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Ivan Marin  
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Maiken Stefany  
EventFest, Inc.

Patrick Stewart  
Panama City Beach CVB

Nick Toutoungi  
Twilight Features

**CEO**  
Suzanne Neve



Dear Exhibitor:

Thank you for your support and participation in the Florida Festivals and Events Association 29th Annual Convention and Tradeshow. We are delighted that you will be joining us at the beautiful Hyatt Regency Coconut Point in Bonita Springs, FL.

This Exhibitor Manual is designed to maximize your investment and help make your FFEA experience easier and more productive. It is a great resource; detailing every aspect of your booth package and tradeshow participation.

Please review the contents of this manual thoroughly as some of the forms are time-sensitive and require your immediate attention. Placing your orders in advance is a logical way to save time & money. We highly encourage it.

The Florida Festivals and Events Association endeavors to make every aspect of your tradeshow experience as smooth and productive as possible. If you have any questions, please don't hesitate to contact me directly or visit [www.ffea.com/p/convention/tradeshow](http://www.ffea.com/p/convention/tradeshow) for ongoing updates and exhibitor information.

Included in this packet you will find all the details you will need to prepare for the Convention and Tradeshow, however, should you have any questions at all please don't hesitate to contact me directly.

Our Tradeshow Committee is looking forward to greeting you on Tuesday, August 22nd in the Calusa Ballroom for Exhibitor Move-In between 10:00am and 5:00pm.

Sincerely,

A handwritten signature in black ink that reads "Suzanne Neve". The signature is written in a cursive, flowing style.

Suzanne Neve  
CEO  
407.203.1334 *direct*  
[Suzanne@ffea.com](mailto:Suzanne@ffea.com)

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## CONTACT INFORMATION

### FFEA CONVENTION & TRADESHOW MANAGEMENT

Suzanne Neve

CEO, Florida Festivals and Events Association

407.203.1334

[suzanne@ffea.com](mailto:suzanne@ffea.com)

[www.ffea.com](http://www.ffea.com)

### FFEA TRADESHOW COMMITTEE CHAIR

Evan Narlinger

President, Rebekah's Dreams Entertainment & Production Services

561.840.4071 x105

[evan@rdeps.com](mailto:evan@rdeps.com)

### HYATT REGENCY COCONUT POINT

Pallie Young

Associate Director of Events

HYATT REGENCY COCONUT POINT RESORT & SPA

5001 Coconut Road, Bonita Springs, FL 34134, USA

T +1.239.390.4264 E [pallie.young@hyatt.com](mailto:pallie.young@hyatt.com)

[HyattRegencyCoconutPoint.com](http://HyattRegencyCoconutPoint.com)

## VENDOR SERVICES

### Audio Visual Services

***Rebekah's Dreams Entertainment & Production Services***

561.840.4071

321.203.0293

[sales@rdeps.com](mailto:sales@rdeps.com)

<http://www.rdeps.com>

***Reflections Production***

786.255.4949

[info@reflectionsproductions.com](mailto:info@reflectionsproductions.com)

<http://reflectionsproductions.com>

### Custom Signage

***A3 Visual***

305.474.7600

[retta@aaaflag.com](mailto:retta@aaaflag.com)

<http://www.aaaflag.com>

***More Than Ink Printing***

941.215.1086

[team@morethaninkprinting.com](mailto:team@morethaninkprinting.com)

<http://www.morethaninkprinting.com>

### Electrical Services

***Encore Global***

[Timothy.harris@encoreglobal.com](mailto:Timothy.harris@encoreglobal.com)

### Furniture Rental

***Florida Furniture Rental***

941.448.0995

[rainer.chilloungenight@gmail.com](mailto:rainer.chilloungenight@gmail.com)

<http://floridafurniturerental.com/>

***C4 Rents***

561.478.2525

[c4rents@comcast.net](mailto:c4rents@comcast.net)

<http://www.c4rents.com>

### Temporary Event Insurance

***K & K Insurance Group***

800.328.2317

[kk.eventsattractions@kandkinsurance.com](mailto:kk.eventsattractions@kandkinsurance.com)

<http://www.kandkinsurance.com>



## IMPORTANT DATES & DEADLINES

### HOTEL RESERVATIONS

Hyatt Regency Coconut Ppint .....July 29, 2023, or until the block is full, whichever comes first

### EXHIBITOR ACKNOWLEDGMENT FORM

Florida Festivals & Events Association .....July 29, 2023

### CERTIFICATES OF INSURANCE

Florida Festivals & Events Association .....July 29, 2023

Hyatt Regency Coconut Point .....July 29, 2023

### TRADESHOW SERVICES FORMS

#### Electrical Access

Encore Golbal .....August 5, 2023 Final Deadline

## INSURANCE BULLETIN

Per the booth contract, Exhibitors are required to carry comprehensive general liability insurance and it must be procured at the exhibitor's sole expense. Coverage requirements are outlined below.

