

EXHIBIT DESIGN REGULATIONS

A. It is the exhibitor's responsibility to ensure proper exhibit booth construction. Drapes, signs, banners, acoustical material, cotton, paper, hay, straw, moss, split bamboo, plastic cloth shall be flame retardant or fabricated of inherently fireproof materials. NOTE: A flame test may be performed when deemed appropriate by the Orange County Fire Rescue Services Department or other such government agency. Also, all flowers and trees must be live plants. No flammable fluids or substances may be used or shown in booths. All packing materials such as excelsior, cardboard cartons, etc., must be removed from the booth prior to the opening of the GCSAA Conference and Trade Show. No materials may be stored in the area behind the booth.

B. Operation of gasoline powered vehicles will be permitted during move-in and move-out periods. However, all fueling of vehicles must be accomplished outside the exhibit hall. If the conference site city has a contrary fire code or the convention center dictates otherwise, the exhibitor agrees to comply with those regulations regarding gasoline operated vehicles/equipment. Fuel tanks may not contain more than ¼ capacity or ten (10) gallons of fuel, whichever is less. Fuel tank caps must be locked or taped, and battery cables must be disconnected and taped. Fuel is to be dispensed or removed with approved safety equipment. No LP tanks, empty or filled, are authorized to be stored in the building. No gasoline or other type of fuel-operated motor may be demonstrated inside the exhibit hall during the GCSAA Conference and Trade Show.

C. 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 department. Show management will solely determine whether any of the articles or items are objectionable and the decision of show management is final.

D. Written authorization by, first the convention center general manager, and then, the fire prevention division shall be required for the display and operation of any electrical, mechanical or devices which may be deemed hazardous by the fire prevention division and the use or storage of flammable liquids or compressed gases.

E. Exhibitors are required to furnish their entire exhibit space with carpeting or floor covering. NO CONCRETE may be showing during show hours. Carpet/floor covering installation is required and must be completed by **3 p.m., Tuesday, Feb. 7, 2023**, otherwise carpet may be forced. **IMPORTANT: If you are bringing your own carpet/floor covering, to avoid extra fees please contact trade show management in writing before 4 p.m., Monday, Feb. 6, 2023.**

Trade show management and the general service contractor reserve the right to move or alter any carpet or floor covering that overlaps or encroaches any aisle. All charges and fees incurred from carpet being forced or altered are the sole responsibility of the exhibitor.

F. Hazardous chemicals and materials, including but not limited to pesticides, fungicides, insecticides, caustics, corrosives, oxidizers, flammables, poisons and toxins are prohibited inside the building.

G. All electrical equipment must be UL (underwriter laboratories) approved. Installation of all such equipment is to be under supervision of the convention center building services.

H. Hanging signs, banners, decorative signs, etc., must be approved a minimum of 30 days prior to installation. Method of installation, location, and material used are subject to approval by the general manager, assistant general manager, operations or director of building services. Rigged signs are only allowed for island booths of 400 square feet or more.

I. All fountains must be waterproof and shall be tested prior to installation. A waterproof barrier is required under all plants that require watering during the trade show, as well as during move-in and move-out.

J. All plumbing must be approved by show management. Drawings/plans for plumbing must be submitted to show management by Dec. 2, 2022.

K. "Stick-on" decals and/or similar promotional items may NOT be distributed in the building.

L. Show management will have sole control over all admissions of persons.

M. Show management reserves the right to reject or prohibit any exhibit, or part thereof, including, without limitation, any person, article, conduct, printed matter, catalogue or souvenir, that in its opinion, is not suitable to and in keeping with the character of the exhibition.

N. Any multi-level areas, regardless of square footage of area to be covered, within an exhibit or a multi-level display, must submit blueprints/plans by Dec. 2, 2022, for review. Plans for multi-level exhibits will be reviewed by show management, OCCC Event Management department and Orange County Fire Rescue Services Department. Exhibitors with multi-level designs must comply with the following:

- a. Submit drawings/plans of scaled, sealed, signed and dated plans by an architect or engineer to show management at cts@gcsaa.org.

- b. Plans must be submitted by Dec. 2, 2022, even if the exhibitor has used and received approval for the same display at previous GCSAA Conference and Trade Shows.
- c. The plans must be scaled, sealed, signed and dated by a registered architect or engineer.
- d. The plans must include the GCSAA Conference and Trade Show's name and dates.
- e. The plans must include the exhibitor's name and assigned booth number.
- f. The plans must indicate maximum exhibit height within the booth.
- g. The plans must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
- h. Send two (2) copies of scaled, signed, and dated blue prints (with front and side elevations) by a registered architect or engineer to:

Orange County Convention Center

Attn: Event Management

Regular mail: P.O. Box 691509, Orlando, FL 32869

Overnight: 9860 Universal Blvd, Orlando, FL 32819

Only island booths more than 400 square feet are allowed to have double-decker structures, with approval from show management.

