

## **EXHIBITOR BROCHURE RULES & REGULATIONS**

### **EXHIBIT HOURS:**

**Monday Mar 6, 2023: 8:00 AM -5:00 PM**

**Tuesday Mar 7, 2023: 8:00 AM -5:00 PM**

**Wednesday Mar 8, 2023: 8:00 AM -2:00 PM**

**Exhibitor's will have access to the Exhibit Hall at 7:30 AM – Badge must have “Exhibitor” status in order to enter hall before 8:00 AM**

**STANDARD BOOTH EQUIPMENT:** Standard booth equipment is furnished to all exhibitors who occupy any and all booth configurations. A request form for other than standard booth equipment is included in the exhibitor manual on the IPOC website.

Standard booth equipment consists of:

- 1) Draped back wall – 8 feet in height
- 2) Draped side walls – 3 feet in height
- 3) Identification sign – lettered with exhibitor's name
- 4) Two chairs
- 5) 6' Table, draped
- 6) One 110v electrical outlet
- 7) Carpeting, Wastebasket

**CHARGEABLE BOOTH SERVICES:** Except for those listed in #5 of the “Contract Terms and Conditions,” booth services and/or furnishings required by an exhibitor are not included in booth rent. IPOC arranges for independent “official” contractors to offer exhibitors such services as electrical, telephones, labor, booth furnishings, decorating, and drayage. Exhibitors are solely responsible for engaging these official contractors as required and paying their charges for services.

The rates and order forms for these chargeable services are contained in the service manual available on the IPOC website from the official contractor.

These official contractors will maintain service desks in the exhibit hall during the entire period of move-in through move-out to execute exhibitor orders.

**ELECTRICAL POWER:** Each exhibitor must anticipate its electrical power needs fully so that all other exhibitors will be protected against power shortage.

Any exhibitor who overloads or pulls more current than was ordered will be penalized to the extent that their entire electrical service will be discontinued until the necessary additional lines can be run to the booth. The exhibitor will also be required to pay all charges for having the necessary lines run to the booth.

The exhibitor shall use reasonable care to prevent any interruption in electrical service. Neither IPOC, nor their service contractors, shall be held responsible for any breakage of machinery, products or equipment, lost data or information on software, or any other loss of or damage to property, which may occur due to power surges, interruption, or general failures in power.

Power is normally turned on one hour before official opening time each day and turned off upon each day's official close. If additional service is required, 24-hour power arrangements must be made in advance with the electrical contractor. Electrical power will also run during move-in and move-out.

**INSTALLATION OF EXHIBITS:** Installation of exhibits will begin on Sunday, Mar 5th at 12:00 PM and must be completely installed by Sunday evening at 5:30 PM. Exhibitors' whose booths are located in areas that require a targeted move-in day to facilitate move-in of the exhibit as a whole, will be so notified by email.

**No booth or display materials of any kind will be received at the exhibit hall after 5:00 PM Sunday, Mar 5<sup>th</sup> and only last-minute preparations or placing of furniture, etc. will be permitted after 7:30 AM and before 8:00 AM, Monday, Mar 6<sup>th</sup>.**

**No installation or construction work will be permitted during the hours when the Exhibition is open.**

**STORAGE OF EMPTIES:** If utilizing drayage services, the official contractor requests that exhibitors identify all pieces bound for storage for the duration of the exhibit. All empty crates, boxes, skids, etc. will be removed from the exhibit floor before the show opens. These items will be returned to exhibitor's booth after the show's final closing. To comply with fire regulations, wrapping materials such as paper, excelsior, etc. must be completely enclosed within packing boxes. Small boxes and articles should be nested in larger ones to reduce the number of pieces being stored and, thus, reduce the likelihood of smaller pieces being lost. Boards and skids must be securely tied into bundles and also identified. Materials not complying with these requirements will be considered refuse and disposed of by the cleaners.

