



RULES AND REGULATIONS

EXPO RULES AND REGULATIONS

1. **MANAGEMENT:** The word "Management" as used herein shall mean the organizers of the International Production & Processing Expo (IPPE), a partnership of U. S. Poultry & Egg Association (USPOULTRY), American Feed Industry Association (AFIA), North American Meat Institute (NAMI), its officers, committees, agents, or employees. USPOULTRY is responsible for show management. The IPPE is also referred to as "Expo".

2. **OBJECTIVES OF THE EXPO:** Exhibitor agrees with the objectives of the Expo. It is agreed by the Exhibitor and Management that the objectives of the Expo are educational, and all products and services exhibited must be to further the educational needs of the industries represented by USPOULTRY, AFIA and NAMI and the individuals engaged in the respective industries. **Cash and carry sales are prohibited (any form of payment) unless specifically allowed in writing by Management.**

3. **ELIGIBLE EXHIBITS:** Exhibits will be limited to those companies or other entities offering machinery, materials, products or services of specific interest to registrants. Management reserves the right to determine the eligibility of any product for display. Exhibiting manufacturers, representatives, and/or distributors must list their participating principals as the exhibitors of record. **Only the sign of the Exhibitor whose name appears on the contract may be placed on the booth.** No exhibits or advertising will be allowed to extend beyond the space allotted to the Exhibitor, or above the back and side rails. Detailed Display Regulations are provided at www.ippexpo.org and included in the Exhibitor Manual.

4. **RIGHT OF MANAGEMENT TO RESTRICT EXHIBIT:** Management reserves the right to restrict any exhibit which, because of noise or other reason, may become objectionable, and reserves the right to prohibit or remove any display which, in the judgment of Management, may detract from the general character of the Expo. This reservation includes persons, things, conduct, printed materials or anything of a character that might be detrimental to the Expo as a whole.

5. **CANCELLATION/REFUND POLICY:**

All cancellations must be made in writing and are not deemed accepted until acknowledged in writing by Management. Once cancellation is accepted, the Exhibitor forfeits all rights to the booth space, reserved exhibitor block hotel rooms, exhibitor badge registrations, sponsorships and meeting room access. Accumulated seniority will be reduced to zero years unless another booth is contracted under the same exhibiting company for the current IPPE.

Refund Policy:

Through September 30, 2022:

Refund requests must be submitted in writing to Management (email acceptable). A 50% refund of payments received, less the \$500 non-refundable application fee and credit card processing fee (if applicable) will be provided to the Exhibiting company of record.

After September 30, 2022:

No refunds.

In the event of a cancellation officially announced by Management after the September 30, 2022, refund deadline, Management will offer the following refund options:

- Refund of 100% of payments received, less the \$500 non-refundable application fee and credit fees (if applicable) will be provided to the exhibiting company of record.
- All payments received will be deferred to the 2024 Expo.

6. **LIMITATION OF LIABILITY:** Exhibitor agrees to indemnify and hold harmless Management, sponsors, Georgia World Congress Center, and City in which the Expo is being held, and their officers, agents, and employees, against all claims, losses, suits, damages, judgments, expenses, costs and charges of any kind resulting from its occupancy of the space herein contracted for by reason of personal injuries, death, property damages, or any other cause sustained by any persons or others. Management shall not be responsible for loss or damage to displays or goods belonging to Exhibitor, whether resulting from fire, storms, acts of God, air conditioning/heating failure, theft, pilferage, mysterious disappearance, bomb threats or any other causes. All such items that are brought to the Exhibition and displayed at Exhibitor's own risk and should be safeguarded at all times. Management shall bear no responsibility for damage to the Exhibitor's property, or lost shipments either coming in or going out, or for moving costs. Damage to inadequately packed property is Exhibitor's responsibility. If Exhibit structure, equipment or other display items fails to arrive, Exhibitor is nevertheless responsible for exhibit space costs. Exhibitor is advised to insure against these risks.

Exhibitor agrees that Management shall not be responsible or liable in any way in the event of any errors or omissions in the listings in the IPPE Directory, Pocket Program, or in any printed or digital promotional material.

Management agrees to take reasonable precautions to protect exhibits between 5:00 p.m. and 9:00 a.m. during the Expo but will not be responsible for any loss or damage to goods consigned to its care. Management shall not be responsible for the safety of property or personnel of the Exhibitor, his officers, agents, or employees from theft, damage by fire, water, accident or other cause.

7. **BOOTH SPACE:** Contract is for booth space only with inclusion of uniform sign with company name as designated on contract. This sign will be furnished by Management at move-in.

The contract agreement is between IPPE and the exhibitor, no third-party agreements. An official representative from the exhibiting company must complete and sign the contract. Invoice and contract will be emailed to the exhibiting company.

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Management reviews all booth applicants' list of competitors and will make every effort to not place exhibitors listed as a "direct competitor," either adjoining or directly across an aisle.

Management reserves the right to decline placement of an exhibitor who is on the list of another contracted exhibitor if the requested booth is adjoining or directly across the aisle and further reserves the right to relocate the last placed competitor once brought to the attention of Management.

All booths must be fully carpeted or furnished with an acceptable floor covering as approved by Management. This floor covering/carpeting may be furnished by the exhibitor or rented from a rental service company approved by Management. Flooring must comply with the requirements of the American with Disabilities Act (ADA) and be made with fire retardant material.

Exhibitor has the option of supplying its furniture needs or renting from a rental service company approved by Management. Management's preferred general service contractor is Global Experience Specialists, Inc., hereinafter referred to as "GES".

Exhibitor agrees to have his booth and displays cleaned and otherwise put in order between the hours of 6:00 p.m. and 8:00 a.m. each day. GES has exclusive cleaning services. The Georgia World Congress Center (hereinafter referred to as "GWCC") will offer for purchase utilities, including electrical, compressed gas, and air. Payment is to be made to vendor by the Exhibitor upon completion of installation.

Carpentry and other construction related labor may be provided by the Exhibitor or secured through the General Contractor of the Expo.

No pallet jacks are to be operated by anyone except GES.

Exhibitor agrees to abide by all rules of contracted booth type as specified in the Display Rules and Regulations, stated in the Exhibitor Manual and on IPPE website.

Exhibitor shall not injure, mar or in any manner deface the floors, walls, fixtures, or any part of the building. If the Exhibitor, its agents, servants or guests, shall cause, by any act of omission or commission, anything to be done whereby the premises shall in any manner be injured, marred or defaced, the Exhibitor shall pay to the GWCC such sum as may be necessary to restore the premises to its previous condition.

Exhibitor agrees that there will be no visual projection on walls of show floor or other public wall space unless offered or contracted with Management.

Share exhibitors are intended to be distributors, brands, or other officially related companies through common ownership and must hold an official contract to receive benefits of inclusion as a listed exhibitor in printed show directories, maps and mobile app. Any contracted Share

not meeting these criteria must be approved by Management. Shares do not carry seniority for booth selection or exhibitor hotel block requests.

8. **BOOTH SHARING:** Exhibitor shall not share its space, or part thereof, with any other person, entity or organization not contracted through IPPE to share said space. Share exhibitors are intended to be distributors, brands, or other officially related companies through common ownership and must hold an official contract to receive benefits of inclusion as a listed exhibitor in printed show directories, maps and mobile app. Any contracted Share not meeting these criteria must be approved by Management. Shares do not carry seniority for booth selection or exhibitor hotel block requests.

The booth shall contain and advertise only products or services manufactured, sold or distributed by the contracted Exhibitor. In instances where articles or products are required for the proper demonstration or operations of Exhibitor's display, identification of such articles shall be limited to the regular nameplate, imprint, or other identification which in standard practice appears normally on them.

Management reserves the right to cover any products not in compliance with the terms of this contract or remove such products from the exhibit floor at Exhibitor's expense. The Exhibitor shall not accept payment from any third party in exchange for allowing such third party's products to be displayed in Exhibitor's booth space. Nothing in the contract, however, shall prohibit an Exhibitor from being reimbursed by a manufacturer for the actual costs incurred by Exhibitor in displaying products that are manufactured by a third party and distributed by contracted Exhibitor in the ordinary course of contracted Exhibitor's business. Upon the request of Management, Exhibitor shall provide Management with reasonable documentation relating to the products displayed in Exhibitor's booth or any payment Exhibitor has received in connection with Exhibitor's booth at the Expo. Decisions of Management shall in all instances be final regarding use of any exhibit space. Nothing in paragraph 3 will limit any other remedies available to Management under the contract.

9. **DECORATION:** Management will have full discretion and authority in the placing, arrangement, and appearance of all items displayed by Exhibitor that may require the replacing, redecorating, or rearrangement of any items or of any booths, and no liability shall be attached to Management for costs that may be incurred by the Exhibitor to meet compliance. An Exhibitor building a special background or side dividers must make certain that the surfaces of such dividers are finished or covered in such a manner as not to be unsightly to Exhibitors in adjoining booths. Logos or graphics on the side or reverse side of backwall are permitted. If such surfaces remain unfinished at 6:00 p.m. of the day before the opening day of the Expo, management shall authorize the General Contractor to affect the necessary finishing, and Exhibitor must pay all charges incurred. In addition, if any display on which set-up has not

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been started by 6:00 p.m. on day prior to the opening of the Expo, Management reserves the right to have such display installed at Exhibitor's expense. No exhibit may be built or erected to exceed the height limitations as set forth in the Display Rules and Regulations included in the Exhibitor Manual and on the IPPE website. Any Exhibitor whose booth does not comply with Display Rules and Regulations may be required, at their own expense, to alter the display in order to conform to those rules and regulations. Failure to do so can result in termination of booth space for current Expo and loss of seniority for the next Expo.

