

**Official Show Rules and Regulations**

**1. Show Hours**

<b>Friday</b>	<b>September 17, 2021</b>	<b>3:15 PM – 7:15 PM</b>
<b>Saturday</b>	<b>September 18, 2021</b>	<b>8:30 AM – 12:30 PM</b>

Each exhibiting firm must provide an attendant in its booth during these hours.

**2. Space Assignments**

IIBEC reserves the right to reassign space assignments after the contract has been signed by the representing agent of exhibitor if, for unforeseen reasons, it becomes necessary to do so. In such case, IIBEC agrees to provide the exhibitor notice of any change or to refund the exhibit fee if exhibitor desires to cancel his or her exhibit.

**3. Booth and Equipment**

The 10'x10' booth space will include 8'-high draped back walls and 8'-high **black** draped side rails. The **20'x20'** and **20'x30'** island booth spaces do not include back or side drapery. Peninsula booths and end-cap booths are furnished with an 8'-high **black/blue/white/blue/black** draped back wall and 8'-high **black** draped side rails. Also included is a 7"x 44" one-line identification sign.

All furnishings, equipment, facilities, etc. will be provided at the exhibiting company's own expense. These may be obtained through the official decorator, **Shepard Exposition Services**. The show colors are **black and blue**. The back draperies will be **black/blue/white/blue/black** and the side draperies will be **black**. **Hall A-D, North Level 300, in the Phoenix Convention Center** is not carpeted. In the case of locations without carpeting, IIBEC requires all exhibiting companies to provide carpeting/flooring. If proper floor covering is not installed, IIBEC has the right to do so at the exhibitor's expense.

**4. Installation of Displays**

The exhibit hall is available for display setup from **1:00 PM – 6:00 PM on Thursday, September 16, 2021** and from **8:00 AM – 1:00 PM on Friday, September 17**. Full maintenance and installation crews will be on duty. All displays must be fully set up and ready by **1:00 PM on Friday, September 17**. If the exhibitor's booth is not set by **1:00 PM**, IIBEC reserves the right to set the booth at exhibitor's expense.

**Note:** No children are allowed in the exhibit halls during the move-in and move-out. No child strollers permitted on trade-show floor at any time.

**5. Dismantling and Removal of Displays:**

The dismantling period is **12:30 PM – 8:00 PM, Saturday, September 18, 2021**. All exhibitor displays or materials left in booths without instructions after **7:00 PM on Saturday, September 18, 2021**, will be packed and shipped at the discretion of show management, and all applicable service charges will be applied to the exhibitor of record.

**IN NO CASE WILL DISMANTLING BE ALLOWED BEFORE 12:30 PM, SATURDAY, SEPTEMBER 18, 2021. DOING SO WILL RESULT IN A LOSS OF PRIORITY POINTS FOR BOOTH SELECTION FOR FUTURE YEARS. (SEE RULE #26 & #27.)**

**6. Payment and Refunds:**

Application/contract and a minimum payment of 50 percent of the total space rental charge must be submitted to secure exhibit space. Payment in full is due no later than stated on the Exhibitor Contract. IIBEC reserves the right to cancel the space if full payment is not received by the specified date on the contract. The cancellation date and refund date can be found on your Exhibitor Contract.

**Official Show Rules and Regulations**

Page 2 of 6

**7. Exposition Cancellation: refer to Contract for Exhibit Space Terms and Conditions  
– Cancellation of the Event**

If IIBEC cancels the Event due to circumstances beyond the reasonable control of IIBEC (such as riot, strike, civil disorder, act of war, act of God, terrorism, epidemic, pandemic, government mandated restrictions, or any cause whatsoever that is not within IIBEC's reasonable control), IIBEC shall refund to each Exhibitor its exhibit space rental payment previously paid, minus a 25% administrative processing fee, in full satisfaction of all liabilities of IIBEC to Exhibitor. IIBEC reserves the right to cancel, rename or relocate the Event or change the dates on which it is held. If IIBEC changes the name of the Event; relocates the Event to another event facility and/or city or converts the Event to virtual/digital in nature; or changes the dates for the Event to dates that are not more than 90 days prior or 13 months later than the dates on which the Event originally was scheduled to be held, no refund will be due to Exhibitor, but IIBEC shall assign to Exhibitor, in lieu of the original space, such other space as IIBEC deems appropriate and Exhibitor agrees to use such space under the terms of this Contract. If IIBEC elects to cancel the Event other than for a reason previously described in this paragraph, IIBEC shall refund to each Exhibitor its entire exhibit space rental payment previously paid, in full satisfaction of all liabilities of IIBEC to Exhibitor. Exhibitor agrees that, except as expressly provided in this paragraph, it shall and hereby does waive any and all claims for damages or compensation resulting from or relating to the cancellation, renaming, relocation or rescheduling of the Event.

**8. Storage:**

Exhibitors will not be permitted to store boxes or packing crates in or behind exhibit booths. Absolutely no storage is allowed in the electrical alleys located between the booths. Prior to **1:00 PM on Saturday, September 18, 2021**, all boxes and crates will be placed in storage, provided they are properly labeled for storage. Those not labeled will be removed and destroyed as refuse. (NOTE: Storage labels will be provided at the Official Drayage Contractor's Desk.)

