



The following rules and guidelines specify what an exhibitor can and cannot do with their booth space. These rules and guidelines are based on the physical characteristics of the exhibit hall, the intent to be equally fair to all exhibitors, and the safety of all concerned. Please review these rules and plan your display accordingly as variances will not be granted prior to the show or on-site.

NAILS & SCREWS - Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor.

DEMONSTRATION AREAS - Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.

DO NOT BLOCK AISLES OR INVADE NEIGHBOR'S SPACE - No structure or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliance.

INSPECTION DEADLINE - ALL BOOTHS MUST BE SET by Tuesday, 10am so that we can properly clean for opening. ALL CRATES AND EQUIPMENT WILL BE REMOVED FROM THE EXHIBIT HALLS BY THAT TIME REGARDLESS OF THEIR STATUS. Exhibitors may fine tune their booth and continue to set product until Show Opening. Absolutely no shipment, equipment, or material may be brought onto the show floor during show hours. Any booth not occupied by 10:00am on Tuesday will be presumed abandoned. If there is freight in the booth and Show Management believes the Exhibitor will be late, then Show Management will set up the display as best they can with the information available at exhibitor's expense. If there is no freight in the booth and/or Show Management believes the Exhibitor will not participate in the show, the booth will be reassigned. Exhibitors arriving after this time will be given space available and may incur additional costs. Exhibitors requesting a variance from these guidelines must get prior approval from Show Management.

MOVE-OUT / SHOW CLOSE- On move-out days, exhibitors will have access to the exhibit hall as follows:

THURSDAY	2:30 pm - 8:00 pm	Move-out
FRIDAY	7:00 am - 12:00 Noon	Move-out concludes. All exhibit material MUST be removed by 12:00 Noon.

FREIGHT - Inbound – All freight sent to the Advance Warehouse will be delivered to your booth prior to the Show opening by GES. Be sure to have your paperwork onsite, i.e. name of carrier, tracking number, bill of lading or delivery slip, in case of any delivery issues. GES will assist you with your freight search.

Outbound – Each shipment must have a completed Material Handling Agreement for outbound shipping with all the pieces labeled individually. If you have not already arranged your outbound shipment, visit the GES Services Desk onsite to plan. **Please note that freight not picked up by your carrier by Friday, 12:00 Noon will be rerouted to a GES Warehouse at the exhibitor's expense.**

EMPTY CRATES - Empty crates are returned after the Hall is cleared and as quickly as possible.

SECURITY - Security guards will monitor the exhibit hall during the entire show period. While general perimeter security is provided, the security of your booth or valuable items cannot be guaranteed. It is advisable to remove valuable items that are easily removed when you leave your booth. Report any missing items to Show Management and to security immediately.

EXHIBITOR LUNCH - **All exhibitor badges include lunches.** The badges are encoded with meals for Tuesday, Wednesday, and Thursday. If you did not pre-register to attend the Keynote Luncheon on Monday, please do so on Sunday or Monday morning at the Exhibitor Registration Desk as your badge will need to be encoded for this complimentary luncheon if you wish to attend. Technical Conference Exhibitor badges have all the lunches encoded, Monday – Friday.

AGE RESTRICTIONS - In accordance with display rules and regulations and security measures, children 16 years of age and under, including infants, will NOT be admitted into the exhibit hall at any time. There are no exceptions to this rule!

ALCOHOLIC BEVERAGES & ALCOHOLIC BEVERAGE SERVICES - Exhibitors wishing to serve alcoholic beverages from their booth may order from the onsite vendor. ASME will have open bars during the afternoon receptions in the exhibition hall.

ANIMALS: PROHIBITED - In accordance with display rules and regulations, safety and security measures, no pets or livestock will be admitted into the exhibit hall at any time (installation, show and dismantling). There are no exceptions to this rule!

CLEANING - Cleaning crews will be provided for general exhibit hall clean up, including aisles, before the opening of the Show and during Show hours. Show management will vacuum your booth the night before the Show opens. Please place your wastepaper basket in the aisle each night, unless you have ordered booth space cleaning, because cleaning crews will not be permitted to enter your booth. If you need cleaning services in your booth – vacuuming, shampooing, trash removal, you can order these services in the Exhibitor Services Center.

COPYRIGHTED MUSIC - If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music, (records, tapes, compact discs, etc.) and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation. The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of ASCAP or BMI. We advise you to contact these agencies as listed below to acquire the proper licenses:

ASCAP Licensing Dept.

1 Lincoln Plaza New York, NY 10023 USA

Tel: +1 212-621-6000

BMI (Broadcast Music, Inc.)

10 Music Square East Nashville, TN 37203-4399

Tel: +1 800-925-8451, +1 615-401-2000

Adherence to these federally mandated copyright licensing laws is of critical importance. Please take a few minutes to ensure a hassle-free event by acquiring the proper licenses.

HANDOUTS - You may distribute literature, samples or other material only from within your booth space. Distribution outside of your contracted space (i.e. in aisles, in public areas, etc.) is strictly prohibited unless approved by Show Management.

EXHIBITOR REGISTRATION - Exhibitor booth staff wishing to enter the exhibit floor must always wear an Exhibitor Badge.

EXHIBITOR SERVICE AREA - GES will maintain a service center during set-up, show days and dismantling. All other official Show contractors will also be set up in this area as well. All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, and special show services. Exhibitors who have ordered labor must check in at this desk when they are ready to install their exhibits. The person in charge of your exhibit should carefully inspect and sign for all work order forms.

SHOW MANAGEMENT OFFICE - The Show Management Office is connected to the Exhibitor Lounge on the Show floor. If looking for Kristin and she is not in the office, she can be reached from the Exhibitor Services Center.