

# AXPONA

## AUDIO EXPO NORTH AMERICA

### EXPO HALL Rules & Regulations

<i>Move-In Day &amp; Time</i>		
<b>Thursday</b>	<b>April 21, 2022</b>	<b>8:00 AM - 4:00 PM</b>
<i>Exhibit Days &amp; Times</i>		
<b>Friday</b>	<b>April 22, 2022</b>	<b>10:00 AM - 6:00 PM</b>
<b>Saturday</b>	<b>April 23, 2022</b>	<b>10:00 AM - 6:00 PM</b>
<b>Sunday</b>	<b>April 24, 2022</b>	<b>10:00 AM - 4:00 PM</b>
<i>Move-Out Day &amp; Time</i>		
<b>Sunday</b>	<b>April 24, 2022</b>	<b>4:00 PM - 7:00 PM</b>

**The Exhibit Floor will be open 30 minutes prior to show opening time and close 30 minutes post close time.**

**Exhibitors must vacate the exhibit hall by 7:00PM on Sunday, April 21<sup>st</sup>.**

Any freight remaining in your exhibit booth space will be packed up and shipped using AFC.  
Contact Lou Mancini ([lou@jdevents.com](mailto:lou@jdevents.com), 203-371-6322) with questions.

**Your booth space includes:**

10' x 10' of raw space (cement floor)  
1-6' X 30" Table  
3-Chairs  
8'H Rear Drape

**Things to be ordered by the exhibitor:**

Electric  
Carpet/Flooring (recommended)  
Additional Tables  
Chair(s) (complimentary)  
Internet

**NOTE: The fire marshal requires all displays including tables and chairs to be in their respective booths and not in the aisles.**

## **American with Disabilities Act**

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 CONTENTS AND SERVICES**

While a few Exhibitors bring everything necessary for an exhibit, most Exhibitors need to rent materials for their booths. Order forms for a variety of materials and services are included in this online service manual.

1. *Utilities:* Electric, telephone, Internet connection, etc.
2. *Furnishings:* Pre-fab exhibits, furniture, etc.
3. *Services:* Labor, drayage, cleaning, audio/visual, photography, floral, etc.

### **Hints & Suggestions:**

- Identify your needs and order early. Ordering early also secures services/rentals at a discounted rate. See Exhibitor Checklist & Timeline for discount deadlines.
- Keep a copy of all order forms (with payment information) and bring it to the Show. If you are not going to the show give it to the person going to the show.
- Upon arrival, go to your booth and confirm that all orders have been filled to your satisfaction.

---

## **BOOTH EQUIPMENT**

The standard booth equipment that is included in the rental of your booth consists of a 6ft table, 3 chairs, and polished aluminum telescopic Frames (pipe) with flameproof draperies. Backdrops are 8' high.

### **Hints & Suggestions:**

- Read the "Display Rules and Regulations".
- Leave some space (about 12") behind your booth for ease of access.
- Read the move in/move out schedule carefully. This is an area in which careful planning can save money and time. Please plan accordingly.

## **Booth Set Up Guidelines**

Only exhibitor appointed contractors or exhibiting company personnel are permitted in the exhibit hall 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.

## **CRATE/CARTON STORAGE & RETURN PROCEDURES**

Fire Marshal regulations **STRICTLY** prohibit exhibitors from storing empty crates and boxes in their booth or behind their display during the show period. Exhibitors should have a storage plan or work with AFLCS in advance for hired storing.

Move-in: please be considerate of your neighbor with placement of crates and cartons.

Move-out: at the close of the show the carpet needs to be removed followed by the distribution of the empty crates/cartons. First empties should be returned approximately one (1) hour after the close and can take up to three (3) hours to complete. Please be patient and plan accordingly.

**Please make arrangements with Felicia-AFCLS for storage:**

Sue Marini- Phone: 877-837-3178 Fax: 678-354-1183 Email: [tradeshows@afcls.com](mailto:tradeshows@afcls.com)

## **Damage to Exhibit Space**

---

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

## **Exhibitor Conduct**

---

The Renaissance 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.

