

CUSTOM BOOTH WORK RULES

All exhibitors must either utilize the walls provided by UBM or bring their own custom booth, which needs to meet the UBM criteria and fit within the space provided (which is measured in meters not feet.) Refer to booth dimensions and package details. Note: Certain sections or shows prohibit the use of custom booths. Please reference the Show Décor Rules document specific to your show or section.

Approval

A detailed drawing indicating your entrance area, location of walls and height must be submitted to UBM for approval by September 1st. (Submit to: fashion_operations@ubm.com).

Note: Total height is restricted to 8' if the venue permits. The total height includes signs, truss, wall, mannequins, etc.

The use of custom booths will be dependent upon whether your booth will fit within the space assigned to your collection. See the chart on the Booth Packages & Dimensions page as a reference; and if you need confirmation or further information, please email UBM Operations at fashion_operations@ubm.com

Booth Walls

Exhibitors are strongly encouraged not to completely close their booth with walls. If you wish to have privacy, please consider leaving an opening on each side of the booth that is facing an aisle or another exhibitor.

Any exposed portions of your custom booth must be professionally finished. For example, if for building purposes your display house needs to leave a space between your booth and your neighbor's, your display house must cover that space with a professionally finished product and nothing may be stored in that space.

Custom booths should be built convertible allowing the ability to adjust the booth size, location, entrance ways, etc. Fire regulations prohibit booths with roofs within the Facility.

If you do NOT wish to use the UBM Booth Package hard walls, you will need to notify GES and opt out of walls and framework on GES Order Site, Espresso.

Independent Contractors

Exhibitors using an independent exhibit service firm (other than GES) to unpack, erect, assemble, dismantle & pack displays/equipment, must complete and return the Exhibitor Appointed Contractor (EAC) form – to UBM and GES along with a copy of that independent contractor's insurance certificate 30 days prior to show time.

Please note that exhibitor appointed contractors (EAC) must hire union personnel for all work performed. Non-union EAC's may supervise union labor but may not perform any work themselves.

Unions Regulations

UBM is obligated to convey this information: NY is not a "right to work" state, which means that all Exhibitors must conform to all union regulations governing the Trade Show Industry. **Teamsters, Hilo Operators, Helpers/Checkers are responsible for all freight handling (drayage).**

Carpenters are responsible for installing and dismantling all displays. All uncrating and re-crating, installation of all exhibits, displays, background, all work requiring the use of bolts, screws, nails, fasteners, and tying comes under their jurisdiction.

Electric Work

Facility electricians install and remove all electrical wiring, load centers, disconnects & distribution panels. Electricians install and dismantle all lighting.

Exhibitor Appointed Contractor

Exhibitor-Appointed Contractors must do the following:

- a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor guide book, including all union rules and regulations.
- b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Organizer with evidence of compliance. All

- Certificates of Insurance shall name GES, Inc. (Official Contractor), Show Organizer, Facility, Show as additional insured.
- c. Will share with GES Global Experience Specialists all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
 - d. Must furnish Show Organizer and GES with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Organizer.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
 - g. Shall provide, if requested, evidence to GES that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
 - h. Must coordinate all of its activities with the Show Organizer and GES.
 - i. Must comply with all reasonable rules and regulations of the venue, Show Organizer, and/or Official Services Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
 - j. May not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.

All Custom Booths must be dismantled by 11:59pm on Wednesday, February 28; no exceptions. Please hire labor accordingly.