

## Rules & Regulations

This section includes general show policy as well as installation, dismantle, and operational rules, display rules, exhibit hall rules, and booth configuration guidelines. Most misunderstandings can be avoided by reading this section carefully. Topic headings have been listed in alphabetical order for your convenience.

### Age Limit

During set-up and tear-down, no one under 18 years of age will be allowed in the Exhibit Hall. During show hours, children who cannot traverse the exposition floor without constituting a danger to themselves or others will not be allowed on the floor. Show Management reserves the right to make that decision. If children are admitted to the Exhibit Hall and their behavior is disruptive, they must be removed from the Exhibit Hall by the adult(s) accompanying them.

### Alcoholic Beverages

Alcoholic beverages are prohibited in the Exhibit Hall during setup and dismantle for safety and insurance reasons. Alcoholic beverage service (bars) can be arranged during the event by contacting Show Management. Show Management reserves the right to limit alcohol consumption by exhibitors and remove exhibitors as necessary from the show floor.

### Amendments

These regulations have been formulated for the best interest of the exhibitors as well as this exposition, MS&T, and the cooperating groups. All matters and questions not covered by these regulations are subject to the decisions of the Management. The regulations may be amended at any time by the Management and all amendments that may be so made shall be equally binding on all parties affected by them as by the original regulations.

### Badge Control

Exhibit Hall attendance is restricted to qualified exhibitors, attendees, and service suppliers as monitored by Show Management. **Badges are required at all times.** Any persons on the exhibit floor who are not registered as above will be promptly evicted. Only exhibitors and service suppliers will have access to the exhibit floor on move-in and move-out days, and one hour prior to show opening on show days without prior consent from Show Management. Exhibitor badges and work passes are acceptable during the specified exhibit move-in hours and exhibit move-out hours. ONLY exhibitor badges are acceptable during show hours.

False certification of any individual as an exhibitor's representative, misuse of exhibitor badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be just cause for expelling the exhibitor and its representatives from the exhibit hall and/or banning them from future entrance to the exhibit floor and/or removing the exhibitor's exhibit from the floor without obligation on the part of MS&T for refund of any fees. The exhibitor, its employees, agents, and anyone claiming a right to be on the exhibit floor through the exhibitor, waive any right or claims for damages arising out of the enforcement of this rule.

Any exhibit staff requiring admittance to the exhibit hall at any other time must make prior arrangements with Show Management.

### Balloons/Blimps

Balloons/blimps of any kind will not be allowed on the show site. See Decorations for additional restrictions.

### Banners/Signs

All banners and signs must be professionally made and fit within the space of the assigned booth without blocking booths on either side. The maximum height of a banner is 8 feet. Graphic material may appear on both sides of the banner. Installation of such banners/signs can be accomplished as follows: for heavy production rigging please contact Cincinnati Stage Employees Local #5, for banners or signs to be hung off catwalk, decks, low structural steel or facility walls and ceiling soffits, please contact Convention Center carpenters. Exhibitors may hang their own signs or banners off the booth pipe and drape. (See Utilities/Additional Services) Only Duke Energy Center carpenters are authorized to hang signs

### **Banners/Signs Continued**

suspended from the ceiling or those hung on walls. In addition, rigging from ceiling structural steel, catwalks or mechanical decks must be approved by the Duke Energy Center Supervisor of Engineering and Maintenance.

All approved hanging points permit a dead hang weight of 500 pounds per point whether attached by beam clamp or safety shackle. Please contact Show Management for additional information.

In addition, decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise affixed to any building service, including – but not limited to – ceilings, walls, painted surfaces, and columns.

Exhibitors desiring to use anything other than standard booth equipment, signs or materials conflicting in any way with any rules and regulations should submit two copies of a detailed sketch of the proposed layout at least 60 days before the show (and before item is ordered!) to Show Management for written approval.

### **Booth Display**

Show Management has the authority to determine whether placement, arrangement, and appearance of all items displayed by the exhibitor are in compliance with show standards, and may require the replacement, rearrangement, or redecoration of any item or of any booth, and no liability shall be held against Show Management for costs that may thereby be incurred by exhibitor.

All exposed areas of the display must be finished surfaces, including back and sides. Show Management reserves the right to drape any visible unfinished portions of an exhibitor's booth at the expense of the exhibitor. Please review the IAEM Guidelines included in this section for additional information regarding the specific restrictions for your booth. Any displays not conforming to the exhibit specifications outlined in the IAEM Guidelines must have Show Management approval in writing 60 days prior to show move-in.

