



# Insurance, Display Regulations + Union Labor

Please review the following specifications to ensure that your booth meets with the NSC Display Regulations.

**MANDATORY: Each Exhibiting Company MUST submit a Certificate of Insurance to NSC no later than August 9, 2024, to access the Exhibit Halls.**

All booths, regardless of size, are required to follow these guidelines as no variances will be granted.

Failure to comply may result in loss of priority points, rank for space selection in the 2024 NSC Safety Congress & Expo. For questions, please contact Nancy Gavin at [nancy.gavin@nsc.org](mailto:nancy.gavin@nsc.org).

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**Certificate of Insurance (mandatory):**

Each Exhibitor is required to carry, for its own protection and entirely at its expense, general liability insurance including: (1) premises/operations, (2) broad form contractual, and (3) personal injury. This general liability insurance shall include limits of liability of not less than \$1,000,000.00 per occurrence combined single limit for personal injury, death or property damage. Exhibitor must have insurance policies covering exhibit materials and/or equipment, transportation of exhibit and said equipment from home base to the show, vice versa, as well as installation, removal, maintenance, occupancy or use of exhibit premises or a part thereof during the 2024 NSC Safety Congress & Expo. The Exhibitor acknowledges and agrees that its participation in the Exhibition is solely at the Exhibitor's own risk. Exhibitor using a third-party contractor for the installation of their booth must make sure the third party contractor has insurance coverage before appointing them (*refer to EACs in the Exhibitor Manual for additional information*).

Insurance obtained by the Exhibitor under this Agreement must be issued by an insurance company with an A.M. Best rating A- or higher and shall include coverage of the indemnification obligations of the Exhibitor under these rules and regulations, and shall name **National Safety Council, the Global Experience Specialists, Inc. , Orange County, and Orange County Board of County Commissioners doing business as Orange County Convention Center** as additional insureds on the general liability policy with limits of liability of at least \$1,000,000 combined single limits including bodily injury, property damage, fire and theft.

Each Exhibitor is required to carry workers compensation coverage protecting employees in accordance with the laws of the State of the Louisiana. Each Exhibitor acknowledges that it is the Exhibitor's responsible for obtaining, for its protection and entirely at its own expense, such insurance.

Neither the **National Safety Council, the Global Experience Specialists, Inc. , Orange County, and Orange County Board of County Commissioners doing business as Orange County Convention Center** will insure Exhibitor's property or assume responsibility for any theft, damage, or loss by any cause of property of the Exhibitor, its agents or employees, nor for any injury that may occur to the Exhibitor, its agents or employees.

**EXHIBITOR SHALL SUPPLY THE NATIONAL SAFETY COUNCIL WITH CERTIFICATES OF INSURANCE AT LEAST 30 DAYS PRIOR (AUGUST 9, 2024) TO ACCESS THE EXHIBITION PREMISES.**

