

## Exhibit Information

All TEAMS '17 exhibitors and sponsors agree to comply with the Rules and Regulations, which are attached to and are a part of the Exhibit Space Application & Contract as well as the requirements contained in this document. Please review the following "Exhibit Information" closely.

### 1. Subletting or Sharing of Exhibit Space

No sharing or subletting of exhibit space by the exhibitor with any person or firm shall be permitted, unless otherwise approved by Show Management (NMG)

### 2. No Carpet Requirement

The Hilton Orlando show floor (Orlando Ballroom) is carpeted. Exhibitors are not required to purchase carpet, but may do so if they wish.

### 3. Maximum Height

The overall height of an exhibit booth (including signs, graphics, etc.) may not exceed the height limitations outlined in these TEAMS Rules & Regulations. We have included complete details on booth design, rules & regulations, as well as diagrams/illustrations, for each booth type. If you have any questions regarding your booth design, please contact Fran Timmermann at (646) 625-9818 or e-mail [ftimmermann@ntmlc.com](mailto:ftimmermann@ntmlc.com)

### 4. Hanging Signs

**No signs may be hung from the ceiling above linear booths (8'x10', 8'x20', 8'x30', etc.), end-caps, quad-end-aisles or peninsulas.** All signs in linear booths, end-caps, quad-end-aisles, and peninsulas must be erected from the exhibit floor and must be free standing. Signs in these booth configurations CANNOT exceed the maximum height of 8' (2.44M).

**Island exhibits MAY have hanging signs from the ceiling of the Exhibit Hall NOT to exceed a maximum height of 16' (4.88M) from the top of the hanging sign measured from the floor.**

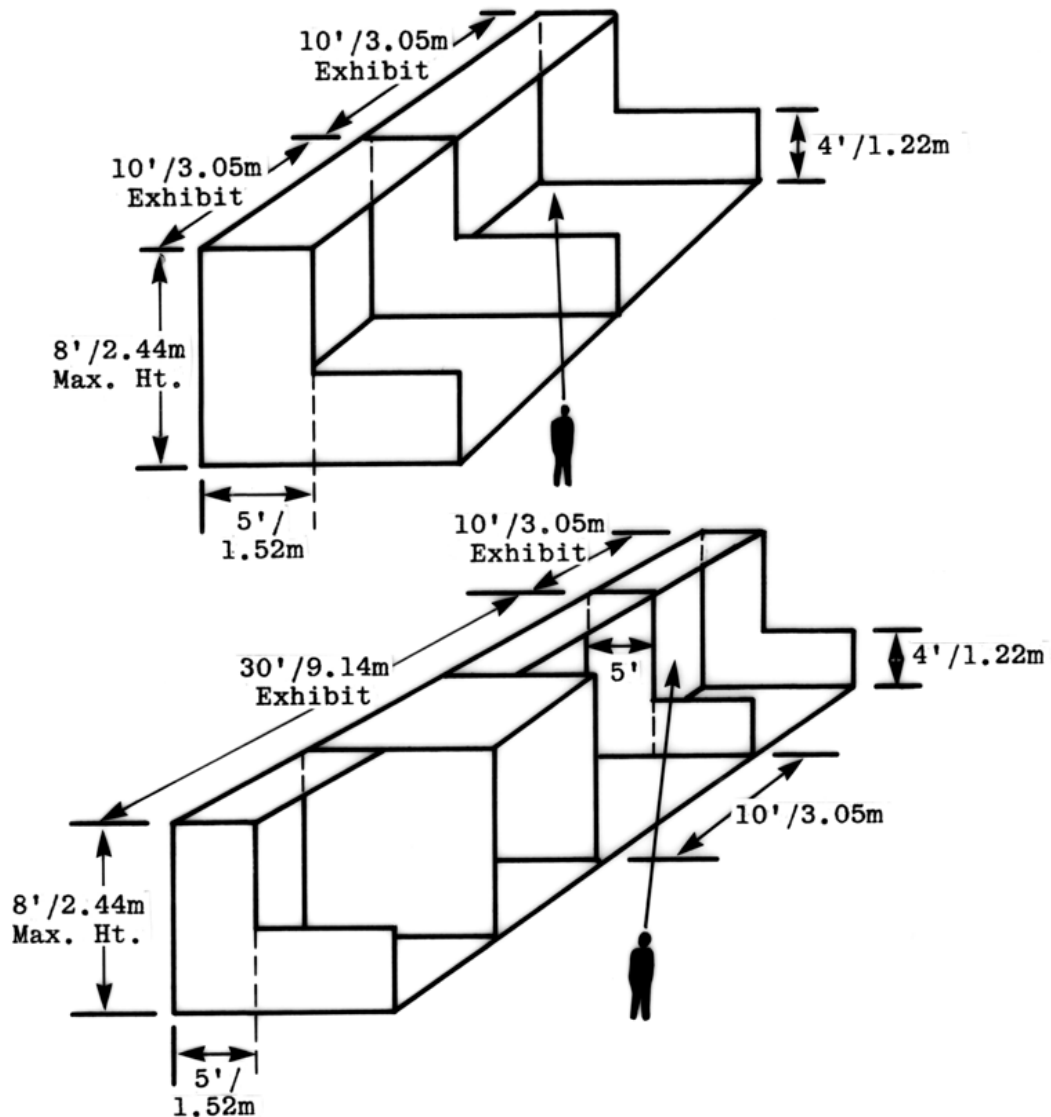
All hanging signs must have advanced written permission from SHOW MANAGEMENT. Contact please contact Fran Timmermann at (646) 625-9818 or e-mail [ftimmermann@ntmlc.com](mailto:ftimmermann@ntmlc.com) **no later than October 13, 2017**

