

Booth Guidelines

Exhibit rules and regulations have been formulated in the best interest of all exhibitors. Regulations are a part of the agreement between the exhibitor, your agents, IDDBA, and IDDBA's contractor and/or agents. Regulations outlined in this document, the exhibitor service kit, and online rules and regulations are all part of the contract between the exhibitor/their agents and IDDBA. Any failure on the part of the exhibitor/their agents to comply with the regulations represents a default and termination of the contract. The exhibitor will forfeit the amount paid for space rental regardless of whether or not the space is resold.

Any matters not specifically covered are subject to decision by IDDBA. IDDBA reserves the right to make such changes, amendments, and additions to the rules at any time it considers appropriate. Signature on the exhibitor application and payment constitutes company agreement to abide by IDDBA rules and regulations.

Booth Activity Limits

Your company representatives are responsible for complying with all rules, regulations, and guidelines. Please share them with all of your staff.

- Booths must be staffed at all times during show hours by at least one exhibitor representative. Don't overstaff your booth.
- Exhibitors must confine their exhibit activities to the booth space that they have contracted.
- Allow enough space in your booth for attendees to step into your booth.
- All aisle space belongs to the exposition. No exhibit, lighting, advertisements, demonstrations, or food sampling will be allowed to extend beyond the space assigned to the exhibitor (e.g., display signs, tables, throw rugs, solicitation, distribution of material, etc.). Repeat violations could result in the closure of the booth.
- Selling or order taking is permitted on the show floor. Cash and carry sales during the show are not allowed.
- Distribution of materials or samples from booth to booth or in the aisles is forbidden.
- Circulars, catalogues, magazines, folders, products, and signs must be displayed ONLY in the exhibitor's booth and must be related to the approved products and/or services on display.
- Photographing of other exhibitor displays or products without permission is not permitted.
- Canvassing in any part of the Ernest N. Morial Convention Center (MCCNO) outside of your exhibit space or at any of the hotels is strictly prohibited. Any person doing so will be asked to leave the premises and the company's material will be removed. The exhibitor's booth may be closed at IDDBA's discretion.
- All exhibitors are equal regardless of size and should be given equal opportunity, within reason, to present their product in the most effective manner to the audience. The exhibitor's responsibility can be summed up simply: Be a good neighbor!
- IDDBA Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in Show Management's sole opinion, detracts from the general character of the show as a whole. This includes but is not limited to an exhibit which, because of noise, flashing lights, method of operation, or display of unsuitable material, is determined by IDDBA Show Management to be objectionable to the successful conduct of the expo as a whole.

Animals

With the exception of service animals, animals and pets are not allowed in the Convention Center.

Audio Visual Guidelines

- 10' Rule - Any sound that is clearly identifiable 10' away from the edge of the exhibitor's booth, or is, in the opinion of IDDBA Show Management, objectionable or disruptive to neighboring exhibitors' activities is considered in violation of show regulations.
- If music is provided within a booth, the volume must be kept to a minimum in order to facilitate conversations between vendors and attendees. Loud music may increase the need for participants to lean in closer to each other and/or raise their voices.
 - Penalty Policy** - If sound levels are excessive in the opinion of IDDBA Show Management, the exhibitor will receive:
 - 1st offense - verbal warning, must turn down
 - 2nd offense - written warning, must turn down
 - 3rd offense - equipment will be unplugged and may be removed at the exhibitor's expense
- The use of musicians, entertainers, loud speakers, costumed characters, sound systems, and noise-making devices is restricted to the assigned booth space.
- Demonstrations, speakers, and other sound devices should be positioned to direct the sound into the center of the booth rather than into the aisle or toward a neighboring exhibitor.
- The objective of having a demonstration or a sound device is to provide detailed information regarding the product to the attendee after they have stepped into your booth. It should not interfere with or disturb adjacent exhibitors and their patrons, or cause aisles to become blocked.
- Exhibitors using music in their booth will be responsible for all ASCAP, BMI, and/or SESAC licensing fees and/or fines.
- IDDBA Show Management reserves the right to determine when an exhibitor's operations, components, or features become objectionable.

