



NFDA Exhibit Hall Rules and Regulations

In order to ensure exhibitors and attendees have the best possible experience at the NFDA International Convention & Expo, please review and adhere to the convention center guidelines. Please keep in mind that there are approximately 400 exhibitors in the hall and respect the rights of other exhibitors. Here are some Expo reminders:

- ✦ **Decibel Levels:** Noise must be kept at a respectful level so as to not disrupt neighboring exhibitors. It is NFDA's sole discretion as to what may be considered disruptive.
- ✦ **New Displays:** Concept and design should be shared with NFDA. No two-story displays will be allowed without NFDA's consent.
- ✦ **Keep Literature Inside Booth:** See NFDA Expo Contract, section 8, subheading (c): "Samples, catalogs, pamphlets, souvenirs, publications, etc. of a dignified character may be distributed by an exhibitor *only* from its own exhibit space and *may not* be distributed in any manner or during any other event or gathering sponsored by NFDA."
- ✦ **Display Height:** In-line booths cannot have displays that exceed the 8-foot back drape. Island booths may not exceed 16 feet in height without the prior consent of NFDA.
- ✦ **Island Booths Signs and Structure:** Signs cannot hang lower than 16 feet from floor. Booth structure may not exceed 16 feet in height.
- ✦ **Tearing Down:** Exhibitors must not begin booth tear-down until the show officially closes on Wednesday, October 12, at 12:00 Noon.
- ✦ **Adjacent Exhibitors:** In-line exhibitors may not obstruct the line of vision of neighboring exhibitors with any part of their display. Officially, this is any display that extends more than three feet from the back of the booth as measured on the sides of the booth. In addition, only island booths are permitted to have signs hanging from the ceiling.
- ✦ **Aisle Space:** Aisle space is to be kept open at all times and may not be used by exhibitors as booth space or "overflow." *Exhibitors must use the confines of their booth space only.*
- ✦ **Exhibitor Representatives & Badges:** Exhibitors may obtain badges only for those individuals who are employed by that exhibiting company. Exhibitors are allowed four badges per 10' x 10' space or three per 100 square feet of exhibit space. *No one will be admitted into the hall during setup or tear-down without an exhibitor badge. No individuals under 18 years of age are allowed on the floor during setup or tear-down. No exceptions.*
- ✦ **Booth Floor Covering** – Carpet or floor covering (carpet squares, vinyl flooring, etc.) is required in all booths. All exposed floor space must be covered. Booths that are not covered by **4 p.m. Sunday**, will be carpeted per the NFDA exhibit contract at the exhibitor's expense.
- ✦ **Complaints** – If an exhibitor has any type of complaint regarding products, services, booth appearance, claims, actions or omissions of another exhibitor at the NFDA Expo, the exhibitor shall direct all such complaints to the NFDA Expo Manager, not to the exhibitor that is the target of the complaint. NFDA staff will promptly address the complaint.
- ✦ Lastly, per the NFDA Expo Contract for Exhibit Space, section 8, subheading (k): "NFDA reserves the right, in its sole discretion, to restrict exhibits which are operated in an objectionable manner, and to prohibit and require the removal of any exhibit which may detract from the general character of the exposition. This right of restriction and removal includes person, things, conduct, printed matter, music, sounds or anything of a character which may be, in the sole discretion of NFDA, objectionable or detrimental to the exposition as a whole or in violation of these rules and regulations." Any questions about exhibit plans should be directed to NFDA in advance of the show.

Thank you for your consideration and adherence to these rules and regulations.