- The insurance must be maintained through the term of the contract (August 22 - 24, 2023) and must cover against claims for bodily injury, death and property damage occurring in or upon or resulting from the premises leased by Florida Festivals & Events Association. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability.
- Such insurance shall name Florida Festivals & Events Association (FFEA) and Hyatt Regency Coconut Point as additionally insured.
- Workers Compensation shall be in full compliance with all federal and state laws, covering all the Exhibitor's employees engaged in the performance of any work for and/or by the Exhibitor.
- All property of the Exhibitor is understood to remain under its custody and control in transit to and from the confines of the Exhibit Hall and during the Tradeshow.

### REQUIRED COVERAGE

#### ***Commercial General Liability***

- Including Bodily Injury and Property Damage Liability, Independent Contractors Liability, Contractual Liability, Product Liability, and Completed Operations Liability
- \$1,000,000 minimum limit for each occurrence, personal injury, and \$2,000,000 general aggregate minimum limit

#### ***Automobile Liability Coverage***

- \$1,000,000 minimum for Combined Single Limit
- Must cover all owned, hired and non-owned vehicles

#### ***Workers Compensation***

- Worker's Compensation and Employers Liability with a limit of liability of at least \$1,000,000 each occurrence, each employee, and policy limit covering all personnel employed either directly or by way of contract.
- All statutory limits apply
- Such policy of insurance shall contain a waiver of subrogation in favor of FFEA, its subsidiaries, parents, affiliates, agents, directors, officers and employees AND the Hotel, its subsidiaries, parents, affiliates, agents, directors, officers, and employees

Coverages and limits are to be considered as minimum requirements and in no way limits the liability of the Exhibitor, vendor, contractor, or service provider.

All such insurance shall be primary and noncontributory to any other valid and collectible insurance of Florida Festivals & Events Association or the Hotel and their agents and contractors. Claims-made policies are not acceptable and do not constitute compliance with the Exhibitor's obligations under this paragraph.

Any exhibitor that does not currently maintain the liability coverage listed above can purchase a temporary policy through FFEA Member K&K Insurance through this website: <http://www.eventinsurance-kk.com>.

## CERTIFICATES OF INSURANCE

Exhibitors shall supply a **Certificate of Insurance** (COI) to the two (2) entities as listed below. Certificates of Insurance must be submitted no later than **July 29, 2023** via email to Suzanne Neve or Amy Overfield or uploaded via the online Exhibitor Questionnaire.

**Florida Festivals & Events Association** must be listed as the Certificate Holder as follows:

Florida Festivals & Events Association  
2115 Alameda Avenue  
Orlando, FL 32804

**The Hotel** must be listed as the Additional Insured and the Certificate Holder as follows:

Hyatt Regency Coconut Point  
5001 Coconut Road  
Bonita Springs, FL 34134



## GENERAL INFORMATION

### **HOTEL**

Hyatt Regency Coconut Point  
5001 Coconut Road  
Bonita Springs, FL 34134  
239.444.1234

### **ROOM RATES**

The room rate is \$159, plus applicable taxes, for single or double occupancy per day. A block of standard rooms (run of the house) have been reserved for attendees. The resort fee is included in the guest room rate. The Hotel Resort Fee (included in group rate) includes use of resort activities and amenities including guest room Internet, unlimited access for local, 800 or 888 calls and in-state credit card calls, unlimited use of the fitness center and all recreational activities.

### **EARLY DEPARTURE FEES**

For any guest that fails to inform the hotel of a change in departure and/or length of stay at the time of guest check-in, The Hyatt Regency Grand Coconut Point apply an early departure fee, equal to one room night and tax, based on the rate for that evening, to the guest's individual account.

### **NO SHOW FEES**

Guests not arriving for a scheduled reservation will forfeit the one-night deposit, and the reservation will be released.

### **CHECK-IN/CHECK-OUT TIMES**

Check-in time is 4:00pm and check-out time is 11:00am. All guests arriving before 4:00pm will be accommodated as rooms become available. Guest Services can arrange to check baggage for those arriving early when rooms are unavailable and for guests attending functions on departure day.

### **RESERVATIONS**

To make reservations, call 407.239.1234 and identify yourself with the Florida Festivals and Events (FFEA). The \$159 room rate, plus applicable taxes, for single or double occupancy, per day, is only available until the FFEA block is filled or August 1st, whichever comes first. FFEA strongly urges you to reserve your room nights as soon as possible. A deposit, in the amount of one night's room and tax, is required at the time of booking a reservation. An individual's deposit is refundable if the Hotel receives the cancellation at least seven(7) days prior to arrival.

### **PARKING**

Self-parking of personal passenger vehicles is discounted in the group rate for guests who are staying overnight and book within the group block to \$10 per night. The current overnight valet rate is \$37, plus tax. Self Parking for guests who are not staying at the hotel is \$25 per day.