### **Cameras/Photography**

Photography and/or the recording of the exhibit hall or contents of any exhibitor booth is strictly prohibited at all times. Photography inside any exhibit space is limited to only the company that has contracted for the exhibit space or to ASM International (or their contracted agent) with the consent of the exhibitor. Violation of the photography policy may result in penalties which will be decided upon by Show Management; these penalties may include expulsion from the Event, bans from future ASM International Events and confiscation of film, cameras and/or other recording equipment.

### **Cancellation of Exhibit Contract**

In the event that written notification of intent to cancel is received by Show Management at least 120 days prior to the opening of the exposition, all sums paid by the exhibitor, less the deposit, will be refunded. Cancellation or reduction in booth space within 120 days of the opening of the exposition obligate the exhibitor to full booth payment. Show Management may reassign space made available due to cancellations, reductions or withdrawals. Any payment received may be applied to the following year's exposition at Show Management's discretion.

### **Construction of Exhibits**

Exhibits shall be constructed and arranged so that they do not obstruct the general view, nor hide the exhibits of others. Complete exhibit construction information and guidelines can be found in the included "Guidelines for Display Rules and Regulations" provided by the International Association of Exposition Management (IAEM), which will be followed by all exhibitors and Show Management. Exhibitors desiring to use anything other than standard booth equipment, signs or materials conflicting in any way with any rules and regulations should submit two copies of a detailed sketch of the proposed layout at least 60 days before the show (and before item is ordered!) to Show Management for written approval. No glass containers are permitted on the exhibit floor.

### **Crates**

Crates should be well-constructed to prevent damage in transit or during handling, and labeled with exhibitor name. Contents should not be identified, as a crate marked "Computers" might as well be marked "Steal Me". Due to the no-storage policy behind exhibitor booths, empty crates and boxes will be removed and stored by the decorator, and returned at the conclusion of the show. "Empty" stickers are available at the

### **Crates Continued**

decorator service counter for your use. Store smaller boxes inside larger crates to keep your materials together and allow for timely delivery during breakdown. Crates used internationally must comply with the recent regulation changes implemented by the United States Customs and Department of Agriculture with respect to treatment for harmful insect infestations. See "[Import Regulation Change-Wood Packaging Materials](#)" in this section for more information.

### **Decorations**

All decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials used in exhibits shall be non-combustible or flame resistant to the satisfaction of the local Fire Marshall. In addition, decorations, signs, banners, etc., may not be taped, nailed, stapled, or otherwise affixed to any building surface, including, but not limited to, ceilings, walls, painted surfaces, and columns.

Exhibitors may not bring or permit any decorative material in or about the Exhibit Hall including, but not limited to: balloons, crepe paper; cellophane; confetti; cotton; cornstalk; leaves; evergreen boughs; sheaves of grain; glitter, streamers; straw; paper; vines or moss. Oilcloth, tarpaper, sisal paper, nylon and certain other plastic material that is not flame retardant is prohibited.

Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with show standards, and may require the replacement, rearrangement, or redecoration of any item or of any booth, and no liability shall be held against Show Management for costs that may thereby be incurred by the exhibitor.

All booths must be carpeted. Carpeting enhances your corporate image and continues the overall professional look of the show. You may supply your own carpeting or rent carpeting from Geo. E. Fern Company. All carpet must be fire-retardant in compliance with local fire department regulations.

All exposed areas of the display must be finished surfaces, including the back and sides. Show Management reserves the right to drape any visible unfinished portions of an exhibitor's booth at the expense of the exhibitor. Please review the IAEM Guidelines included in this section for additional information regarding specific restrictions for your booth. Any displays not conforming to the exhibit specifications outlines in the IAEM Guidelines must have Show Management approval in writing 60 days prior to move in.

### **Demonstrations**

Exhibitors may not conduct any demonstration or activity that results in the obstruction of aisles or impedes the easy access to neighboring exhibitor's booths. Demonstrations must be straightforward, professional, and relative to the displayed product. The use of demonstrations, gimmicks, pantomimists, magicians, robots, etc., in the aisles is prohibited at all times. Products or demonstrations may be placed near the aisle provided they are inside the booth boundaries. Equipment, including furniture, may not be in the aisle at any time. Show Management reserves final decision on all demonstrations.

