

RULES & REGULATIONS

Exhibit Construction

Standard Booth

A standard 10'x10' booth will be set with backdrop and side rails draped in flame resistant cloth. The backdrop framework is 8 feet high and the side rails are 3 feet high. A complimentary identification sign will be affixed to each backdrop. **The exhibit hall is NOT carpeted so exhibitors MUST order carpet for their booth** (see enclosed order form). Exhibiting companies are responsible for furnishing, cleaning, electricity, carpeting and phone/internet service for their booth (order forms enclosed).

Custom Displays

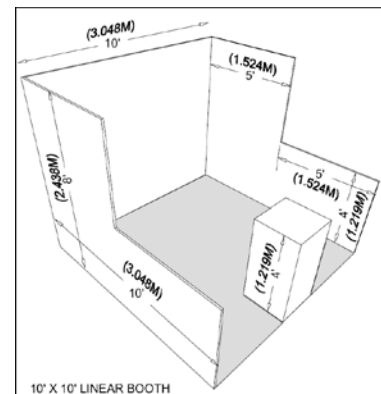
The International Association for Exposition Management's (IAEE) Guidelines for Display Rules and Regulations will govern all exhibit constructions. A copy of these regulations is enclosed in the decorator portion of this Service Manual. It has been reprinted with expressed consent of IAEE from 2014 Update, Guidelines for Display Rules and Regulations. All IAEE rules apply. Show management may require the rearrangement of any exhibit to make it conform to the regulations, and the exhibitor will be liable for any costs incurred thereby.

Booth Height

An Island Booth is any size booth exposed to aisles on all four sides. Island booths may use the entire cubic content of the space **up to 20' in height, including the top of any hanging signage or internal structural displays**. Any hanging signage will be hung at 20' from the floor to the top of the sign. Approval for the use of Hanging Signs & Graphics should be sent to the APIC Exhibits Manager by no later than May 21, 2018.

Linear Booths have only one side exposed to an aisle and are arranged in a series along a straight line. They are also called "in-line" booths. All linear booths are arranged in increments of 10' wide by 10' deep. The maximum back wall height is limited to 8'. A Corner Booth is a Linear Booth exposed to aisles on two sides. All other guidelines for Linear Booths apply.

Regardless of the number of Linear Booths utilized (i.e. 10'x20', 10'x30', 10'x40', etc.) display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8' is allowed only in the rear half of the booth space, with a 4' height restriction imposed on all materials in the remaining space forward to the aisle. Note: when three or more Linear Booths are used in combination as a single exhibit space, the 4' height limitation is applied only to that portion of exhibit space which is within 10' of an adjoining booth.



Signs

A complimentary identification sign will be provided for each exhibiting company. The sign, mounted on the backdrop, is 7 inches x 44 inches and bears the company's name and booth number. Additional signs may be ordered through Freeman - see order forms in this manual.

Building Protection

Nothing shall be tacked, stapled, nailed, screwed, taped or otherwise attached to the columns, walls, floors, doors, or other parts of the building or furniture.

Insurance

Exhibitors shall insure the exhibits against damages that may be caused by accidents at the time of delivery, removal, and during the exhibition, as well as any injury caused to any member of the public that may be caused by the exhibits. Although the Exhibits Manager shall take adequate measures to prevent accidents for the general management of the site, management shall not be responsible for any act of God, theft, loss, or damage. Each exhibitor must email a copy of their certificate of insurance by May 14, 2018 to APICexhibits@conferencemanagers.com

Security

During the hours that the exhibit hall is officially closed, the exhibit hall will be locked. Reasonable precautions are taken to protect property, but show management cannot ensure the safety of persons or the protection of property. Exhibitors are urged to obtain their own insurance, through their own sources at their own expense. Exhibitors are also encouraged to remove valuables such as laptops, tablets, cellular phone and audio/visual equipment from the hall at the end of each day.

Occupancy

It is explicitly agreed by the exhibitor that in the event the exhibitor fails to install their product in their exhibit space within the time specified for installation, or fails to pay the space rental at the time specified, or fails to comply with any other provisions concerning use of exhibit space, the management shall have the right to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper.

If booth space is not occupied by 9:00 am June 13, 2018, the management may take possession of said space. Exhibitors will not be allowed access to the exhibit hall until all outstanding balances have been paid.

Labor

Exhibitors must comply with local union rules and regulations.

Exhibitors who plan to have an exhibit service firm (other than Freeman, the official contractor) unpack, erect, assemble, dismantle and pack displays and/or equipment must abide by the rules set forth in the "Intent to Use Non-Official Contractor" form in this service manual.

Freeman will maintain an Exhibitor Service Center in the exhibit hall. Any approved independent contractor will be permitted to maintain their check-in desks or service desks only within the confines of their clients' booths, but shall not, under any circumstances, maintain desks in the aisles of the exposition hall.

It is the exhibitor's responsibility to advise its independent contractors of all the rules and regulations.

Food Items

If you would like to order any food or beverage for your booth, please return the form, in this manual, to the Minneapolis Convention Center. No outside food or beverage is permitted.

Removal of Property

Only company personnel may remove property from the Exhibit Hall. No one will be permitted to remove property and/or equipment without an exhibitor badge and ribbon.

Booth Activities

Flammable Materials

No flammable fluids, substances, or materials of any nature, including decorative material, which is prohibited by national, state, or city fire regulations may be used in any booth. Helium balloons are prohibited. All curtains, drapes, and decorations must be constructed of flameproof material. The use of lanterns and candles is prohibited.

Safety Devices

The exhibitor agrees to accept full responsibility for compliance with national, state, and city safety and fire regulations and to provide and maintain adequate safety devices should any of the display machinery or equipment be operated.

Demonstrations are permitted within the booth provided that such demonstrations are absolutely safe to the general public. If a demonstration causes extreme noise, intense light, heat, or vibrations, the Exhibits Manager may suspend the demonstration.

Aisle Obstruction

Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to a nearby exhibitor's booth shall be suspended for any period specified by show management. All demonstrations and/or activities must take place within the confines of your booth. **Aisle obstruction will not be permitted.**

Admittance Policy

Show management will provide badges for registered personnel from your company who will be staffing your booth. These badges are intended for the use of company personnel exclusively. Use the "Exhibitor Registration Form" provided in this service manual. Badges and exhibitor ribbons must be worn at all times to gain access to the exhibit hall.

Distribution of Materials

Printed matter, samples, souvenirs, etc., must be distributed only from within the rented exhibit space.

Selling on the Show Floor

Exhibitors are prohibited from selling on the show floor. Exhibitors may take orders and fulfill them post-show; however money may not exchange hands on the floor.

Telephones/Internet

Private telephone/internet service is available in any exhibit booth. Order forms for this service are included in this exhibitor service manual.

Sound Devices and Lighting

Public address, sound producing, or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Any sound that exceeds 70 decibels measured at the edge of an exhibitor's booth is considered objectionable and will not be allowed. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. Show management reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, whether vocal or instrumental, is prohibited.

Decorum of Exhibits

Show management reserves the right to restrict exhibits which, because of noise, method of operation, or for any other reason, become objectionable, and also to prohibit or evict any exhibit which, in the opinion of the show management, may detract from the general character of the exhibits. This reservation includes persons, things, conduct, printed matter, or anything of an objectionable nature.