

EXHIBIT INSTALL, DISMANTLE, AND DESIGN REGULATIONS

Exhibitors are required to furnish their entire exhibit booth space with carpeting or floor covering. Carpet or floor covering installation must be completed by 3:00 p.m. local time at the Convention Center the day prior to the Show opening; otherwise, carpet may be forced. All charges and fees incurred from carpet being forced are the sole responsibility of the Exhibitor.

Exhibit building/construction must be completed by 6:00 p.m. local time at the Convention Center the day prior to the Show opening. If Exhibitor fails to occupy the assigned space by this deadline, Show Management has the right to utilize the area in any way it may decide without relieving the Exhibitor of the obligation to pay in full.

Any multi-level exhibits, regardless of square footage of area to be covered, within an exhibit display or a multi-level display, must submit blueprints/drawings/plans to Show Management by Dec. 2, 2024, for review. Blueprints/drawings/plans for multi-level exhibit displays will be reviewed for approval by Show Management, the Convention Center, and the local fire marshal. Pricing rules apply for multi-level exhibits as detailed in the annual Show pricing that can be found online at:

<https://www.gcsaaconference.com/exhibitor/booth-pricing>. Exhibitors with multi-level designs must comply with the following regulations:

1. Submit proper documentation, from a registered architect or engineer, to: cts@gcsaa.org.
2. Blueprints/drawings/plans must be submitted by Dec. 2, 2024, even if the Exhibitor has used and received approval for the same display at a previous Show.
3. Blueprints/drawings/plans must be scaled, sealed, signed, and dated by a registered architect or engineer.
4. Blueprints/drawings/plans must include the GCSAA Conference and Trade Show's name and a date.
5. Blueprints/drawings/plans must include the Exhibitor's name and assigned booth number.
6. Blueprints/drawings/plans must indicate maximum exhibit height within the booth.
7. Island and split island booths of more than four hundred (400) square feet are allowed to have multi-level display booths, but only with approval from Show Management.

Exhibitor's booth display* shall conform to the following specifications:

1. Maximum height at the back wall, including all forms of lighting, signage and/or header shall be:
 - a. Linear (standard) booth = eight feet (8').
 - b. Perimeter wall booth = twelve feet (12').
 - c. Split island booth (of more than four hundred (400) square feet) = sixteen feet (16').
 - d. Island booth = no restrictions (for booth structure, not including hanging/rigged signs).

**If you have questions about your booth display type, please contact an account manager.*

2. For standard linear booths, any sidewall extending five feet (5') from the back wall of the display booth must not exceed eight feet (8') in height, and the remaining five feet (5') sidewall or divider extending out to the aisle between exhibit display booths must not exceed four feet (4') in height. No exhibit display booth shall be allowed to obstruct clear vision to other exhibit display booths in the same line or adjacent lines, unless it is an island display having four (4) sides.
3. For perimeter booths, any sidewall extending five feet (5') from the back wall of the display booth must not exceed twelve feet (12') in height, and the remaining five feet (5') sidewall or divider extending out to the aisle between exhibit display booths must not exceed four feet (4') in height.

No exhibit display booth shall be allowed to obstruct clear vision to other exhibit display booths in the same line, unless it is an island exhibit display booth having four (4) sides.

4. Split Island exhibit display booths require a minimum of two (2) exhibit display booths back-to-back with an aisle on three (3) sides. The back wall must span the length of the side separating the two (2) exhibit display booths. Height restrictions are sixteen feet (16').
5. Pop-up tents are not allowed as part of an exhibit display booth.
6. Wing banners are allowed following the height limitations on exhibit display booth. Wing banners will be taken down should they be in violation of height restrictions.
7. Banners, decorative signs, etc., rigged from the ceiling are only allowed for island exhibit display booths of more than four hundred (400) square feet.

Hanging signs and graphics are only allowed in split island and island exhibit display booths four hundred (400) square feet or larger. The maximum height is twenty-five feet (25') from the top of the sign to the floor. Hanging signs and graphics should be set back ten feet (10') from adjacent exhibit display booths and be directly over assigned booth space only.

Signs that are supported from below (not hanging) must comply with all ordinary use-of-space requirements, with the highest point of any supported sign not exceeding the maximum allowable height for the booth type: split island exhibit display booths sixteen feet (16') and island exhibit display booths twenty-five feet (25'). It is the Exhibitor's responsibility to ensure proper and safe exhibit display booth construction. Drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, and plastic cloth shall be flame retardant or fabricated of inherently fireproof materials. A flame test may be performed (if deemed appropriate) by the local fire marshal and/or other such governmental agency.

All flowers and trees must be live plants. No flammable fluids or substances may be used or shown in exhibit display booths. All packing materials such as excelsior, cardboard cartons, etc. must be removed from the exhibit display booth prior to the opening of the Show. No packing material may be stored in, around, on, or behind any part of the exhibit display booth structure.

Operation of gasoline-powered vehicles/equipment will be permitted during move-in and move-out periods. However, all fueling of vehicles must be accomplished outside the exhibit hall. Gasoline-operated vehicles/equipment on display during the Show must have one (1) gallon or less of fuel in their tank(s). Fuel tank caps must be locked or taped, and battery cables must be disconnected and taped. Fuel is only to be dispensed or removed with approved safety equipment. No LP tanks, empty or filled, are authorized to be stored in the Convention Center. No gasoline or other fuel-operated motor may be demonstrated inside the exhibit hall of the Convention Center during the Show.

If the local city has a contrary fire code or the Convention Center rules and regulations dictates otherwise to the regulations listed above, then Exhibitor agrees to comply with any and all requirements regarding gasoline-operated vehicles/equipment, including, but not limited to fuel storage, displaying of gasoline-operated vehicles/equipment, and fueling/re-fueling.

Any event involving movement of a vehicle using fuel as a propellant or use of electrical systems to demonstrate moving parts is prohibited without written approval of the local fire marshal. Show Management may also determine whether any events are objectionable, and the decision of Show Management is final. Written authorization by the Convention Center and the local fire marshal shall be required for the exhibit display booth and operation of any electrical, or mechanical devices which may be

deemed hazardous by the fire prevention division and the use or storage of flammable liquids or compressed gases.

Hazardous chemicals and materials, including pesticides, fungicides, insecticides, caustics, corrosives, oxidizers, flammables, poisons, and toxins are prohibited inside the building. The above list is not all inclusive.

All electrical equipment must be U.L. (Underwriter Laboratories) approved. Installation of all such equipment is to be under supervision of the Convention Center building services.

Banners, decorative signs, etc., rigged from the ceiling must be approved a minimum of thirty (30) days prior to installation by the decorator. Rigged signs are only allowed for island exhibit display booths of four hundred (400) square feet or more. Method of installation, location, and material used are subject to approval by the Convention Center.

All fountains must be waterproof and shall be tested prior to installation.

All plumbing must be approved by Show Management and the Convention Center.
Blueprints/drawings/plans for plumbing must be submitted to Show Management by Dec. 2, 2024.

No "stick-on" decals and similar promotional items may be distributed or applied in the building.

Show Management reserves the right to restrict, close, and remove any exhibit because of noise, method of operation, uncooperative personnel, and discord in advertising or for any other reason as determined by Show Management.

Show Management will have sole control over all admissions of persons.

Under NO circumstances will any child or minor under the age of sixteen (16) be allowed on the trade show or exhibit floor during the pre-determined setup/installation/move-in hours and days and will not be allowed on the trade show or exhibit floor during pre-determined tear-down/dismantle/move-out hours and days established by Show Management.