**9. Service Contractor:**

The official service contractor is **Shepard Exposition Services**, 6920 W Allison Rd, Chandler, AZ 85226. A complete Exhibitor Service Manual is available online. IIBEC will designate contractors to provide various services to the exhibitor. Such contractors will provide all show services other than supervision of construction of the exhibitor's space that is to be performed by an authorized representative of the exhibitor.

All exhibitors must use **Shepard Exposition Services**, the official service and drayage contractor. **IIBEC will consider exceptions to this ruling only in cases where permission has been requested in writing by the exhibitor and received by Shepard Exposition Services before Wednesday, August 18, 2021.** Notification from an independent service contractor is not acceptable. Failure to meet any one of these requirements could jeopardize the independent service contractor's ability to install, service, or dismantle an exhibit.

**Shepard Exposition Services** will have complete control of all dock and loading facilities. **Shepard Exposition Services** will receive all direct and advance shipments and van loads and handle all freight. Direct shipments should not arrive before **Thursday, September 16, 2021**, or they could be refused by the facility. **Shepard Exposition Services** has jurisdiction over rigging of all hanging signs up to 150 lbs. Banners and signs weighing over 150 lbs., requiring a lifting motor, chain fall, pulley, or any other mechanical device will be hung by the in-house exclusive rigging provider. Any questions, please call **Shepard Exposition Services**. All services not ordered in advance must be procured through the **Shepard Exposition Services Center**, which will be maintained at the exhibit hall.

**10. Types of Displays:**

Show management reserves the right at any time to refuse the rental of exhibit space to any company whose display of goods or services is not, in the opinion of show management, compatible with the general character and objectives of the exhibition, or to remove or change exhibits it finds offensive.

**Official Show Rules and Regulations**

**11. Subletting of Exhibit Space:**

Exhibitors are prohibited from assigning or subletting booths or any part of the space allotted them except upon written permission from IIBEC.

**12. Other Exhibits:**

The exhibitor agrees that neither its agents nor distributors will conduct any other display or exhibit any equipment bearing its trademark within a one-mile radius of the exposition covered by this contract during the dates of said exposition.

**13. Liability: refer to Contract for Exhibit Space Terms and Conditions  
– Liability and Waiver Subrogation**

I IIBEC, the convention facility and their employees and representatives shall not be responsible for any loss, damage or injury to person or property that may be suffered by the exhibitor, or the exhibitor's employees, from any cause whatsoever arising out of participation in the Event prior, during or subsequent to the period covered by this exhibit application, excluding that caused by or resulting from the negligence of IIBEC or convention facility and their employees and representatives. Exhibitor shall indemnify, defend and hold harmless IIBEC, its officers, directors, employees and agents against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or by any reason of any accident, bodily injury, property damage or other claims or occurrences to any person, including Exhibitor, its employees and agents, or any business invitees of or related to Exhibitor's occupancy or use of the booth space and any other leased area(s) of the convention center. The terms of this provision shall survive the termination or expiration of this Contract. Exhibitor shall obtain, at its own expense, adequate insurance against any such injury, loss or damage. The exhibitor waives the right of subrogation by its insurance carrier(s) to recover losses sustained under exhibitor's insurance applications for real and personal property. If requested, the exhibitor, as a condition to participation in the Event, shall obtain from its insurer(s) a waiver of subrogation consistent with this provision.

**14. Union Clearance:**

Arizona is a "right-to-work" state. Full-time employees of the exhibiting companies may set up their own exhibits. Union labor, however, is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians, and plumbers can be arranged for at established rates, using the enclosed order forms.

**Exhibit Labor Jurisdiction:**

Union exhibit labor claims jurisdiction for the installation and dismantling of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual. Union labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor-Appointed Contractor.

**Material/Freight/Handling Jurisdiction**

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Shepard will have complete control of the loading docks at all times.

Exhibitors may hand-carry their own materials into the exhibit facility; however, the use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense. The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements

## **Official Show Rules and Regulations**

Page 4 of 6

have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

**15. Sound and Light:**

Exhibitors are asked to observe the “good neighbor” policy at all times. The use of light systems, loud speakers, sound system equipment, videos, intercom systems, bands, noise-making devices, and machinery equipment are restricted to within the exhibitor’s booth. IIBEC show management, in particular, must approve sound-making systems. IIBEC show management reserves the right to determine when such items become objectionable and to eliminate light or sound systems that interfere with other exhibitors.

**16. Defacement of Facility:**

Nothing will be permitted to be done within the **Phoenix Convention Center** that will injure, mar, or in any manner deface any surface of the facility.

**17. Music Licensing:**

IIBEC will secure music licensing through the American Society of Composers, Authors and Publishers (ASCAP) and/or Broadcast Music Inc. (BMI).

