

# IDDBA Rules & Regulations

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.

## Accessibility

IDDBA is committed to ensuring that all the events at IDDBA 2025 are accessible to everyone. Anyone who requires special assistance to participate in IDDBA 2025 is asked to submit a written description of their request to the Exhibits Team at [exhibits@iddba.org](mailto:exhibits@iddba.org) or call 608-310-5000.

## Antitrust Policy

The following is a list of topics that MUST NOT be discussed at association meetings, or be the subject of any type of agreement, whether formal or informal, expressed or implied, among competitors with respect to their products or services:

- Do not discuss current or future prices (and be careful about past prices).
- Do not discuss what is fair profit level.
- Do not discuss an increase or a decrease in price.
- Do not discuss standardizing or stabilizing prices.
- Do not discuss pricing procedures.
- Do not discuss cash discounts.
- Do not discuss credit terms.
- Do not discuss controlling sales.
- Do not discuss allocating markets.
- Do not complain to a competitor that their prices constitute unfair trade practices.
- Be careful in attending informal sessions at which prohibited topics may be introduced for discussion.

By conducting business openly and avoiding even the appearance of engaging in activity which might be seen to have an effect on prices or competition, you can protect yourself from charges of antitrust violations.

Violators risk immediate closing of their booth and/or revocation of badges.

## Admission to Exhibit Hall

- The IDDBA show is a trade-only show. All attendees must be registered and wear an official IDDBA badge at all times while in the exhibit hall. Security will escort anyone without a badge out of the expo hall. Wristbands are required during move in and move out.
- Full-time employees of dairy, deli, bakery, and food service related businesses who are 18 or older may register for IDDBA 2025 by paying the appropriate fees based on the employing company's business classification and membership status. Contact IDDBA at 608-310-5000 with any questions.
- For persons between 16 and 18 and working in the industry, strict restrictions apply. Contact IDDBA at 608-310-5000 with questions.

## Admission to Exhibit Hall, cont.

- No children (including infants) under the age of 18 will be allowed in the exhibit hall during move-in, set-up, move-out, or at IDDBA evening events. No one under the age of 21 will be served alcoholic beverages.
- Spouses and children not working in the industry, of registered IDDBA attendees may register for one hour, one time, at no charge. One-hour badges are only issued during show hours, not during set-up. One-hour badges are valid for expo hours only and do not grant access to seminars. This program is only available on Monday and Tuesday (as time permits) and applications are processed on site at the IDDBA Information Counter in the Registration area, not in advance. Both the registered attendee and one-hour badge applicant must be present during the application process.
- Failure to return any one-hour badge within one hour may result in a charge for the full non-member rate of \$525 per badge issued.
- Misrepresentation, misuse of any badge, or any method or device used to assist unauthorized person to gain admission to the exhibit hall, or to avoid paying the appropriate fee, shall be cause for the person's immediate removal from the exhibit hall and loss of show access for the remainder of the show, at IDDBA's sole discretion.

## Wristbands for Set-Up & Tear-Down

- Exhibitors must obtain a work wristband from the Information Counter in IDDBA Registration. EACs must obtain a wristband at the EAC check-in area.
- Wristbands must be worn on the wrist only.
- Wristbands are valid only during installation and dismantle (move-in and move-out) hours. Wristbands are NOT valid during show hours.
- Wristbands will be issued on show days and are valid for setup hours only. All exhibitor and EAC wristbands must be off the show floor an hour before the start of the show each day. Badges are required to be worn starting one hour before the open of the show each day.
- Exhibitor and EAC Wristbands are Valid:

Sunday, June 1	7 am - 10 am
Monday, June 2	7 am - 10 am
Tuesday, June 3	7 am - 9 am
- In the unlikely event of a booth emergency that requires an EAC to enter during show hours, come to the IDDBA Information Counter in Registration to discuss options.

