



THE INTERNATIONAL PLASTICS SHOWCASE

April 1-5, 2012
Orange County Convention Center
Orlando, Florida

produced by **spi**

Conference Dates: April 1-5, 2012
Exposition Dates: April 2-5, 2012
Orange County Convention Center
Orlando, Florida USA
www.npe.org

SHOW RULES & REGULATIONS

- Mandatory participation for exhibitors requiring drayage in Freeman's NPE Bundle Package pricing (**Rule 22**).
- Exhibitors displaying operating machinery are requested to pay particular attention to safety **Rule 49**.
- **Those companies that may require anchoring of machinery (Rule 8) at NPE2012 MUST contact show management to review anchoring requirements and the Orange County Convention Center (OCCC) policy.**

QUESTIONS:

NPE2012 Exhibitor Services: exhibit@npe.org

Phone: +1.703.259.6132

RULES & REGULATIONS

- | | |
|---|--|
| 1. Terms & Conditions | 32. Hazardous & Prohibited Material |
| 2. Principal Purpose | 33. Indemnification |
| 3. Amendment to Rules | 34. Installation and Dismantle Labor |
| 4. Admission to Exhibit Floor & Exhibit Hours | 35. Insurance |
| 5. Aisles | 36. International Shipments |
| 6. Alcoholic Beverages | 37. Limitations of Liability |
| 7. Americans with Disabilities Act | 38. Machinery/Equipment Placement |
| 8. Anchoring Machinery | 39. Orange County Convention Center (OCCC) Meeting Rooms |
| 9. Attendee List Acquisition | 40. Merchandise Release Passes |
| 10. Balloons & Air Devices | 41. Move-Out/Material Removal |
| 11. Booth Events, Games & Contests | 42. Music, Video, Photo, Copyrights |
| 12. Booth Personnel | 43. Noise Levels |
| 13. Cancellation of Participation / Space Reduction | 44. NPE2012 Logos |
| 14. Catering: Booth & Meeting Space | 45. Odors |
| 15. Copyright/Patent Infringements | 46. Reduction of Space |
| 16. Crate Storage | 47. Rejected Displays |
| 17. Columns | 48. Relocation of Booth |
| 18. Damage to Property | 49. Safety: Machinery, Robot, Exhibit Signs |
| 19. Decoration | 50. Solicitation, Costumes, Promotion |
| 20. Default In Payment | 51. SPI Member Benefits For NPE2012 |
| 21. Divisions/Subsidiaries | 52. Storage |
| 22. Drayage | 53. Subleasing |
| 23. Electrical Safety | 54. Target Dates |
| 24. Eligible Exhibits | 55. Trusses |
| 25. Exhibitor Appointed Contractors (EAC) | 56. Unoccupied Space |
| 26. Failure to Hold Show | 57. Utility Package Pricing |
| 27. Fire Hose Cabinets, Alarms, Exits | 58. Vehicle Displays |
| 28. Floor Load Capacity | 59. Videotaping and Audio Taping |
| 29. Food Distribution | 60. Walls/Backgrounds |
| 30. Handouts & Give-Aways | 61. Display & Column Specifications |
| 31. Hanging: Displays, Signs, Banners | |

1. TERMS & CONDITIONS

Exhibitors understand and agree that the show rules and regulations are an integral and binding part of the exhibit space contract. By the company representative's signature on the contract, exhibitors agree to abide by all show rules and regulations, including those previously issued and any updates and/or correspondence outlining revised and new policies. Abiding by the rules and regulations will lead to a successful experience for all.

2. PRINCIPAL PURPOSE

NPE2012 is produced by and is the property of SPI: The Plastics Industry Trade Association (herein referred to as *SPI* or *show management*) and the word Management refers to SPI, its directors, officers, committees, agents, or employees acting for SPI in management of the exposition. The principal purpose of the exposition is to stimulate interest in and demand for plastics industry related products and services in general, herein referred to as Principal Purpose. No Company shall engage in any activity inconsistent with this Principal Purpose.

3. AMENDMENT TO RULES

Any matters not specifically covered by these rules and regulations may be amended at any time by show management and all amendments so made shall be binding on Exhibitor equally with the stated rules and regulations.

4. ADMISSION TO EXHIBIT FLOOR & EXHIBIT HOURS

No person **under the age of 16** will be admitted in the exhibit halls during the installation, operation, and dismantling periods. All persons on the exhibit floor must have proper registration credentials.

Booth personnel will be permitted to enter the exposition up to two hours before the scheduled opening time each day of the show. Booth personnel will not be permitted to remain after show hours with the exception of those exhibitors that have requested show management approval by **February 29, 2012**.

Booth visitors will not be permitted to enter the exposition during non-show hours unless invited by the exhibitor to a booth event pre-approved by show management (**Rule 11, Booth Events, Games & Contests**).

Each exhibitor is required to keep at least one attendant in his booth during all show hours, subject to removal of his exhibit from the show at his expense. Exhibitors are not permitted to dismantle or remove their display prior to 5:00pm on the last day of the show without written permission from the NPE2012 Show Management. The official exposition schedule is as follows:

April 2, Monday 9:00am – 5:00pm

April 3, Tuesday 9:00am – 5:00pm

April 4, Wednesday 9:00am – 5:00pm

April 5, Thursday 9:00am – 5:00pm

5. AISLES

All aisle space belongs to the show. Obstruction of aisles or booths is not permitted. No exhibit or advertising will be allowed to extend beyond the booth space assigned to the exhibitor. All demonstration equipment and/or machinery must be located at least one (1) foot from the aisle line.

Exhibitors with live shows or any other activity meant to draw attendees must occupy exhibit space to accommodate not only the show but also the audience. Furthermore, the stage for the show, or central floor plan for the booth activity must be located inside the booth and directed to an audience inside the booth not to an audience that would congregate in the aisles or in neighboring booths. If any activity impedes the flow of traffic in the aisles, the show or activity will be terminated immediately by show management and/or the Orange County Convention Center Fire Marshal. No warning will be issued to re-position the stage or activity to accommodate an audience.

In order to expedite the movement of freight in and out of the exhibit halls, certain aisles have been designated as *no freight aisles*. Exhibitors are not permitted to place any freight or display materials in the aisles during installation or dismantling periods of the show. The aisles must be kept clear for the specific use of material handling trucks and equipment. Visit www.npe.org/exhibit, click on *View Live Floor Plans* to review designated no freight aisles.

6. ALCOHOLIC BEVERAGES

Catering and concessions are an exclusive service provided by the OCC's Food Service

Partner, Centerplate. Any food and/or beverage brought on premises without written authorization from Centerplate are strictly prohibited. Sampling of alcoholic beverages by exhibitors must be approved in writing in advance of the event date by Centerplate and requires the exhibitor to be a distributor or manufacturer of the products to be dispensed as well as to be show related. Sampling portions for beverages are limited to four ounce servings. Centerplate will not approve the sale of alcoholic beverages by exhibitors. A temporary liquor license can be obtained from the State of Florida. Contact your Event Manager for additional information.

7. AMERICANS WITH DISABILITIES ACT

Exhibitors are advised of their obligations related to the Americans with Disabilities Act (ADA) Title III. The ADA requires that the exhibitor's display must be accessible to persons with disabilities, and exhibitor agrees that it is solely responsible for assuring its display complies with the ADA.

