



**Booth Display & Event Regulations**

In addition to the rules & regulations on the space contract,  
please review the following.

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**Age Restriction:**

No one under 18 years of age will be allowed in the conference sessions or the Expo Hall, including setup, dismantle and event hours. Event Management reserves the right to require proof of age prior to admission into the event.

**Americans with Disabilities Act (ADA):**

All exhibiting companies 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, and from the ADA Web site – [www.ada.gov](http://www.ada.gov)

**Balloons:**

No balloons of any kind will be permitted.

**BOOTH PACKAGE:**

Exhibit booth backwalls will be black drape (8' high), with black drape side rails (36" high). *The Expo Hall is carpeted.* A company identification sign (7" x 44") will also be provided. Any additional equipment can be ordered through the official contractor forms contained within this kit.

**Canopies and Ceilings:**

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for in-line/linear or perimeter booths must comply with line-of-sight requirements. (See "Use of Space" for in-line/linear or perimeter booths).

The bottom of the canopy should not be lower than 7ft from the floor within 5ft of any aisle. Canopy supports should be no wider than 3 inches. This applies to any booth configuration that has a sight line restriction, such as an in-line/linear booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

**Carpet:**

The Tinley Park Convention Center is carpeted.

**Demonstrations:**

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of building and local regulations regarding fire/safety and environment which must be adhered to. Exhibitor Conduct: The distribution of any article that interfere with the activities or obstructs access to neighboring booths, or that impedes the aisles, is prohibited. Exhibitors must conduct their sales promotion activities only from within the confines of their booth.

**Exhibitor Conduct:**

Booth personnel, hired staff (i.e. models, mascots), promotional feature (i.e. bars, traffic builders) along with distribution of any marketing materials must be within the confines of the booth. Any booth personnel, hired staff or promotional features (i.e. bars, traffic builders) that obstructs access to neighboring booths, or that impedes aisles, is prohibited.

**Dismantling Early:**

Any exhibitor who begins to dismantle or pack their exhibit before the close of the expo will lose their accumulated priority points.

**Exhibitor Badges & Expo Hall Access:**

All personnel representing the exhibitor or their agents must be identified with the official MSPCE exhibitor badge for access to the Expo Hall (including installation & dismantle). Prior to onsite registration opening, security will distribute temporary set-up badges.

Exhibitors are allowed access during installation & dismantle hours. On event days, exhibitors will be allowed access to the Expo Hall one (1) hour prior to Expo hours with the official MSPCE event badge. See Schedule at a Glance for hours.

If an exhibitor needs to stay in his/her booth after Expo hours, please contact Event Management so we can notify security.

**Fire Equipment & Egress Signs:**

Booth displays and equipment shall not impair the visibility of egress signs, fire hoses, extinguishers, and audible or visual devices.

**Hanging Signs & Graphics:**

Hanging signs and graphics are allowed in island booths. The maximum height is 16ft to the top of the sign. (In-line/ linear booths, or perimeter do not qualify for hanging signs and graphics). The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

**Lighting:**

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Event Management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by Event Management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

**Multi-story Exhibit:**

A multi-story exhibit is a booth where the display fixture includes two or more levels. In many cities, a multi-storied exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as Show Management because it is deemed to be a "structure" for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met.

**Open Booth Locations:**

Any open booth location will be available at the current exhibit space rental. To purchase an additional open booth location, contact a member of Event Management for pricing and payment options. Any exhibitor that expands into another booth location that is not contracted to them will be charged for the additional space.

**Product Height:**

Some exhibitors have products that exceed display height restrictions. Exhibition organizers have guidelines for displaying such products. Products exceeding height restrictions are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold no additional advertising is attached. Please contact Show Management for approval for variance in height regulations.

**Sound/Music:**

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

**Storage:**

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, 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. Booths on the end of an aisle where the back of the booth is visible and unsightly, maybe required by Show Management to add drape to mask the unsightliness.

**Structural Integrity:**

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures. Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

**Suitcasing & Outboarding:**

“Suitcasing” is the act of suppliers or sales representatives soliciting business in the aisles of the exhibition, in another company’s booth, during any event activities without authorization from Show Management. Notify Show Management if you witness anyone “suitcasing”. “Outboarding” is the act of non-exhibiting companies, Associations, suppliers, or sales representatives conducting meetings, hospitality functions, training or showrooms with event participants off of the show floor (in hotels, restaurants, parking lots and other venues) without having purchased a booth at the event or having authorization from Show Management. “Suitcasing and outboarding” are violations of the NFPA exhibition policy. Please report any violations to Show Management.

**Towers:**

A tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Towers in excess of 8ft should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.

**Vehicles:**

Rules vary depending on the facility. See convention center rules. Depending on the booth location, a targeted move-in maybe required for the vehicle. Please notify Show Management if you will be displaying a vehicle and confirm if a targeted move-in time will be required.