**18. Security:**

Security personnel will be on duty, but the presence of such personnel shall not be deemed to increase the liability of IIBEC, its members, representatives or official service contractors, employees of the **Phoenix Convention Center**, its representatives, and employees.

**19. Insurance:**

General Liability Insurance: The limits for bodily injury and property damage combined shall be at least \$1,000,000. Certificates of insurance stating such limits shall also provide that the policy may not be cancelled without 15 days advance written notice to IIBEC and must be in effect starting with the first move-in day of the show through the last move-out day of the show. All property of the exhibitor is understood to remain under his/her custody and control, in transit to or from the confines of the hall, subject to the rules and regulations of the exposition.

**Note: IIBEC and Shepard Exposition Services must have a copy of the Insurance Certificate on file for the exhibiting company as well as the Exhibitor-Appointed Contractor (EAC) prior to the trade show. No exhibitor will be allowed on the tradeshow floor without an Insurance Certificate or Waiver of Liability.**

**20. Fire and Safety Regulations:**

Fire regulations require that all display materials be fire-retardant. Combustible materials are not permitted to be stored in or around exhibit spaces. Automobiles, trucks, tractors, machinery, and other vehicles that use sealed and battery cables shall be disconnected from the ignition system. Vehicles should have less than 1/4 tank of fuel, and gas caps should be locked or taped, and their batteries should be disconnected. Vehicles for display will be inspected by a CSC guard to make sure the proper fuel levels are met before being placed on the show floor. During the fire inspection of the exhibit hall the fire inspector will check to make sure the vehicle(s) are good to go, and then place a permit in the dash for approval.

**Electrical signs and equipment must be wired to the specification of the local fire prevention code.** Prefab exhibits shall have inspection access panels to inspect electrical wiring. Each exhibitor is charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire protection, and public safety while participating in the exhibition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility of the exhibitor.

## Official Show Rules and Regulations

Page 5 of 6

**21. Promotion or Sales Schemes:**

To protect exhibitors from expensive schemes or other competitive advertising projects, IIBEC does not authorize any firm or individual to solicit exhibitors on any basis because of their participation in the show. The names of any individuals or firms doing so should be promptly reported to IIBEC. This restriction does not pertain to solicitation for the regular issues of recognized publications or other publications specifically authorized to solicit. All solicitation and promotion must be contained within the exhibitor's booth and will not be permitted in the aisles, entryways, or elsewhere on the premises of the **Phoenix Convention Center**.

**22. Catering:**

**Aventura** is the exclusive caterer for all food and beverage services and is solely authorized to provide food and beverage services in all areas and at all times at the **Phoenix Convention Center**. Exhibitors shall not dispense food and/or beverages for any purpose without written permission from show management.

**23. Outside Entertainment, Special Meetings, and Exhibitor Hospitality Receptions:**

Exhibitors shall not organize, promote, publicize, or invite organized group attendance at, or provide transportation to any outside entertainment or meetings for persons attending the exhibition, during any of the advertised exposition hours, or during periods when exhibits, meetings, or regular events are scheduled.

**24. Business Meetings:**

Meetings for exhibiting personnel only may be held at any time. Meetings involving attendees of the convention may only be held so as to not conflict with the convention and trade show schedule. To reserve a meeting room within the **Sheraton Phoenix Downtown**, please submit your request on the enclosed Business Meeting Request Form.

**25. Smoking Policy:**

The IIBEC trade show has a nonsmoking policy during move-in, show hours, and move-out. Smoking is only permitted in specific areas outside the trade show and meeting space areas. The IIBEC Trade Show in the **Sheraton Phoenix Downtown and Phoenix Convention Center** is a nonsmoking event/facility.

**26. Reservation of Right to Make Changes:**

Any matters not specifically covered herein are subject to decision by IIBEC. IIBEC reserves the right to make such changes, amendments, and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision that all exhibitors will be advised of any such change.

**27. Priority Points:**

Exhibitors are awarded priority points for future exhibits based on the factors described below. At any given time, an exhibitor's priority point total is the accumulation of points from these factors for the immediate past three-year period. Priority points are used for booth selection only at the on-site booth selection meeting. Exhibiting companies receive one priority point for every \$100 spent on exhibit space and sponsorship at IIBEC sanctioned events/meetings and advertising with IIBEC.

**28. Violations:**

Any violation of these rules and regulations may result in penalties assessed against the exhibitor. Those penalties may range from a deduction from the exhibiting company's priority points to the removal of an exhibit from the exhibit hall.

**29. Agreement on Conditions:**

Each exhibitor, for itself and its employees, agrees to abide by these conditions and by subsequent amendments and additions thereto, it being understood and agreed that the sole control of the exposition rests with IIBEC.



**2021 IIBEC International Convention & Trade Show  
September 15-20, 2021**

**Official Show Rules and Regulations**

**Page 6 of 6**

**30. Additional Information** - all inquiries should be directed to:

**IIBEC**

434 Fayetteville St, Ste 2400

Raleigh, NC 27601

800-828-1902 or 919-859-0742

[info@iibec.org](mailto:info@iibec.org)