10. DRONES: Use of drones is strictly prohibited without written approval from Management. Permission may be granted for use of drone within Exhibitor booth space, over Exhibitor contracted booth space and adjacent aisles only, focused only on Exhibitor booth and not surrounding exhibits. Flight is restricted to non-show hours. Management must be present during flight (floor manager, security or other IPPE staff).

11. SAFETY AND FIRE LAWS: All applicable fire and safety laws and regulations as directed by the Georgia World Congress Center must be strictly observed by the Exhibitor. Exhibitors must comply with OSHA regulations, and all federal, state, and municipal fire codes which apply to places of public assembly. Cloth decorations must be flameproof. Wiring must comply with local fire department and underwriterrules. Crowding will be restricted. Aisles and fire exits must not be blocked by exhibits. No decorations of paper, pine boughs, leafy decorations, or tree branches are allowed. Acetate and most rayon drapes are not flameproof and may be prohibited. **Storage of empty containers, display boxes or equipment behind exhibits is not permitted.**

12. EXHIBITOR RELOCATION BY MANAGEMENT: Management reserves the right to relocate Exhibitor in booths other than those specified if in the best interests of the Expo; however, no change of location shall be made without prior disclosure to Exhibitor.

13. INSPECTION: Booths must be completed and ready for Management inspection prior to 6:00 p.m. on final move-in day. Moving of materials in aisles or setting up booths during Expo hours is not permitted.

14. LOTTERIES/CONTESTS: The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only to the extent permitted by applicable law and on written approval from Management. No Exhibitor shall conduct any presentation of awards or prizes during the Expo that relates to a competition by students, professionals, or manufacturers of machinery or supplies that are technically innovative, without the written approval of Management.

15. BOOTH PERSONNEL AND ATTIRE: Exhibitor expressly agrees that their booth will be staffed during open hours of the Expo. If booth is not staffed to full

completion of the open hours of the Expo, Exhibitor will be given one warning. Exhibitor will lose seniority upon second violation. Exhibitor and their personnel will not conduct or host official hospitality or sales activity functions outside the Georgia World Congress Center during open hours of the Expo. Management reserves right to determine whether the character and/or attire of booth personnel is acceptable and in keeping with the best interest of Exhibitors and the Expo.

16. EXHIBITOR CONDUCT: The distribution of samples, souvenirs, publications, etc., or other sales materials or sales promotion activities must be conducted by Exhibitor only from within their contracted booth space unless otherwise authorized in writing by Management. Exhibitor shall not use roving exhibit or personnel. The distribution of any articles that interferes with the activities or obstructs access to neighboring booths, or that impedes aisles, is prohibited. Exhibitor presentations/ demonstrations are to be conducted within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each Exhibitor to arrange display, product presentation and demonstration areas to ensure compliance. No article containing any product other than the product or material made or processed or used by the Exhibitor in their product or service may be distributed except by written permission of Management. Infraction of this rule will result in the closure of their Exhibit. The Exhibitor shall conduct and operate their exhibit so as not to annoy, endanger or interfere with the rights of other Exhibitors and visitors. Any practice resulting in complaints from other Exhibitor or visitor which, in the opinion of Management, interferes with the rights of others or exposes them to annoyance or danger, may be prohibited by Management.

17. AFRICAN SWINE FEVER (ASF) AND FEED SAMPLES: The continued outbreaks of African swine fever (ASF) are of great concern to our industries. Higher levels of biosecurity will be in place during IPPE to prevent the introduction or spread of this virus and potentially other harmful diseases into our industries. We are asking all international travelers to remain free from contact with pigs and other livestock or poultry for a minimum of 5 days before visiting the IPPE in January. Additionally, IPPE encourages all visitors to take advantage of the biosecurity measures that will be used around the convention center during the 2023 IPPE, including foot cleaning mats and hand washing dispensers.

Research has found that the ASF virus can survive in some feed ingredients if contaminated. For that reason, IPPE will prohibit the distribution of any bulk or packaged samples of feed ingredients or additives. If you would like to display a feed ingredients or feed additives, it must be in a sealed container and we request you follow the recommended [holding times and temperatures](#). All display samples must be taken with you at the end of the Expo and may not be given away to any individual.

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18. **TIPS/GRATUITIES:** Exhibitors are not to give tips or gratuities to any employees of the sponsor, facility or service contractors. Any solicitation perceived or otherwise of tips or gratuities from a contracted vendor or representative of the vendor should be immediately reported to Management.

19. **ALCOHOLIC BEVERAGES:** Alcoholic beverages may be dispensed from exhibitor booths from 11:00 a.m. until Expo closing. After show hours, booth receptions are allowed as requested and approved by Management. All alcoholic beverages provided at the Expo must be purchased through GWCC's exclusive vendor, Levy Restaurants. It is the responsibility of the exhibitor to ensure that all laws concerning the dispensing of alcoholic beverages are obeyed. IPPE does not accept responsibility for any actions undertaken by exhibitors regarding the dispensing of beverages containing alcohol. Anyone displaying a STUDENT badge shall NOT be served alcoholic beverages of any kind, regardless of legal drinking age.

20. **SOUND/MUSIC:** In general, Exhibit may use sound equipment in booth so long as the noise level does not disrupt the activities of neighboring exhibitors. **Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle.** Sound and noise should not exceed 85 decibels. Exhibitor should be aware that music played in booth, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Exhibitors are responsible for securing permission and paying fees.

21. **INSURANCE:** Exhibitor shall purchase commercial general liability insurance, placed with a financially stable insurance carrier, which insures Exhibitor's operations and obligations under this agreement. Said policy shall have limits of no less than \$1,000,000 per occurrence. The foregoing insurance is a minimum requirement and shall in no way limit the liability of Exhibitor. Exhibitor shall furnish evidence (certificate of insurance) satisfactory to Management that Exhibitor has secured and is maintaining the foregoing insurance policy. Insurance must show coverage through show move-in dates, show dates, and move-out dates. Exhibitors utilizing an Exhibitor Appointed Contractor (EAC) for setup/dismantle of booth space must have the EAC provide evidence of insurance (certificate of insurance) in the amount no less than \$2,000,000 in general liability coverage.

22. **DAMAGES/CLAIMS:** All damages and claims that occur onsite must be reported to Management prior to leaving the GWCC.

23. **FAILURE OF EXHIBITOR TO OCCUPY CONTRACTED SPACE:** On failure of Exhibitor to occupy contracted space, Management shall have the right, if it so elects, and without notice, to occupy, or cause to be occupied, said space in such manner as Management shall deem best for the Expo. Exhibitor, however, remains liable for any loss suffered by

such failure to occupy space.

24. **INTELLECTUAL PROPERTY:** Exhibitor and attendees are required to respect all intellectual property rights of products associated with the show. If Exhibitor is found to be in violation of the rights either by displaying a product in violation of intellectual Property Rights or by seeking to procure information infringing on established rights by others, Management reserves the right to hear and mediate claims therein resulting in the expulsion of the violators from the show. Likewise, attendees violating said policy will be removed from the premises.

25. **PHOTOGRAPHY:** The taking of photographs is strictly prohibited except for booth photography contracted through the Official Show Photographer, and accredited members of the press. An Exhibitor or Attendee may not photograph or video tape the exhibits or products of other Exhibitors without their written permission. Photographs, images and photographic devices will be confiscated and those individuals in violation of this rule may be escorted from the Expo and their Expo credentials revoked. Exhibitors wishing to make their own arrangements for the photographing of their exhibit must notify Management in advance of the show and whose permission shall not be unreasonably withheld.

26. **CARE AND REMOVAL OF EXHIBITS:** Management will maintain the cleanliness of all aisles. Exhibitor must, at their own expense, keep exhibits clean and in good order. GES has exclusive cleaning services. All exhibits must remain fully intact until the Expo has officially ended. Exhibits must be removed from the building by the time specified in the Exhibitor Manual. In the event any Exhibitor fails to remove their exhibit in the allotted time, management reserves the right, at the Exhibitor's expense, to ship the exhibit through a carrier of Management's choosing or to place the same in a storage warehouse subject to the Exhibitor's disposition or make such other disposition of this property as it may deem desirable without any liability to Management. No pallet jacks to be operated except by GES.

27. **ADMISSION:** Admission is open to adults affiliated with the industry served by the Expo. Management reserves the right to refuse admission to anyone who cannot prove service in or to the industries represented. Management reserves the right to remove any person whose interests are contrary to the representing good practices of that industry. **No person under 16 years of age shall be admitted on the Expo floor during show move-in or move-out. Persons aged 16 to 17 must be accompanied by an adult at all times during show move-in and move-out. Persons under the age of 18 must be accompanied by an adult at all times while on the floor of the show during show hours.** Headphones, skateboards, skates, hoverboards, roller shoes, etc., are not allowed for safety reasons.

