



## EXHIBITOR FAQs

### EVENT INFORMATION

#### **Meeting Rooms & Hospitality Suites**

A limited number of meeting rooms & hospitality suites are available through the hotel. Please contact Victoria Miller, Director of Event Planning She can be reached at 773.802.9220 or [victoria.miller@sheraton.com](mailto:victoria.miller@sheraton.com).

#### **Dress and Attire**

Casual clothing is recommended for set up on Sunday. Business attire or business casual attire are both appropriate during show hours. Companies who wish to provide booth personnel with shirts displaying their company logo, to be worn with khakis or slacks, during trade show hours may do so.

#### **Exhibitor Appointed Contractor (EAC)**

Any exhibitor using an EAC agrees to indemnify and hold harmless Show Management, Show Sponsor, the exhibit facilities, and their respective officers, directors, staffs, employees and agents and all official contractors from any and all liability or losses for any act, complaint, damage, or loss to any other exhibitor, the exhibit facility, the property of any contractor or any consequential damages arising out of any such act or loss from the time the independent EAC first arrives at the facility until the final move-out is complete. The exhibitor further agrees that Show Management may prohibit the EAC from working in the facility if they do not fully comply with all rules and regulations set forth for them at this event. You **WILL BE** required to notify us if you choose to use an EAC, but please note, your EAC is and will be held to all trade show and union rules governing this event.

#### **Exhibitor Certificate of Insurance (COI)**

If Sponsor/Exhibitor will be exhibiting, hosting a private function, or engaging in similar activities on or around the Event dates, Sponsor/Exhibitor agrees to obtain Commercial General Liability and Property insurance to be in effect during the dates of the Event, including, but not limited to, move-in and moveout days, and shall furnish a certificate of insurance to FIA with Sponsor's/Exhibitor's payment. Said limits of insurance shall be in an amount not less than USD \$1 million per occurrence and USD \$2 million in the aggregate (or such equivalent coverage amount under applicable exchange rates in the local currency where the Event is held). Sponsor's/Exhibitor's insurance shall list FIA and the Venue as additional co-insured during the dates of the Event.

Exhibitor agrees to obtain Commercial General Liability and Property insurance in accordance with the Trade Show Rules above and shall provide a certificate of insurance to Show Management prior to the exhibition via email at [conferences@fia.org](mailto:conferences@fia.org).

### **Line of Sight Restriction**

Standard In-Line Booths must not block the line of sight of neighboring booths. Exhibits must be kept inside their allotted space. All display fixtures over 4 feet in height (to include tv monitors, newsstands, counter tops with displays on top) placed within 10 lineal feet of an adjoining booth, must be confined to the back half of the booth (no closer than 5 feet to the aisle line).

### **Exhibitor Agreement**

The Exhibitor Agreement can be found in your exhibit booth contract as well as in the exhibitor services manual. Please read through them very thoroughly, as they are the rules and regulations you will be required to follow on-site.

## **EXHIBITOR REGISTRATION FAQs**

### **REGISTRATION**

#### **Full Conference Registration**

One (1) full conference registration is included with your 10x10, Two (2) with your 10x20, Three (3) with your 10x30, Four (4) with your 20x20 and Five (5) with your 20x30 exhibit booth. Instructions on how to process your registrations are available in the sponsor/exhibitor service center. If you would like to register additional people for the full conference, please visit [FIA Expo 2025](#) to register online.