Carpeting

- Booths 300 sq. ft. or smaller will automatically be set in show color carpet unless another color is ordered, in which case, rental charges apply.
- Booths 400 sq. ft. or larger must complete the Standard Booth Package Form by May 7, 2025, for the standard booth carpet to be included at no cost.
- Booth carpet must extend to all bordering aisle space. If a gap exists, IDDBA Show Management will request carpet be installed to fill the gap (at the exhibitor's expense).

Please note that there is a charge to those exhibitors who wish to order a different carpet color, those who order carpet and have it removed before the show, or to those who damage the carpet in any way.

Balloons

- Helium balloons are allowed in the Ernest N Morial Convention Center (MCCNO) only as part of a display and must be securely fastened to the booth.
- Balloons may not be distributed within the Ernest N. Morial (MCCNO) convention center.
- The exhibitor is responsible for all expenses incurred for removal of balloons that become entangled in the ceiling trusses.
- Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and must be removed from within the convention center during all event hours.

Copyrights and Trademarks

- It shall be the exhibitor's sole responsibility to obtain permission and any necessary licenses to use any copyrighted materials in their booth, particularly music.
- The exhibitor hereby agrees to indemnify, hold harmless, IDDBA and/or Ernest N Morial Convention Center, and/or GES and all subcontractors against any claims or damages whatsoever for copyright or trademark infringements.
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Drape

- Any display above the 8' drape must be finished (front and back). You may not show a corporate logo or ID behind your inline exhibit. As directed by IDDBA Show Management, GES will install masking drape at the exhibitor's expense.
- Exhibitors are responsible for draping/masking of unfinished hard walls, lighting that shows through neighboring side/back walls, or other unsightly booth construction at their own expense when directed by Show Management.
- Any area of an exhibit that is deemed unsightly (i.e., unfinished above the 8' drape or side wall, multiple cords visible from neighboring booth, work, or storage areas) by IDDBA Show Management will have masking drape installed at the exhibitor's expense.

Drape, continued

- Exhibitors are not allowed to hang any signs, merchandise, product, advertisements, or other similar items on GES supplied pipe and drape. Exhibitors will be held liable for any damages costs, actions, or injuries resulting from the hanging of such items. Show Management, Ernest N Morial Convention Center, and GES shall have no liability for any damages, costs, actions, or injuries arising out of the exhibitor's failure to comply.
- Island booths do NOT include the Standard Booth Package pipe and drape. Any pipe and drape needed for an island booth may be rented at the exhibitor's expense.

Exhibit No-Shows

- Any booth not occupied and set up by the following times will be considered abandoned (unless IDDBA has been otherwise notified in writing) and will be forfeited by the exhibitor. Such space will be turned into a lounge, resold, or otherwise reassigned by IDDBA without refund.

Target 1 & 2:	7:00 pm on Friday, May 30
Target 3 & 4:	5:00 pm on Saturday, May 31
- If you are unable to have your booth set by the above times, you must notify IDDBA at exhibitorservices@iddba.org by May 15, 2025. The booth must be fully set up by 9:00 am on Sunday, June 1st.

Final Setup and Cleaning

All Targets:

- Your display must be fully set up by 9:00 am on Sunday, June 1.
- Only final touches, merchandising, or primping within your booth are allowed the hour before the show opens each day.
- All boxes must be out of the aisles for carpet cleaning by 9:00 am on Sunday, June 1. After 9:00 am, exhibitors must keep aisles clean. Keep unpacking within the exhibitor booth space.
- IDDBA Show Management may order the setup or storage of any unattended booths. All related service charges will be billed to the exhibitor on record.

First Aid

- First Aid will be available and staffed by medical personnel during move-in, show, and move-out days. The location(s) will be listed in your move-in packet provided prior to the show.
- Notify a security guard or IDDBA staff if an emergency or security concern should occur.