28. **RESOLUTION OF DISPUTES:** In the event of a dispute or disagreement between an Exhibitor and an Official Contractor; or between Exhibitor and a Labor Union or Labor

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Union Representative; or between two or more Exhibitors; all interpretations of the rules governing the Expo, actions, or decisions concerning this dispute or disagreement by Management intended to resolve the dispute or disagreement shall be binding on the Exhibitor.

29. TERMINATION OF EXPO: In the event that the premises in which the Expo is or is to be conducted are, in the sole discretion of Management, unfit for occupancy, or in the event the holding of the Expo or the performance of Management under the contract (of which these Rules and Regulations are a part) are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of Management, this contract and/or the Expo (or any part thereof), may be terminated by Management. Management shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of Management. If Management terminates this contract and/or Expo (or any part thereof) as aforesaid, then Management may retain such part of an Exhibitor's rental as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred and there shall be no further liability on the part of either party. For purposes hereof, the phrase, "cause or causes not reasonably within control of Management" shall include, but not by way of limitation: fire; casualty; flood; epidemic; earthquake; explosion or accident; blockage; embargo; inclement weather; governmental restraints; restraints in civil defense or military authorities; act of public enemy; riot or civil disturbance; strike; lockout; boycott; or other labor disturbance; communicable disease outbreak; inability to secure sufficient labor; technical or other personnel failure; impairment or lack of adequate transportation facilities; inability to obtain, condemnation, requisition or commandeering of necessary supplies or equipment, local State or Federal laws, ordinances, rules, orders, decrees, or regulations, whether legislative, executive or judicial and whether constitutional or unconstitutional, or Act of God.

30. AMENDMENT TO RULES: Any matters not specifically covered by the preceding rules shall be subject solely to the decision of Management. Management shall have full power in the matter of interpretation, amendment, and enforcement of all said rules and regulations, and that any such amendments, when made and brought to the notice of the said Exhibitor, shall be and become part hereof as though duly incorporated herein and subject to all terms and conditions herein set forth.

31. DEFAULT: If exhibitor defaults in any of their obligations or covenants under the contract or agreement for services performed by Management's contracted service providers, including without limitation any Exhibition Rule or Regulation promulgated pursuant to the contract, Management may, without notice, terminate the agreement and retain all monies received on account as liquidated

damages. Management may thereupon direct Exhibitor forthwith to remove its employees, agents, or servants, and all their articles of merchandise and other personal property from space contracted for and from the Expo Hall.

32. AGREEMENT TO RULES: Exhibitor, and their Employees and Representatives, agree to abide by all Rules and Regulations, including building rules and regulations, as well as display rules and regulations, as outlined in the Exhibitor Manual. If Exhibitor breaches any of its obligations or covenants under the Contract, including without limitation any Exhibition Rules or Regulations, Management may, without notice, (i) terminate this agreement and retain all monies received on account as liquidated damages; and (ii) direct Exhibitor to remove its employees, agents or servants and all of its articles of merchandise and other personal property from the Exhibition Hall; and (iii) prohibit Exhibitor from any future International Production & Processing Expo, and (iv) deny Exhibitor seniority point for that year's participation in the Expo; and (v) any other remedy available in law or equity.



All exhibitors **must** have certificate of insurance on file with our office **prior to Fri., Jan. 6, 2023** as noted on booth contract.

NO INSURANCE, NO EXHIBIT!

Even if you have an exhibitor appointed contractor (EAC) with insurance setting up your booth, you must also have certificate of insurance on file for your company.

Whether you have equipment, elaborate displays, or simple pop-up displays, you must provide certificate of insurance.

Please request a certificate of insurance from your company's insurance provider. Please find on following page a suggested insurance company if you do not currently have exhibit/event insurance.

Details needed:

Show Name: International Production & Processing Expo (IPPE)

Show dates are Jan. 24 - 26, 2023

Move-in is targeted and all exhibitors are scheduled through GES, Global Experience Specialists, Inc. Targeted move-in begins on Jan. 18, and continues through Jan. 23, 6:00 p.m. Move-out begins Jan. 26, 3:00 p.m., and completes on Jan. 29, 2023, 4:00 p.m.

Minimum liability coverage is \$1 million USD. This usually costs around \$120 USD if your company does not already have liability insurance. This type of insurance is also known as event liability insurance.

Certificate Holder is:

U.S. Poultry & Egg Association

1530 Cooledge Road

Tucker, GA 30084

Fax: (770) 938.6915

E-mail: rhughes@ippexpo.org

Additional insured would be U.S. Poultry & Egg Association at address given above, Georgia World Congress Center, 285 Andrew Young Intl Blvd, Atlanta, GA 30313, and GES, Global Experience Specialists, 7050 Lindell Rd, Las Vegas NV 89118.

Upload a copy of your insurance certificate through the exhibitor dashboard:

<https://ippe22.exh.mapyourshow.com/>

Use the exhibitor ID and Password emailed at time of booth approval. If you need assistance with these login credentials, email Robin Hughes, rhughes@ippexpo.org

We have provided access to insurance provider Rainprotection Insurance on following page for your convenience.

Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$1,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, January 18-29, 2023, naming the U.S. Poultry & Egg Association (1530 Cooleage Road, Tucker, GA 30084) as the certificate holder. The following must be named as additional insured: U.S. Poultry & Egg Association, Georgia World Congress Center and Global Experience Specialists.

Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online for only \$119.

Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements
- Coverage for exhibitors who do not have an existing policy
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy

Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance for just \$119

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=8c2b127bd415>

NON USA EXHIBITORS

When filling in your company information it will ask for a phone number and address.
Please use the following: Address - 285 Andrew Young Intl Blvd, Atlanta, GA 30313
Phone Number - (800) 528-7975

After reading the above information, if you still decide to use your own insurance, please make it compliant and then submit a copy to: rhughes@ippexpo.org

Are you worried about lost, stolen, or damaged merchandise?

We also offer Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)



DISPLAY RULES AND REGULATIONS

**January 24-26, 2023
Georgia World Congress Center
285 Andrew Young Intl Blvd NW
Atlanta, Ga 30313 USA**

Standard Linear (In-Line) Booth:

Standard Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only the front of booth exposed to the aisle. The Standard Linear Booth has a depth of 10ft (3.05m). A Corner Booth is a Standard Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Standard Linear Booths apply to Corner Booths.

DEPTH

All display fixtures over 4ft (1.22m) in height and placed within **10** lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is **5ft (1.52m)** from the aisle.

HEIGHT

All booths will be confined to a maximum height of **8ft (2.44m)**.

The maximum height of **8ft (2.44m)** is allowed only in the rear half of the booth space, with a **4ft (1.22m)** height restriction imposed on all materials in the remaining space forward to the aisle. **Note:** When three or more linear booths are used in combination as a single exhibit space, e.g. **10ft X 30ft** or greater, the **4ft (1.22m)** height limitation is applied only to that portion of exhibit space which is within **10ft (3.05m)** of an adjoining booth. Equipment which exceeds the 8ft height limit is allowed if it is in its usual orientation or “natural state” and is in compliance with the line of sight regulations. No signs may be added to the top of such equipment. **Absolutely NO ceiling suspended signage allowed. Maximum back wall height limitation of 8ft (2.44 m). Free standing signs will NOT exceed 8ft. (2.44m) in height from floor to top of sign/sign support. Two-story booths are NOT allowed for linear booths.**

CANOPIES

Refer to details in the Canopies and Ceilings section.

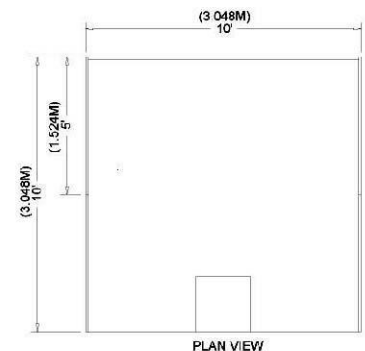
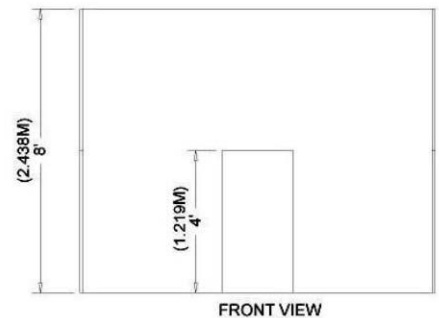
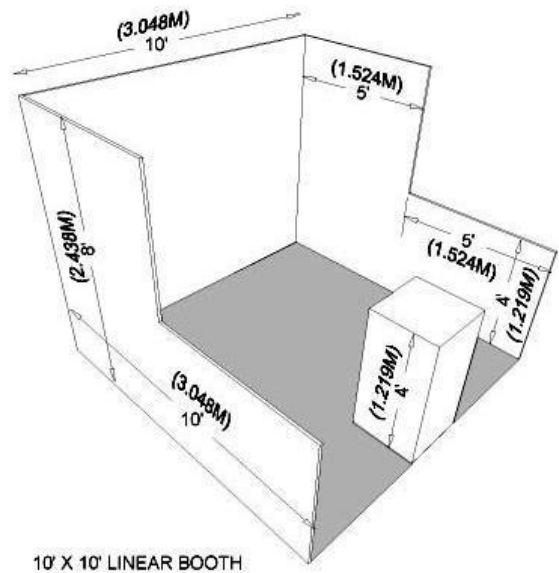
IMPORTANT

Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

WAIVERS

Two companies in adjoining booths may, by mutual agreement, waive the Line of Sight requirements herein. The agreement must be in writing, signed by each exhibiting company, and must be approved by show management. The agreement must be renewed each year as the neighboring exhibitor may move from the location, making the agreement null and void.