## **EXHIBIT HALL GUARD SERVICE**

Show Management will provide a 24-hour guard service from move-in of freight until all crates and materials have been removed at the end of the Show. The guard service will provide fixed posts at the entrances as well as walking posts throughout the Exhibit Hall. All exhibitors and booth personnel must have Exhibitor Badges in order to have access to the Exhibit Hall.

Once the Show opens, ONLY exhibitor personnel are allowed in the Exhibit Hall one hour before and 30 minutes after the scheduled Show hours. Please do not schedule any meetings or appointments during these times with anyone other than properly badged exhibitor personnel.

***Security for an individual booth and its contents is the responsibility of each Exhibitor. Show Management is not responsible for lost or stolen articles.***

### **Hints & Suggestions:**

- Use common sense! If in doubt take the necessary precautions to prevent loss.
- Remove all small items on a nightly basis.
- Rent a security cage for larger items.
- Hire a private security guard.
- Clearly mark all small items and easily transportable items with your company and contact information.
- Have replacements available either on-site, at a local distributor or on stand-by at your office for overnight shipment.
- Do not list contents on outside of boxes. (e.g.: Box #1- Personal Computer)
- Carry a detailed list of what you ship, in which box it was packed, and repack it in the same manner. Keep a copy with you and in your office and check your shipment when you arrive at the show and when it returns to you after the event.

## **HANGING SIGNS**

Linear booths (in line booths) may not exceed the height of 8’ for signage. Hanging signs are not permitted for linear booths.

No items can be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floor, ceiling, furniture or other property of the convention center. The cost of repairing damages inflicted by the exhibitor, its employees, contractors or representatives to the convention center will be billed to and paid for by the exhibitor.

Signs may not exceed the maximum height limitation of 24 feet.

## **Fire & Safety**

---

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. Aisles on the Exhibit Floor need to remain clear and all exhibitor furnishings need to be in their respective booths.

## **Good Neighbor Policy**

---

Any exhibitor using audio or video content in their booth space 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.

## **INSURANCE**

**All Exhibitors** must carry worker's compensation, commercial general liability including products and completed operations, independent contractors, personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per, \$1,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder.

The insurance should be maintained through your company. Coverage provides for your physical booth and any materials shipped – **NOT** for services ordered or delivered by our official service providers. Exhibitors are responsible for payments of all services ordered and delivered by contractors should the event be cancelled for any reason-i.e. 'acts of god', blizzards, strikes, terrorism, earthquakes, fire, floods, war, riot etc.

AXPONA has requested that **Rainprotection** serve as their insurance management company. In addition to being able to provide exhibitors with insurance, Rainprotection is also collecting and verifying that all insurance certificates, regardless of the insurer, are verified for compliance. **For full submission instructions see Rainprotection's Exhibitor Liability Insurance Program.**

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online for only \$94 – [click here](#).

AXPONA assumes no liability for any loss, damage or injury to any property of the Exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, water, theft or any other cause whatsoever. Neither the Show Management, nor the owners or lessors of the exhibition premises will assume any responsibility for exhibitor's property against damage, loss and theft.

**Additional Insured** should be listed as follows:

JD Events, LLC, dba AXPONA  
Renaissance & Schaumburg Conv. Center & Hotel

**Certificate Holder**

JD Events LLC  
1300 Post Road, Suite 209  
Fairfield, CT 06824

**The certificate must cover the inclusive dates of the show (April 20-25, 2022).**

**Please submit a copy of your Certificate of Insurance to**  
**[sales@rainprotection.net](mailto:sales@rainprotection.net) by March 18<sup>th</sup>**

## **LIABILITY OF EXHIBITS AND MERCHANDISE**

Exhibitors are liable for any damages to floors, walls, or columns of the exhibit building. No cement or paste is to be used for fastening floor coverings. Tape used to secure carpets, linoleum or tile should have a cloth rather than a paper binding to facilitate its complete removal from the floor. Show Management will hold the exhibitor responsible for removal of all tape or adhesives placed on the exhibit floor.