### **ATTIRE**

The dress during the convention is business casual.

## KEY INFORMATION

### TRADESHOW/CONVENTION SCHEDULE

The schedule below is designed to allow exhibitors time to interact with attendees in various aspects throughout the Convention. The exhibit hall hours are spread throughout the entire convention to allow ongoing interaction between exhibitors and attendees. We strongly encourage all exhibitors to attend educational and networking events when possible, as they do not conflict with Exhibit Hall Hours. **Items in RED below are MANDATORY times when your booth must be staffed.** All other items on the schedule are recommended functions for exhibitors. For a full convention agenda, visit <http://www.ffea.com/agenda>.

#### TUESDAY, AUGUST 22ND

|                  |   |
|------------------|---|
| 10:00am - 5:00pm | <b>EXHIBITOR MOVE-IN</b><br><i>Please check-in at the Registration Desk before moving in.</i>                               |
| 4:00pm - 5:30pm  | <u>First Timer Orientation &amp; Networking</u><br><i>Open to all attendees.</i>  |
| 6:00pm - 9:00pm  | <b>OPENING RECEPTION ON TRADESHOW FLOOR</b><br><i>Food &amp; Beverage Provided. Badge required.</i>                         |
| 9:00pm - 12:00am | <b>Cocktails &amp; Conversation Hospitality After Hours</b><br><i>Fireworks. Live Entertainment with Dancing. Open Bar.</i> |

#### WEDNESDAY, AUGUST 23RD

|                   |   |
|-------------------|---|
| 9:00am - 11:00am  | <u>Opening Session &amp; Keynote Address in Grand Cypress Ballroom</u>  |
| 11:00am - 12:00pm | <u>Exhibitor Educational Session at the Experiential Expo Stage</u>   |
| 12:00pm - 1:30pm  | <u>Sunsational Awards Luncheon in Estero Ballroom</u>   |
| 4:30pm - 6:30pm   | <b>TRADESHOW HAPPY HOUR AND AWARD WINNER SHOWCASE</b><br><i>Light appetizers. Beer, Wine, Water, Soda provided. Badge required.</i> |
| 9:00pm - 12:00am  | <b>Cocktails &amp; Conversation Hospitality After Hours</b><br><i>Live Entertainment with Dancing. Open Bar.</i>                    |

#### THURSDAY, AUGUST 24TH

|                  |  |
|------------------|--|
| 11:45am - 1:30pm | <b>TRADESHOW LUNCHEON</b><br><i>Buffet lunch provided in Exhibit Hall. Badge required.</i>                         |
| 1:30pm - 4:00pm  | <b>EXHIBITOR MOVE-OUT</b>  |
| 6:00pm - 9:00pm  | <u>Networking Social</u><br><i>Dinner served. Cash Bar. Live Entertainment. Badge required.</i>                    |
| 9:00pm - 12:00am | <b>Cocktails &amp; Conversation Hospitality After Hours</b><br><i>Fireworks, Entertainment Showcase. Open Bar.</i> |

## EXHIBITOR REGISTRATION

### Exhibitor Registration Fee

Your Exhibitor Registration Fee includes **ONE** attendee to work your exhibit booth. Exhibitor Registration includes entry to all Educational Sessions, Entry to Tradeshow Floor, Entertainment Showcases and Cocktails and Conversation Hospitality After Hours, and all Food & Beverage Functions for ONE attendee.

We encourage you to take full advantage of these networking opportunities. Remember it takes just 1.6 follow-up calls to close an exhibition lead, versus 3.7 calls to close a cold call.

### Exhibitor Badges (Booth Staff)

As entrance control will be implemented for the exhibition area, FFEA will provide exhibitor name badges which must be worn by exhibitor staff during all exhibit hall open hours. Each exhibitor is entitled to one badge per booth.

### Additional Registrations

Additional Exhibitor Registrations may be purchased at a reduced rate of \$450.00. Guest tickets for specific meal functions are also available for purchase and prices depend on the function. Guest tickets do not include a badge.

### Onsite Badge Pickup

All Exhibitors need to register with FFEA upon their arrival to collect their badge(s). Registration is open during the following dates and times:

Tuesday, August 22, 2023  
8:00am - 8:00pm

Wednesday, August 23, 2023  
8:00am - 6:00pm

Thursday, August 23, 2023  
8:00am - 6:00pm

### Cancellation and Refund Policy

A refund equal to 50% of the total exhibit fee will be made if notice of cancellation is received in writing at the FFEA office on or before **June 30, 2023**. No refunds will be granted for cancellations received after **June 30, 2023**. FFEA reserves the right to rent a contracted exhibitor's assigned exhibit space to another party if the exhibit space is not occupied by the originally contracted exhibitor as of 4:00 pm, Tuesday, August 22, 2023. No refund will be made to the original contracting party.