Note: Two open corners on a linear booth does NOT make a peninsula booth. Linear booth rules apply.



Peninsula Booth:

A Peninsula Booth is exposed to aisles on three (3) sides and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs up to Linear Booths, and (b) one which backs up to another Peninsula Booth and is referred to as a "Split Island Booth." A Peninsula booth is 20ft X 20ft or larger.

DEPTH

When a Peninsula Booth backs up to two Linear Booths, all display fixtures over 4ft (1.22m) in height must be confined to the booth area outside the 5ft x 5ft (1.52m) area directly adjacent to neighbor and aisle.

Exceptions exist for a Split Island Peninsula Booth. Please refer to rules regarding Split Island Peninsula Booth for specifics about that booth type.

HEIGHT

Identification signs are permitted to a maximum height of 16ft (4.88m) if supported from floor structure and must be 5ft (1.52m) from adjacent booths. Ceiling-suspended signage is permitted to a maximum height of 24ft (7.32m), should be set back 5ft (1.52m) from adjacent booths, and be directly over contracted space only. Sign height is limited to 5ft (1.52m) from top of sign to bottom of sign.

Equipment which exceeds this limit (16ft) is allowed if it is in its usual orientation or "natural state" and is in compliance with the line of sight regulations. No signs may be added to the top of such equipment. **Two-story booths are NOT allowed for peninsula booth.**

Canopies and Ceilings:

Refer to details in Canopies and Ceilings section.

NOTE:

Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and must not carry identification signs or other graphics. Double-sided signs, logos and graphics shall be set back 5ft (1.52m) from adjacent booths.

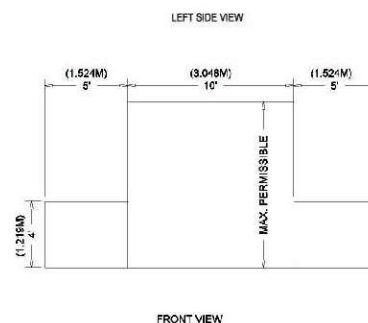
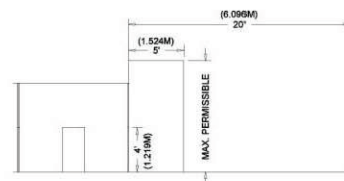
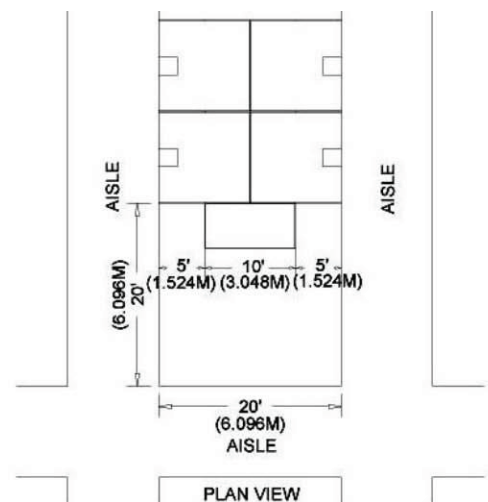
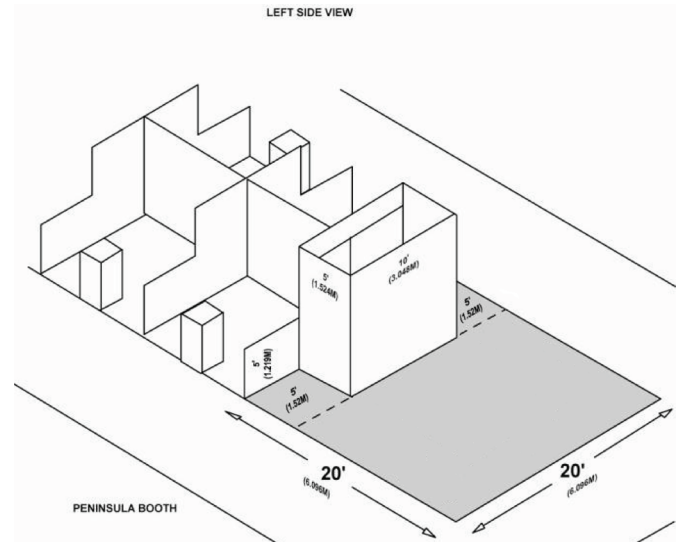
IMPORTANT

Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

WAIVERS

Two companies in adjoining booths may, by mutual agreement, waive the Line of Sight requirements herein. The agreement must be in writing, signed by each exhibiting company, and must be approved by show management. The agreement must be renewed each year as the neighboring exhibitor may move from the location, making the agreement null and void.

Note: Exhibitors should submit booth designs to Expo Exhibit Manager by Oct. 14, 2022, to ensure conformity with the rules or needs for waivers. This is especially important regarding peninsula, split-island peninsula, and island booths and any ceiling-suspended signage. Two-story booths are NOT allowed for peninsula booths.



Split Island Peninsula Booth:

A Split Island Peninsula Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. Shared back walls/curtains are permitted to extend aisle to aisle. Booths must be 20x15 or larger to qualify. Booth depth of 10ft. or less, linear booth rules apply but may have full back border display and no line-of-sight to adjoining neighbor is required.

DEPTH

For booth depth greater than 10ft., the entire cubic content of the space may be used up to the maximum height of **16ft (4.88m)**, and without any back wall/curtain line-of-sight restrictions. Back wall/display may extend aisle-to-aisle. Signage rules are the same as for Peninsula Booths.

HEIGHT

Identification signs are permitted to a maximum height of **16ft (4.88m)** if supported from floor structure and must be **5ft (1.52m)** from adjacent booths. Ceiling-suspended signage is permitted to a maximum height of **24ft (7.32m)**, should be set back **5ft (1.52m)** from adjacent booths, and be directly over contracted space only. Sign height is limited to **5ft (1.52m)** from top of sign to bottom of sign.

Equipment which exceeds the maximum height limit of **16ft (4.88m)** is allowed if it is in its usual orientation or "natural state" and is in compliance with the line of sight regulations. No signs may be added to the top of such equipment. **Two-story booths are NOT allowed for split island peninsula booth.**

Canopies and Ceilings:

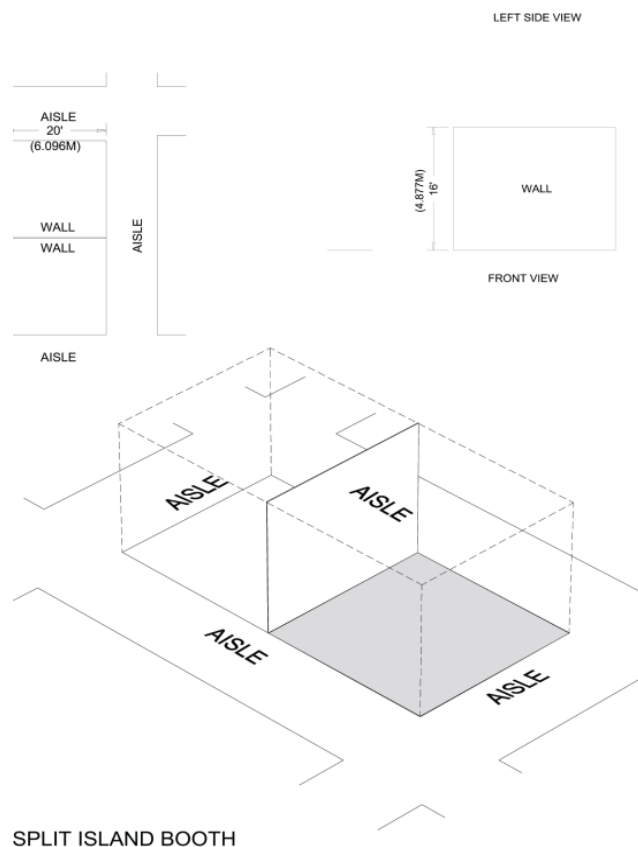
Refer to details in Canopies and Ceilings section.

Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and must not carry identification signs or other graphics. Double-sided signs, logos and graphics shall be set back 5ft (1.52m) from adjacent booths.

IMPORTANT

Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

Note: Exhibitors should submit booth designs to Expo Exhibit Manager by Oct. 14, 2022, to ensure conformity with the rules or needs for waivers. This is especially important regarding peninsula, split island peninsula, and island booths and any ceiling-suspended signage. Two-story booths are NOT allowed for split-island peninsula booths.



Island Booth:

An Island Booth is any size booth exposed to aisles on all four sides.

DEPTH

Display materials up to a maximum of **16ft (4.88m)** are permitted. The entire cubic content of the space may be used up to the maximum height of **16ft (4.88m)**.

HEIGHT

Identification signs are permitted to a maximum height of **16ft (4.88m)** if supported from floor structure and be contained within the contracted booth space. Ceiling-suspended signage is permitted to a maximum height of **24ft (7.32m)** and be directly over contracted booth space. Sign height is limited to **5ft (1.52m)** from top of sign to bottom of sign.