Fire Regulations

- All combustible materials used in exhibit construction must be treated with an effective flame-retardant
- Only non-combustible materials or fire-retardant wood may be used for exhibits, scenery, or props.
- All curtains, drapes, carpet, carpet padding, and decorative materials must be treated with a flame-retardant.
- The Ernest N. Morial Convention Center rigorously enforces these regulations and may field flame test any questionable materials.
- Cooking in the MCCNO is permitted on a limited basis. Prior written approval is required.
- Small electric cook-tops and ovens will be allowed for warming.
- Small 2.5 gallon electric deep-fat fryers and small grills of not more than 200 square inches will be allowed.
- All frying equipment must be equipped with a grease shield.
- Any deep frying will require a Type K Fire Extinguisher within the booth. These can be rented in advance through GES. A Fire Watch is required.
- No propane tanks are allowed to be used in the MCCNO.
- Exhibitors demonstrating or using cooking appliances must have at least two 3-A: 40-B: C extinguishers in the booth at all times. These can be rented in advance through GES.
- Cooking appliances must be isolated from spectators by at least four feet or by a barrier between the appliances and the spectators.
- Use of cooking appliances requires prior approval of the MCCNO. No overnight cooking is allowed.
- Grease may be disposed of ONLY in provided grease containers. Locations of the grease containers will be provided with move-in information. Do NOT use restrooms for cleaning of cooking utensils or equipment.
- No open-flame lighting devices may be used in the MCCNO.
- Portable cooking equipment not fuel connected is permitted if equipment is fueled by small heat sources that can be readily extinguished by water, such as alcohol or solid alcohol gel.
- Proper precautions must be made to prevent ignition of combustible materials. Prior written approval of the MCCNO is necessary. A permit from the City of New Orleans is required. A Fire Watch may be required.
- Compressed gases are not allowed inside of the MCCNO in other than approved containers. Only a one-day supply will be allowed in the display area and must be secured.
- No storage of compressed gasses is allowed in the MCCNO.
- If compressed gases are used in a booth or display area, a "CAUTION" sign must be posted.

Fire Regulations, continued

- The amount of compressed gas used in the booth or display area must have prior approval from the MCCNO.
- The MCCNO does not allow heavier-than-air gases (propane, butane) or liquefied petroleum gas (LPG) to be used or brought into the center.
- Natural gas is available from the MCCNO upon request at the exhibitor's expense.
- No one is allowed to bring into the MCCNO any substance of an explosive nature such as fireworks or Class B or Class A explosives without prior written approval from the MCCNO and the New Orleans Fire Prevention Division. A Fire Watch is required.
- Flammable liquids are not allowed within the MCCNO. Filling of any tank or device with any flammable liquid inside the center is not permitted.

Lighting • Lasers

- Modifications of any sort of the lighting in the exhibit hall is not allowed.
- Lasers are not permitted

Music

- Music licensing - No exhibitor may use music, whether live or recorded, in its booth without appropriate music licensing agreements. Licensing allows the public performance of such copyrighted music by an exhibitor. The exhibitor has sole responsibility for obtaining the appropriate license(s) and making the required payment for such fees directly to the applicable copyright agency. For licensing info, contact:
ASCAP at ascap.com
BMI at bmi.com
SESAC at sesac.com
- It shall be the exhibitor's sole responsibility to obtain permission and any necessary licenses to use any copyrighted materials in their booth, particularly music.

Property Damage • Loss • Personal Injury

- Exhibitors should not leave booths unattended during exhibit hours.
- Care should be taken to protect property and persons at all times.
- Exhibitors should have an insurance rider covering all property sent to and returned from the show. The exhibitor is responsible for personal injury and damage to or loss of property.
- Materials and property must be disposed of properly. Nothing may be dumped on the floors or carpeting. Carpeting that is defaced, damaged, or destroyed is the responsibility of the exhibitor.

Roof, Ceiling, or Enclosure Configurations

- Booths shall not be constructed with any roof, ceiling, canopy, tent, awning, or other enclosure which would prevent sprinkler systems from protecting the covered booth area without prior approval from IDDBA, Ernest N Morial Convention Center, and the Fire Marshal. Written requests must be submitted by April 1, 2025. Refer to the Fire Regulations section for more information.
- If approved, additional fire prevention measures such as fire watches, electrical ventilation, battery-operated smoke detection devices, automatic sprinkler systems, flow alarm, fire extinguishers multiple exits, etc., may be required. Please contact IDDBA for details.
- Any area within a booth that is totally enclosed (i.e., walls and roof/ceiling) must have a battery-powered emergency lighting source to illuminate the exit access from the enclosed area.
- Enclosed areas of the booth greater than 300 square feet shall have at least two remote means of egress.
- See Island & Two-Story Booth specifications for multi-story enclosure guidelines.