All hanging signs must be hung by Aerial Rigging (official rigging company at The Hilton Orlando.) **SHOW MANAGEMENT must approve ALL hanging signs before installation.** Any orders placed WITHOUT prior written approval from Show Management may NOT be allowed. Additional fees will apply from Aerial Rigging.

## 5. Booth Design Rules & Regulations

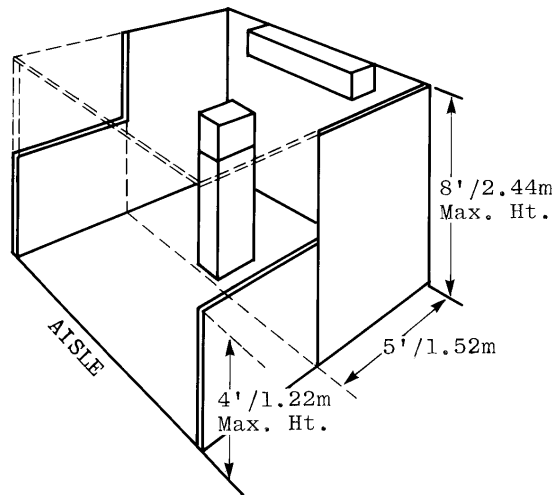
**Display Rules & Regulations** (including booth illustrations) have been established and adopted in the Trade Show Industry, with the intent to give each exhibitor the opportunity to make more effective use of their exhibit space **without infringing on the rights of their neighbors**.

Exhibitors are entitled to a reasonable sightline from the aisle regardless of the size of their exhibit space. Exhibits shall be so arranged as **NOT to obstruct** the general view, nor hide the exhibits of others.



## **Standard Linear “In-Line” Booth**

A standard, linear “in-line” booth consists of one (1) or more 8'x10' booths in a straight line, facing the regular flow of aisle traffic . . . with only one (1) side exposed to an aisle. The overall height of display material, regular & specially built backwalls, and signs, **may not exceed 8' (2.44M)**, and must be free standing. The rear booth height of 8' may extend out 5' (1.52M) from the rear wall (halfway between the backwall & the aisle). The height along the side dividers, from the aisle halfway back into the booth, may not exceed 4' (1.22M) in height.



## **Perimeter Linear Booth**

If a standard, linear booth is located on the **outer perimeter wall** of the exhibit floor, display material, and signs, **will only be permitted to a maximum height of 8' (2.44M)**. The rear booth height of 8' may extend out 5' (1.52M) from the rear wall (halfway between the backwall & the aisle). The height along the side dividers, from the aisle halfway back into the booth, may not exceed 4' (1.22M).

If your linear exhibit exceeds the height restriction, please contact Fran Timmermann at (646) 625-9818 or e-mail [ftimmermann@ntmlc.com](mailto:ftimmermann@ntmlc.com).

