



## RULES AND REGULATIONS

### CATERING, FOOD & BEVERAGES

**Caribe Royale Catering Department is the exclusive caterer** for all patrons in Caribe Royale Convention Center and retains the exclusive rights for all food and beverage services therein. It is not permissible to bring food or beverage into the facility. This includes items for personal consumption. Failure to comply with this policy will result in a corkage fee in addition to any other damages The Caribe Royale Convention Center may be entitled. To learn more about catering options please [click here for the menu](#)

### GENERAL FACILITY REGULATIONS

**Balloons:** To display balloons, you must have approval from show management prior to move-in. Please submit requests in writing to [Marguerite.Hoffman@bobit.com](mailto:Marguerite.Hoffman@bobit.com). Balloons inside the facility must remain “tethered” to a fixed object. The balloon may be no larger than thirty-six inches (36”) in diameter.

There is a labor and equipment charge to retrieve balloons in the ceiling should they become loose. If any type of balloon or inflatable comes loose and causes damage to any ceiling or other area of the Caribe Royale, i.e., permanent and/or temporary light fixtures, electrical, audio/visual, etc., the exhibitor shall assume full liability for said damages. Additionally, if balloons or inflatables come loose and are ingested into the HVAC system, the exhibitor will assume full liability for these damages as well.

**Electrical:** Edlen is the exclusive provider for all electrical requirements. Electrical wiring must be handled by Edlen personnel are obligated to refuse connections where wiring is not in accordance with subject code. Material not conforming to such regulations will be removed immediately at the exhibitor’s expense.

- Labor is required on the exhibit floor for under carpet distribution of electrical wiring, motor and equipment hookups requiring hard wiring connections, installation/repair of electrical fixtures, and installation of electrical motors and electrical apparatus.
- All wiring, motors, electrical installations, etc. must be approved. Exhibitor equipment should be ready for installation and properly tagged/wired to denote current, voltage, phase, cycle, and horsepower.
- Wall, column and permanent building utility outlets are not part of booth space and may not be used.
- To prevent overloading of circuits, exhibitors may not add wattage except as ordered. All outlets for lighting are provided by EDLEN. Column and/or wall outlets are not part of exhibitor booth space. A separate outlet must be ordered for each piece of equipment to be connected.
- Storage atop SES electrical hardware, booth lines and storage closets is not allowed.
- Unless otherwise directed, Caribe Royale electricians are permitted to cut floor coverings for the installation of services.
- If a booth is determined to be in violation of Fire Marshal codes or basic safety guidelines, power will be shut off until all violations have been resolved.



- Edlen and Caribe Royale will not be held liable for any and all losses due to circumstances outside of their control, including but not limited to losses due to interruption of service from the main utility provider of the building.
- All material and equipment furnished by Caribe Royale for service requested shall remain the property of the facility, and may only be removed by EDLEN technicians at the close of show.
- Neither Caribe Royale nor EDLEN is responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector or over/under voltage protector on your computer or other equipment. Installations and connections to all electrical service should be made by EDLEN personnel. EDLEN will not be responsible for any damage or loss of equipment, component, computer hardware, and/or injury to any person caused by the installation or connection into any electrical outlet by persons other than EDLEN personnel.
- All outlets over 15 Amps and/or with a voltage over 120 volts require electrical labor. This includes a one-hour minimum to inspect exhibits that are pre-wired to plug into our system.

**Fire Code:** The Fire Department reserves the right to enter the premises and enforce fire codes and regulations at their discretion.

**Fire Extinguishers/Fire Hose Cabinets:** Please remember that all fire extinguishers and fire hose cabinets must be kept clear, accessible, and remain free of obstruction at all times.

**Signs and Decorations:** All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame retardant to the satisfaction of the Fire Department and State Fire Marshal.

- Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame retardant.
- Oilcloth, tar paper, sisal paper, nylon, Orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
- Manufacturer fire resistance certificate must accompany all materials.
- These items are also prohibited from covering any and all sprinkler heads.
- It is prohibited to hang any items from the sprinkler heads

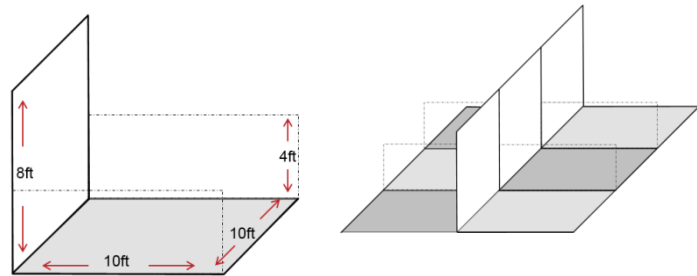


## RULES AND REGULATIONS FOR ALL BOOTH TYPE DISPLAYS AS OUTLINED BY IAEE

If you are unsure about your booth type please call Exhibitor Customer Service at (310) 717-0633 or (310) 533-2550.