**CLEANING:** IPOC arranges to clean the floors of all-common areas, and aisles within the exhibition once each day. This service does not include vacuuming, dusting, or otherwise maintaining the exhibitor's booth and display. These extra cleaning services are available and may be ordered through the form included in the exhibitor service manual.

**CHARACTER OF DISPLAYS:** IPOC reserves the right to approve the character of any display, and to prohibit any display which, because of noise or other objectionable features, detracts from the scientific and educational character of the exhibit. Promotional devices, which are over-aggressive or inappropriate in character, will not be permitted.

**BEVERAGES AND FOOD:** IPOC will permit limited distribution of food and beverages by exhibitors within their booths. The following will be allowed:

- Small edibles, such as candies or chocolates.
- Light refreshments, such as coffee, soda, danish and snacks.
- These edibles must be wrapped, capped, or otherwise sealed.

Exhibitors who choose to serve food and/or beverages will be responsible for the general housekeeping and cleanliness of their booth and all areas nearby so that neighboring exhibitors are not disturbed. No negative effects on surrounding booths will be permitted. Lines may not form in aisles or otherwise interfere with traffic at neighboring booths.

Under no circumstances will the following be allowed without express permission from the IPOC:

- Alcoholic beverages (before or during show hours).
- Food preparation emitting odors or smoke.
- Popcorn, peanuts, potato chips and/or other food products that cause housekeeping concerns even if they are the products of a process demonstration.

Exhibitors must use the services of the exhibit hall caterers where applicable.

If you are uncertain whether the food or beverage distribution you are planning is permissible, please call IPOC for a ruling.

IPOC reserves the right to approve or and/or disapprove the distribution of food and beverages from exhibitors' booths.

**DISTRIBUTION OF MATERIALS:** The distribution of literature, samples, catalogues, pamphlets, publications, souvenirs, etc., is allowed within your assigned booth space. The distribution of such material is acceptable only if these items are pertinent to the exhibiting company and the exhibition. No exhibitors' material may

be distributed, or in any way made available outside of the booth on exhibit hall property.

## RULES & REGULATIONS (Cont'd)

**USE OF SOUND DEVICES:** Use of sound slides, videotape, loud speakers, or other sound devices is subject to the approval of IPOC. The sound volume must be maintained at a level that avoids interference with neighboring exhibitors. When objections are raised, it may be necessary for IPOC to either prohibit the use of such offending sound devices or to limit its operation.

**MOTION PICTURES AND SLIDES:** Use of slides and videotapes will be permitted if they are confined to products, services, techniques or applications directly associated with that exhibitor's product or services. Those for entertainment will not be permitted. Exhibitors are solely responsible for compliance with all copyright laws and requirements for royalties for use of any audio or visual material. Exhibitors will indemnify the exhibit hall management for any expenses or damages incurred as a result of noncompliance by exhibitors with regard to such laws and requirements.

**PHOTOGRAPHY AND VIDEOTAPING:** Members of the working press and all properly badged exhibitors may take photos of another exhibitor's product or booth provided:

Permission has been granted by those whose product and/or display is to be photographed.

The booth must have a representative of that company present, whose product and/or display is to be photographed.

These rules also apply to videotaping, with the additional provision that anyone who wishes to videotape any portion of the conference or exhibition must obtain written permission from IPOC. Additionally, an unedited copy of the videotape must be furnished to IPOC within 30 days after the event.

**NOISE:** While the operation of products and equipment is encouraged, such operation must be at a sound level, which is not objectionable to neighboring exhibitors. If so, IPOC reserves the right to limit the operation of any such offending products or equipment.

If a complaint is received on the noise level of sound devices or equipment, IPOC will promptly and solely determine the validity of the complaint and the necessary corrective action, if any.

**FIRE, SAFETY, & HEALTH:** Federal, State, and City laws regarding installation and operation of equipment must be strictly observed. All display materials must be flame retardant. Inflammable fluids, substances or materials of any nature may not be brought into the exhibit hall. All materials and installations must comply with local fire department and Underwriters' Laboratories Rules and Regulations.

