

## **Frequently Asked Questions-Exhibitors**

### **100 Percent Customer-Focused, Cost Effective**

### **Loading and Unloading**

#### **As an exhibitor can I unload my own vehicle?**

- Yes, regardless of booth size and as long as it is not a commercially registered vehicle.

### **Product**

#### **Can we open boxes and stock our shelves?**

- Exhibitors and customers may open boxes, stock shelves, distribute and set product, set-up, place plug in, hang from hooks product and literature within the booth space.

### **Booth Set-Up**

### **Install**

#### **As an exhibitor, do I have the right to install displays in my booth?**

- Exhibitors can set-up and/or tear-down a booth without booth size limitation if they own all materials within the booth and are full-time employees of the company. Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance.

#### **Am I able to use a step ladder and a screw gun in my booth?**

- Subject to building safety guidelines you are permitted to use ladders up to 6' and power tools (including battery operated) without booth size limitation.

#### **As an exhibitor, can I also work in my booth if I hire show labor (stagehands) to install my booth?**

- Yes, if they are full-time employees of the company without booth size limitation.

#### **I am an exhibitor coming in for an event and I was wondering if I can set up my personally owned TV monitor with DVD player?**

- Exhibitors and their full-time employees can install monitors and A/V equipment that is not rented without booth size limitation.

#### **Can I hire an outside AV vendor for rental equipment?**

- If you are using a 3<sup>rd</sup> party vendor other than the preferred AV vendor for your event, additional costs may be incurred.

### **Electric**

#### **My booth will have stem lighting can I install them myself?**

- Exhibitors have the right to install your own lighting without booth size limitation. Lights must be installed by a full-time employee of the exhibitor and they cannot be provided by a rental company or 3<sup>rd</sup> party. Lighting provided by a 3<sup>rd</sup> party will be installed and dismantled by show labor (electricians). They must be UL/NEC compliant.
- In all booths where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, show labor (electricians) must install all light fixtures, lit signage and stem lights.

#### **As an exhibitor can I set up my own computers?**

- Yes, exhibitors may set up personally owned computers without booth size limitation that are not for public use. All rented equipment would require show labor to install and dismantle.

#### **As an exhibitor, can I run my own cords in my booth?**

- An exhibitor can run cords without booth size limitation along the drape line or behind a display. All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords. Taping across the floor is not permitted. Any cords installed under flooring will be installed by show labor (electricians).

#### **Can I disconnect my battery from a vehicle in my booth?**

- Batteries shall be disconnected and reconnected by show labor (electricians) regardless of booth size.