Exhibitor hereby warrants that it will provide auxiliary aids and services to individuals with disabilities suitable for effective communications between all parties in accordance with requirements of the ADA. Exhibitor further agrees to indemnify and hold SPI harmless for any claims arising out of or in connection with the exhibitor's display failure to comply with the ADA.

8. ANCHORING MACHINERY

Some exhibits require special anchoring to set-up operating machinery demonstrations. Anchoring is allowed but MUST follow the OCCC facility specifications and guidelines.

9. ATTENDEE LIST ACQUISITION

NPE2012 exhibitors have access to attendee registration list rentals for NPE2012 and NPE2009. Lists can be sorted based on criteria collected during the registration process. Exhibitor acknowledges that access to the attendee lists is a benefit of exhibiting at NPE2012 and agrees to only rent lists for their company's own use. Any exhibitor acquiring an attendee list for any purpose other than their company's own use may be subject to losing their show priority points earned for NPE2012.

10. BALLOONS & AIR DEVICES

Any exhibitor intending to utilize balloons or other lighter-than-air objects is required to obtain approval from the Orange County Convention Center. Exhibitors must complete the 2012 Balloons and Other Lighter-Than-Air Objects Agreement. All exhibitor promotional activities must remain within the confines of one's own booth.

11. BOOTH EVENTS, GAMES & CONTESTS

Exhibitors must request show management approval by **February 29, 2012** for any events, including shows, presentations, hospitality, press conferences, contests, operation of games of chance or lottery devices, and/or the actual or simulated pursuit of any recreational pastime to be held within its booth.

If an event is scheduled to be held before or after show operating hours, the exhibitor must retain booth security guards for the event. The exhibitor is also responsible for escorting invited guests directly to/from the show entrance to/from the exhibitor's booth. Exhibitor personnel and invited guests must remain in exhibitor's booth during the event. No admission will be permitted to the show floor more than two hours prior to the show operating hours, and the show floor must be cleared two hours following the show operating hours.

Any activity deemed by show management to be objectionable, unsafe or disruptive to neighboring exhibitors or attendees is prohibited and will be halted.

12. BOOTH PERSONNEL

Exhibitor's booth personnel shall be restricted to employees of exhibitor's company who are staffing the exhibitor's booth. Booth representatives shall wear "EXHIBITOR" badge identification furnished by show management at all times. Company personnel not assigned to staff the exhibitor's booth during the show must register as attendees of the show.

13. CANCELLATION OF PARTICIPATION/ SPACE REDUCTION

A. NPE2012 Pre-Draw Contracts

Companies participating in the "Pre-Draw" may make changes to space assigned during their selection at the times designated for Pre-Draw booth changes and/or following the completion of the Pre-Draw process. The deadline for Pre-

Draw space changes is Friday, July 30, 2010, 3:00 PM Eastern Time. Both Management and Company acknowledge that in the event of Company cancellation of participation in NPE2012, Management will sustain substantial monetary losses that cannot precisely be determined. Due to the difficulty of determining and detailing said losses, the Company agrees to pay the following as liquidated damages (and not a penalty) if Company cancels participation in NPE2012 or reduces its exhibit space. If Company cancels its participation in NPE2012 or reduces their space by Friday, July 30, 2010, at 3:00 PM Eastern Time, Company is entitled to a full refund. If Company cancels its participation in NPE2012 or reduces their space after Friday, July 30, 2010, at 3:00 PM Eastern Time, any prior payments are non-refundable and payment in full is required. Companies participating in the "Pre-Draw" will have the option to relocate their exhibit space during the NPE2012 Space Draw scheduled for January 12-14, 2011, and/or by submitting a request for booth relocation per Rule 48 of the NPE2012 Show Rules and Regulations. If payments are not received by date(s) due, space assigned may be released. If Company cancels its participation in NPE2012 after July 30, 2010, or fails to occupy the exhibit space assigned, such cancellation or failure to occupy shall be considered a default on Company's part, and Company shall remain liable for, and shall pay to SPI, the total fees (including any balance due) for its space. Notwithstanding anything herein to the contrary, in the event that a Company cancels its participation in NPE2012 per this contract and subsequently purchases exhibit space through an SPI authorized agent, such Company will remain liable to SPI for all deposits and payments due herein in addition to any deposits and payments due to SPI's authorized agent. To be effective, all Company cancellations of participation in NPE2012 must be received by Management, in writing (return receipt requested). The date of cancellation shall be the date that Management received the written cancellation. If Management does not receive any notice of cancellation of participation in NPE2012, in writing (return receipt requested), Company shall remain liable for, and shall pay to SPI, 100% of the Company cancellation fee, which is equal to the total fee (including any balance due) for its space. All cancellation fee(s) are payable immediately

upon cancellation. The cancellation fee(s) terms shall apply regardless of the execution date of this Contract.

B. NPE2012 Exhibit Space Contracts

Both Management and Company acknowledge that in the event of Company cancellation of participation in NPE2012, Management will sustain substantial monetary losses that cannot precisely be determined. Due to the difficulty of determining and detailing said losses, the Company agrees to pay the following as liquidated damages (and not a penalty) if Company cancels participation in NPE2012 or reduces its exhibit space. If Company cancels its participation in NPE2012 or reduces their space by Friday, January 7, 2011, at 3:00 PM Eastern Time, Company is entitled to a full refund. If Company cancels its participation in NPE2012 or reduces their space after Friday, January 7, 2011, at 3:00 PM Eastern Time, any prior payments are non-refundable and payment in full is required. If payments are not received by date(s) due, space assigned may be released. If Company cancels its participation in NPE2012 after January 7, 2011, or fails to occupy the exhibit space assigned, such cancellation or failure to occupy shall be considered a default on Company's part, and Company shall remain liable for, and shall pay to SPI, the total fees (including any balance due) for its space. Notwithstanding anything herein to the contrary, in the event that a Company cancels its participation in NPE2012 per this contract and subsequently purchases exhibit space through an SPI authorized agent, such Company will remain liable to SPI for all deposits and payments due herein in addition to any deposits and payments due to SPI's authorized agent. To be effective, all Company cancellations of participation in NPE2012 must be received by Management, in writing (return receipt requested). The date of cancellation shall be the date that Management received the written cancellation. If Management does not receive any notice of cancellation of participation in NPE2012, in writing (return receipt requested), Company shall remain liable for, and shall pay to SPI, 100% of the Company cancellation fee, which is equal to the total fee (including any balance due) for its space. All cancellation fee(s) are payable immediately upon cancellation. The cancellation fee(s) terms shall apply regardless of the execution date of this Contract.

14. CATERING: BOOTH & MEETING SPACE

Exhibitors planning to serve food or drinks within their booth or Orange County Convention Center meeting rooms must utilize the services of the exclusive in-house caterer – Centerplate. Any food and/or beverage brought on premises without written authorization from Centerplate are strictly prohibited.

15. COPYRIGHT/PATENT INFRINGEMENTS

Show management does not involve itself in patent infringements or trademark disputes before, during or after the show. Exhibitor should seek legal counsel to resolve infringement issues.