**SIGNS-ILLUMINATIONS:** The use of flashing signs or other lighting effects that cause unpleasant reflections or interfere with other exhibitors is prohibited.

**GUARD SERVICE:** Guard service will be provided by convention hall management. Every reasonable precaution will be taken to protect property. However, IPOC is not a bailee, insurer, or guarantor of the safety of exhibitor's property and does not assume liability for loss or damage to it. Exhibitors will insure their own property. All property of the exhibitor is understood to remain under its custody and control at all times, including while in transit to or from or within the confines of the exhibit hall. Small Equipment and products should be kept in a safe place whenever the exhibitor's booth is unmanned.

**DAMAGE LIABILITY:** Exhibitors will not damage, mar, deface, or abuse any wall, ceiling, floor, equipment or any other structure belonging to the exhibit hall, IPOC or any service contractor in any manner. This includes, but is not limited to, damage by use of nails, tacks, hooks, screws, or adhesives of any nature. Exhibitors are solely liable for any such damage.

**HOTELS AND RESERVATIONS:** Hospitality suites will not open until after the exhibition closes each day.

**SOCIAL FUNCTIONS:** IPOC requests exhibitors to not schedule their own social functions during exhibition hours or during Networking Events scheduled by IPOC.

**EXHIBITOR BOOTH PERSONNEL:** During all hours the exhibit is open, each booth must be attended by persons technically qualified to explain and demonstrate the equipment or services displayed. Exhibitors must register the personnel to receive the complementary Exhibitor Badges included with each booth. This is done via the Exhibitor Portal on the conference software management website. Exhibitors will be allowed three badges/per 10x10 booth. Any additional Exhibitor badges will be charged a registration fee of \$265 each. Individuals working in the booth must have an exhibitor or attendee badge. Violations may cause the booth to be closed by IPOC without refund. Holders of exhibitor's badges may enter their booths 30 minutes before the official exhibit opening time each day. Earlier entry must be specially arranged with IPOC.

**ATTENDEE ADMISSION TO EXHIBIT:** Admission to the IPOC is limited to persons associated with the field of instrumentation and laboratory sciences. Registration is required for admission. Admission is confined to those hours during which the exhibit is scheduled to be open to visitors.

**ATTENDEE BADGES:** An official IPOC attendee badge must be worn at the exhibition by attendees at all times and is non transferrable.

**EXHIBIT MANAGEMENT SERVICES:** IPOC's Trade Show Services Contractor (TexasXPO) will maintain an office at the exhibit hall to supervise and facilitate the installation, operation, and removal of the exhibition during the set-up and take-down hours of the exhibition.

**REMOVAL OF EXHIBITS:** All exhibits must remain intact until final closing time at 3:00 PM, Wednesday, March 8<sup>th</sup>. Vendors that violate this rule may face sanctions from future IPOC conferences. These sanctions can last up to two-years for blatant infractions. Plan accordingly. All exhibit materials must be removed from the hall no later than 5:00 PM Wednesday, March 8<sup>th</sup>.

**VANS, TRAILERS, DISPLAY VEHICLES:** Vehicles used for entertainment or displays that are parked outside the exhibit hall will not be allowed without prior written permission from IPOC.

**PROFESSIONAL DRESS CODE:** Models, demonstrators, entertainers, hostesses, and other personnel employed or engaged by an exhibiting company shall be attired in a professional and tasteful manner. Failure of an exhibitor to meet this requirement is direct cause for immediate removal from the exhibit. The exhibit director of IPOC shall have total authority in the interpretation of this policy and in its implementation.

**OBSCENITY:** Obscene or vulgar language emanating from a booth either by Exhibitor, pitchman or recording devices will not be tolerated. IPOC reserves the right to prohibit the use of such language and to remove from the floor any exhibitor or pitchman who uses such language.