### **Display Move-in/Move-out**

Information on installation and dismantling of exhibits has been provided in detail in the exhibitor service kit. The Exhibitor understands that all exhibit equipment and/or displays must be completely set by published opening of the show and that no exhibitor shall dismantle or start to dismantle their exhibit equipment and/or displays prior to the published closing of the show, without prior permission from Show Management.

### **Electrical Wiring**

All electrical wiring on booths or display fixtures must be UL approved and must meet local fire department regulations. This applies to all booth construction and equipment used in the exhibit. Please ensure these specifications are met before sending your booth to the show. Electrical services are provided through the convention center facility and require a written order – see the **Electrical Service Form** in exhibitor manual.

Use of another exhibitor's electrical hookup is strictly prohibited due to the potential fire and hazard risks. In the event that the Exhibit Hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency and fire and hazard regulations, the exhibitor is responsible and liable for all damages incurred.

### **Equipment Displays**

Any display using heat-producing equipment (welding equipment, soldering devices, ovens, hot plates, etc.) may require a permit from the Fire Marshal. All demonstrations, using heat-producing equipment and placed in the front half of the booth, must be protected with an 18" high, thick, clear plastic shield. This shield must protect the front and sides of the demonstration area. Approved welding screens are required for any welding equipment. Any display using electrical, mechanical, or dust producing equipment that incorporates moving parts may require a permit from the Fire Marshal. A safeguard may also be required for the attendee's protection. Permits will not be required for normal electrical appliances such as lamps, computers, radios, etc. Any equipment that emits vibrations, fumes or noise above normal conversational levels as to disturb neighboring exhibitors or attendees is prohibited. Show Management reserves the right to shut-down operating equipment on the show floor which is the source of disruption and complaints. Specific demonstrations of operation equipment can be scheduled with Show Management during off-show hours. This policy is strictly enforced. For additional permit information, please contact Show Management.

### **Exhibitors' Personnel and Other Considerations**

Distribution of advertising matter and souvenirs must be confined to the exhibitor's booth (trade publications excepted) and shall not be distributed in the aisles, areas outside of the immediate booth boundaries, or elsewhere inside or outside the convention center's property. In keeping with the technical education purpose of the event, giveaways such as balloons, TV sets, sporting equipment, etc., will not be permitted. Giveaways such as metric rulers, pens or pencils, imprinted with the display sponsor's name are permitted. Questions as to the eligibility of giveaway items should be directed to Show Management for approval before the event.

Undignified methods of attracting attention will not be permitted. Show Management reserves the right to prohibit an exhibit or part of an exhibit which in its judgment may detract from the character of the exposition. This restriction includes persons, side-show tactics, conduct, printed matter, or anything of a character which might be considered objectionable to the exposition as a whole. Canvassing in exhibit halls or distribution of advertising matter or souvenirs by representatives of non-exhibiting firms is strictly forbidden. Personnel recruiting in any form is not permitted.

### **Failure to Occupy Space**

Space not occupied by the close of the exhibit installation period as specified in the accompanying materials will be forfeited by exhibitor and this space may be resold, reassigned, or used by Show Management. This clause shall not be construed as affecting the obligation of the exhibitor to pay the full space rental under the terms of the contract.

### **Failure to Pay**

Exhibitor booths will not be allowed to be erected unless full payment for the booth space has been received by Show Management prior to the opening of the show. In addition, inclusion in the final show directory and any other promotional show material will be at Show Management's discretion for unpaid exhibitors.

### **Fire Regulations**

Exhibitors, service contractors and event promoters must comply with all Federal, State and local fire and building codes that apply to places of assembly. Displays are subject to inspection, and any exhibits judged to be unsafe, for any reason, may be summarily shut down until sufficient corrective modifications have been made. However, acceptance of the exhibit does not constitute a guarantee that the exhibit meets all safety standards or is safe under all conditions.

All materials used in the construction and decoration of an exhibit must be flame-retardant. All carpeting and floor covering must have a Class 1 flame spread rating and UL between 0 and 25. No storage of any material is allowed in the utility area behind individual displays. A maximum of one day supply of operational and advertising material may be stored in a closed container within the booth. Booth must be cleaned of combustible rubbish on a daily basis.

Written authorization is required for display and operation of any heater, barbecue, heat-producing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of an exhibit. Written authorization is also required for display and operation of any electrical, mechanical, or chemical devices which may be deemed hazardous by the local fire authority, and for all toxic and

### **Fire Regulations Continued**

hazardous materials, including flammable liquids, compressed gas, dangerous chemicals and any fireworks or pyrotechnics used in the facility. Please speak with Show Management regarding this authorization procedure.