## Badge Sharing Prohibited

- No badge sharing is allowed.
- Do not affix a business card to or deface your IDDBA badge in any way.
- Badges used by unauthorized persons and/or defaced badges will be subject to confiscation and individuals in possession of these badges will not be allowed to enter the expo hall.
- The appropriate badge or wristband is required for all events, including setup, seminars, expo hall, and any IDDBA sponsored events.

## Exhibitor Responsibility

- Exhibitors must take all necessary precautions to protect property and personnel in the exhibit hall, comply with all personal safety, sanitation and food safety rules, and fire regulations.
- Each exhibitor is charged with knowledge of laws, ordinances, and regulations pertaining to health, fire prevention regulations, and public safety while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility of the exhibitor.
- IDDBA Show Management shall have sole authority to interpret, amend, and enforce these rules and regulations.
- Each exhibitor and its employees, agents, or contractor/subcontractors agree to abide by the foregoing rules and regulations and by any amendments or additions.
- IDDBA also reserves the right to curtail or close exhibits that reflect unfavorably on the character of the exposition or that are considered undesirable by Show Management. This restriction applies to literature, advertising novelties, handouts, conduct of persons, music, failure to comply with the IDDBA, GES, Unions with jurisdiction, Ernest N. Morial Convention Center, Fire Department, or Health Department regulations, noise (live or recorded), early tear down, off-premise activities, badge-sharing, freight deliveries, or anything considered objectionable by IDDBA.
- Exhibitors or their representatives who fail to observe these conditions or who, in the opinion of IDDBA Show Management, conduct themselves unacceptably, may be immediately dismissed from the exhibit area without refund or other appeal.

## IDDBA Code of Conduct

- IDDBA seeks to create safe and inclusive environments for all individuals to network, learn, and share. As a community, we do not tolerate discrimination, abuse, or harassment of any kind by anyone at our events, whether in-person or virtual. Prohibited behaviors include, but are not limited to, harassment or intimidation based on race, religion, language, gender, sexual orientation, gender identity or expression, disability, appearance, or stalking (physical or virtual), or unsolicited physical contact; and disorderly or disruptive actions; and any other illegal activity not already covered above in sessions, the exhibit hall, or at any other official conference venue or hotel.
- Attendees also agree to conform to the IDDBA Duty of care agreement as well as any current health and safety guidelines and requirements as outlined by IDDBA and the Centers for Disease Control (CDC). This policy applies to all IDDBA meeting-related events on both public or private platforms and applies to all participants, including but not limited to, attendees, speakers, volunteers, industry partners, exhibitors, IDDBA staff members, service providers and all other affiliates. The sharing of event registrations with another person(s) and/or making content available to others without proprietary consent is prohibited.
- IDDBA reserves the right at its sole discretion to expel anyone from this or future events, without refund, whose conduct is not in keeping with these expectations. Expelled attendees will remain liable for any damages caused by their actions.
- If you experience or witness any unacceptable behavior at an IDDBA event, please immediately bring it to the attention of event security or an IDDBA staff member. If you feel threatened or at risk of physical harm, please immediately dial 9-1-1.

## Booth Cancellation or Downsizing

Any request to cancel or downsize booth space and/or request for refund/credit due to an exhibiting company's cancellation of booth space must be submitted to IDDBA in writing.

- If the request to cancel or downsize is received before January 1, 2025, 75% of the booth fee will be refunded if the corporate membership is retained, otherwise, 50% will be refunded.
- No refund or credit will be made if the request to cancel or downsize is received after January 1, 2025, even if the space is resold.

The canceling exhibitor waives any claims and IDDBA assumes no responsibility for having included the name, address, telephone, fax, and web address of the canceled exhibitor, product description, and/or product categories in the show directory, brochures, press releases, advertisements, or other materials concerning the show, regardless of when IDDBA received the written notice of the cancellation.