16. CRATE STORAGE

Special care will be necessary in unpacking merchandise for display. Cardboard cartons will not be accepted for storage unless they are broken down flat and securely tied into bundles and properly tagged. Empty crates are required to be taken from the building as soon as possible. This will make it necessary to remove everything from the crate once it is opened, and place an “empty” label (available from the Exhibitor Service Centers) on it immediately for removal. Be sure to remove all old labels first. No boards or skids will be accepted for storage unless securely tied into bundles and tagged. Materials not in accord with these regulations will be considered refuse and will be disposed of by the cleaners. It is suggested that small crates be nested into larger ones to reduce the number of pieces to be stored and thereby hasten their return during dismantling. To facilitate re-packing merchandise at the conclusion of the show, some exhibitors have found it convenient to remove knocked down cartons to their cars and hotel rooms for ready access.

17. COLUMNS

If a column containing fire hose cabinets, fire strobe light warnings, and/or fire alarm pull stations is located within an exhibitor’s booth, exhibitor must follow Orange County Convention Center facility regulations and fire and safety regulations requiring that fire safety supports be visible and accessible at all times. Exhibitor must ensure that decoration/display material on or near booth column is in

compliance with the facility regulations and fire and safety regulations.

18. DAMAGE TO PROPERTY

Exhibitor is liable for any damage caused to building floors, walls, or columns, or to standard booth equipment, or to other exhibitors’ property. Exhibitor may not apply paint, lacquer, adhesive or other coating to building columns, floors or to standard booth equipment. Exhibitor is responsible for damage to uncrated or improperly packed shipments, concealed damage, loss or theft of material after delivery to booth, or before material is picked up for return movement. It is expressly understood that exhibitor will make no claim of any kind against show management or Freeman, the general contractor, for any loss, damage, or destruction of goods, or for any damage of any nature to NPE2012 by reason of the failure to provide space for any exhibit or removal of the exhibit.

19. DECORATION

To be consistent with the Principal Purpose and present a professional business environment, booth decoration must include carpeting and appropriate display. Show management shall have full discretion and authority in the placing, arrangement, and appearance of all items displayed by exhibitor. Show management may require the replacing, rearrangement, or redecorating of any item or of any booth which show management deems inconsistent with the Principal Purpose or inappropriate for any other reason and no liability shall attach to show management for costs incurred by exhibitor to comply with Principal Purpose.

20. DEFAULT IN PAYMENT

Any exhibitor failing to pay exhibit space fees called for in the exhibit space contract on or before the due date for such payment shall be deemed to be in default. In such event, and without further notice to exhibitor, show management shall have the right to use the space assigned to exhibitor to suit its own convenience, including assigning all or a portion of such space to another exhibitor. Show management assumes no responsibility for inclusion of the canceled exhibitor or descriptions of their products on www.npe.org, in the show directory, brochures, news releases, or other materials.

21. DIVISIONS/SUBSIDIARIES

Divisions/subsidiaries of an exhibiting company may be eligible for representation in the company's booth upon verification of eligibility and approval by show management. The fee for each division/subsidiary is \$675US and includes a listing in the online and printed show directories as a separate entity in the same booth location. Divisions/subsidiaries are defined as two or more companies that are legally related entities (i.e., parent company and subsidiary; subsidiaries of the same parent company; a corporation and division). If the exhibitor is a member of SPI and receives NPE benefits, the exhibitor's membership status must include the divisions/subsidiaries represented in the booth or the divisions/subsidiaries must independently maintain a continuous membership in SPI. Application for division/subsidiary listings must be submitted online in the exhibitor's profile update section of the NPE2012 exhibitor services website.

22. DRAYAGE

SPI and Freeman have worked diligently to create an inclusive package to assist exhibitors in projecting budgets and controlling expenses. Exhibitors utilizing drayage services are required to participate in Freeman's NPE Bundle Package pricing. (Refer to the Freeman – General Services Contractor section of the Exhibitor Manual)

23. ELECTRICAL SAFETY

All wiring on displays or display fixtures must conform to the National Fire Protection Association NFPA 79 Electrical Standard for Industrial Machinery 1979 Edition or superseding standards and the Orlando Electrical Code. All display wiring must exhibit the seal and/or such other seals of official approving agencies as may be required at the exposition complex. Wiring laid across floors shall be guarded by wood, metal or other acceptable covers. All wiring for machines and displays must include one wire for ground.

24. ELIGIBLE EXHIBITS

Management has sole right to determine the eligibility of any Company or product for inclusion in the exposition.

25. EXHIBITOR APPOINTED CONTRACTORS (EAC)

Exhibitors will not contract for or use any services in connection with their exhibit while in the exhibit halls except those approved by show management prior to the show. The names of any persons or organizations other than those designated as official contractors who are proposed for the performance of any services for your booth at NPE2012 must be registered with show management for approval by **February 29, 2012**.

26. FAILURE TO HOLD SHOW

Exhibitor is responsible for total space fees irrespective of the reason for the cancellation by exhibitor because of the failure of an exhibit to arrive for any reason, or cancellation by show management, in whole or in part, as the result of riot, strike, civil disorder, act of war, act of nature, acts of terrorism, or any other reason of any kind whatsoever not within show management control.

27. FIRE HOSE CABINETS, ALARMS, EXITS

Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes. All emergency exits, hallways and aisles leading from the OCCC must be kept clear and unobstructed. Fire lanes must be maintained at all times on the loading docks (also see **Rule 17, Columns**).

28. FLOOR LOAD CAPACITY

The floor load capacity is 400 pounds per square foot in the North and South exhibit halls and 400 pounds per square foot in the West halls (except in a designated area within West Hall A. In this designated area the floor load is 300 pounds per square foot). If you are displaying heavy machinery, to determine the pounds per square foot criteria, divide the total weight of your machine, in pounds, by the square foot contact area of the machine on the exhibit floor. If the result is greater than the pounds per square foot, you must increase the contact area of the machine in a manner that uniformly distributes the weight of the machine on the exhibit floor until the result is less than the pounds per square foot. Under no circumstances may the weight of any equipment or exhibit material exceed a hall's maximum floor load capacity. Exhibitor accepts

full and sole responsibility for any injury or damage to property or person resulting from failure, knowingly or otherwise, to distribute the load of their exhibit material in conformity with the maximum floor load specifications.

29. FOOD DISTRIBUTION

Exhibitors are not permitted to distribute popcorn or shelled peanuts from their booths. All food and/or beverages brought on premises must receive written authorization from the official OCCC Food Service Partner, Centerplate.

30. HANDOUTS & GIVE-AWAYS

Exhibitors may distribute promotional items such as samples, souvenirs, publications, sales literature, buttons, stickers, lapel pins, etc., but only within the confines of their own booth. The distribution of any articles that interfere with the activities in, or obstructs access to, neighboring booths, or that impedes aisles, is prohibited. Distribution of any materials or performing of any other solicitations in the aisles or public areas is prohibited.

No article or item containing any product other than the product or material made or processed or used by exhibitor in or as the product or service sold by the exhibiting company, may be distributed from exhibitors' booth except by written permission of show management.

31. HANGING: DISPLAYS, SIGNS, BANNERS

Hanging signs/grid work from the ceiling will be permitted but must comply with facility rules and regulations, as well as applicable show display rules and regulations. Management permits ceiling-hung corporate identification for exhibiting companies occupying 400 square feet or more in an island or peninsula space configuration. Hanging signs will be permitted in the South exhibit halls and West exhibit halls during NPE2012. The bottom of the sign must be a minimum of 12 feet above the floor and the top of the sign must not be higher than 20 feet above the floor in an island booth and not higher than 16 feet above the floor in a peninsula booth. Should the wording on any sign be deemed by show management to be contrary in any way to the Principal Purpose, exhibitor shall make such changes requested by show management and assume responsibility for any expense incurred (also

refer to [Rule 50, Signs](#)). It is imperative that all procedures be followed properly:

1. Management approval is required by **February 29, 2012** for all hanging signs (see NPE2012 Booth/Display Approval Form).
2. Orange County Convention Center Hanging Items Approval/Request Form (HM1) is due by **March 2, 2012** (please review Hanging Items requirements in the Orange County Convention Center section of the NPE2012 Exhibitor Manual).