### **Food Service**

Any food and beverage being distributed from exhibitor's booth must be provided by the facility's caterer, Oventions Inc. at retail prices. The caterer must approve, in advance, any requests for food or beverage distributed from the booth or any other area in convention center. Please contact the caterer listed in **Contractor Contacts** in this exhibitor manual for more information.

### **Handouts**

No adhesive-backed (stick-on) decals or similar items may be distributed in, or used on, any part of the convention facility. All handouts must be distributed from the exhibitor's booth only, nothing may be distributed from aisles, areas outside of immediate booth boundaries, or elsewhere inside or outside the Convention Facility property. All items, samples, souvenirs, etc, distributed by the exhibitor must be from within the confines of the exhibitor's booth and approved by Show Management. Show Management reserves the final decision on what can or cannot be distributed from an exhibitor's booth.

### **Hanging Signs**

Hanging signs above booths, other than island and peninsula booths greater than 400 square feet, is not permitted. All exhibit material, including signs, must be enclosed within the confines of the space rented. Please see the **Forklift to Rig in Booth** order form in the Furnishings section.

### **Hazardous Materials**

All hazardous items used in displays must be properly safeguarded, protected, and registered in accordance with applicable city, state, and federal regulations. Submission of required documentation is the sole responsibility of the exhibiting company. Hazardous items include, but are not limited to, the following: Evacuated containers or components, radioactive material, x-ray producing equipment, high-voltage equipment, particle accelerators, flammable and explosive materials. Equipment demonstrations must not, in the judgment of Show Management, pose a radiation hazard. If the equipment has energy beams that might be hazardous, such energy beams must be deviated or made inoperable before installation. Any hazardous items that will be present in a display must be approved by the local fire department/agencies in writing with copies to Show Management 60 days prior to the show.

### **Hospitalities/Social Functions/Special Events**

Any company scheduling a hospitality suite/social function/special event must be an exhibitor. Hours for any social function, special event or hospitality must be approved by Show Management. Social functions are allowed only during NON-EXHIBIT hours and must not conflict with technical sessions or other event functions. Exhibitors wishing to hold hospitality functions are required to coordinate the scheduling of these events with Show Management. Any Exhibitor who fails to comply with said policies relating to hospitality suites and/or social functions risks immediate removal from the exhibition.

### **Import Regulation Change-Wood Packaging Materials**

Exhibitors who are importing equipment or exhibits material should be informed that a new requirement has been implemented by United States Customs and the Department of Agriculture requiring any wood packaging materials (WPM) such as pallets, crates, and boxes, used in international trade to support or brace cargo, be treated to prevent harmful insect infestations in the United States. The new regulation further requires WPM to be marked with the approved International Plant Protection Convention (IPPC) logo. Unmarked WPM will be considered untreated and non-compliant and will be turned away if the Port Director determines it is not feasible to separate merchandise from the violative WPM. For more information, please visit [www.aphis.usda.gov/ppq/wpm](http://www.aphis.usda.gov/ppq/wpm).

### **Inability to Perform**

If the Management should be prevented from holding the exhibition by any cause beyond its control (such as fires, strikes, Acts of God, etc.) or if it cannot permit the exhibitor to occupy his space due to circumstances beyond its control, the Management will refund to the exhibitor the amount of the rental paid, less a proportionate share of the exposition expenses, and the Management shall have no further obligation or liability to the exhibitor. If the exhibitor shall have made no rental payment, he nevertheless shall be obligated to pay his proportionate share of such expenses.

### **Installation & Dismantle of Exhibits**

The Exhibit Hall's closure date and time will be communicated in the Exhibitor's Service Manual. Packing crates/boxes will not be returned to the exhibit booth(s) until all visitors have left the Exhibit Hall floor and all aisle carpet has been lifted. No dollies or carts will be allowed on the floor until carpet is removed. All dismantling must be finished and all exhibit materials must be out of the exhibit area no later than the specified date and time, which will be communicated in the Exhibitor's Service Manual, or exhibitor may be liable to a penalty. It is the responsibility of the Exhibitor to arrange for the return shipment of properly labeled exhibit material before departure. Otherwise, it will be necessary to store such material at the expense of the Exhibitor or return by common carrier at Exhibitor's expense. The Exhibitor is responsible for notifying the respective service contractor in advance. Exhibits may not, to ANY extent, be dismantled before the specified date and time listed in the Exhibitors' Service Manual. Any early dismantling or packing shall be considered a breach of this agreement and may affect future contracts. PLEASE MAKE YOUR DEPARTURE PLANS ACCORDINGLY. PLEASE INFORM YOUR BOOTH STAFF OF THIS STIPULATION. **No materials may be taken out through the main entrance unless they are carried by hand. All installation/dismantle material should be routed through the dock access. Dollies and hand carts are allowed through the dock access, but are not provided for exhibitor.**

The installation/dismantle of booth carpet, booth signage and furnishings can be done by the use of Duke Energy Center carpenters, an exhibitor's full-time employees, or through an independent display house.