Equipment which exceeds the maximum limit **16ft (4.88m)** is allowed if it is in its usual orientation or "natural state" and is in compliance with the line of sight regulations. No signs may be added to the top of such equipment.

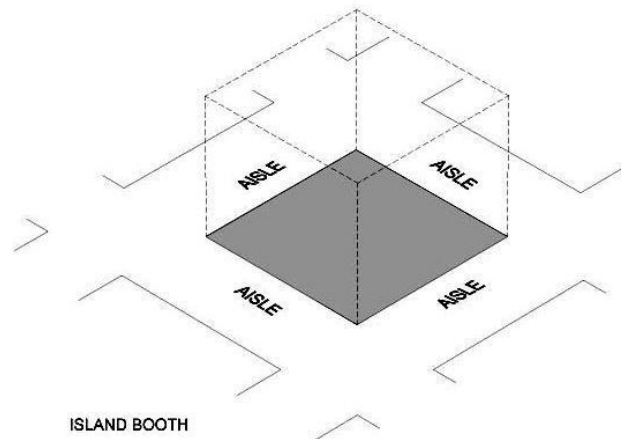
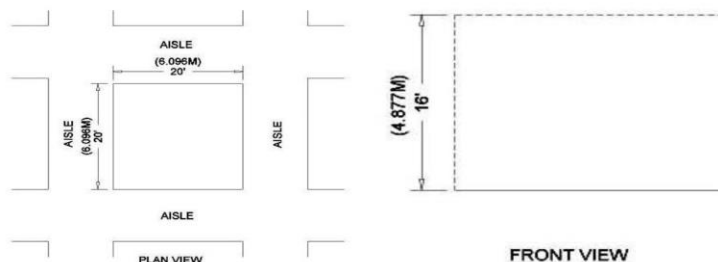
Canopies and Ceilings:
Refer to details in Canopies and Ceilings section.

Perimeter Openings:
Large island booths with long high walls can create a "tunnel-like" effect. **To ensure maximum traffic flow on the exhibit floor, exhibitors are required to install a minimum 6ft (1.82m) wide by 7ft (2.13m) height opening/entrance every 30ft (9.14m) of structure. No exceptions.**

NOTE:
All portions of the exhibit must be fully finished and within the confines of the contracted booth space.

IMPORTANT

Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.



Note: Exhibitors should submit booth designs to Expo Exhibit Manager by Oct. 14, 2022, to ensure conformity with the rules or needs for waivers.

Waivers:

Waiver consideration: Structural heights up to 6m (19.75ft) may be permitted through waivers if the materials and design of the structure do not impede line of sight through the space being occupied (e.g. Use of fabrics that are semi-transparent, or display suspended above the floor is such a manner that allows line of sight through the exhibit space). Dimensional renderings must be submitted to the exhibit manager by Oct. 15 for consideration and subsequent approval or denial. Exhibitor must demonstrate that the proposed design will not adversely impact neighboring exhibitors.

MULTI-LEVEL ISLAND BOOTH

Restricted to two levels maximum. Booth space must be 900 sq. ft. or larger on base floor level to qualify for second level. Height maximum for total booth structure is 16ft (4.88m). Island booth rules apply to multi-level booths. Booth must contain smoke detector for each enclosed area and fire extinguisher on both levels (See GWCC Guidelines attached herein.)

Exhibitors with multi-level booth designs, regardless of whether people will occupy the upper level or not, must submit detailed plans to Exhibit Manager by Oct. 14, 2022. The plans must include a signature or stamp of the authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth in the plans. Signs must also be posted on the structure indicating the maximum number of people the structure will accommodate.

SEE NEXT PAGE FOR VENUE GUIDELINES FOR MULTI-LEVEL ISLAND BOOTH

MULTI-LEVEL ISLAND BOOTH – Georgia World Congress Center Guidelines

PURPOSE

The Georgia World Congress Center (GWCC) provides 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 has 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 exhibit 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 Anne Sculthorpe, asculthorpe@ippexpo.org. Anne will then submit to Georgia World Congress Center Event Coordinator 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 for multi-level booths.
- 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).

Large Corner/Walk Through Booth:

Blocks of space 600 square feet or more; Openings on two opposite aisles or corner booths at least 20ft (6.09m) in depth. Submit designs to Expo Exhibit Manager for approval by Oct. 14, 2022.

RULES

Same rules as Linear Booth except SIGN HEIGHT.

Sign Height: Identification signs are permitted to a maximum height of 16ft (4.88m) if supported from floor structure and must be 10ft (3.05m) from adjacent booths. Ceiling-suspended signage is permitted to a maximum height of 24ft (7.32m), should be set back 5ft (1.52m) from adjacent booths, and be directly over contracted space only. Sign height is limited to 5ft (1.52m) from top to bottom.

Perimeter (Fixed Wall) Booth:

Linear Booth located on a permanent wall (as opposed to a temporary or air wall).

RULES

Same rules as Linear Booth except BACK WALL/STRUCTURE HEIGHT and SIGNAGE HEIGHT.

Structure Height: Exhibitor's back wall/structure is allowed up to 14ft. **Sign Height:** Up to 14ft supported from floor structure.

Absolutely NO ceiling-suspended signs/graphics allowed.

Vehicle Booth:

Booths displaying licensable highway vehicles; i.e., tractor trailers, buses, etc. Submit booth layout design to Expo Exhibit Manager for approval by Oct. 14, 2022.

RULES

Same rules as Island Booth. **BOOTH MUST BE FULLY CARPETED.**

Minimum Depth: Must be at least 15ft in depth and 10ft longer than vehicle. There must be 5ft of walking space around entire vehicle in order to conduct business within booth space and not in aisle.

GWCC Policy: Gas vehicles on display must have full tank; diesel vehicles must have a maximum of 1/4 tank or 10 gallons whichever is less. A locking gas cap must be in place, or the tank must be adequately sealed off. Battery cables must be disconnected and taped to avoid sparking.

Large Linear Booth:

Linear Booth along an aisle and greater than 400 square feet with booth depth greater than 15 ft. Submit designs to Expo Exhibit Manager for approval by Oct. 14, 2022.

RULES

Same rules as Linear Booth except SIGN HEIGHT.

Sign Height: Identification signs are permitted to a maximum height of 16ft (4.88m) if supported from floor structure and must be 5ft (1.52m) from adjacent booths. Ceiling-suspended signage is permitted to a maximum height of 24ft (7.32m), should be set back 5ft (1.52m) from adjacent booths, and be directly over contracted space only. Sign height is limited to 5ft (1.52m) from top of sign to bottom of sign.

End Cap Booth:

An End-Cap Booth is a linear booth exposed to aisles on three sides and comprised of two linear booth increments. End-Cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. **These booths are NOT Peninsula Booths.**

RULES

Same rules as Linear Booth.

End-Cap Booths do **NOT** qualify for ceiling-suspended signs and graphics. End-Cap booths must adhere to line-of-sight height restriction of 4ft (1.22m) within first five feet from each side aisle. No full back border displays/walls.

Signage & Graphics

New information in *GREEN italics*

There are two distinct types of signage: (1) Identification signs either suspended from the ceiling or (2) extended from a structure.

Peninsula, Perimeter, Large Linear, Large Corner/Walk-Through, and Island Booths are permitted to have identification signs to a maximum height of **16ft (4.88m)** if supported from floor structure and must be **5ft (1.52m)** from adjacent booths. Ceiling-suspended signage is permitted to a maximum height of **24ft (7.32m)**, should be set back **5ft (1.52m)** from adjacent booths, and be directly over contracted space only. Sign height is limited to **5ft (1.52m)** from top of sign to bottom of sign.

Whether suspended from above, or supported from below, signs should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type. *Black fire retardant fabric must be used to cover the backside of unsightly lighted display components such as aerial LED screens or suspended digital walls that can be seen from aisle.*

End-Cap Booths and/or Linear Booths do NOT qualify for hanging signs and graphics.

Lighting

New information in *GREEN italics*

Exhibitors should adhere to the following minimum guidelines when determining booth lighting:

No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space.

Exhibitors intending to use hanging light systems should submit drawings to Exhibit Manager for approval.

Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.

Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by Exhibit Manager.

Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

LED lights can be very bright yet generally generate less heat.

Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with Exhibit Manager.

Reduced lighting for theater areas should be approved by Exhibit Manager, the utility provider, and the exhibit facility.

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements, as well as height maximum.

Smoke detector and fire extinguisher are required for any covered or enclosed area of booth.

The bottom of the canopy should not be lower than **7ft (2.13m)** from the floor. Canopy supports should be no wider than three inches (**3" or .08m**). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. **Please submit design to Expo Exhibit Manager for approval by Oct. 14, 2022.**

Towers

A tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Exhibitors with towers in excess of 8ft (2.44m) should submit designs to Expo Exhibit Manager for approval by Oct. 14, 2022. Fire and safety regulations strictly govern the use of towers. A building permit or safety lines may be required.

Carpeting

All booths must be fully carpeted. This includes vehicle island booths.



Personally Operated Vehicle (POV)

PROCEDURE FOR 2023 IPPE

Move-In (Inbound) and Move-Out (Outbound) Instructions for exhibitors operating their own vehicles for booth items

Inbound: POVs that have numerous hand-carriable items to unload will check in at the Marshalling Yard. The GES staff will issue each driver a POV pass. Upon dispatch, the driver will be guided by the GES traffic team to its specified dock area to unload. At no time should items be left outside of a company's designated booth space. Once parked, each vehicle may remain in the area for unload for up to 45 minutes.

