be locked.
10. Fire extinguishers, in appropriate numbers and classifications, may be required.
11. Floors under vehicle must be protected from any leakage, spillage or other potential damage.
12. The carpet must be protected at all times. This can be done by putting out a run of plastic (for several vehicles) or if there is only one, this can be achieved by leapfrogging 2 pieces of plastic slightly larger than the length of the vehicle.
13. While the vehicle is on display, plastic should be placed under the vehicle. The wheels should not rest directly on the carpet. A carpet square (scrap) should be placed under the wheels. At the very minimum, plastic should remain under the wheels. If doors need to be removed, the client will be charged for the removal and reinstallation of the doors. The client should be notified in advance if doors need to be removed so they can assess the cost with their budget. Carpet must be protected with visqueen while vehicle is being driven to destination for display.
14. **All vehicle locations must be shown on floorplans submitted to Fire Marshal for approval.**