O. Exhibitor's display booth(s) shall conform to the following specifications:

- a. Maximum height of display booth at the back wall, including all forms of lighting, signage and/or header shall be:
 - 1. Linear (standard) booth eight (8) feet
 - 2. Perimeter wall booth 12 feet
 - 3. Split island booth 16 feet
 - 4. Island booth no height restrictions (for booth structure not including hanging/rigging signs)
**if you have any questions about your booth type please contact show management*
- b. For standard linear booth, any sidewall extending five feet from the back wall of the display booth must not exceed eight (8) feet in height, and the remaining five (5) feet sidewall or divider extending out to the aisle between display booths must not exceed four (4) feet in height. No exhibit booth shall be allowed to obstruct clear vision to other booths in the same line or adjacent lines, unless it is an island display having four (4) sides.
- c. For perimeter booth, any sidewall extending five (5) feet from the back wall of the display booth must not exceed 12 feet in height, and the remaining five (5) feet sidewall or divider extending out to the aisle between display booths must not exceed four (4) feet in height. No exhibit booth shall be allowed to obstruct clear vision to other booths in the same line unless it is an island display having four (4) sides.
- d. Pop-up tents are not allowed as part of booth display.
- e. Wing banners are allowed following the height limitations on booth display. Wing banners will be asked to be taken down should they be in violation of height restrictions.
- f. Banners, decorative signs, etc., rigged from the ceiling are only allowed for island booths 400 square feet or more.
- g. No peninsula or endcap booths will be allowed.

Hanging signs and graphics are allowed in Split Island and Island Booths 400 square feet or larger only. The maximum height is 25 feet (7.62m) from the top of the sign to the floor. Hanging signs and graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted 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 booths 16 feet (6.096m) and island booths 25 feet (7.62m).

P. Hanging independent lighting systems, attached to the facility from overhead, are permitted ONLY by island exhibits of 800 square feet or larger. Island exhibits of 800 square feet or larger wishing to hang lighting systems will be required to submit a rigging plot diagram, no later than Dec. 2, 2022.

Q. Excessive sound can be offensive and distracting. Each exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other exhibitors. Any audio equipment, whether in the booth or as part of a display, may not exceed a sound level of 85 decibels. The following rules and regulations will apply to ensure the appropriate business atmosphere of the GCSAA Conference and Trade Show.

- a. Self-supported audio equipment must be directed inwardly, toward your exhibit, as opposed to outwardly toward an aisle or neighboring exhibits.
- b. Audio equipment must not violate the height restriction applicable to the booth.
- c. Decibel levels will be measured from the center of surrounding aisles. In the event audio equipment exceeds the 85-decibel requirement, or is determined by show management to affect neighboring exhibitors negatively, the following procedure will be in effect:

1. *First notice:* the offending exhibitor will be notified and asked to comply with the stated guidelines. This notice will be documented.
2. *Second notice:* offending exhibitor will be issued a written caution, noting violation of sound limits has been repeated, and will be instructed to reduce the volume immediately.
3. *Third and final notice:* the exhibit's electrical source(s) will be terminated for the remainder of the day. Exhibitor will be given a 15-minute window of time to take necessary precautions for their equipment. Exhibitor will assume full responsibility for any damage to their exhibit or demonstration resulting from their failure to adhere to show rules. Electrical service may be reconnected the following day before show opening at exhibitor's expense.

In addition to decibel measurements, show management reserves the right to determine an exhibitor's compliance with or violation of these sound level restrictions. We ask that each exhibitor monitor their own booth to ensure a professional atmosphere on the show floor for all exhibitors and attendees.

R. Show management may, at its discretion, eliminate or reduce priority points for violation of these rules and regulations. In addition, substantial violation of these rules and regulations by the exhibitor, its employees or agents may forfeit the exhibitor's right to occupy space and such exhibitor shall forfeit to GCSAA Conference and Trade Show management all monies paid. It is to your advantage to contact GCSAA Conference and Trade Show management prior to arriving on show site with any questions.

Upon evidence of substantial violation, show management may enter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's exposure and risk. The exhibitor shall pay all expenses and damages that show management may thereby incur.