### **Liability and Insurance**

The Exhibitor shall save and keep harmless and indemnify MS&T, its members, officers, directors, employees and agents of and from all suits, claims, damages, loss or liability (including attorneys' fees) arising out of any bodily loss of, or damage to, products, equipment, or decorations due to fire, water accident, theft, or any other cause while they are on the premises or in any of its outbuildings or through any act, omission or negligent conduct of the Exhibitor, its agents, employees or contractors; and said Exhibitor agrees, at its own cost and expense, to defend and protect MS&T and Exhibit Hall, their members, officers, directors, employees and agents against any and all such suits, claims, demands and expenses, including attorneys' fees. The Exhibitor shall maintain and have in full force and effect the following insurance policies:

- a.) Policies of comprehensive general liability insurance including protective liability, contractual liability and product liability coverage with a single limit of liability of \$1,000,000.
- b.) Policies of public liability and property damage insurance covering all motor vehicles owned by the Exhibitor and all motor vehicles not owned by the Exhibitor while such vehicles are being used in connection with the activities of the Exhibition with a single limit liability of \$1,000,000. MS&T shall be named as an additional insured as its respective interests may appear in respect to all the aforementioned insurance policies. Prior to the date of the preparation of its display, the Exhibitor shall furnish to MS&T evidence satisfactory to MS&T confirming the Exhibitor's compliance in full with provisions of Section (a) and Section (b) hereof, and requiring thirty days' notice to MS&T prior to any expiration of or change in coverage.

Exhibits and exhibit equipment are brought into the building, maintained, and removed from the building at the exhibitor's risk. Exhibitor shall indemnify the Show Management against and hold it harmless from any claims, suits or liabilities resulting from negligence of the exhibitor in or in connection with the exhibitor's use of exhibit space.

### **Lighting**

Overstatement in lighting design is to be avoided. Devices that flash, rotate, or blink (strobe lights, beacons, etc.) in an exhibit are strictly prohibited. Show Management will monitor exhibitor lighting displays and may ask that lighted be disabled if it becomes an annoyance to surrounding exhibitors or attendees.

### **Music, Photographs and other Copyrighted Material**

Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either "live" or "mechanical" means, (by or on behalf of an exhibitor) at the exposition unless exhibitor has notified Show Management of such intent and is willing to pay the associated ASCAP fees for such use. Exhibitor is required to complete the **ASCAP Notice** in the back of this section and fax to Show Management prior to set-up.

### **Noise**

Disturbing noises of any kind should be avoided. Show Management will monitor noises and demonstrations and may ask the exhibitor to turn off the machine or device if noise levels become annoying to surrounding exhibitors or attendees. Use of microphones and noise enhancing devices will only be allowed if it is not disturbing to other exhibitors. Show Management reserves the right to determine whether or not an exhibitor may use such devices. At no time may the sound level exceed 70 decibels, four feet away from the source. This limit may not be exceeded by any machine, musical group or other source.

### **Obstruction of Aisles/Demonstrations**

Exhibitors may not conduct any demonstration or activity that results in the obstruction of aisles or impedes the easy access to neighboring exhibitors' booths. Demonstrations are to be straightforward, professional, and relative to the displayed product. The use of demonstrations, gimmicks, pantomimists, magicians, robots, etc., in the aisles is prohibited at all times. Products or demonstrations may be placed near the aisle provided they are inside the booth boundaries. Equipment, including furniture, may not be in the aisles at any time. Show Management reserves the final decision on all demonstrations.

### **Official Contractors**

Where an official contractor has been designated to perform services for an exhibitor such as the rental of furniture, erection of exhibits, electrical work, plumbing, labor, or any other service – no exhibitor or representative shall contract for such service with other than the said official contractor unless permission has been secured in writing from Show Management in advance of the event.