**CERTIFICATE HOLDER: NATIONAL SAFETY COUNCIL; 1121 SPRING LAKE DRIVE, ITASCA, IL 60143**

**Upload Certificate of Insurance to NSC's Conventions FTP site:**

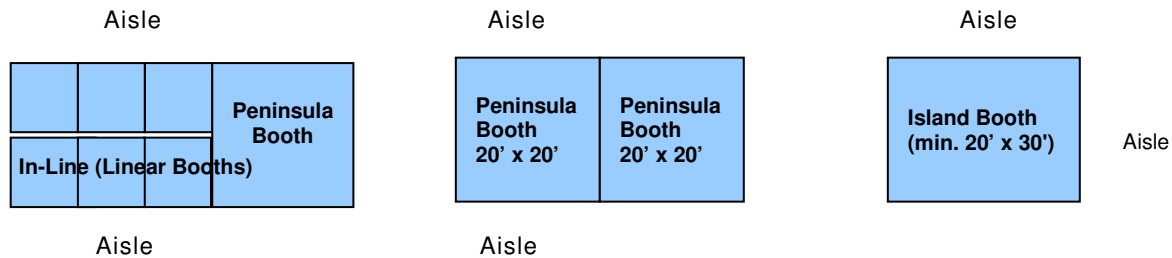
Link: <https://nscftp.nsc.org/login>

Username: Conventions

Password: gen4Thep

**Your file name should be Event-Your Company Name-Booth # (Example – Cong24-NSC-Booth100)**

## Booth Configurations



## General Exhibit Specifications - ALL BOOTH TYPES

**MOVE In / Out** – For safety reasons, **ALL personnel on the exhibit floor and/or docks MUST be at least 18 years of age and MUST wear closed-toed shoes to gain access and observe all health and safety protocols. Visit [www.congress.nsc.org](http://www.congress.nsc.org) for updated Health & Safety guidelines.**

### **Carpet / Floor Covering (Mandatory)      Beveled flooring is not allowed!**

Flooring in your exhibit space is mandatory but not provided with your exhibit space purchase unless you have purchased the NSC booth package. If you don't have your own booth flooring, you can rent carpet from GES. Refer to the Exhibitor Manual for information. The floor must be completely covered at the exhibitor's expense no later than Sunday of move-in; concrete floor may not be exposed.

### **Structural Integrity**

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by Neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. **Any wall 8'high or taller must be tied off, have base plates and/or returns to ensure structural integrity.** Refer to local building codes that regulate temporary structures.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

## **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 (in-line, Perimeter, Peninsula or Island booth). Fire and safety regulations in many facilities strictly govern the use of Towers. **All towers 8'high or taller must be tied off, have base plates and/or returns to ensure structural integrity.** In addition, a building permit may be required.

## **Covered & Multi-Story Exhibits**

A Multi-story Exhibit is a booth where the display fixture includes two or more levels

Each city has very specific guidelines for covered & multi-story exhibits. Be to read & abide by all their guidelines. In some cases, a Fire Watch may be required.

## **Unfinished Walls**

To maintain a professional appearance of the exhibit hall, booths must have back sides of displays covered when visible from another exhibitor's booth or an aisle (example: panels on the back side of a pop-up structure in an island booth to cover the frame.)

## **Canopies and Ceilings**

Canopies, including ceilings, umbrellas, and canopy frames, can be either decorative or functional. Canopies for In-Line (Linear) or Perimeter Booths should comply with line-of-sight requirements (see In-Line (Linear) Booth).

The base of the Canopy should not be lower than 7' from the floor within 5' of any aisle. Canopy supports should be no wider than 3". This applies to any booth configuration that has a sightline restriction, such as an In-Line (Linear) Booth. At no time can the canopy go above the maximum height restriction of your booth

## **Utilities**

Utility connections (electrical or internet wires, etc.) must be secured/ taped down/ ramped to maintain a high level of safety and professional appearance.

## **Aisles = Demonstrations / Models / Mascots –**

All aisles must be clear of exhibits, demonstrations, and models/mascots. All such activity must be confined within the exhibitor's booth so as not to interfere with any aisle traffic. Use of aisles or common space is NOT permitted. When planning your demonstrations, you must accommodate viewers within your booth or around the perimeter of your booth along with social distancing guidelines. You may not block access to other exhibitor's booths or show aisles. Models & mascots attire must be professional, and they must remain in your contracted booth space; they are not permitted to walk the show floor as a billboard advertising your company or product.

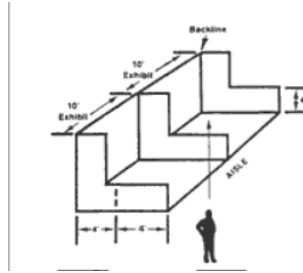
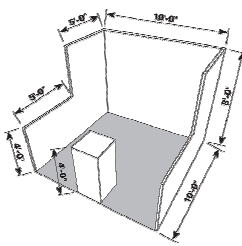
**Material Distribution / Pass Outs**

Material distribution/ pass outs by Exhibitors, their agents, or hired personnel must be confined to the contracted booth space. We encourage you to consider touchless options. Exhibitor pass outs in aisles or public areas in and around the Convention Center is NOT permitted.