32. HAZARDOUS & PROHIBITED MATERIAL

Exhibitors shall not bring upon the premises of the OCCC any exhibit, equipment or vehicle that, in the judgment of show management and the OCCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems, and furnishings of the OCCC. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, and chemicals (including oxidizers) are prohibited inside the OCCC.

Compressed inert gases may be used provided the vessels are stored in a safe manner. Demonstrations involving inert gases must comply with all federal and local regulations. Gasoline, kerosene, diesel fuel, combustible gases, or other flammable liquids may not be stored (permanently or temporarily) in the OCCC during NPE2012 or during move-in and move-out. Exhibitors will be responsible for removal of hazardous waste and must comply with all applicable federal, state, and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic, or biohazards (as defined under 40 CFR 261 subpart C and D).

33. INDEMNIFICATION

Exhibitor agrees to indemnify and hold harmless Management from and against any and all claims, losses, liabilities, actions, suits, demands, damages, costs and expenses (including, without limitation, reasonable attorney's fees) arising out of or relating to any breach of these rules or any acts or negligence of Exhibitor or its agents or employees.

34. INSTALLATION and DISMANTLE LABOR

Currently, Freeman has an agreement with the Local IATSE Union to provide labor for display installation and dismantling. **Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local.** Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form or at show-site, at the service desk. Proof of full-time employment status may be requested by the Union Steward of any personnel working in your booth.

35. INSURANCE

The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this Contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased by SPI. Such insurance shall include contractual liability coverage, with combined single limits of liability of not less than \$1,000,000. Such insurance shall name SPI and the OCCC as additional insured. The exhibitor shall upon request provide show management with said certificate so indicating the appropriate insurance coverage. Workers Compensation and Occupational Disease insurance shall be in full compliance with all federal and state laws, covering all of the exhibitor's employees engaged in the performance of any work for 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 show. Proof of said rider must be provided to show management by **February 29, 2012**. Show management, will not assume liability for any injury that may occur to show visitors, exhibitors or their agents and employees, or others.

36. INTERNATIONAL SHIPMENTS

Shipments initiating from outside the United States to the show may not reference NPE2012, NPE, SPI or show management as the consignor or recipient. Shipments must be consigned to the exhibiting company, C/O NPE2012.

37. LIMITATIONS OF LIABILITY

Exhibitor agrees to make no claim for any reason whatsoever against show management, Orange County Convention Center, City of Orlando, and State of Florida, for loss, theft, damage, or destruction of goods; nor for any injury to himself/herself or employees while in the exposition complex; nor for any damage of any nature, including damage to their business by reason of failure to provide space for their exhibit; nor for any action of any nature of show management, Orange County Convention Center, City of Orlando, and State of Florida, nor for failure to hold the show as scheduled.

38. MACHINERY/EQUIPMENT PLACEMENT

No height limitation (other than ceiling height limitations of the exposition halls) shall apply to machinery or equipment placed in position comparable to actual utilization for industrial purposes. All machinery and/or demonstration equipment, including operator's position, must be located at least one foot from the aisle line.

39. ORANGE COUNTY CONVENTION CENTER (OCCC) MEETING ROOMS

Orange County Convention Center meeting rooms are very limited and are only available for rental to contracted exhibitors. Rental fees and additional charges (AV, catering, re-sets, etc.) are the full responsibility of the exhibiting company and will be billed directly to exhibitor by Orange County Convention Center and/or other contractors utilized.

Meeting rooms may be rented pre-show, during show, and post-show based on availability. Meeting room assignments are made on a first-come, first-served basis. Meeting room utilization is for food functions, meetings, and staff offices only. Product displays and hospitality events are prohibited during show operating hours. Violation of this policy will result in the immediate closure of the room and may result in the exhibiting company's loss of show priority points earned for NPE2012. Show management will take into consideration the nature of the meeting and the overall benefit to the show in its assignment of meeting space.

40. MERCHANDISE RELEASE PASSES

All merchandise carried from the exhibit area must be accompanied by a merchandise release pass. Passes may be obtained onsite

by presenting your exhibitor credentials at one of the NPE2012 Security Offices.

41. MOVE-OUT/MATERIAL REMOVAL

Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from Orange County Convention Center before the conclusion of the dismantling period as specified by show management.

42. MUSIC, VIDEO, PHOTO, COPYRIGHTS

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, video, photographs, or other copyrighted material in exhibitor's booth, display, films and/or videos. No exhibitor will be permitted to play, broadcast, or have performed any music or use any other copyrighted material such as videos, photographs, or other artistic works, without first presenting to show management proof satisfactory that the exhibitor has, or does not need, a license to use such music or copyrighted material. Show management reserves the right to remove from the exhibit halls all or any part of any booth or display which incorporates music, photographs, or other copyrighted material for which exhibitor fails to produce proof that exhibitor holds all required licenses. Exhibitor shall remain liable for and shall indemnify and hold SPI, their agents and employees, harmless from all loss, claims, causes of action, suits, damages, liability, expenses, and costs, including reasonable attorney's fees, arising from or out of any violation or infringement (or claimed violation or infringement) by exhibitor, exhibitor's agents or employees of any patent, copyright, or trade secret rights or privileges.

43. NOISE LEVELS

Exhibitors operating sound reproducing or sound amplifying equipment are required to operate in such a manner that a maximum 85 dB reading on the "A" scale of a sound level meter may be read at the aisle(s) space adjacent to their booth or measured at a neighboring booth in an area bordering that of the sound equipment user. No noisy or obstructive work will be permitted during show hours, nor will noisily operating displays be allowed. Show management shall be the sole arbiter of acceptability of sound levels and may require reduction of sound level or elimination

of sound reproducing devices in those instances where in the judgment of show management such sound is in violation of these standards or otherwise objectionable.

Equipment or machinery producing excessive vibration of floor area may be subject to limited operation or elimination if in the judgment of show management it interferes with neighboring exhibits. Exhibitors operating equipment during the show are requested to have the equipment comply with Section 1910-95, Occupational Noise Exposure, page 22157 of the Department of Labor Occupational Safety and Health Administration rules and regulations pertaining to a standard eight (8) hour operating shift as appeared in the Wednesday, October 18, 1972 Federal Register.

44. NPE2012 LOGOS

Various versions and formats of the NPE2012 logo can be downloaded online at www.npe.org/logos. The NPE2012 logo is the property of SPI and may not be used unless it is the intent of exhibitor to use the logo for the sole purpose of promoting NPE2012 in appropriate form.

45. ODORS

No exhibits producing objectionable odors are permitted.

46. REDUCTION OF SPACE

Exhibitors requesting a reduction of exhibit space shall remain liable for the released square footage and shall pay to SPI all space fees for the current square footage and the released square footage (see [Rule 13, Cancellation of Participation / Space Reduction](#), for more information).