## TRADESHOW HOURS

### Tuesday, August 22, 2023

Opening Reception on Tradeshow Floor  
6:00pm - 9:00pm

### Wednesday, August 23, 2023

Tradeshow Happy Hour  
4:30pm - 6:30pm

### Thursday, August 24, 2023

Tradeshow Luncheon  
11:45am - 1:30pm

## Staffing of the Booth

As a courtesy to those attending the Florida Festivals and Events Association Convention and Tradeshow, and to your fellow Exhibitors, all Exhibitors must open their booth on time and staff it with at least one person throughout all open exhibit hall hours.

## EXHIBITOR MOVE-IN

Tuesday, August 22, 2023

10:00am – 5:00pm

Contracted Exhibitors are not permitted to move in prior to the date and time detailed above unless contacted by FFEA concerning earlier move-in.

## EXHIBITOR MOVE-OUT

Thursday, August 24, 2023

1:30pm – 4:00pm

Tear down may not begin until after 1:30pm on Thursday, August 24, 2023. Early dismantling is disruptive to the Tradeshow. Therefore, exhibitors may not pack, tear down, or remove any portion of the exhibit prior to the official closing, which is at 1:30pm on Thursday, August 24, 2023. An early dismantle fee of \$250 will be charged to any exhibitor that FFEA determines to have begun packing or dismantling any portion of their exhibit before show closing. Failure to pay the assessed fine will result in losing their opportunity to exhibit next year, and the exhibitor may be refused the opportunity to exhibit the following year.

## ACCESS TO THE EXHIBIT HALL

Exhibitors are permitted to enter the exhibit area up to **one hour** before the scheduled opening time each day and may remain one-half hour after the final closing time each day. Should exhibitors require additional time in their booths before or after scheduled hall hours, special arrangements must be made in advance with FFEA. Should there be a mid-day break in open hours for the exhibit hall, exhibitors may schedule specific one-on-one appointments, outside the exhibit hall, with attendees who are customers/potential customers. Exhibitors should have heightened respect for other exhibitors during this time and must not allow appointment overlaps where attendees may begin looking at unattended booths (which may or may not have valuables unattended) during these closed exhibit hall hours.

## EXHIBITS

### BOOTH LOCATIONS

Booths are located on the lower level in the Convention Space in the Calusa Ballroom.

### FLOOR PLAN

The current floor plan is available at <https://shows.eventhub-floorplan.net/ffea2023>

### BOOTH PLANNING

#### Booth Package/Equipment

The standard booth is 10' wide by 8' deep and includes:

- Draped 8' high black panel and 3' draped black side rails
- One (1) 6' table, skirted in black
- Two (2) chairs
- One (1) wastebasket
- One (1) booth identification sign

Double booths may be secured for an additional fee by contacting the FFEA Office. No exhibitor may occupy a space larger than 20' wide by 8' deep.

#### *Booth Furnishings*

Additional furnishings are available for rent through one of FFEA's Official Sponsor Partners. Preferred provider contact information can be found on Page 1.

#### Design and Construction

Exhibit booths must be constructed in such a manner that fire extinguishing chemicals and sprinkler system water are not impeded should there be a fire emergency. Booth coverings are not permitted.

All items on display may be in operation provided they comply with safety regulations, local ordinances, and noise restrictions.

Any exhibit deemed unprofessional in appearance, at the sole discretion of FFEA, will not be permitted.

#### *Maximum Booth Height*

**Booth displays may not exceed 12 feet in height.**

#### Dimensions & Load Limits

##### *Exhibit Hall*

- Ballroom entrances: .....Standard Double Doors
- Ceiling height: ..... 21'11" H

##### *Loading Dock – ground level*

- Bays Available to FFEA Exhibitors:..... 1
- Roll up door:..... 9'11"W x 12' H
- Loading Dock Doors..... (1) Singles (1) Double

***Flammable and Toxic Materials***

All materials used in display construction or decorating must be made of fire-retardant materials and be certified as flame-retardant. Exhibit booths shall be constructed of non-combustible materials.

Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

***Flammables/Gases***

Flammable liquids or substances, and caustic chemicals are not allowed in the Hotel.

***Propane Tanks***

Propane tanks may not be exhibited unless they are empty and certified as never having held propane gas.

***Neon Tubing***

Neon tubing and devices may only be utilized if strict protection criteria are followed. If you plan on using neon, you must obtain Fire Marshal approval.

***Special Effects***

**No smoke, cryo, fog or confetti may be used in the Exhibit Hall.**

***Vendors & Services******Audio Visual***

Audio-visual equipment such as audio equipment, screens, projectors, lighting, drapery, etc. is available for rent through one of FFEA's Official Sponsor Partners or the Hotel's in-house supplier. All audio-visual equipment must be pre-arranged, financially and logistically with the vendor. These additional needs **MUST** be pre-ordered. Preferred provider contact information can be found on Page 1.

***Custom Signage***

If you would like information regarding custom signage, you may contact one of FFEA's Official Sponsor Partners. Preferred provider contact information can be found on Page 1.