**Sound Level / Music Licensing**

All sound amplification devices and other sound-producing equipment and activities shall be limited to reasonable volume levels which shall not project beyond the boundaries of Exhibitor's booth space or otherwise interfere with the Exhibition or other exhibitors' activities. If your company plans to play music in your booth, either live or recorded, during the Expo, or at any special event during the Congress, you must notify BMI and ASCAP and complete their appropriate licensing forms. Violations of the copyright law can be severe and expensive. Contact them direct: ASCAP - [www.ascap.com](http://www.ascap.com) BMI – [www.bmi.com](http://www.bmi.com)

## **In-Line (Linear) Booth**



**Definition:** Linear or In-Line Booths have only one side exposed to an aisle and have at least one adjacent neighbor on either side of the booth.

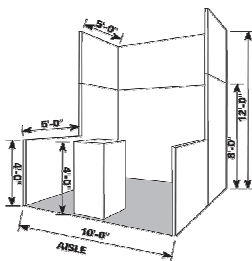
**Booth Equipment:** Standard 10'x 10' In-Line Booths will be set with 8' high back drape, 3' high side drape and booth ID sign. Booths are most commonly 10' wide and 10' deep. No exhibit display, signage, or product may exceed 8' in overall height.

The maximum height of 8' is only permitted in the back 5' section and a maximum height of 4' is permitted on the front 5' section. Please reference the above diagram for allowable configuration.

When three or more In-Line Booths are used as a single exhibit space, the 4' height limitation is applied only to that portion of exhibit space which is within 10' of an adjoining booth. Corner Booth is an In-Line Booth exposed to aisles on two sides. The same rules for In-Lines apply for Corner Booths.

**Hanging Signs:** Hanging from the ceiling is not permitted in an In-Line (Linear) Booth.

## **Perimeter In-Line (Linear) Booth**

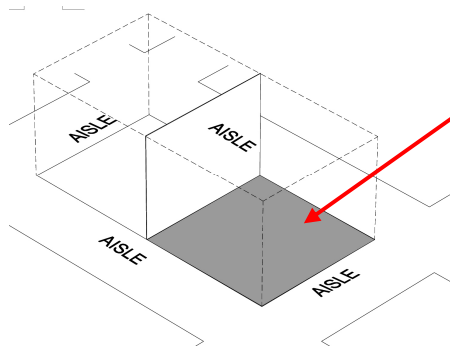


**Definition:** A Perimeter Booth is an In-Line Booth that is the outermost aisle of booths that do not back up to another exhibit.

All guidelines for In-Line (Linear) Booths apply to Perimeter Booths except that the maximum backwall height allowed in the back 5' section of the booth is 12'. Please reference the above diagram for allowable configuration.

**Hanging Signs:** Hanging from the ceiling is not permitted in a Perimeter Booth.

## Peninsula Booth



### HANGING SIGN:

In a 20' x20' booth, hanging signs will be permitted at a 20' maximum height measuring from the ground to the top of the fixture /component/ sign. **ALL hanging signs must be hung a minimum of 5' from your neighbor's booths.**

Peninsulas can now use the full length of their backwall. All items must be placed within your contracted booth space.

**Definition:** A Peninsula Booth is 20' wide by 20' deep and shares a common backwall with other booths (Peninsula or inlines). Exhibit fixtures, components, signage built from the ground up along with your product will be permitted at a maximum height of 16', without any backwall line of sight restrictions.

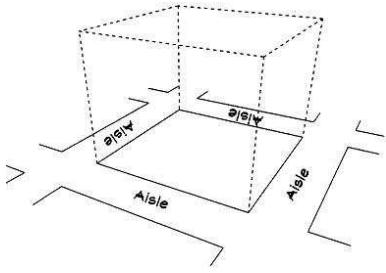
No signage is permitted on the backside of the backwall facing your neighbors. Backwalls must be finished or draped at the exhibitor's expense.