## **End-Cap, Quad-End-Aisle or Peninsula Booths**

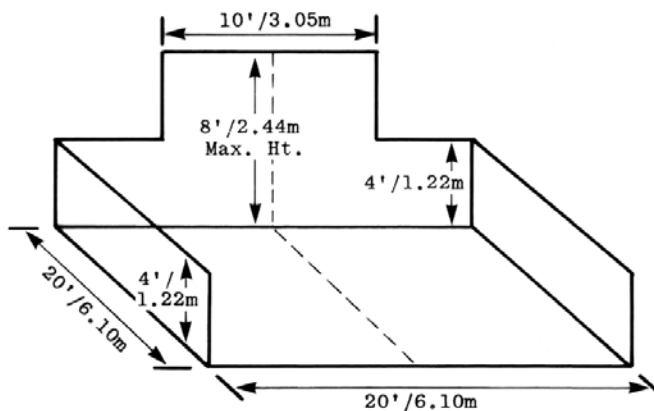
An End-Cap booth consists of **two (2) spaces back to back**, with an aisle on three sides, and the fourth side bordering on two other exhibitor's linear booths. An end-cap booth is twenty (20') wide and eight feet (8') deep.

A Quad-End-Aisle Booth consists of **four (4) 8'x10' spaces back to back**, and is twenty (20') wide and a minimum of sixteen (16') deep.

A Peninsula Booth consists of **six (6) 8'x10' spaces back to back**, and is twenty (20') wide and a minimum of twenty four (24') deep.

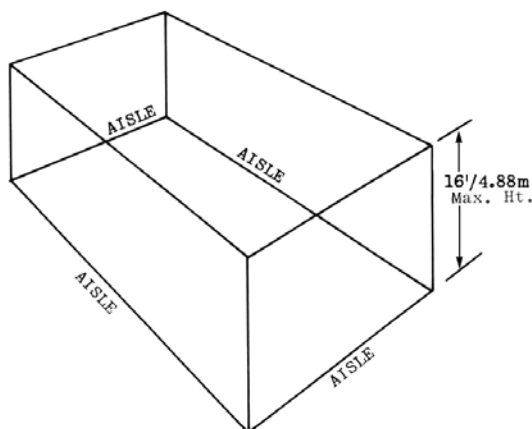
All of these booth configurations have an aisle on three sides, and the fourth side bordering on two other exhibitor's linear booths. These booths are "faced" toward the cross aisle. **Your backwall is the portion of your display bordering other exhibits; this is actually the side of your neighbor's exhibit space.**

The center 10' (3.05M) of your backwall may not exceed 8' (2.44M) in height; the remaining 5' (1.52M) of your backwall on each side, extending toward the aisles, may not exceed 4' (1.22M) in height. Any portion of the exhibit facing into another exhibitor's booth may NOT have any signs, logos, or advertising message, and must have the exposed side finished or draped.



### Island Booths

Island booths must be a minimum of **four (4) or more back-to-back 8'x10' spaces (16'x20' or larger)**. Island booths have aisles on all four (4) sides, and have **NO BACKWALL**. **Island space exhibits are NOT to exceed a maximum height of 16' (4.88M), including all structures, equipment AND signs.**



## **Multi-Level Displays**

ONLY Island space exhibits are allowed to construct multiple level displays, with a maximum height of 16'.

All multi-level displays **must have advanced written permission** from SHOW MANAGEMENT. If you are considering a multi-level display for your island space, contact please contact Fran Timmermann at (646) 625-9818 or e-mail [ftimmermann@ntmlc.com](mailto:ftimmermann@ntmlc.com) **no later than October 13, 2017**.

## **6. Unfinished Portions of Your Exhibit**

All undraped, unfinished, or raw edges/surfaces of your backwall or sidewalls, that are visible from the aisle or another exhibitor's booth, must be covered. This includes Exhibitors using "pop-up" displays that have exposed framework and/or electrical cords.

Show Management reserves the right to have any unfinished or unsightly portions of an exhibit that is visible covered by **GES Global Experience Specialists**, and billed to the exhibitor.

## **7. Signs, Logos, Company ID**

The placement of signs, logos, trademarks, advertising messages, and other forms of company identification, located within 10' of a neighboring display, **must face into your exhibit space, or directly towards the aisle. They cannot face into the neighboring exhibits adjoining, or behind your booth.** NO electrical flashing signs or signs involving the use of neon or similar gases will be permitted in the Trade Show.