***Internet***

Internet access is provided by FFEA for all Exhibitors and Attendees. Additional or dedicated bandwidth must be pre-arranged, financially, and logistically with the Hotel's in-house supplier. These additional needs **MUST** be pre-ordered directly with the in-house supplier.

***Lighting***

The in-house electrical contractor has exclusive rights to the Hotel's ballroom lighting systems.

***Photography, Videotaping & Broadcasting***

Photographing or videotaping any Exhibit, other than one's own contracted booth, is strictly prohibited. A booth and/or its products(s) may be photographed or videotaped only with the express written permission of the contracted Exhibitor

of that booth. Professional photography or videotaping in communal areas, or the Convention in general, requires written permission from FFEA.

**Power**

Electric service is not provided. Electric service is available for exhibitor spaces based upon receipt of request and payment of a fee to the Hotel's approved electrical contractor. The Electrical Access form can be located at <https://bit.ly/3aN84zv>.

All power requests must be made at least fourteen (14) days before the event. Any power needs are subject to a charge at the prevailing rate per amp, per phase. Also, there will be labor charges for installation/removal, and rental of Hotel provided equipment, if applicable.

All extension cords used for meetings and events must be 12/3 gauge per the Hotel's requirements. All cords and cables must be taped down and covered safely per the standards and policies of the Hotel. When it is necessary to install cords or cables in any area where personnel or guests may travel, including the services areas, the Hotel requires that cable ramps be used to ensure safety. Cable ramps are available to rent from the in-house electrical contractor. All cable ramps, as well as taped down cords and cables, are to be inspected for safety purposes before the event by the in-house electrical contractor.

Before building the booth, the Exhibitor must confirm that power is placed correctly. Access to service points must be granted at all times. Once the booth is laid out, it will not be possible to install new services.

**Motorized Vehicles**

Any vehicle displayed indoors requires the approval of FFEA and the Hotel a minimum of fourteen (14) days before move-in. The vehicle must be pushed into the room. Vehicles to be driven into any function space must meet the same terms as the indoor pyrotechnics requirements. Visqueen must be placed under the vehicle for the duration of the display.

Vehicles to be displayed indoors must adhere to the following guidelines

- The battery must be removed or disconnected and secured with duct or masking tape
- Fuel tank must be less than ¼ full
- Fuel tank must feature a locking cover or must be secured with duct or masking tape
- Ignition keys removed
- Propane or similar compressed gas tanks removed
- A fire extinguisher must be present in any booth featuring a display vehicle
- All exhibitors must ensure that all equipment, vehicles, signs, banners, or decorations are within contracted booth space without exception, including vehicle bumpers, hitches, mirrors, and vehicle doors that are open during display. Exhibitors must ensure the contracted booth space accommodates all equipment fully within booth space
- The display of such vehicle(s) must be pre-approved and inspected on-site by the local fire marshal
- Additional guidelines may apply depending on the Hotel's Rules and Regulations



## SECURITY AND INSURANCE

FFEA and the Hotel **will not be liable for loss or damage** to an Exhibitor's property through theft, fire, accident, or destructive causes. It is the exhibitor's responsibility to insure exhibit and display equipment and materials when special protection is desired. **There is no security provided during any hours for the exhibit hall. Please do not leave valuable materials in the exhibit hall unattended at any point in time.**

## LOADING DOCK ACTIVITIES

All loading dock requirements must be coordinated with FFEA no later than fourteen (14) days before Exhibitor Move-In. This will include a requirement to provide the following:

### Dock Schedule

- Correct Dates and Times of required activity
- Move-In start time
- Move-out start time
- Amount of time needed per day for loading and unloading only

### Vehicle Profile

- Vehicle Size
- Number of Vehicles docking
- Name of Exhibitor and person using the dock

All vehicles must register with Hotel Security upon arrival.

### Move-In/Move-Out Equipment

The Hotel does not provide or supply carts, hand trucks, or dollies, etc. Exhibitors must supply their own equipment to facilitate their move-in/move-out activities. Any vehicle or apparatus moving equipment inside the hotel must be pre-approved by the Hotel and have all wheels wrapped in plastic before entering the ballroom.

The Hotel does not automatically provide or loan airlifts, scissor lifts, ladders, forklifts, etc. Please contact the in-house audio-visual supplier for rental information no later than (14) days before the requested date. Gas or Propane forklifts are not allowed in the hotel.

The Hotel cannot loan tools or ladders due to safety/liability concerns. Please arrange to bring any equipment you may need. Any supplemental equipment such as risers and tables are available with advanced notice and will be subject to a rental fee. Please contact the Hotel to inquire about what equipment and services are available.

Pallets and pallet jacks are not allowed in the Foyers or the Hotel Lobby at any time. Exterior usage of pallet jacks or forklifts requires special arrangements. Contact the Hotel Engineering Department for further information.