Outbound: After the show is closed, drivers/exhibitors that are loading out in a POV should report directly to the Marshalling Yard and check in BEFORE taking any of the items out of their booth. Drivers/exhibitors will obtain a POV pass and be dispatched by the Marshalling Yard staff to a specified load out area based on booth location. Once the vehicle is in the specified POV loading area, the driver can go to the booth, collect their items and return to their vehicle. At no time should items be left outside of a company's designated booth space. Once parked, each vehicle may remain in the area for loading for up to 45 minutes.

Marshalling Yard

362 Ivan Allen Jr. Blvd, Atlanta, GA 30313

**Directions to the Georgia World Congress Center
Marshalling Yard
362 Ivan Allen Jr. Blvd, Atlanta, GA 30313**

FROM THE AIRPORT AND THE SOUTH:

Take I-75/85 North to the Central Avenue Exit (Exit 246). Turn left on Martin Luther King, Jr. Drive. Turn right onto Northside Drive. Turn right onto Ivan Allen, Jr. Boulevard. Turn left into the GWCC Marshalling Yard.

FROM THE NORTH:

Take I-75/85 South to Williams Street (Exit 249C). Turn right onto Ivan Allen, Jr. Boulevard. Proceed west along Ivan Allen, Jr. Boulevard to the 5th traffic signal. Turn right into the GWCC Marshalling Yard.

* Alternate Route: Take I-75 South to Northside Drive (Exit 252). Turn right on Northside Drive. Drive 3 miles south on Northside Drive. Turn left onto Ivan Allen, Jr. Boulevard. Turn left into the GWCC Marshalling Yard.

FROM THE WEST:

Take I-20 East to Spring Street (Exit 56B). Turn left onto Ted Turner Drive/Spring Street and left onto Martin Luther King, Jr. Drive. Turn right onto Northside Drive. Turn right onto Ivan Allen, Jr. Boulevard. Turn left into the GWCC Marshalling Yard.

FROM THE EAST:

Take I-20 West to Ted Turner Drive/Spring Street (Exit 56B). Turn right onto Ted Turner Drive/Spring Street and left onto Martin Luther King, Jr. Drive. Turn right onto Northside Drive. Turn right onto Ivan Allen, Jr. Boulevard. Turn left into the GWCC Marshalling Yard.



EXHIBITOR MOVE-IN INSTRUCTIONS

Move-In Dates

Wed., Jan. 18, 2023, through Mon., Jan. 23, 2023, 8:00 a.m. – 6:00 p.m. Exhibitors have access to show halls at 7:00 a.m. each day. However, freight will not begin movement until 8:00 a.m.

This is a targeted move-in show. All exhibitors will be scheduled by GES for move-in. Schedule will be posted in August to GES website as part of the exhibitor manual. Contact Global Experience Specialists, Inc. (GES) at (800) 475-2098 for questions regarding targets. Any exhibitor wishing to change their target date must complete the REQUEST FOR VARIANCE TO ASSIGNED TARGET TIME online form found in the exhibitor manual and submit no later than Jan. 6, 2023.

Check-In

All vehicles must check in at the marshalling yard and obtain a vehicle pass before entering the GWCC dock area. The marshalling yard is located north of the GWCC, 362 Ivan Allen Jr. Blvd./Jones Ave., Atlanta, GA 30313.

Personal Operated Vehicles (POV)

Once you enter the Marshalling Yard, you will be separated from the carriers and given a vehicle pass to enter the docks. There will be someone there to direct you to the ramp area closest to your booth. You will then have 30 minutes to unload your material and remove your vehicle. Vehicle pass must be displayed on the dash. **DO NOT SET UP YOUR BOOTH BEFORE MOVING YOUR VEHICLE FROM THE DOCK AREA.**

Carriers

Once your truck has been weighed and given a vehicle pass, you will be directed to the dock area when space is available.

Rules for Unloading of Common Carriers or Trucks:

1. If it is a "for hire" common carrier with the trucking company driver, GES unloads.
2. If it is a truck that you have rented and has your own company driver, such as Ryder or U-Haul, you can unload.
3. If it is your company truck with your own company driver, you can unload.
4. Delivery trucks, such as 'Rent-A-Center", are to be unloaded by GES.

Forklifts

Exhibitor forklifts are not allowed unless they are part of your display.

ALL OF THE ABOVE IS A CONTRACTUAL AGREEMENT BETWEEN IPPE AND GLOBAL EXPERIENCE SPECIALISTS, INC. (GES).

Special Note

If excessive delays in material delivery are experienced, contact GES. Please remember that there are more than 1,000 exhibitors and not every exhibitor can have their trucks unloaded immediately.



EXHIBITOR MOVE-OUT INSTRUCTIONS

Move-Out Dates

The Expo closes Thursday, January 26, 2023, at 3:00 p.m. This is a targeted move-out show. Target move-out schedule will be posted by September 2022 on GES website as part of exhibitor manual. All exhibitors will be scheduled by GES for move-out. Contact Global Experience Specialists, Inc. (GES) at (800) 475-2098 for questions regarding targets. Any exhibitor wishing to change their target move-out date must complete the REQUEST FOR VARIANCE TO ASSIGNED TARGET TIME online form found in the exhibitor manual and submit no later than January 6, 2023.

Targeted move-out begins after removal of aisle carpet at show close and continues until 11:00 p.m. on Thursday. Empty returns of fiber cases and cartons will begin approximately one hour after close of show. There are more than 1000 exhibitors, all of which want to leave as quickly as possible. GES does its best to facilitate returns of empty crates and cartons. Due to the immense number of cartons and crates being stored for this show, please allow until 11:00 p.m., Thursday, January 26, for cartons and crates to be dispersed in B-Hall, BC-Hall and C-Hall. Show halls will close at 11:00 p.m. on Thursday, January 26, so your pack-up crew may need to stay an extra night or two. Schedule the travel plans accordingly. Friday and Saturday move-out is 7:00 a.m. – 6:00 p.m. Sunday move-out is 7:00 a.m. - 4:00 p.m. Freight begins movement at 8:00 a.m. daily. Overseas containers will be returned beginning 8:00 a.m. Sunday morning unless requested for an earlier time.

Before leaving the Georgia World Congress Center, please be certain that your contractors have detailed instructions on the handling of your exhibit and equipment, and that all problems are resolved. You must have your exhibit materials either shipped or called for by 4:00 p.m., Sunday, January 29, or Global Experience Specialists, Inc. (GES) will automatically remove the exhibit material at your expense.

Dismantling

Your exhibit must be staffed at all times during the exposition and completely operational until Thursday, January 26, 2023, 3:00 p.m. If a booth is not staffed until the closing hour, such exhibitor will be given one warning. Exhibitor will lose priority/tenure after the second warning. There will be an announcement over the intercom to officially close the exhibition; additionally, the buildings' lights will be reduced to half-light to indicate the closing.

You may start dismantling your booth only after show closing at 3:00 p.m. **Do not place anything in the aisle until the carpet is removed.** Exhibitors dismantling before 3:00 p.m. will be given one warning. Exhibitors are subject to a loss of priority/tenure upon the second occurrence.

Aisle Carpet

Removal of aisle carpet will begin promptly at show closing. To avoid interference with this operation, **do not place anything in the aisle until the carpet is removed.**

Hand-Carried Items

After show closing, exhibitors may remove hand-carried items, *but only those things you can carry.* **No hand trucks, carts, rolling equipment or dollies** may be used until the aisle carpet is removed. **For loading of personal vehicles at overhead doors, see instructions (on the following page) for Personally Operated Vehicle.** All loading docks will be used for trailers returning empties until the return operation is complete.

Security

While Management provides general guard service, each exhibitor is responsible for the security of his/her own materials and should take precautions to prevent loss or damage. **Exhibitors with small displays (or small items within large displays) are encouraged to remove exhibit materials as soon as possible after show closing.** Considering the tremendous amount of activity, security of your exhibit equipment and display material cannot be assured.

Electricity

Electrical power will be turned off at show closing. Exhibitors who require electrical power for dismantling must notify the electrical service desk before 11:00 a.m. on Thursday, January 26, 2023.

Telephones

Exhibitors must return telephones to the CCLD service desk on Thursday, January 26, 2023, between 1:00 p.m. - 4:00 p.m. to avoid additional charges.

Coat and Baggage Check

For your convenience, a coat and baggage check room will be open Thursday, January 26, 2023, until 5:00 p.m., in the B-Building and in the C-Building Lobby.

Personally Operated Vehicle (POV)

Exhibitors may load booth materials into an exhibitor-owned vehicle (not carriers) at a designated POV load out area nearest your booth beginning at 3:00 p.m. on Thursday, January 26. Dock spaces will be used exclusively for empty return until the operation is complete. To avoid undue traffic congestion at POV load out areas, the following procedures will be enforced. **You will not be allowed to drive to POV designated load out areas without a vehicle pass.**

Buildings B, BC and C

PROCEDURE FOR 2023 IPPE

Move-In (Inbound) and Move-Out (Outbound) Instructions for exhibitors operating their own vehicles for booth items

Inbound: POVs that have numerous hand-carriable items to unload will check in at the Marshalling Yard. The GES staff will issue each driver a POV pass. Upon dispatch, the driver will be guided by the GES traffic team to its specified dock area to unload. At no time should items be left outside of a company's designated booth space. Once parked, each vehicle may remain in the area for unload for up to 45 minutes.