## **8. Booth Storage Space**

Fire regulations require that ALL empty crates, cartons, cases, packing containers, wrapping materials and display materials must be removed from the exhibit area and placed in storage. **NO items may be stored behind the backwall of your display, or they will be removed as TRASH.** No items in the booth can impede access of utility services, create a safety problem or look unsightly.

## **9. Fire, Flammable Materials and Electrical Requirements**

Exhibitors must comply with all applicable fire regulations.

NO flammable materials such as bunting, tissue paper, crepe papers, etc. are permitted as booth decorations.

Exhibit space decorations must be treated with flame proofing, and certification of flame proofing must be available for inspection by local fire officials.

Electrical wiring must conform to all government and facility requirements. All electrical outlets must be easily accessible, and may NOT be covered with any type of materials, boxes, storage, etc.

## 10. Helium Balloons and Decals

Helium balloons **are NOT permitted** in the *exhibit area* at any time. **Helium balloons may NOT be used** as a part of your display, decorations, or as give-a-way items. Glitter and adhesive-backed decals are strictly prohibited and may not be distributed or used for any purpose.

## 11. Smoking

**Smoking is prohibited** in all convention areas during move-in, move-out, and during the Exhibit Hall hours.

## 12. Demonstrations, Booth Activities, and Distribution of Literature

Distribution of literature, samples, or any type of give-away items must be done from within the contracted exhibit area only. Passing out of literature or promotional materials **is prohibited** in the aisles, registration area, and public areas of the exhibit area and the Orlando Hilton.

Exhibitors may not engage in any activity that leads to congestion in the aisles and impedes access to other exhibits or the free use of the aisle. All demonstrations, presentations, drawings, and crowd gathering activities of any type must be confined within your specific booth space.

## 13. Sound Level/Music

Each exhibitor must have the opportunity to meet and talk with attendees, uninterrupted by any excess noise from another exhibitor.

Sound level, demonstrations, and presentations must be kept within the confines of your booth area, and must not interfere with, or be an annoyance, to any neighboring exhibits. Sound and noise level may **NOT exceed 85 decibels**.

Speakers and other sound devices should be positioned so that the sound is directed into their own booth rather than into the aisle. Show Management reserves the right to determine at what point sound constitutes interference with other exhibitors.

**Note:** Exhibitors should be aware that if music is played in their booth, whether live or recorded, they may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, SAG, and SESAC are the authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

## 14. Protection of Facilities

Nothing is to be attached to the facility ceiling, floor, walls, or moveable wall tracks at any time.

No nails, pins, tacks, staples, tape or any other fasteners may be used on the facility walls or on the floor of the exhibit area.

Nothing is to be placed against or leaned against any wall inside or outside the *Exhibit Area*. All crates, exhibit panels, and pallets must at all times be kept away from the facility walls.

## 15. Americans with Disabilities Act

Each exhibitor shall be responsible for compliance with the **Americans with Disabilities Act (ADA)** within their booth and assigned exhibit space. Please keep this in mind when designing your display, and booth floor-space layout.

Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301) and from their web site at [www.ada.gov](http://www.ada.gov).

## 16. Catering in Your Booth

If you would like to serve ANY food or beverage items in your booth, prior approval from Show Management must be obtained as well as arrangements made through The Hilton Orlando. For more information, please contact Fran Timmermann at (646) 625-9818 or e-mail [ftimmermann@ntmlc.com](mailto:ftimmermann@ntmlc.com).

## 17. Fuel Operated Vehicle Displays

Indoor displays of fuel operated vehicles: (a) fuel tank must not have more than 1/8th of a tank, (b) fuel tanks must have locking cap, (c) battery must be disconnected at both leads and, (d) vehicles may not impede, obstruct or hinder ingress to or egress from the Center and/or the Licensed Areas, (e) vehicle must not be started, run, or moved during event hours, (f) a proper Vehicle Placement Order Form must be requested, completed and returned to GES prior to installation of any vehicle on the trade show floor.

## 18. Interpretation of Rules

Show Management (NMG) shall have final authority as to the interpretation of these rules and their application. Any decision made by NMG is final, and NMG shall have the authority to establish penalties in the event of violations.

NMG may issue one-time variances or exceptions for special situations. Such variances do not establish a precedent or permanent modification beyond the specific case involved.

NMG may require the correction or removal, or may make modifications to a booth without specific permission of the exhibitor, at the risk and expense of the exhibitor, in order to satisfy the terms and intent of the Show Rules and/or the Fire Marshal.