### IN-LINE (LINEAR) BOOTH

- Arranged in a straight line
- 10ft wide X 10ft deep
- 8ft high back wall/drape
- 4ft high side rail/drape
- Can be combined to create larger in-line booths, e.g. 10ft X 20ft or 10ft X 30ft



- One side is exposed to the aisle
- Adjoining booths to the right and left and shares a common back wall with another in-line booth

### DISPLAY RULES

Line of Sight

- **Obstructing the line of sight to other booths is prohibited.**
- Displays and objects that **create a visual wall over 4ft tall must be placed within in the back half (i.e. back 5ft) of an in-line booth.**
- Materials that create a visual wall are at the discretion of show management and include, but are not limited to items such as pop-up displays, banners, backdrops, shelving units, large machinery, and large plants/shrubbery.
- Materials that do not create a visual wall are at the discretion of show management and may include items such as literature racks and floor lamps. These items are OK in the front 5ft of an in-line booth.

Prohibited items

- Hanging banners
- Objects taller than 8ft



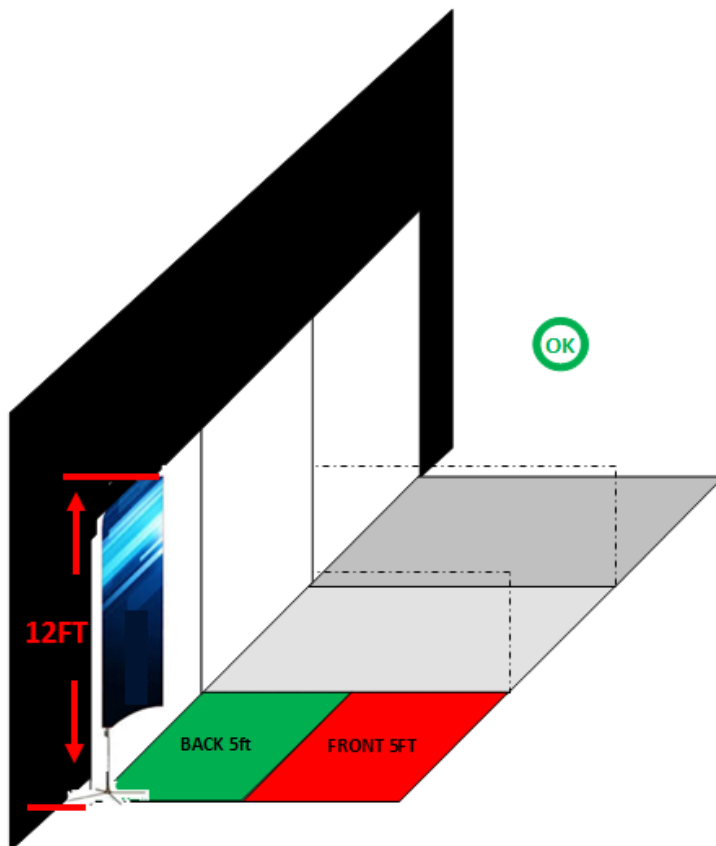


## PERIMETER BOOTH

- An in-line booth with the back wall positioned against the perimeter wall of the exhibit hall.

## DISPLAY RULES

- Adheres to the same display rules as an in-line booth except the maximum height of an object or back wall can be 12ft.





## SPLIT ISLAND BOOTH

- 20ft X 20ft or larger
- Exposed to the aisle on 3 sides
- May share a common back wall with another split island booth



**Be nice to your neighbors**

## DISPLAY RULES

- Booths with a vehicle must adhere to all rules and regulations for vehicle displays.
- Back wall structure must be finished on the backside and cannot show images, copy, or content of any kind.
- A maximum height range of 16ft is permitted for floor standing items.
- Banner hanging is NOT permitted in Hall G due to low ceiling height.
- Double-sided or rotating banners, signs, and graphics must be set at least 10ft away from other booths.
- Do not remove the tape marking your booth space. A representative from the general contractor will remove the tape or must give you approval to remove it.