Outbound: After the show is closed, drivers/exhibitors that are loading out in a POV should report directly to the Marshalling Yard and check in BEFORE taking any of the items out of their booth. Drivers/exhibitors will obtain a POV pass and be dispatched by the Marshalling Yard staff to a specified load out area based on booth location. Once the vehicle is in the specified POV loading area, the driver can go to the booth, collect their items and return to their vehicle. At no time should items be left outside of a company's designated booth space. Once parked, each vehicle may remain in the area for loading for up to 45 minutes.

Outbound Shipments

Exhibitors or their agents must arrange for the pick-up of outbound shipments. Label each piece of freight with a complete shipping label. For each shipment, **a transportation agreement must be completed and turned in at the freight service desk.** Do not leave paperwork with your shipment in the booth.

Preferred Carriers

Contact the service desk if you need assistance arranging for shipment. **Representatives in the service area will be available to review rates and assist you in making your outbound shipping arrangements.** No outside freight solicitors will be permitted on the exhibit floor.

Exhibitor-Appointed Carriers

Instruct your carrier to call for your shipment prior to 4:00 p.m., Sunday, January 29, 2023. All shipments not loaded on carriers by 4:00 p.m. will be rerouted. Unless you are using one of the show's preferred carriers, you are responsible for contacting the designated trucking line to pick up your freight. The trucking company will need to identify themselves using the same name you have on the transportation agreement. For example, if you list "Admiral" as the carrier, then the trucker should identify himself as "Admiral." Driver should know the booth number and company name he is picking up. **You are still required to turn in a transportation agreement. No trucks will be allowed to the dock unless a transportation agreement is on hand at the freight service desk.**

Abandoned Materials

Exhibit materials remaining on the exhibit floor after 4:00 p.m., Sunday, January 29, will be removed by Global Experience Specialists, Inc. (GES) and taken to their warehouse or shipped via on-hand carrier. Exhibitors will be liable for charges relating to arrangements for their abandoned booth materials.



SUITCASING POLICY STATEMENT

IPPE is doing its best to help your company have a successful show. Show management has mandated increased measures to protect exhibitors from suitcasing (non-exhibiting suppliers) at the show. This is the show management's Suitcasing Policy, which will be posted using signage around the exhibit hall and included in the onsite guide for all attendees.

SUITCASING POLICY/NO SUITCASING

Please note that while all meeting attendees are invited to the Expo, any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the Exhibition Policy will be asked to leave immediately. Additional penalties may be applied. Please report any violations you may observe to show management or to your floor manager.

WHAT SHOW MANAGEMENT WILL DO

The Suitcasing Prevention Team

Show management has created a Suitcasing Prevention Team that will be in place from the start of the show to the conclusion of the show. This team will respond to all complaints regarding suitcasing. The team will be trained on what to look for and the appropriate factors to determine if there is an issue.

The Suitcasing Prevention Team will have the following responsibilities:

- Review complaints concerning suitcasing
- Review each complaint off the show floor and take appropriate action, including removal from GWCC
- Routinely monitor public areas for suitcasing

WHAT CAN YOU DO

If you have a pending dispute regarding suitcasing at the show, then you should consider the following:

Prior to the Show: If you feel there is a reasonable risk of a problem involving suitcasing, notify show management prior to arrival.

Onsite: If you suspect another company of suitcasing, report this to the show management office or your floor manager and someone from show management will come to your booth immediately.

Show Management Action: Show management will take one of the following actions:

Upon receipt of a complaint from an exhibitor, show management will investigate the complaint and determine what action may be taken, including meeting with the company that is accused of suitcasing. This will include:

- Remove anyone found violating the suitcasing policy; or
- If deemed advisable, show management will attempt to bring the accuser and alleged violating party together in a meeting in the show management office in an attempt to resolve the matter; or
- Take no action if it is determined there is no action necessary.

If show management determines that a complaint is valid but the violator will not leave the show floor, security will escort them off the GWCC premises.

It is show management's objective to do everything legally possible to protect you from suitcasing.



WI-FI USAGE POLICY

Wi-Fi Service Availability

IPPE has purchased Wi-Fi service on the exhibit floor through CCLD at the Georgia World Congress Center.

IPPE will also allow exhibitors to use this service on a limited basis. Login information will be provided on show badges.

Wi-Fi service is available on the show floor and should be used for business purposes only; it is offered as a convenience and is not meant for mission-critical applications.

Restrictions:

Due to RF interference and slow down of the Wi-Fi network, exhibitors are prohibited from setting up their own wireless network in their booth unless pre-approved by show management.

The following devices are not allowed:

- Mi-Fi
- Wireless routers
- Wireless video cameras
- Rogue access points

Making sure your mobile phone has the Wi-Fi function disabled will also help cut down on RF interference.

Violations:

Exhibitors who violate the policy may possibly lose seniority/priority points and/or other privileges when exhibiting in future shows and also may be forced to purchase hard-line access.

Questions:

If you have specific questions about the Wi-Fi service being provided by CCLD, please contact them by phone at (404) 222-5500 or by email at info@cclld.net.

No Warranty:

The Wi-Fi system is provided to exhibitors ("you") on an "as is" and "as available" basis, without warranties of any kind. IPPE, CCLD and Georgia World Congress Center ("IPPE/CCLD/GWCC") do not warrant that services will be uninterrupted, error-free, or free of viruses or other harmful components. IPPE/CCLD/GWCC make no express warranties and you waive all warranties, including, but not limited to, warranties of title, non-infringement, merchantability, and fitness for a particular purpose regarding any merchandise, information or service provided through the Wi-Fi system, or the internet generally. You expressly acknowledge that there are, and you assume all responsibility related to, the security, privacy and lack of confidentiality risks inherent in wireless communications and technology and IPPE/CCLD/GWCC do not make any assurances or warranties relating to such risks. No advice or information given by IPPE/CCLD/GWCC or their representatives shall create a warranty or obligation.

Limitation of Liability:

IPPE/CCLD/GWCC and their respective employees, agents, vendors and licensors are not liable for any costs or damages arising, either directly or indirectly, from your use of the Wi-Fi system or the internet, specifically including any direct, indirect, incidental, exemplary, multiple, special, punitive or consequential damages.

PROTECT YOUR INTELLECTUAL PROPERTY

Stop Trade in Fakes!



1-866-999-HALT

www.StopFakes.gov



“Ensuring that America’s creativity and innovations are protected from counterfeiting and piracy is our top priority. The STOP! initiative enhances cooperation between the federal government, the private sector, and our trading partners to ensure that the intellectual property of America’s innovators is afforded meaningful protection both at home and abroad.”

—CARLOS M. GUTIERREZ, SECRETARY OF COMMERCE

STRATEGY TARGETING ORGANIZED PIRACY STOP!

Intellectual property rights (IPR) encourage the innovation and creativity that is fundamental to sustained economic growth. Unfortunately, the growing global trade in pirated and counterfeit goods threatens innovation, workers’ livelihoods, health, and safety. Fake products—such as CDs, DVDs, software, electronic equipment, clothing, pharmaceutical products, and auto parts—account for an estimated 5 to 7 percent of global trade. This trade costs legitimate rights holders around the world billions of dollars annually.

The Strategy Targeting Organized Piracy (STOP!) is a comprehensive program to stop trade in pirated and counterfeit goods. Through STOP!, the U.S. government is working to make it easier for rights holders to obtain and enforce their intellectual property rights at home and abroad. The U.S. government has also leveraged its law enforcement resources and is establishing international cooperation to dismantle the criminal networks that manufacture and distribute fake goods. STOP! underscores the U.S. government’s continuing commitment to level the playing field for American businesses and workers.

Owners of intellectual property also need to act to obtain intellectual property rights, thereby securing the economic benefits of their intellectual property and laying the foundation for curbing the trade in fake goods. This guide is part of that effort.


You can get further assistance by calling a hotline at: 1-866-999-HALT. The hotline allows U.S. businesses to speak with intellectual property rights specialists and get practical information about how to protect intellectual property.

The U.S. government Web site, www.StopFakes.gov, provides information about obtaining and enforcing intellectual property rights. Businesses may also contact the offices described in this publication directly.

STOP! HOTLINE 1-866-999-HALT

INTELLECTUAL PROPERTY

Creations of the mind—creative works or ideas embodied in a form that can be shared or can enable others to recreate, emulate, or manufacture them. Patents, trademarks, copyrights, and trade secrets are four of the most common ways to protect intellectual property.





PROTECTION AT HOME

Obtaining Rights

U.S. Patent and Trademark Office: The U.S. Patent and Trademark Office (USPTO) issues patents and trademark registrations.

Patents: A patent protects a new and useful process, machine, article of manufacture, industrial design, or asexually reproduced plant. When the USPTO grants a patent, the patent holder obtains “the right to exclude others from making, using, offering for sale, or selling” the invention in the United States and the right to exclude others from “importing” the invention into the United States. The patent holder must enforce its rights to exclude others from using its patented invention or technology.