47. REJECTED DISPLAYS

Exhibitor agrees that their exhibit shall be admitted and shall remain from day to day solely on strict compliance with the NPE2012 rules, regulations, policies and guidelines. Show management reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or exhibitor or exhibitor's personnel. If an exhibit or exhibitor personnel is ejected for violation of these rules or for other stated reasons, the cancellation policy would apply (see [Rule 13, Cancellation of Participation / Space Reduction](#)).

48. RELOCATION OF BOOTH

Companies participating in the "Pre-Draw" will have the option to relocate their exhibit space during the NPE2012 Space Draw scheduled for January 12-14, 2011. For all companies participating in the January 2011 NPE2012 Space Draw the following applies: Relocation of exhibit space shall be accommodated based on availability as determined by show management. Once exhibit space is selected / assigned, an exhibitor interested in relocating their assigned space may submit a request to show management detailing their maximum and minimum square footage requirements and location preference **between January 15, 2011 and January 28, 2011. NPE2012 Staff will then hold a Space Relocation Priority Period for companies that have requested a different space. The Priority Relocation Period will be February 2-28, 2011. Companies may stay on the list after they have been assigned a new space, or new companies can be added to the relocation list after February 28th for consideration of space openings. After February 28th, 2011, all open space is subject to assignment to existing or new exhibitors in order by 1) Show History, and 2) first-come, first-served, if a space is not taken after being offered to any company on the relocation list.** Exhibitors that relocate to larger space must pay an additional amount over and above the space fees for the original contracted space equal to the difference between the space fees for the new space and the space fees for the original space. Exhibitors that relocate to reduced space are subject to the terms of [Rule 46, Reduction of Space](#).

49. SAFETY: MACHINERY, ROBOT, EXHIBIT

Exhibitor agrees to accept full responsibility for compliance with national, state, and city regulations in the provision and maintenance of adequate safety devices and conditions for the installation and operation of machinery and equipment displays.

All displays, exhibit materials and equipment must be reasonably located and protected by safety guards and fireproofing to prevent fire hazards and accidents. Adequate fencing and/or shielding of all operating machinery displays shall be installed to prevent attendees from coming into contact with the operating

machinery and/or its movement by reaching over, under or around such protection.

Exhibitor agrees that their exhibit shall meet and remain in compliance with the safety requirements specified. Show management reserves the right to reject, eject, prohibit, or cease operation of any exhibit in whole or in part for non-compliance with safety requirements.

50. SIGNS

Signs involving the use of Neon or similar gases are prohibited. Exhibitor may not place signs promoting another company's name in their booth or on machinery in their booth, except where such signs are required for the proper demonstration or operation of exhibitor's display, in which case identification of such articles shall be limited to the nameplate, imprint, or other identification which in standard practice normally appears on them. Should the wording on any sign be deemed by show management to be contrary in any way to the Principal Purpose, exhibitor shall make such changes requested by show management and assume responsibility for any expense incurred. Also see [Rule 31, Hanging: Displays, Signs, Banners](#).

51. SOLICITATION, COSTUMES, PROMOTION

Exhibitor personnel may conduct discussions, answer questions, explain company products or services, or engage in sales solicitation or order taking, but such activities shall not be conducted in any manner which is inconsistent with, or derogates from, the Principal Purpose. Exhibitor shall cease any activity determined to be inconsistent with the Principal Purpose immediately upon notification by show management to do so. Exhibitor personnel wearing distinctive costumes or carrying banners or signs separately or as part of their apparel must remain in their own booth.

Selling is permitted on the exhibit floor provided exhibitors abide by Florida state laws, are solely responsible for collection and remittance of any sales or other taxes, and conduct business in a professional manner.

52. SPI MEMBER BENEFITS FOR NPE2012

SPI Members are entitled to NPE2012 benefits including a discount on exhibit space rates. To

be eligible for NPE2012 benefits, SPI members must maintain continuous membership and all dues must be paid in full prior to move-in. New SPI Members must join SPI by **May 14, 2010** to participate in the member category for the NPE2012 Pre-Draw and be eligible for NPE2012 benefits, and by **November 30, 2010** to participate in the member category for the NPE2012 space draw and be eligible for NPE2012 member benefits. Show management reserves the right to relocate an exhibitor's space should their SPI membership be terminated or suspended for non-payment of dues prior to the show. Exhibitor agrees that the non-member exhibit space rate will be applied to their space fees should their SPI membership be terminated or suspended for non-payment of dues.

Continuous membership definition: SPI members must maintain their membership in good standing and stay up-to-date on payment of dues. Members who allow their membership to be suspended for non-payment of membership dues will forfeit ALL future NPE benefits. SPI membership dues are invoiced annually on November 15 and are due January 15 of the following year. Any company that fails to submit their dues payment by January 15 will be considered as pending membership suspension and will no longer be considered a member in good standing. The company will be notified of their pending membership suspension status and SPI membership will be suspended if dues payment is not received by January 31 and company will be assessed space at the nonmember rate and their space may be relocated.

53. STORAGE

Exhibitors may keep a one-day supply of literature in their booths but cannot store empty cartons in or behind booths. Freeman will temporarily remove your empty skids, crates, cartons, containers (including plastic), and packaging materials labeled with stickers marked empty. These empty containers will be returned to you during the dismantling period.

Materials used in the production of samples within your booth can be stored at Orange County Convention Center. Arrangements for storage and delivery of materials can be made through Freeman

54. SUBLEASING

Exhibitor may not sublet their space, nor any part thereof, nor exhibit, offer for sale, give as premium, or advertise articles not manufactured or sold in their Company's name, except where such articles are required for proper demonstration or operation of Exhibitor's display, in which case identification shall be limited to the nameplate, imprint, or other identification which in standard practice appears normally on them. Exhibitor may not permit non-exhibiting company representatives to occupy or sell non-exhibiting company services or products in their booth. Rulings of Show Management shall in all instances be final with regard to use of exhibit space.

55. TARGET DATES

Move-in (inbound) target dates will be assigned to each exhibitor by Freeman. If you have any questions or concerns regarding your assigned target dates, please contact Freeman immediately. All shipments must arrive on the assigned target date and time for check-in at the Freeman Marshalling Yard. Off-target freight will incur an additional charge over and above the NPE Bundle Package pricing.

56. TRUSSES

If you plan to install trusses over your booth, all plans for hanging must be submitted to show management for approval by **February 29, 2012** (see **Rule 31, Hanging: Displays, Signs, Banners**).

57. UNOCCUPIED SPACE

Show management reserves the right to use any exhibit space unoccupied at 4:00 p.m. Eastern Time on Sunday, April 1, 2012.

58. UTILITY PACKAGE PRICING

SPI and the Orange County Convention Center (OCCC) have worked diligently to create an inclusive utility services package to assist exhibitors in projecting budgets and controlling expenses. A utility fee of \$1.10 per square foot will be assessed to all exhibitors which includes unlimited service and labor for 120V electrical power. (Refer to the OCCC – Exhibitor & Utility Ordering Guide section of the Exhibitor Manual for complete details and pricing).

59. VEHICLE DISPLAYS

Motorized vehicles within the exhibit halls are permissible, provided that each vehicle can be defined as a vehicle that is propelled by an internal combustion engine using a Class I or Class II fuel, such as, but not limited to automobiles, trucks, motorcycles, aircraft, watercraft and lawnmowers.