Safety Guidelines

- Unsafe conduct or conditions including maintenance hazards should be reported immediately to IDDBA and the Ernest N. Morial Convention Center.
- Hazardous work areas are defined as any area on the premises where exhibits, equipment, and freight are being handled (i.e., loading dock areas, exhibit halls, service corridors, staging areas) but may also include public areas in the main concourse.
- No alcoholic beverages or controlled substances permitted during move-in/move-out periods.
- Illegal substances are not permitted at any time.
- No horseplay, practical joking, etc., is allowed.
- All fire detection and suppression systems, heating, ventilation and air-conditioning vents, light fixtures and controls, utility panels, switch gear, fire hose cabinets, standpipes, fire extinguishers, and fire alarms must remain visible and accessible at all times.
- Oil spills, loose or missing floor box covers, and other safety hazards should be reported immediately to IDDBA and the convention center.
- Use a ladder, not a chair. Standing on chairs, tables, and other furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your weight.
- No furnishings, decorations, or other booth objects can obstruct exits, access to exits, or visibility of emergency exits.

Security

- Although security personnel will be provided by IDDBA, IDDBA Show Management shall have no liability whatsoever for theft, loss, or damage to property belonging to any exhibitor, the exhibitor's agent, employees, business invitees, visitors, or guests.
- Exhibitors may order booth security at exhibitor's expense through the official IDDBA vendor. Information is available in the Exhibitor Services Kit under Additional Show Services.
- Purchase insurance for coverage of your property.
- Exhibitors are responsible for their work-related and personal goods and property at all times.
- Access to any fire exit doors and corridors may not be blocked. Accessibility must be maintained throughout the move-in/move-out periods and show.

Signs • Decals • Stickers • Glitter • Painting

- Hanging signs, banners, and similar materials will be considered by IDDBA for island booths size 20'x20' or larger only.
- Note: There are no hanging signs permitted over non-island booths, including all "B" (peninsula) booths or island booths less than 20x20.
- Decorations may NOT be draped across aisles.
- Exhibitors are not allowed to hang any signs, merchandise, product, advertisements, or other similar items on GES supplied booth materials, (i.e., GEM panels or pipe and drape). Exhibitors will be held liable for any damages, costs, actions, or injuries resulting from the hanging of such items. IDDBA Show Management, the convention center, and GES shall have no liability for any damages, costs, actions, or injuries arising out of the exhibitor's failure to comply.
- Damage resulting from the improper and/or unauthorized installation or removal of materials will be charged directly to the exhibiting company.
- All decorations, signs, banners, and similar materials may not be taped, nailed, tacked, stapled, or otherwise attached to any ceiling, window, painted surface, wall, door, floor, glass, column, fabric, or decorative walls of the facility.
- Use or distribution of adhesive-backed (stick-on) decals or similar items is prohibited. Any costs incurred by the Center for the removal of these items will be charged to the exhibitor.
- No tape of any kind shall be permitted on any permanently carpeted or painted areas or affixed to any permanent fixture of the convention center.
- Painting and the use of glitter or confetti are not permitted. Any additional cleaning costs resulting from the use of such will be charged to the exhibiting company.

Union Labor

- 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 exhibitor labor claims jurisdiction for installation, dismantling, and cleaning of prefabricated exhibits and displays when such work is done by persons other than full-time company personnel.
- GES will not lend or rent material handling equipment such as a dolly, flat truck, dock cart, etc.
- IDDBA and GES are in control of the loading docks at all times. GES schedules all loading docks and vehicles for a smooth and efficient move-in and move-out of the show. Do not proceed to the docks until authorized to do so.
- GES has the responsibility of receiving and handling all exhibit materials and empty crates. GES will not be responsible, however, for any materials they do not handle.
- 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 the Convention Center or at the GES warehouse. Please review this form thoroughly to avoid paying unnecessary charges.
- **Tipping is expressly prohibited.** This includes such practices as giving money, merchandise, or other special consideration for service rendered. Do not give breaks other than mid-morning and mid-afternoon when the union has a paid break. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to IDDBA and GES.