### Parking

After unloading, all vehicles must be moved immediately to the parking area. Upon arrival at the loading dock area, all exhibitors must display the Load-in Parking Pass on their vehicle while parked in the Loading Dock area. These parking passes will be emailed to all exhibitors in advance. There are to be no personal vehicles parked in the loading dock area at any time. Please unload your vehicle and move to a parking space as quickly as possible. **Onsite parking is not available for trucks or other large vehicles without prior arrangements with FFEA.** Alternate arrangements should be made by the Exhibitor.



## MATERIAL HANDLING

### Shipping

. If exhibits are shipped directly to the Hotel, it will be necessary to impose handling and storage charges, at the prevailing rates, if they are able to accept the freight. Any shipping, handling and/or storage charges will be paid directly to the hotel by the exhibitor before the package can be released. The shipping pricing and documentation can be found [here](#).

The Hotel and staff are NOT able to assist in moving freight off or on to trucks. Trucks arriving with freight must be adequately staffed to move the items off or on to the truck. There are no exceptions for liability reasons.

## STORAGE

### Crates and Boxes

Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. No trunks, cases or packing material should be brought into or out of exhibit spaces during exhibit hours.

### Literature and Giveaways

Exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

## **SAFETY RULES & REGULATIONS OF FFEA**

### **COMPLIANCE WITH SAFETY REGULATIONS**

The exhibitor shall assume responsibility for compliance with local, city, state and federal safety, fire, health, and other ordinances regarding installation and operation of equipment, displays, and exhibit materials. Equipment must be protected by safety guards and fireproofing to prevent fire hazards and personal injuries.

### **GENERAL SAFETY**

During move-in and move-out minors under the age of 18 are not allowed in the exhibit hall, not even if accompanied by a parent or legal guardian. The use of protective footwear is mandatory at all times in all working areas.

### **BOOTH CONSTRUCTION SAFETY**

All materials used in the construction of booths, features, and displays, including signs and facias, shall be:

- Of a suitable nature and quality for the purposes and conditions of their intended use
- Adequately prepared and fixed to perform the functions for which they are designed adequately
- Non-combustible, inherently non-flammable or durably flameproof in accordance with NFPA 701 standards
- Water-based, where applicable, e.g., adhesive and paint

### **DECORATIVE MATERIALS**

Decoration Materials must be at least flame-retardant in accordance with NFPA 701 standards. Test certificates on the building material classification of the materials used must be made available. Artificial plants and flowers are combustible and give off toxic fumes. Therefore, they must not be used for booth dressing. Silk-type flowers are acceptable, provided they are fireproof or have been treated and marked as such.

### **ELECTRICAL INSTALLATIONS AND APPLIANCES SAFETY**

Only the Hotel's approved electrical contractor is authorized to provide electrical access to Exhibitors. Every Exhibitor in need of electrical access is required to order electrical access from the Hotel's approved electrical contractor. Power drops may not be removed or altered in any way.

### **EXHIBIT HALL SAFETY**

Aisles must be kept clear and free of clutter at all times. All parts of an exhibitor's display must be kept within the boundaries of the assigned exhibit space. All aisles must be clear of exhibits. Interviews, demonstrations, and distribution of literature must be made inside Exhibitor's booth.

### **FLOOR COVERING**

All floor coverings must be secured and maintained so that they do not cause a hazard. Affixing of floor coverings to the hall floor may only be carried out with prior approval of FFEA and the Hotel. Affixing to the hall floor with cable clips, nails, or bolts is strictly prohibited.

In the event you plan to lay your own carpet on your booth space, you must ensure that specialized products for temporary fixation of carpet tiles are used only. The repair of any damages, respectively the cleaning of remains from any carpet fixations, will be invoiced at cost.

**All matters and questions not covered by these Rules and Regulations, and interpretation of these Rules and Regulations, are subject to the decision of FFEA. These Rules and Regulations may be amended and/or interpreted at any time by FFEA.**

## **EXHIBITOR RULES & REGULATIONS**

### **AMERICANS WITH DISABILITIES ACT (ADA)**

All exhibitors are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, (800) 514-0301 or online at <https://www.ada.gov/infoline.htm>.

### **APPLICATION AND PAYMENT**

Applications for exhibit space must be signed, and payment in full must be received before exhibit space will be assigned or program information will be published. Fees are payable in U.S. dollars drawn on U.S. banks.

### **ASSIGNMENT OF EXHIBIT SPACE**

All exhibit spaces that have been paid in full will be assigned their spaces upon receipt of payment. Space preferences will be accommodated when possible. FFEA reserves the right to change booth assignments or to move exhibit booths to resolve competitive situations or for any other reason for the good of the overall tradeshow. No changes will be made without written or emailed notification to the exhibitor(s) involved.

