



FACE-MASK/FACE COVERING POLICY

A suitable face mask, designed to completely cover your nose and mouth (minimum 3-ply and close fitting), must be worn at all times when inside the Orange County Convention Center. The only exception is when consuming food or beverage whilst sitting in your booth or within a designated food service seating area. This also applies to contractors and booth assembly staff during the move-in and move-out period.

BADGES AND PASSES POLICY

For safety and security reasons, all persons working at or visiting the OFFPRICE Orlando Market will be required to PRE-REGISTER before they arrive on site and will require a badge to enter the Convention Center at all times.

Please Note: In accordance with our OFFPRICE Trust guidelines, there is a maximum 2 Badge Limit per 100 sq. ft. of booth space.

DECORATION RULES

Booth Package

An exhibitor's booth package includes the following: 8ft high backwall drape and 3ft high side drape, unlimited drayage, base electrical service (500w drop per **2 booths**), (1) 6ft table and (3) plastic chairs, (3) rolling racks, booth ID sign, wastebasket, Show Directory listing and exhibitor badges.

Display Height

Your booth may be as high as 12' off the ground-including hanging signs. If you build your booth higher than 12', Show Management may ask you to lower it to their legal height restrictions. Anything to be displayed above 12' must be coordinated through Show Management.

Display Within Booth Area Only

All exhibits and product must be positioned inside the booth area. All aisles and any gaps set by show management between booth areas are to be kept completely clear of any items. This is to comply with our new safety and distancing protocol. NO EXCEPTIONS.

FLOORPLAN

To view the most up-to-date floor plan, please visit our website at www.offpriceshow.com, click on the Exhibitor tab and select Exhibitor Floor Plan.

FOOD & BEVERAGE

The Orange County Convention Center will be providing all food and beverage during the course of the show. No outside food or beverage will be permitted on the exhibit floor.

INDEPENDENT CONTRACTORS

If an exhibitor appoints a company other than GES (Global Experience Specialists) to install and dismantle their exhibit, they should read Exhibitor Appointed Contractors (EACs) and Third Parties found in the GES portion of manual.

INSURANCE

Any exhibitor who is using an outside display company must supply a Certificate of Insurance naming the OFFPRICE Show, Global Experience Specialists and the Orange County Convention Center as additional insured. All certificates must be on file prior to the show.

OVERTIME

Labor overtime rates will apply for any work done by GES laborers **after 5:00pm** or on **weekends**.

OTHER SHOW POLICIES

1. All Exhibitors must **PRE-REGISTER** and wear the OFFPRICE Show badge at all times during set-up, show hours and teardown. No one will be allowed onto the Show Floor without a badge, for any reason.
2. Booths must be manned on show days with at least one person from 8:00am - 6:00pm daily.
3. The sale of merchandise is limited to the Exhibitor only. No Guests or Buyers may solicit sales or display samples on the premises. Samples are only allowed inside the confines of your booth.
4. All booths must be set up within their designated area only. If a booth display is placed in the aisle or any gap between booths, it will be corrected at the sole cost of the exhibitor.
5. All Exhibitors are limited to conducting business within their assigned location.
6. All requests for combining space must be done in writing with potential vendor's name, address and phone number. You may share space with another exhibitor **ONLY** with written approval from Show Management. No unauthorized sub-leasing will be allowed.
7. Exhibitors will be able to bring samples in and out of the Show before opening each morning and after closing each evening. No samples will be allowed to leave the Show Floor during show hours for security purposes.
8. Use of two wheeled motorized vehicles are prohibited. Operators without reported disability are prohibited from using hover boards, Segway scooters or any two-wheeled motorized vehicle in the Orange County Convention Center public areas, including, but not limited to the tradeshow floor.
9. Absolutely **NO SMOKING** in the Orange County Convention Center at any time.

SECURITY

Show security will be on duty 24 hours a day from move-in to move-out. Exhibitors are required to wear badges at all times as these will be checked upon entry to the Convention Center. However, show security cannot and should not be counted on to provide more than a presence to inhibit theft. The show hereby gives formal notice to exhibitors that the show and its management, its agents and

its official vendors neither offer nor accept responsibility for exhibitors' property of any kind. The OFFPRICE Show recommends the following measures that exhibitors may wish to take to further safeguard their property:

1. Never leave laptops or valuable merchandise unattended in the booth. Be especially careful during move-in and move-out periods.
2. Be sure that boxes and cartons cannot be mistaken for trash. Place trash bins in the aisles at the close of each show day.
3. Drape sheets over your entire booth and clamp edges to the side of booth.
4. Lock Boxes are available to rent from GES.
5. Hire the services of a guard to provide exclusive presence in your booth overnight. Contact show organizer for details of approved security services that are available.
6. During the move-out of the show, it is important for your boxes that are ready to ship to be clearly marked with your company name and booth number so that they do not get misplaced, cannot be mistaken for trash, or mistaken for another exhibitor's freight. The OFFPRICE Show strongly recommends that no matter the number of boxes that you have to ship, that you palletize and shrink-wrap them so that they are less likely to be stolen or misplaced.

Please note: Show Management and its service providers are not responsible for lost or stolen items. To ensure complete security of your important property (i.e. small-size samples, high-end samples, laptop computers) take them to your hotel room nightly.

SIGNAGE

All signs that are above the booths must fulfill the following criteria:

- Any signs or banners along the back wall of your booth must not exceed 12 feet in height and must be single-sided. No company information, logo or other text will be permitted on the back side of your banner that overlooks the neighboring exhibitor behind you.
- All signage approvals are conditional and if, in Show Management's opinion, the sign interferes with HVAC, lighting or overall appearance, the exhibitor may be asked to either move or remove the sign at the exhibitor's own expense.
- Any signs that require rigging or hanging from the ceiling must use riggers to hang them.
- If hanging signs from the ceiling, you must have a minimum booth space of 400sq ft, and permission in writing from show management. All rigging from the ceiling is carried out by the Orange County Convention Center and subject to their prevailing rates and labor terms and conditions.