## ISLAND BOOTH

- 20ft X 20ft or larger
- Exposed to the aisle on all 4 sides

## DISPLAY RULES

- Booths with a vehicle must adhere to all rules and regulations for vehicle displays.
- A maximum height range of 16ft is permitted for floor standing items.
- Banner hanging is NOT permitted in Hall G due to low ceiling height.
- Double-sided or rotating banners, signs, and graphics must be set at least 10ft away from other booths.

## MULTI-STORY EXHIBIT, TOWERS, CANOPIES, CEILINGS AND SIMILAR COVERINGS

- Fire and safety regulations vary from facility to facility and these structures may not be permitted. Please contact show management for further information.
- All multi-story exhibits, towers, canopies, ceilings and similar coverings **must be approved by show management.**

## AMERICANS WITH DISABILITIES ACT (ADA)

- All exhibiting companies must be compliant with the ADA. Compliance information can be found at [www.ada.gov](http://www.ada.gov).
- Exhibitors should be sensible and accommodating. Examples include:
  - Raised flooring should be wheelchair accessible by a ramp with a grade no steeper than 1:12 and does not extend into the aisle
  - Interactive displays, such as touch screens, should be positioned to accommodate a person in a wheel chair
  - Provide the same attendee experience in all areas of the exhibit space (including multi-story exhibits)
  - Have printed copies of audio presentations for those who are hearing impaired
  - Have audio presentations available for those with sight impairment



## DEMONSTRATIONS AND SOLICITATIONS

- All sales presentations, product demonstrations, etc. must be conducted within the confines of the contracted space so that both exhibitors and attendees are fully in the booth and do not spill into the aisle or other exhibit space. This includes setting tables and chairs away from the front of the booth so all business takes place within the contracted space.
- For demonstrations involving moving parts or are otherwise potentially dangerous, exhibitors must establish a minimum distance of 3ft between the product and spectators or install hazard barriers to prevent accidental injury.
- All exhibitors, including hired talent, must remain in the contracted booth space and are not permitted to solicit business or distribute sales materials, literature, or promotional items outside of the contracted booth space.
- Exhibitors are prohibited from placing product, literature, and promotional items on tables and other surfaces outside of their contracted booth space. Items found outside of the contract booth space will be discarded.

## EXHIBIT PROPERTIES

- All exhibit properties including tables, banners, plants, and literature racks must be placed within the borders of your contracted space and cannot encroach on the aisles.

## LIGHTING

- Lighting fixtures, trusses, and overhead lighting must be placed within the contracted exhibit space. Hanging lights must be approved by show management.
- Gobos and other lighting projections must be aimed toward the contracted booth space and not onto the aisle or other exhibits.
- Potentially harmful lighting that can trigger photosensitive epilepsy must be approved by show management. This includes lasers, ultraviolet lights, strobes, and flashing lights.
- Specialized lighting effects should be in good taste and cannot interfere with neighboring exhibitors or detract from the general atmosphere of the event.
- Quartz halogen lighting fixtures may not be permitted. Check with show management to prevent any issues upon move-in.

## SOUND/MUSIC

- Sound and music equipment are permitted as long as it does not disrupt neighboring exhibitors. The sound level is at the discretion of show management and you may be asked to turn down the volume.
- Speakers must be placed to direct sound into the contracted booth space and not into the aisle.



## STORAGE

- Exhibitors are prohibited from storing excessive product, literature or empty packages behind drape and under tables. You may store a small quantity under a table if it is out of eyesight for attendees.
- Exhibitors must store empty packages and excess materials that cannot fit under the table and out of eyesight with the general contractor. Storing empty crates and boxes is included with your material handling fee- simply obtain an “Empty” sticker from the service desk and affix it to your empty crate or box.

## STRUCTURAL INTEGRITY

- All exhibits must be able to endure normal contact and vibrations imposed from other exhibitors, hall laborers and installation/dismantle equipment. This includes moderate wind that may be caused by open freight doors.
- It is the responsibility of each exhibitor to ensure their display fixtures are installed properly and can adequately withstand its intended use.
- All exhibitors agree to adhere to local fire, safety and environmental regulations.