When placing motorized vehicles inside any area of the Orange County Convention Center occupancy consideration must be taken into account regarding exits and exit access, so that these areas remain free of any obstructions, thereby ensuring a clear path for emergency egress. Vehicles must be positioned prior to the opening of the NPE2012 exposition on Sunday, April 1, 2012.

Each vehicle will be subject to inspection for compliance with the following items: 1) all fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than one-half capacity or ten (10) gallons of fuel whichever is less; 2) At least one battery cable must be removed from the batteries used to start the vehicle engine. The disconnected battery cable must be taped; 3) Batteries used to power auxiliary equipment are permitted to be kept in service; 4) Fueling or defueling of vehicles within the OCCC is prohibited; and 5) Vehicles may not be moved during official show hours. 6) Vehicles that will be running during show hours must be approved prior by the OCCC Fire Marshal.

Vehicles, boats and similar exhibited products with over 100 square feet of covered area must be protected with a listed smoke alarm.

60. VIDEO TAPING AND PHOTOGRAPHY

Exhibitors must authorize all video and photographs of their booth, equipment and display materials. Should an exhibitor object to his display being photographed (still or in motion), photographs of that display will be prohibited. Show management has appointed Official Photographers to provide commercial photographs of exhibits. No other commercial photographer / videographer will be admitted to the exhibits unless special arrangements are made with show management.

If you hire a photographer other than the Official Show Photographer, you must hire security to escort your Exhibitor Appointed Photographer. Please refer to the Security Guard Order Form in the NPE2012 Exhibitor Manual.

Anyone found taking unauthorized photography (still or in motion) within the exhibit halls and registration areas, will be ejected from the show and have their photography equipment confiscated. If the violator of this policy is an exhibiting company, show management reserves the right to remove the exhibit and exhibitor from the show at the exhibiting company's expense.

61. WALLS/BACKGROUNDS

Exhibitors building background or side dividers for their displays ascertain that the surfaces of such dividers are finished in a manner as not to be unsightly. If any surfaces remain unfinished or in any way in violation of other display rules, show management shall authorize the official decorator to effect the necessary finishing, and the exhibitor in violation agrees to pay all related expenses. This regulation also applies to curved displays whether they are constructed of cloth or wire. Exhibitors must order drape or provide some other display component(s) to conceal wires or other unsightly materials behind curved displays.

62. DISPLAY & COLUMN SPECIFICATIONS

STANDARD IN-LINE BOOTH

Definition: Exhibit consisting of one or more standard units in a straight line.

Height: Exhibit fixtures, components, and identification signs will be permitted to a maximum height of 8'3" (2.5m).

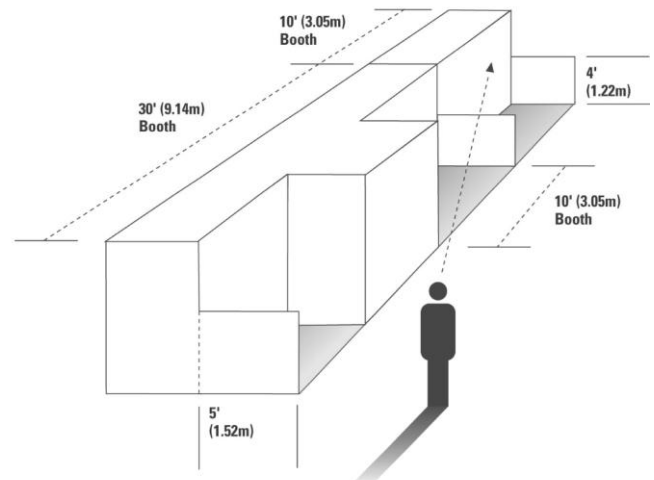
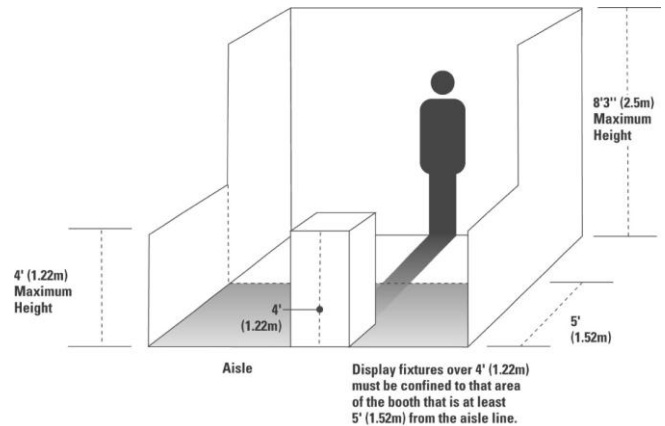
Intent: If a portion of an exhibit booth extends above 8'3" (2.5m) high, the exhibit background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the exhibit is finished.

Depth: All display fixtures over 4' (1.22m) in height and placed within 10 linear feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibit's space which is at least 5' (1.52m) from the aisle line.

Intent: Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of exhibit. Exhibitors with larger space—30 linear feet (9.14m) or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4' (1.22m) and within 10 linear feet (3.05m) of a neighboring exhibit is intended to accomplish both of these objectives.

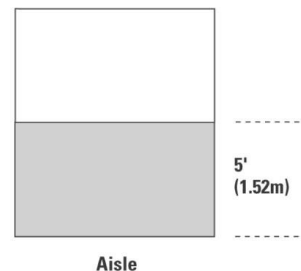
Machinery/Equipment Placement: While there are no restrictions on the "height" of machinery and/or equipment placed in standard booths, exhibitors are required to comply with the "depth" regulations noted above to allow reasonable sight lines from the aisle to neighboring booths.

Important: Space dimensions shown on the floor plan are from the center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for equipment and for utility service at rear of booth.



8' 3" (2.5m) Maximum Height

4' (1.22m) Maximum Height



PERIMETER BOOTH

Definition: Standard booth located on the outer perimeter wall of the exhibit halls.

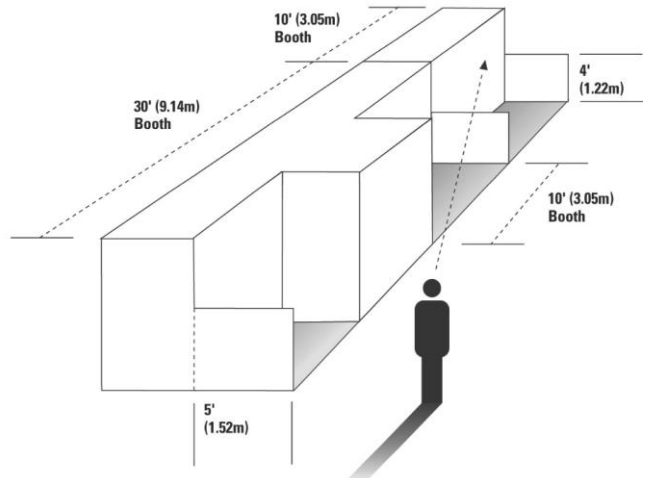
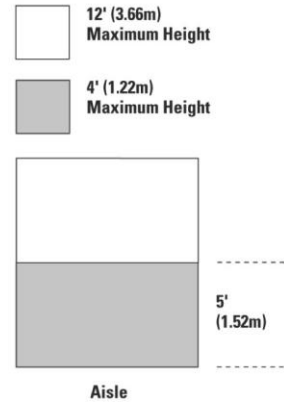
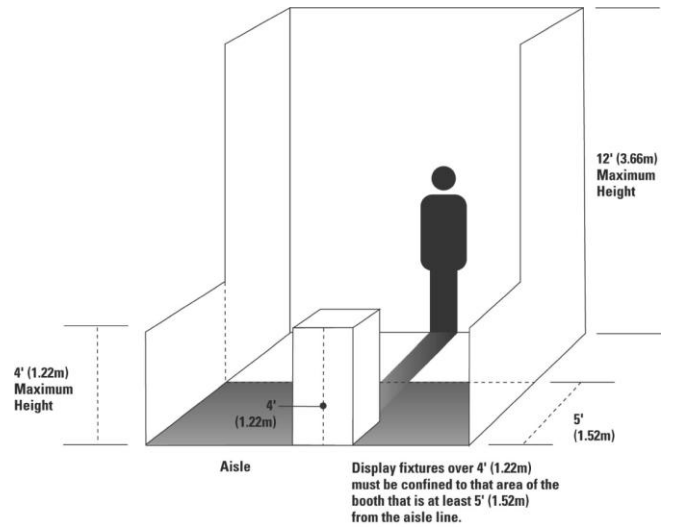
Height: Exhibit fixtures, components, and identification signs will be permitted to a maximum height of 12' (3.66m) in perimeter wall booths.