### **BOOTH CONDUCT**

No exhibitor may operate in a way that interferes with the rights of another exhibitor. Exhibits and display materials may not span beyond the space allotted. All exhibits should be presented in a professional manner. Operation of objectionable sound devices and objectionable visual displays are prohibited. FFEA, at its sole discretion, may determine what is objectionable. FFEA reserves the right to curtail exhibits or parts of exhibits that are deemed inappropriate or unprofessional. The following practices are disallowed by FFEA:

- Loud electrical or other mechanical apparatus disturbing other exhibitors and/or visitors.
- Theater-seating arrangements for more than six (6) individuals and/or presentation stages.
- Canvassing outside the booth, including aisles, entrances, or any other public space.
- Entering another exhibitor's booth without permission.
- Photographs of attendees or another exhibitor's booth without permission.
- Smoking in or around the exhibit hall.
- Threats to FFEA staff, decorator staff, or individuals representing other exhibiting companies.

### **DISPLAYS AND DECORATIONS**

Signs, decorations, promotions, or display fixtures may not be taped, nailed, tacked or attached in a way that may leave a residue or have the possibility to damage any surface within the exhibit hall or greater hotel area. All equipment, promotions, signage, tables, and/or advertising must be confined to the exhibitor's space. Nothing may be displayed or projected outside of the exhibit space.

Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture.

### **FOOD AND BEVERAGE DISTRIBUTION**

Exhibitors are allowed to distribute small, bite-sized, individually wrapped candies. Distribution of any other food or beverage items must be coordinated through FFEA and the hotel's catering department.

**LIABILITY LIMITS**

FFEA, nor the Hotel, shall not be responsible for any loss, damage, delay due to strikes, lockouts, acts of God, governmental restrictions, enemy action, civil commotion, unavoidable casualty or any other causes similar or dissimilar, beyond the control of FFEA.

**LIGHTING**

**Without exception, all light and sound must be contained within, and directed into, the footprint of the contracted exhibit space.** Additional lighting may be brought in for the exhibit space; however, this lighting must be restricted to the contracted exhibit space. Lighting may not shine onto the aisles or into a neighbor's exhibit space. Lighting may not be installed in such a way that the glare is annoying to visitors or neighboring exhibitors.

**PROTECTION OF EXHIBIT FACILITY**

No exhibitor may allow any article to be brought into, or permit any act to be done on the premises, which will violate or increase the premiums on policies of insurance held by either FFEA or the Hotel provided said policies are no more restrictive than standard liability and property damage insurance policies and standard fire insurance policies with extended coverage. No exhibitor may permit any act by its employees or its agents by which the premises in any manner may be marred or defaced. Exhibitors must surrender the occupied space in the same condition as at the commencement of occupation, normal wear and tear and casualties beyond the reasonable control of the Exhibitor excepted. Any damage(s) to the premises or any property therein by the Exhibitor, its employees or agents, shall be made good to FFEA or the Hotel, as their interests may appear.

**SALE AND SOLICITATION**

We encourage you to be creative with your booth promotions and giveaways. Distributing promotional materials in all common areas, corridors and lobbies is PROHIBITED without prior permission from FFEA. Solicitation, signs, promotions, and distribution of printed materials must be confined to booth space only. Any company/organization that is not exhibiting in the exhibit hall, is prohibited from displaying or demonstrating products, soliciting orders or distributing advertising materials anywhere in the hotel or other FFEA-contracted space. **Solicitation, signs, and distribution of printed materials promoting a non-FFEA sanctioned event or seminar are prohibited.** Any and all taxes are the sole responsibility of the exhibitor.

**SOUND**

Sound must not be at a level that interferes with normal levels of communication in neighboring exhibit space. The maximum sound level is 75 decibels, except the Tradeshow Stage while an Entertainment Showcase is taking place.

Any copyrighted music played by exhibitors in their exhibits or sessions is required to be licensed by either the American Society of Composers, Authors and Publishers (ASCAP) and/or Broadcast Music Inc. (BMI).

Noisy equipment used in demonstrations should be operated intermittently.

**SUBLETTING AND SHARING OF EXHIBIT SPACE**

Exhibitors may not reassign, sublet or share exhibit space, and may not display products or services other than those normally sold by them unless prior written approval is obtained from FFEA.

## WASTE DISPOSAL

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the Hotel. Any excessive trash and miscellaneous debris must be cleared out by the Exhibitor and not left for FFEA or the Hotel to clean up. The Exhibitor is responsible for removing all wooden materials (i.e., crates, flats, and pallets) from the Hotel's premises. These items are not to be left at the trash compactor or adjacent areas. Any expenses incurred for cleanup will be billed to the Exhibitor.

**All matters and questions not covered by these Rules and Regulations, and interpretation of these Rules and Regulations, are subject to the decision of FFEA. These Rules and Regulations may be amended and/or interpreted at any time by FFEA.**

## **HOTEL RULES & REGULATIONS**

### **EXHIBITOR CHECK-IN**

All labor, hired or representing an Exhibitor, must check-in at Hotel Security and receive a guest pass.

