

# AXPONA

## AUDIO EXPO NORTH AMERICA

### Rules & Regulations

**Exhibitor's must vacate all rooms & exhibit areas by 11:59 PM on Sunday, April 23<sup>rd</sup>.**

AXPONA and it's guests no longer have access to the exhibit spaces at 12:00 AM on Monday, April 24<sup>th</sup>. Any freight remaining in an exhibit space will be packed up and shipped using AFC. Contact Lou Mancini ([Lou@jdevents.com](mailto:Lou@jdevents.com), 203-416-1926) or Melissa Cercone ([melissa@jdevents.com](mailto:melissa@jdevents.com), 203-416-1928) with questions.

#### **American with Disabilities Act**

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Exhibitors shall be fully responsible for complying with the American with Disabilities Act (ADA) with regard to exhibit space, including but not limited to, wheelchair access provisions. Exhibitors shall indemnify, hold harmless and defend AXPONA, JD Events, LLC, its officers, directors, agents, members and employees against claims, liabilities, losses, damages and expenses (including attorney's fees and expenses) resulting from and arising out of the exhibitors' failure or allegations of exhibitors' failure to comply with provisions of the ADA. Information regarding ADA compliance is available from the US Department of Justice ADA Information Line at 1 800 514 0301.

#### **Booth Set Up Guidelines**

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Only exhibitor appointed contractors or exhibiting company personnel are permitted in the exhibit rooms during move-in and move-out periods.

All exhibit spaces should comply with all federal, state and local codes. Show management complies and defers to any policy the Fire Marshal mandates. Should your exhibit layout, design, structure and/or electrical not conform you will be asked to modify it on-site at your expense.

#### **Damage to Exhibit Space**

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Exhibitors are responsible for all damage caused to their exhibit space throughout the duration of the event.

#### **Exhibitor Conduct**

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The Westin is a "working hotel" 24 hours a day with guests who are not affiliated with the event. It is in everyone's best interest to use common sense especially after hours. Common sense includes being respectful after hours of music volume and number of people in your room. In the case of violation, exhibitors can forfeit their room.

#### **Fire & Safety**

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Due to local fire codes, non-event management signage is not permitted in the hotel lobby or in the middle of the hallways. Signage found in these restricted areas will be removed immediately by hotel security.

Standard exhibit room exhibitors and meeting room exhibitors are permitted to have signs within the confines of their exhibit space but they must be freestanding signs. The signs may not be affixed to, hung on, set on or set up against anything in the room including the door and sprinkler heads. Absolutely nothing can be hung off of or on the fire sprinklers in your room. Additionally, signage is not allowed to block or otherwise interfere with the fire sprinklers. As a result, the Westin requires that any free standing sign be less than 6 ft. in height.

## **Good Neighbor Policy**

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Any exhibitor using audio or video content in their suite for the purpose of demonstrating equipment or otherwise hereby agrees that such content shall be appropriate for a general audience, and agrees to refrain from using content that may be considered offensive to such an audience. In the event of a complaint from any person regarding the content used by an exhibitor, Show Management will investigate and if, in the sole discretion of Show Management such content is determined to be offensive, exhibitor agrees to cease using such content. In the event the exhibitor refuses Show Management' request, or a subsequent complaint is filed against the same exhibitor, Show Management reserves the right to shut off the power to exhibitor's suite until the exhibitor complies with Show Management' request.

Repeated violations of this policy can result in expulsion from the show.

## **Literature Disbursements, Giveaways, Surveys**

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Canvassing in any area other than your exhibit space is prohibited. Printed or product promotion materials may be distributed only at your exhibit space or as authorized by Show Management. Exhibitors must restrict their activities to the space for which they have contracted. Any unauthorized solicitation, whether by an exhibitor or attendee, should be brought to the attention of Show Management. No "stick-on" decals or other similar adhesive backed promotional items may be distributed or used in any show location.

## **Product Demonstrations and Sound Restrictions**

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A maximum noise level of 85 dB will be maintained in all listening rooms, a standard which is endorsed by the International Association of Expositions and Events (IAEE). Product demonstrations are permitted. Please abide by the following regulations:

- AXPONA has instituted a "No Tolerance" policy. Demonstrations found to be objectionable due to noise level or vibration level (dB or SPL) or blocking traffic flow in and out of an exhibit suite may be closed down at the discretion of Show Management.
- Exhibitors shall be responsible for supervising the actions of employees, visitors or spectators testing display equipment located in their exhibit suite. Exhibitors must make every effort to respond to neighboring exhibitors' complaints concerning noise, sound and/or vibration nuisances.
- All product demonstrations must be contained wholly within the purchased exhibit space.
- Loudspeakers of any kind must be directed toward the interior of the demonstrator's exhibit suite.
- When demonstrating audio equipment within a suite, position subwoofers away from walls that about neighboring exhibitors. Sonic vibration and SPL nuisance complaints will be acted upon by Show Management; if situations are not rectified by the offending party, Show Management reserves the right to shut down exhibits.
- Demonstrations found to be objectionable due to *noise or sound pressure/vibration* level will be closed down.

Show Management will intervene if necessary, and reserves the right to shut down exhibits deemed objectionable. Floor managers will rove through the exhibit suites monitoring the decibel level during show hours. Measurements will be taken at a distance no greater than 10' from the offending suite.

## **Signage**

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Non-event management signage is not permitted in the hotel lobby or middle of the hallways. Signage found in these restricted areas will be removed immediately by Show Management or hotel security. All requests for signage, advertising and distributions on hotel property must be submitted in advance to Show Management for approval. Unauthorized signage, advertising and distributions will be promptly removed and discarded.

## **Smoking**

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The Westin is a smoke free hotel. Furthermore, AXPONA has established a no smoking policy for this event. Any report of smoking will result penalties, including additional fees.