Intent: The outer perimeter booths are not backed up against another exhibit so display back walls and materials over 8'3" (2.5m) will not interfere with or distract from another exhibit.

Depth: All display fixtures over 4' (1.22m) in height and placed within 10 linear feet (3.05m) of an adjoining exhibit, must be confined to that area of the Exhibitor's space which is at least 5' (1.52m) from the aisle line.

Intent: Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of exhibit. Exhibitors with larger space—30 linear feet (9.14m) or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4' (1.22m) and within 10 linear feet (3.05m) of a neighboring exhibit is intended to accomplish both of these objectives.

Machinery/Equipment Placement: While there are no restrictions on the "height" of machinery and/or equipment placed in perimeter booths, exhibitors are required to comply with the "depth" regulations noted above to allow reasonable sight lines from the aisle to neighboring booths.



PENINSULA BOOTH

Definition: Exhibit which has an aisle on all three sides of a booth and occupies both corners at the end of a row of standard booths, or occupies an island space with one other peninsula neighbor. To qualify as a peninsula, exhibit must have a minimum depth of 20' and back wall must be a straight line aisle to aisle.

Height: Exhibit fixtures, components, and identification signs will be permitted to a maximum height of 16' (4.89m).

Intent: When an exhibit in a peninsula booth configuration exceeds 8'3" (2.5m), it does not interfere with other exhibits or back up against another exhibit's back wall. The extra height is often needed to permit the open walk-through design with roof-top lounge often used in this type of location. The 16' (4.89m) high exhibit will fit into most exposition centers permitting Exhibitor to get maximum use of their exhibit.

Depth: All display fixtures over 4' (1.22m) in height and placed within 10 linear feet (3.05m) of a neighboring exhibit, must be confined to that area of the booth that is at least 5' (1.52m) from the aisle line to avoid blocking the sight line from the aisle to the adjoining booth.

Intent: Exhibitors adjoining peninsula exhibits are entitled to the same reasonable sight line from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

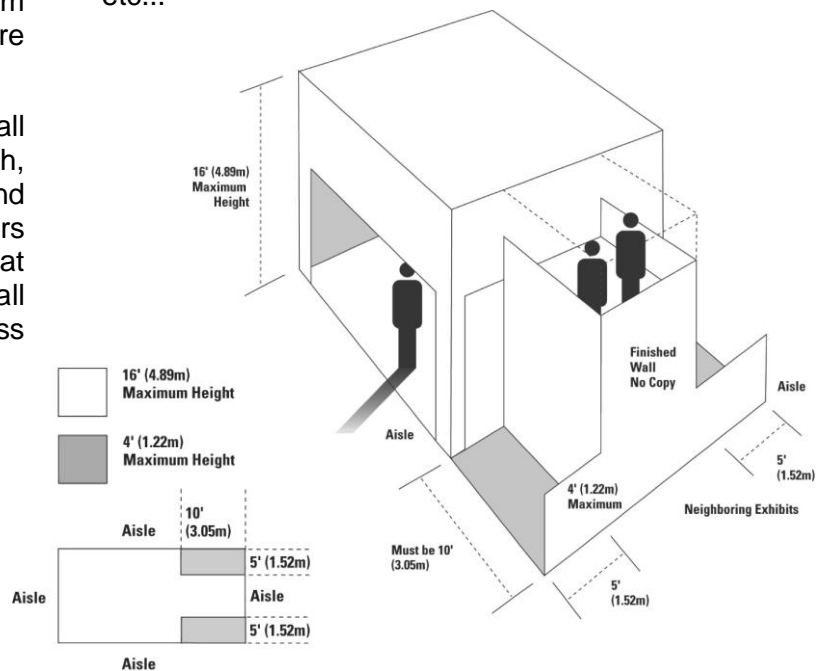
Exception to this rule: If you share a back wall with only one exhibitor of equal back wall length, upon mutual agreement in writing, sent to and approved by show management, both Exhibitors will be permitted to utilize the entire back wall at 16' (4.89m). If you share a common back wall with only one Exhibitor and would like to discuss use of the full length of the back wall, please contact show management.

Multi-Story Exhibits: All multi-story exhibit plans must be submitted to show management by **February 29, 2012**.

Structural Integrity: All Exhibitors building multi-story exhibits, regardless of whether people will occupy the upper area or not, must submit drawings to show management by **February 29, 2012**. Drawings must include a signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. On-site, signs must be posted indicating the maximum number of people the structure will safely accommodate.

Intent: Exhibitors in the vicinity of peninsula exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

Important: Peninsula booths are "faced" towards the cross aisle. Any portion of the exhibit bordering another booth must have the back side of that portion finished and must not carry identification signs or other copy that would detract from the adjoining exhibit. Displays with a ceiling or second level must comply with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc...



ISLAND BOOTH

Definition: Exhibit with aisles on all four sides and minimum depth of 20' by width of 20' (20'x20'; 400 square foot minimum).