Trademarks: A trademark is a word, phrase, symbol, or design, or a combination of words, phrases, symbols, or designs, that identifies and distinguishes one source of goods from others. A service mark is the same as a trademark, except that it identifies and distinguishes the source of a service rather than a product. The USPTO reviews trademark applications for federal registration and determines whether the application meets the requirements for federal registration. The USPTO does not decide whether someone has the right to use a mark. A trademark owner may still use its mark even without a registration. There are, however, advantages to federal registration. It is up to the owner of a mark to enforce its rights in the mark against other users and trademark applicants.

U.S. patents and trademarks do not, however, provide any protection outside the United States. This brochure contains information about how to secure patent and trademark protection abroad.

■ U.S. COPYRIGHT OFFICE

www.copyright.gov

202-707-3000

For information about patent, trademark, or copyright issues—including enforcement issues in the United States and other countries—call the STOP! Hotline: 1-866-999-HALT.

For more information on obtaining a patent or trademark in the United States, contact the USPTO at: 1-800-786-9199 (Patent, Trademark and Inventors Assistance Center); (571) 272-1000 (Northern Virginia customers). TTY Customers can call (571) 272-9950 for customer assistance.

To file with the USPTO electronically, visit:

For Patents: www.uspto.gov/ebc/efs/index.html

For Trademarks: www.uspto.gov/teas/index.html

U.S. Copyright Office: Copyright is a form of protection provided under U.S. law to the authors of “original works of authorship”—including literary, dramatic, musical, artistic, and certain other intellectual works—for a fixed period of time. This protection is available to both published and unpublished works. Copyright is secured automatically when the work is created, and a work is “created” when it is fixed in a copy or phonorecord for the first time. There are, however, certain definite advantages to registering a copyright. For information on securing a U.S. copyright registration, contact:

U.S. Copyright Office

Public Information Office: (202) 707-3000

Information Specialists: (202) 707-5959

Web site: www.copyright.gov

■ U.S. PATENT AND TRADEMARK OFFICE

www.uspto.gov

800-786-9199





Border Enforcement

U.S. Customs and Border Protection: Holders of registered trademarks and copyrights concerned about imports or exports of infringing goods should record their trademarks and copyrights with U.S. Customs and Border Protection (CBP). Patents may not be recorded with CBP for border enforcement protection; however, patent owners may be entitled to exclusion of infringing imports from the commerce of the United States under section 337 of the Tariff Act of 1930.

Detailed information about recording intellectual property rights (including recordation forms) and reporting intellectual property infringement to CBP can be found on the CBP's Web site: www.cbp.gov/xp/cgov/import/commercial_enforcement/ipr/.

Applications to record registered trademarks or copyrights must be in writing and should be addressed to:

U.S. Customs and Border Protection

Office of Regulations and Rulings
Intellectual Property Rights Branch
1300 Pennsylvania Avenue, N.W.
Mint Annex
Washington, DC 20229
Telephone: (202) 572-8710

■ **U.S. CUSTOMS AND BORDER PROTECTION**

www.cbp.gov

202-572-8710

■ **INTERNATIONAL TRADE COMMISSION
TRADE REMEDY ASSISTANCE OFFICE**

www.usitc.gov

800-343-9822

International Trade Commission

The International Trade Commission (ITC) investigates and adjudicates allegations of unfair trade practices based on complaints filed by rights holders. Upon completing an investigation and finding a violation of U.S. trade laws, the ITC can issue orders directing U.S. Customs and Border Protection to exclude from the United States imported products that infringe U.S. patents, trademarks, or copyrights, or violate other common-law rights. The ITC can also order respondents to cease and desist from unlawful activities. The ITC's Trade Remedy Assistance Office, which provides assistance to small businesses, can be reached at (800) 343-9822 or (202) 205-2200. Further information regarding section 337 actions can be found on the ITC's Web site at: www.usitc.gov/trade_remedy/int_prop/index.htm.

■ **PATENT**

A patent protects a new and useful process, machine, article of manufacture, industrial design, or asexually reproduced plant.

TRADEMARK

A trademark is a word, phrase, symbol, or design, or a combination of words, phrases, symbols, or designs, that identifies and distinguishes one source of goods from others.





Criminal Enforcement

U.S. Department of Justice: Intellectual property crime, such as copyright piracy, trademark counterfeiting, or Internet fraud, like any other crime, should be reported to appropriate law enforcement investigative authorities at the local, state, federal, or international levels, depending on the scope of the crime. Citizens or companies aware of federal crimes should report them to local offices of the Federal Bureau of Investigation (FBI). The FBI has offices throughout the United States. In general, federal crimes may be reported to the local FBI office by a telephone call and by requesting the “Duty Complaint Agent.”

Contact information regarding these local offices can be found at:

U.S. Department of Justice

Federal Bureau of Investigation

Telephone: (202) 324-3000

Web site: www.cybercrime.gov/reporting.htm

■ IPR CENTER

www.ice.gov/graphics/cornerstone/ipr/index.htm

866-IPR-2060

National Intellectual Property Rights Coordination

Center: If a company learns of criminal infringement occurring in the United States, it should contact the National Intellectual Property Rights Coordination Center (IPR Center). The IPR Center is a multi-agency center responsible for coordinating a unified U.S. government response regarding criminal IPR enforcement issues. Investigative personnel provide core staffing from Immigration and Customs Enforcement (ICE) and the Federal Bureau of Investigation (FBI). If a company has specific information concerning IPR crimes, it can complete a complaint form at: www.ice.gov/graphics/cornerstone/ipr/IPRForm.htm.

Companies can also contact the IPR Center by mail or telephone:

U.S. Immigration and Customs Enforcement

National Intellectual Property Rights Center
1300 Pennsylvania Avenue, N.W., Room 3.5A
Washington, DC 20229

Telephone: (202) 344-2410 or toll free, (866) IPR-2060

■ COPYRIGHT

Copyright is a form of protection provided under U.S. law to the authors of “original works of authorship”—including literary, dramatic, musical, artistic, and certain other intellectual works—for a fixed period of time.

■ DEPARTMENT OF JUSTICE

www.cybercrime.gov/reporting.htm

202-324-3000





PROTECTION ABROAD

Our international trade agreements and related intellectual property treaties require member countries to provide the means for U.S. rights holders to obtain and enforce intellectual property rights. Intellectual property rights are generally territorial, which means, for example, that a U.S. patent or trademark provides protection only in the United States, while a Japanese patent or trademark provides protection only in Japan, etc. In most cases, the first step in protecting intellectual property beyond U.S. borders is for companies to register their trademarks or patents with the appropriate authorities in each country, or through international treaties that are administered by the World Intellectual Property Organization (WIPO).

Obtaining Protection in Individual Foreign Countries

For more information about how to apply for patents or trademarks in individual foreign countries, contact the intellectual property office in that country directly. A list of contact information for most intellectual property offices worldwide can be found at www.wipo.int/news/en/links/addresses/ip/index.htm. Once a company has registered for protection, it can use that country's local laws to enforce its rights. Although most countries do not require registration to enjoy copyright protection, registration can bring certain benefits, such as proof of ownership.

Obtaining Protection in Multiple Foreign Countries

The United States is a member of two treaties: for patents, the Patent Cooperation Treaty (PCT), and, for trademarks, the Madrid Protocol. These treaties make it easier for U.S. citizens and firms to file for patent and trademark protection in other countries. The USPTO processes applications for protection pursuant to these treaties.

The Patent Cooperation Treaty streamlines the process by which U.S. inventors and businesses can obtain patent protection in other countries. By filing one international patent application with the USPTO, U.S. applicants can concurrently seek protection in more than 125 countries. For an invention made in the United States, U.S. law prohibits filing

■ STOP!

www.StopFakes.gov

866-999-4258

abroad without a foreign filing license from the USPTO, unless six months have elapsed since filing a U.S. application. For filing an international patent application under the PCT, visit the USPTO's Web site, www.uspto.gov/go/pct/.

The Madrid Protocol streamlines the process by which U.S. trademark owners can obtain trademark protection in other countries. By filing one international trademark application with the USPTO, U.S. applicants can concurrently seek protection in any member country. Changes to a registration—for example transfers, name or address changes, and renewals—also can be handled through a single procedural step. For filing an international trademark application under the Madrid Protocol, visit the USPTO's Web site: www.uspto.gov/web/trademarks/madrid/madridindex.htm.

Getting Help to Protect Your Rights

Market Access and Compliance: The Department of Commerce's Market Access and Compliance (MAC) unit is ready to help U.S. business overcome trade barriers and ensure that foreign countries comply with their trade agreement and treaty commitments to the United States. MAC's Intellectual Property Rights Office and country experts—both within MAC and at U.S. embassies around the world—stand ready to work with U.S. companies to enforce their intellectual property rights in foreign markets. MAC experts can suggest strategies to evaluate IPR problems encountered abroad and will work with our embassies to pursue a course of action for resolution of problems. MAC has established a special telephone line and Web site designed specifically to deal with companies' international intellectual property concerns.

Companies can contact MAC about IPR problems abroad at:

U.S. Department of Commerce
Intellectual Property Rights Office
1401 Constitution Avenue, N.W.
Washington, DC 20230

Telephone: toll free, (866) 999-HALT (866-999-4258)

Web site: www.StopFakes.gov





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