## Subletting of Exhibit Space

- IDDBA allows two (2) companies or divisions to co-exhibit per 10'x10' of booth space rented. Each company or division exhibiting within the rented space must submit a signed exhibit application/contract and be a member of IDDBA at the time of the booth assignment through the IDDBA show dates.
- Product lines of all companies exhibiting in the booth must be provided to IDDBA prior to booth assignment. Addition of product lines after booth assignment may result in the need for re-assignment of your booth.
- Subletting is not permitted; no exhibiting company shall sublet its exhibit space.
- Booth space is to be used solely by the company/ companies whose name appears on the exhibit application(s)/contract(s) and it is agreed that the applicant(s) will not assign or apportion the whole or any part of the space allotted if a company is not a co-exhibitor.
- IDDBA reserves the right to refuse service, exhibit space, registration, and/or admission to any person or company at any time.

## Meetings on the Show Floor

- Only those individuals with an IDDBA exhibitor badge will be allowed in the expo hall before and after official show hours.
- Meeting with attendees (i.e. retailers, brokers, or non-exhibiting distributors, manufacturers, consultants) in the expo hall are permitted only during show hours and only on the show floor. No exceptions.
- Meeting rooms are available for meetings outside of the scheduled show hours. See the **Meeting Room Request Form** for details. Limited availability, first-come, first-serve.

## Contests and Drawings

- Contests, lotteries, raffles, or games of chance are subject to federal, state, and local rules, laws, and regulations. It is the responsibility of the exhibitor to ensure compliance.
- All attendees must be eligible to participate, regardless of their company affiliation.
- Exhibitors may not publicize and/or conduct inducements, demonstrations, or displays away from their exhibit booth or in public areas inside or outside of the Convention Center.
- Please note that many attendees may be prohibited by their employers from accepting gifts or prizes of more than minimal value. IDDBA limits the prize value to a maximum of \$2,000 per prize.
- Corporate gifts (to the company, not the individual), such as training materials, TV, software, or tools for business are acceptable suggestions.
- Use or distribution of adhesive-backed decals is prohibited.

## Liability

It is expressly agreed that the International Dairy-Deli-Bakery Association® (IDDBA), the Ernest N. Morial Convention Center, GES, and subcontractors for the above mentioned organizations will not be liable for any injury, profit loss, or loss of or damage to goods or property (including refrigerated or frozen product) of exhibitors on consignment, or otherwise prior to, during, or subsequent to the time of exhibiting, for any reason.

Exhibitors are responsible at all times for their own property, personal safety, actions, product liability, booth security, and adequate insurance before, during, and after the event.

Each exhibitor is charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention regulations, and public safety while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility of the exhibitor.

## Failure to Hold Exposition

If, for any reason, IDDBA 2025 is canceled or deferred, or any contingency prevents the holding of the show, the exhibitor/ their agents waive all claims for damages or recovery of payments made.

## Indemnification

The exhibitor will indemnify and hold harmless the International Dairy Deli Bakery Association® (IDDBA), Ernest N. Morial Convention Center, GES, their agents and subcontractors from any and all damages and liability for anything whatsoever arising from or out of the occupancy of space by the exhibitor or the exhibitor's agents or employees, and from any loss or damage arising from any fault or negligence by the exhibitor, or the above named groups, or any failure on the exhibitor's part to comply with any of the covenants, terms, and conditions herein contained, or otherwise, whether or not it be caused by or due to the failure of the above named or their agents or employees to perform any of these covenants herein, expressed or implied.

Any reference to the Ernest N. Morial Convention Center or MCCNO in this document also includes all governing agencies in Texas.

## Uncontrollable Eventualities

The International Dairy Deli Bakery Association®, Ernest N Morial Convention Center (MCCNO), Global Experience Specialists (GES), and their subcontractors do not guarantee or insure exhibitors against damage or loss by fire, water, storm, weather, strikes, earthquakes, acts of war, acts of God, terrorism, or any other contingency.