**Hanging Signs:** Hanging signs from the ceiling are permitted in Peninsula Booths that are 400 square feet and must be installed and dismantled by the Rigging Crew. The maximum hanging sign height allowed is 20' measured from the floor to the top of the sign.

**Hanging Signs must be placed a minimum of 5' from adjacent booths.** The entire sign must hang over your contracted booth space.

The 20' maximum height limitation has been set to avoid competition between exhibitors for visibility and will fit into most convention centers

## **Island Booth**



All exhibit fixtures, components and signage will be permitted at a 20' maximum height measuring from the ground to the top of the fixture /component/ sign. All items must be placed within your contracted booth space.

**Definition:** An Island Booth, defined as 20' wide x 30' deep or larger, is exposed to aisles on all four sides of the booth with no adjacent neighbors.

Exhibit fixtures, components, and signage built from the ground up along with your product will be permitted at a maximum height of 20'.

**Hanging Signs:** Hanging signs from the ceiling are permitted in Island Booths that are 600 square feet or larger and must be installed and dismantled by the Rigging Crew. The maximum hanging sign height allowed is 20' measured from the floor to the top of the sign. The entire sign must hang over your contracted booth space.

The 20' maximum height limitation has been set to avoid competition between exhibitors for visibility and will fit into most convention centers



## ORLANDO SHOW SITE WORK RULES

### Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

**GES will have trained labor available to assist you in all aspects of the setup and dismantle of your booth and with the movement of your equipment. Union exhibit labor claims jurisdiction for the installation, dismantling and cleaning of prefabricated exhibits and displays when this work is done by persons other than full time company personnel. Exhibitors handling this work themselves must be prepared to provide proof of full-time employment. Labor may be employed by completion of labor forms enclosed in the service kit. If, however, you hire any labor to assist you, it should be through the Official Services Contractor. All mechanical equipment on the trade show floor must be under the care, custody and control of GES. This includes Forklifts, Scooters, Pallet Jacks, Genie Lifts, etc. as well as all other equipment mechanical in nature.**

### Freight Handling Jurisdictions

GES has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. GES will not be responsible, however, for any materials they do not handle. GES will have COMPLETE control of the loading docks at all times. If you wish to unload or load, you must report to the GES Servicenter. Do not proceed to the docks until authorized to do so.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed away at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall.

Arrangements are available with to store empty crates. Please refer to the [Material Handling & Shipping Information](#) in the service kit for the handling of empties.

The following is a guideline of the work your company's staff is permitted to do:

- Transport small items to your booth by hand, or with personally owned 2-wheel carts (**GES will have carts available for GES' use only**). All forklifts will be operated by GES. Personally Owned Vehicles (POV's) such as cars, pickup trucks and minivans that are utilized for the unloading/loading of exhibit materials will be monitored by GES Freight Personnel. This will allow exhibitors the opportunity to unload quickly and safely into the exhibit area. All box trucks, straight trucks, personal trucks over one ton, trailers and bobtails or other larger vehicles not classified as a Personally Owned Vehicle, will be directed to the marshalling yard area for GES freight handling services.
- Unpacking and uncrating of boxes, equipment, merchandise, etc.

- Fine-tuning/calibrating your equipment and the interconnection of computers and peripherals.
- The setup of signs/graphics.
- After electrical service has been ordered and the power box delivered, you may plug in your own equipment. However, for safety reasons, if your equipment needs to be hard wired, electricians must do the work.

### **In General**

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or GES. Should you have questions about the work you can perform, please contact GES or Show Management. Rates for moving shipments from the dock to your booth are located on the Material Handling Form. This form includes rates for handling shipments received at show site and at the GES warehouse.

### **Gratuities**

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product, or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

### **Work Zone**

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees, and representatives are present at their own risk.