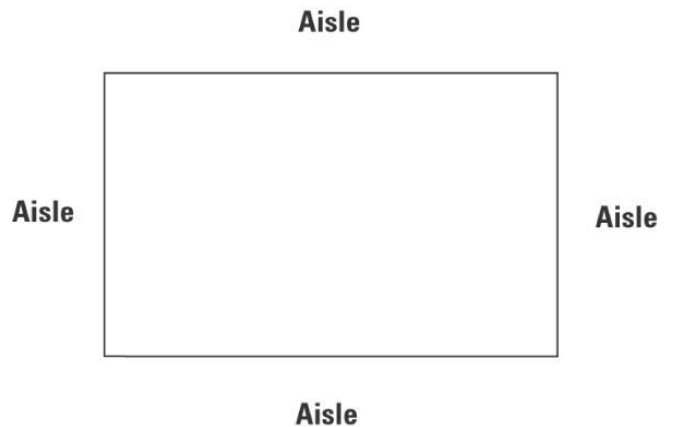
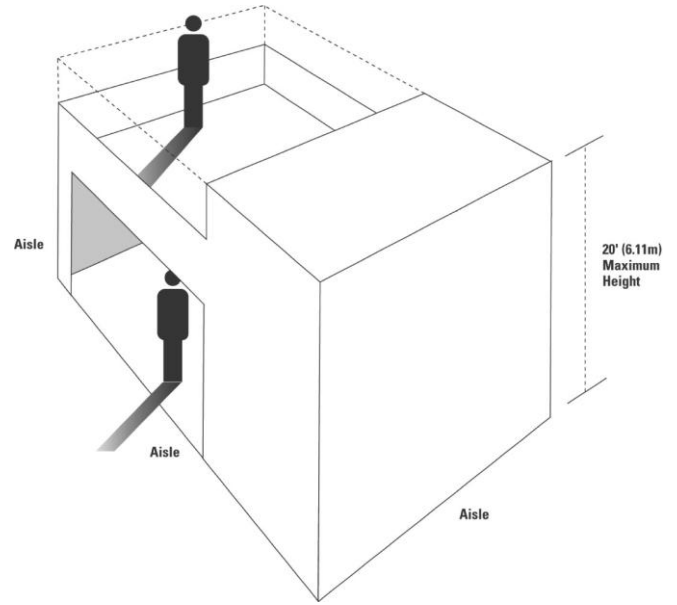
Height: Exhibit fixtures, components, and identification signs will be permitted to a maximum height of 20' (6.11m). Intent: When an island booth exceeds 8'3" (2.5m), it does not interfere with other exhibits or back up against another exhibit's back wall. The extra height is often required in an island booth exhibit to permit the open walkthrough design with roof-top lounge often used in this type of booth. A 20' (6.11m) high exhibit will fit into most exposition centers permitting Exhibitor to get the maximum use of their exhibit.

Depth: Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the space is permitted.

Structural Integrity: All exhibitors building multi-story exhibits, regardless of whether people will occupy the upper area or not, must submit two sets of drawings to show management by **February 29, 2012**. Drawings must include a signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. On-site, signs must be posted indicating the maximum number of people the structure will safely accommodate.

Important: Displays with a ceiling or second level must comply with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc...

Intent: Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.



Multi-Story Exhibits: All multi-story exhibit plans must be submitted to show management by **February 29, 2012**.

CANOPIES AND CEILINGS

Definition: Exhibit component supported over an Exhibitor's space for decorative purposes.

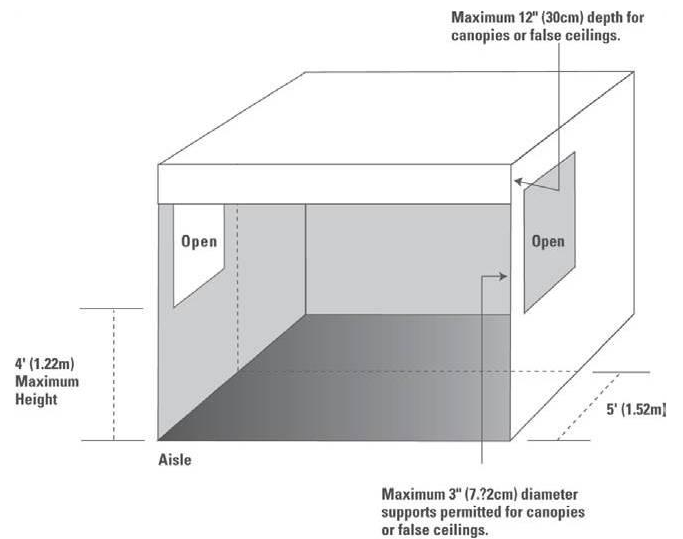
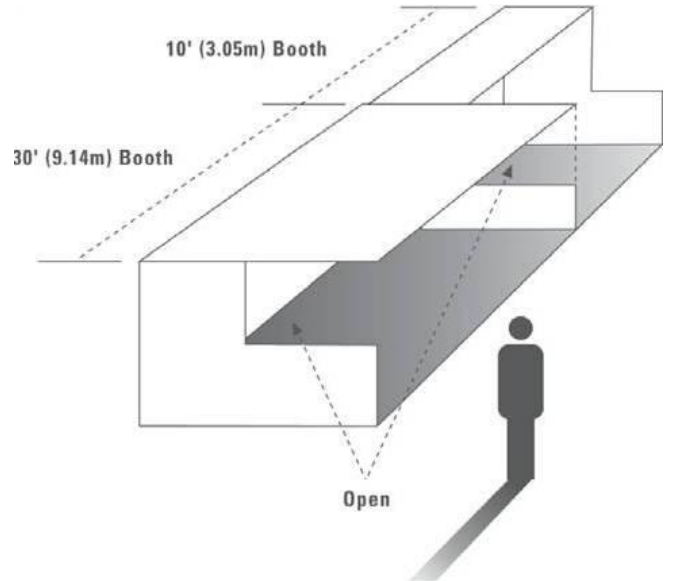
Height: Canopies, false ceilings, and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed 8'3" (2.5m) in height in a standard booth configuration. Furthermore, the canopy or false ceiling will not exceed 1' (30cm) in depth and cannot be used for identification or display purposes.

Intent: Exhibitors requiring canopies or false ceilings to create the desired exhibit environment within their booth space should be allowed to do so as long as the canopy and its support structure do not violate the intent of the height or depth regulation.

Depth: Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor's space providing that the support structure will not exceed 3" (7.62cm) in width when placed within 10 linear feet (3.05m) of an adjoining exhibit and not confined to the area of the exhibitor's space which is at least 5' (1.52m) from the aisle line. Furthermore, canopies, false ceilings, or umbrellas will not be used for identification or display purposes except as would normally be allowed for any exhibit component within the regulations set forth for the exhibit configuration.

Intent: Exhibitors adjoining exhibits with canopies are entitled to the same reasonable sight line from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

Important: Displays with a ceiling or canopy must comply with the necessary fire safety precautions involving smoke alarms, fire extinguishers; sprinkler systems, etc. (Refer to the [Orange County Convention Center \(OCCC\) section of the Exhibitor Manual](#)).



TOWERS

Definition: A free-standing exhibit component separate from the main exhibit fixture that is used for identification and display purposes only.

Height/Depth: Towers will be permitted to a height and depth that correspond to the height and depth regulations for the appropriate exhibit configuration of which they are a part. For example, towers that are part of a peninsula exhibit will not exceed 16' (4.89m) in height and will not be placed within 10 linear feet (3.05m) of a neighboring exhibit unless they are confined to that area of the exhibit's space which is at least 5' (1.52m) from the aisle line to avoid blocking the sight line from the aisle to the adjoining booth. For a standard booth, towers will not exceed 8'3" (2.5m) in height. For perimeter booths, towers will not exceed 12' (3.66m). For island booths, towers will not exceed 20' (6.11m). All towers are subject to the same depth regulations as any fixture within a standard, perimeter, or island booth configuration.

Intent: Towers are part of the overall exhibit presentation and, therefore, must be treated as a component of the total exhibit configuration. The maximum height and depth regulations have been set to ensure adjoining exhibits the same reasonable sight line from the aisle as if adjacent to a standard booth.

Structural Integrity: All towers in excess of 12' (3.66m) must have drawings available for review by show management and Orange County Convention Center during the time the tower is being erected, exhibited, and dismantled at the show site. Drawings must include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings.

Intent: Exhibitors in adjoining exhibits are entitled to the same reasonable safety precautions as if adjacent to a standard booth.