### **Security**

General perimeter show security in the facility is provided during setup, show days, and dismantle; however, the primary responsibility for safeguarding your exhibit and merchandise is yours. Remember that setup and dismantle periods are particularly sensitive times when thefts are most likely to occur. Do not leave your booth unattended during those times. Security personnel will monitor the Exhibit Hall at opening and closing each show day. Only exhibiting personnel will be allowed in the hall during pre-show hours. After the exhibit area closes, the doors will be locked and the area will be patrolled by a roving security guard. Access during pre-show hours will be controlled by a badge checker. Arrangements to enter the Exhibit Hall prior to 1 hour before show opening can be made through Show Management. Please report any thefts or damages immediately to both Security and Show Management. While Show Management will exercise reasonable care in safeguarding your property, neither Show Management, the facility, the security contractor, nor any of their officers, agents, or employees assume any responsibility or liability for loss, damage, or theft. Exhibitors should therefore include in, or have a rider attached to, their insurance policies covering their merchandise during shipment to the exposition, the exposition period, and the return shipment from the exposition. You may wish to make special security arrangements during any periods in question, please see security contact in front of manual.

### **Smoking**

The Duke Energy Convention Center is a non-smoking building, and smoking is therefore not permitted in the Exhibit Hall, restrooms, corridors, etc. Designated smoking areas outside of the building are available.

### **Solicitation**

Soliciting allows those individuals and companies who do not exhibit at the show to take advantage of the benefits. It also takes buyers' attention away from your products and encourages buyers to leave the show floor. We need your help to stop these practices. Companies are not allowed to solicit business in the trade show aisles or other public areas of the show, in another company's booth and/or representing their services or soliciting participants for activities which conflict with the show. Additionally, Show Management does not permit the distribution of literature or marketing materials of any kind on the trade show floor without having purchased booth space. Please note that any expo participant who is observed to be soliciting any business in the aisles or other public space, including another company's booth, is in violation of the Exhibition Policy and will be escorted from the show. Additionally, conducting meetings with expo participants off the show floor (in hotels, restaurants, parking lots and other venues) without having purchased booth space is a violation of the Exhibition Policy and will not be tolerated. We are committed to supporting our exhibitors. Please contact a Show Management representative or stop by the Show Office to report any violations that you observe.

### **Sponsorship Opportunities**

For sponsorship opportunities for this event, please contact Jeff Campbell at [jcampbell@aist.org](mailto:jcampbell@aist.org) or (724) 776-6040, ext. 640.

### **Storage**

Included in space rental is the storage of packing boxes and crates during the exhibit. Wherever possible, crates and boxes will be stored under cover. If it is necessary for outside storage, Show Management will endeavor to cover the packing boxes and crates with tarpaulin or other material. However, Show Management assumes no responsibility for damage or loss of boxes or crates. No storage is permitted behind the exhibitor booth/draping.

### **Subletting of Space**

The exhibitor shall not assign, sublet, or apportion the whole or any part of the space as assigned or have representatives, equipment, or materials from other firms than his own in the exhibit space without written consent of Show Management. In the case of company divisions or affiliates, only one division or affiliate shall be considered the exhibiting company. Multiple divisions or affiliates will not be identified separately on signs and/or printed materials without previous permission from Show Management.

### **Union Jurisdiction**

The Duke Energy Convention Center is a non-union house with various labor departments represented by the AFSCME (the municipal employees union) under a contract with the City of Cincinnati. Jurisdiction for work typically performed in the Convention Center is clear-cut and not in dispute. Please read the Union Jurisdiction information in the **Shipping Instructions & Labels** section.

### **Utility Areas**

Utility areas, located behind every booth (with the exception of island configurations and some perimeter locations), are to be left completely free and clear at all times in accordance with the Fire Marshal regulations. Any items (empty or full) found in the utility area will be sent to empty storage. Additionally, exhibitor may be given – and will be held responsible for, a citation and/or fine from the Fire Marshal.

### **Utilities**

It is mutually understood and agreed that Show Management shall use proper and reasonable care to have all utility services installed in time for the opening of the show. Proper and reasonable care shall be taken to prevent the interruption of these services during the exposition. However, Show Management shall not be held responsible for late installation or interruption of any service that may occur. Please note that utilities such as electric, gas, plumbing, etc., are not included in the exhibit rental fee and must be ordered separately if needed, unless otherwise specified in the Exhibitor contract.

### **Vehicles**

Gasoline powered vehicles may be displayed but require written approval of the Cincinnati Fire Division, a minimum of 7 days in advance of scheduled move-in date. Please contact Show Management to receive exact requirements.