### **MOVE-IN/MOVE-OUT PROCEDURES**

All Exhibitor staff, including, but not limited to, volunteers, musicians, florists, photographers, entertainers, linen companies, props and/or décor companies, must coordinate their arrival time and their proper move-in/move-out locations with FFEA. On the day of move-in/move-out, each individual entering on the property must check-in with Hotel Security to receive a guest pass and if necessary, a parking pass. The parking pass will show the move-in/ move-out location, the name of the individual and company, the location of the event, and the time permitted for move-in/move-out. Any commercial or private vehicles parked in an area not prearranged by the Hotel will be subject to immediate towing. At no time may vehicles block fire lanes or be driven on grass areas.

### **OVERNIGHT PARKING**

**Overnight parking of production vehicles and/or trailers is not permitted on Hotel property without prior arrangements with FFEA.** Move-in/move-out will be through the Hotel's loading areas only. No Exhibitor may park their trucks on Hotel property overnight. Parking permits will be issued for personal passenger vehicles and must be displayed in the window of the vehicle.

### **APPROPRIATE BEHAVIOR**

Any horseplay, foul language, inappropriate attire, or disruptive behavior is a violation of the Hotel's policy and will result in the removal of the individual(s). Theft, misappropriation of property, or aiding in such acts will result in removal with possible criminal prosecution.

### **ATTIRE**

Exhibitor staff must wear clothing that is neat in appearance and meets Hotel Guidelines.

### **COOKING**

Any use of cooking equipment is allowed in tradeshow only through Fire Marshal approval. Contact your Convention/Conference Service Manager if you wish to understand this prohibition. There shall be no grease producing equipment (electrical or gas) in any convention area. A ventless hood cooker with a factory-installed fire protection system may be acceptable with prior approval of the Fire Official (e.g., self-contained extinguishing units that are FM [Factory Mutual] or UL [Underwriters Laboratory] approved. Systems will require hoods and extinguishing pull starter, at a minimum). Any open flame device (fire knives, torches, etc.) shall require a permit and fire watch.

### **EXIT ACCESS**

Displays and exhibits shall be installed in such a manner as to not interfere in any way with access to required exits or exit signs, nor shall any display block fire equipment. Storage in all foyer areas is prohibited.

### **FLAME-PROOFING CERTIFICATE(S)**

All materials used in the Hotel's meeting space (pipe and drape, liners, backdrops, props, skirting, stage coverings, etc.) require a certification of flame-proofing or fire retardation by the appropriate authority. Exhibitors must present this information to the Hotel no later than (14) days prior to Exhibitor Move-In. Any material is subject to inspection by the Hotel. Any material found not certified must be removed from the event immediately.

**CONSUMPTION OF ALCOHOLIC BEVERAGES**

It is against state and federal laws for the consumption of any alcoholic beverages to occur on the property while under contract. This includes the purchase of any alcoholic beverages in any of the hotel lounges, bars, or restaurants. Should a guest offer a drink, we ask that outside personnel only accept soft drinks and/or coffee or tea.

**FIREWORKS/ PYROTECHNICS**

Direct approval from the Hotel is necessary for any use of pyrotechnics, fog machines, laser effects or any other such effect on the Hotel's property. You must submit a copy of your local permit, business license, liability insurance and type of pyrotechnics to be used to the Hotel no later than (30) days prior to your event (see also insurance). One or Two Security Associates will be required & assigned to staff specific life safety systems during any testing and operation of hazing or pyrotechnic equipment. All indoor hazing is limited to water-based hazing units. All hazing chemicals and equipment must be inspected and approved by the Hotel's staff prior to discharge. Outside vendors will be responsible for all cleanup of pyrotechnic activities. Should cleanup assistance be required by resort personnel, outside vendors will be billed at prevailing rates.

**PROTECTIVE FLOOR COVERINGS**

Exhibits using food, beverage, ink, chemicals, or other liquids must be installed over Visqueen.

Painting, mixing of chemicals or explosive materials is strictly prohibited.

Booth equipment, furniture, and carpeting must be confined to the measured limits of the booth.

**SMOKING**

The Hotel is a non-smoking facility. There is no smoking permitted in any public areas or back of house of the Hotel. This includes all function rooms and outside locations. Exhibitors are expected to locate the designated area for smoke breaks for outside personnel and the Hotel's associates and utilize them.

**STORAGE**

The Hotel has very limited storage space for guest/group related packages. Should you anticipate needing significant storage, please contact the Hotel for availability and arrangements. Should storage space be required for any audio-visual equipment or project while on-site, full room rental is assessed for each day the space is required. At no time will an Exhibitor be allowed to store freight, crates, or equipment in any public or service areas, including back hallways or the loading dock without prior approval from the Hotel.

**WALLS**

Nothing may be placed, leaned against or affixed to any wall in the exhibit area. This includes writing, tacking, taping, crates, exhibit panels, and pallets, etc.