



**America's
Credit Unions**

**Governmental Affairs Conference
March 1-5, 2026**

Important Exhibitor Guidelines

Exhibitor Service Kit

An Exhibitor Service Kit will be made available to each exhibitor in early December. This kit includes shipping instructions, order forms for additional equipment and services such as furniture, AV equipment / monitors, electrical power, carpeting, etc., and payment information. The Exhibitor Service Kit will be provided by the General Service Contractor, GES.

10x10 Booth Space

Each 10' x 10' booth space includes:

- Two booth representatives
- Pipe and drape – 8' high back drape and 3' high side dividers
- Identification sign
- Note: Carpet is required, but not included

Carpet

The Exhibit Hall is not carpeted. Show Management requires all exhibitors to provide flooring for their booth at the exhibitor's expense. Carpet can be secured through the Exhibitor Service Kit.

WIFI

Complimentary WIFI will be provided in the Exhibit Hall for all attendees and exhibitors. This WIFI is basic and an open connection. If you require a high-speed or more secure connection, exhibitors will have the opportunity to purchase this using the Exhibitor Service Kit. **We highly recommend purchasing your own WIFI through Smart City Networks, the Convention Center's exclusive internet provider.**

Lead Retrieval

Lead Retrieval information using the Lead Pod Pro APP will be sent closer to the show.

Booth Construction Standards, Sightlines and Height

To create a uniform display, professional in appearance with unobstructed views of neighboring booth spaces, exhibitors agree to follow the rules listed below:

- Max height – 20'x30' or larger Island Booth – 20', including hanging sign
- Max height – 20'x20' Island Booth – 16', including hanging sign
- Max height – 20'x20' Peninsula Booth – 16', including hanging sign
- Max height – 10'x20' End Cap Booth – 8'
- Max height – 10'x10' Linear or Corner Booth – 8'

Booth side-rails must remain in place for all in-line booths; however, corner booths may remove the side-rail that runs along the aisle. No booth display shall extend outside the boundaries of the assigned exhibit space.

Line-of-Sight: No exhibit should block view from aisle. Line-of-Sight set-back rule is 4'.

The intent of these exhibit construction regulations is to provide each exhibitor reasonable sight lines from the aisle, to create a uniform and professional looking display, and to permit all exhibitors maximum use of floor space for which they have contracted. Requests for exceptions to height rule must be applied for in advance and approved by Show Management. Variances will be considered on or before January 9, 2026. Please submit your request in writing and with accompanying diagram to Show Management at sales@americascrreditunions.org on or before January 9, 2026. Requests for variances cannot be accepted after January 9, 2026 – No Exceptions.

Hanging Signs & Graphics

Hanging Signs and Graphics are considered part of a display and must conform to regulations on booth construction and be directly over contracted space only. Hanging signs are only permitted with 20'x20' or larger booths and may not be elevated higher than 20' from the floor.

Good Neighbor Policy / Code of Conduct

Exhibitors are required to keep booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive at the discretion of Show Management.

America's Credit Unions is dedicated to creating a welcoming, respectful, safe and harassment-free conference experience for everyone. America's Credit Unions holds its staff and all attendees, exhibitors and sponsors to an expectation of respect, appropriate behavior, common courtesy and positive personal interaction. America's Credit Unions prohibits and will not tolerate any form of harassment or bullying. America's Credit Unions reserves the right to revoke registration, without warning or refund, of anyone who violates those expectations. Violation may also result in prohibition from registering for, or attending, future events. View America's Credit Unions' full Code of Conduct [here](#).

Balloons, Glitter/Confetti, Candles

- Helium balloons are not allowed in the facility
- Balloons are not allowed to be used as promotional gifts or given to attendees
- Glitter or Confetti are not allowed in the facility
- Lighted candles are not allowed in the facility

Food & Beverage

Outside food or beverage (including alcohol as a giveaway) are **not allowed** in the facility. Aramark is the exclusive F&B vendor and has a responsibility to strictly regulate any F&B activity. As such, any requests to bring in food or beverage will be at Aramark's discretion and will be considered on a case-by-case basis. Appropriate corkage fees will apply. Candy provided complimentary by an exhibitor at their booth may be exempt, as long as the candy is bite sized and individually packaged. F&B through Aramark can be secured using the Exhibitor Service Kit.

Prize Drawings

All conference attendees LOVE prizes. We encourage participating exhibitors to bring prizes to conduct drawings at their booth during the conference. Please note prizes are the full responsibility of the exhibiting company. All prize drawing rules, times and anything related to the prize are at the exhibiting company's discretion. All prize drawing winners are to be posted at the exhibiting company's booth. Announcements and/or postings outside of the individual booths will not be permitted.

Exhibitors are expected to comply with the rules and regulations of the facility. Outside food or beverage including alcohol are not allowed in the facility (see Food & Beverage above). Exhibitors are responsible for the security and storage of their prize.

Exhibitor Appointed Contractor (EACs)

An Exhibitor Appointed Contractor (EAC) is any company other than the designated official contractor (GES) that provide services such as display installation and dismantling, models, florists, photographers, audio visual firms, etc. and which may require access to exhibitor's booth space any time during installation, event dates or dismantling. If exhibitor wishes to use an EAC, please fill out and return the EAC form 15 days prior to the first day of exhibitor move-in. An EAC form is included in the Exhibitor Service Kit.

Inform your EAC that they must send a copy of their General Liability Insurance Certificate no later than 15 days prior to the first day of exhibitor move-in or they may not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an EAC abides by the official rules and regulations of this event.

Exhibit Hours

Exhibitors will be allowed access to the Exhibit Hall 60 minutes prior to the opening of the Exhibit Hall each day. All exhibitors will be asked to leave when the Exhibit Hall closes at the end of each day. Exhibitors need to obtain permission from Show Management to remain in the Exhibit Hall after hours.

Exhibitor move-in is Saturday, February 28 from 8:30 am – 5:00 pm and Sunday, March 1 from 8:00 am – 2:00 pm. All booths must be set-up by 2:00 pm on Sunday, March 1.

Exhibitor move-out is Tuesday, March 3 from 5:15-10:00 pm and Wednesday, March 4 from 12:00-5:00 pm – after General Session ends. Exhibitors WILL NOT be allowed to breakdown their booth before 5:15 pm on Tuesday, March 3 – No Exceptions.

Exhibit Security

A security guard will be posted at the Exhibit Hall entrance during the hours the hall is open to monitor and control access into the exhibit area. However, exhibitors are ultimately responsible for obtaining insurance protecting their property while on the premises of Walter E. Washington Convention Center and/or in storage with GES. Exhibitors are advised to take individual precautionary measures such as securing portable articles of value and removing such articles to a place of safekeeping after exhibit hours.

Children & Minors

Children under the age of 18 are NOT allowed in the Exhibit Hall including move-in, move-out, and non-show hours. No exceptions will be made.