## **LITERATURE DISTRIBUTION AND TRAFFIC**

Canvassing in any part of the Exhibit Hall, adjacent lobbies or corridors is prohibited. Printed or product promotion materials may be distributed only at the Exhibitor's booth 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. Demonstration areas must be organized within the exhibitor's space, so as not to interfere with any aisle traffic.

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

---

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.

## **PHOTOGRAPHY/VIDEOTAPING**

Photographing or videotaping any exhibit booth other than one's own contracted booth, is strictly prohibited. An exhibit booth and/or products(s) maybe photographed or videotaped only with the express written permission of the contracted exhibitor of that booth. Photographing or videotaping common areas or the show in general requires the written permission of the show management.

## **Product Demonstrations and Sound Restrictions**

---

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 booth, 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 booth.

## **REGISTRATION AREA**

The Registration Area is reserved for the distribution of registration-related materials and materials approved by Show Management. No literature distribution or soliciting is permitted in this area.

## **RULES & SHOW POLICIES**

AXPONA shall have full authority to interpret or amend rules, and its decision is final. All issues not addressed are subject to the decision of AXPONA's management. These rules, regulation and policies have been formulated in the best interest of all exhibitors, the event and AXPONA. Full cooperation will ensure a successful meeting for exhibitors and attendees. AXPONA reserves the right to base all decisions on the best interest of all concerned parties. All decisions are final.

## **SHIPPING/DROPPING OFF YOUR EXHIBIT**

Generally, there are two ways to get your exhibit to the Exhibit Hall:

1. **Advanced Warehouse**- Freight shipped to the Advanced Warehouse will be placed in the Exhibit Hall first and will be in your booth when you arrive the day of set-up.
2. **Hand Carry to the Exhibit Hall**- Available on Thursday April 21<sup>st</sup> starting at 8 am. This is a first-come, first-served basis

Show management recommends and suggests sending your freight to the AFCLS contractor's warehouse to avoid delays and missing deliveries etc. on the day of set-up. This will also ensure that your material will be in your booth when you arrive for set-up.

### **Signage**

---

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. Please contact Mark Freed ([mark@jdevents.com](mailto:mark@jdevents.com), 203-307-2688) for signage and promotional opportunities.

### **Smoking**

---

The Renaissance 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.

## **Display Rules & Regulations**

### **Installation Deadlines**

Exhibition space must be occupied by Thursday, April 21<sup>st</sup> at 5:00pm. If not, and management has not been advised of the delay, the booth space will be considered abandoned and will be used at the discretion of the management.

### **Booth Height Regulations**

Inline booth displays, pop-ups, materials etc. may not exceed a height of 8'. Any material over 4' in height must be displayed in the back 4' of the booth so as not to obstruct site lines of neighboring exhibitors.

### **Finished Surfaces**

Any portion of the exhibit bordering another exhibitor's 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.

### **Exposed Walls**

All exposed parts of constructed displays must be finished to present an attractive appearance when viewed from aisles or other adjoining booths. Exposed back and sidewalls may not display copy, logos, graphics or other advertising if they adjoin a neighboring booth.

**Exhibitors using curved pop up backdrop/displays are required to provide masking drape at their expense if the curvature exposes more than 3 feet of the back scaffolding.**

### **Hanging Signs**

Linear booths (in line booths) may not exceed the height of 8' for signage. Hanging signs are not permitted for in line booths.

No items can be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floor, ceiling, furniture or other property of the convention center. The cost of repairing damages inflicted by the exhibitor, its employees, contractors or representatives to the convention center will be billed to and paid for by the exhibitor.

Signs may not exceed the maximum height limitation of 24 feet.

### **Obstruction of Aisles of Booths**

The aisles are the property of the entire show and each exhibitor has the responsibility to assure the proper flow of traffic through the exhibit hall. Any demonstration or activity, which results in obstruction of aisles, prevents ready

access to nearby exhibitor's booths or otherwise creates a hazardous condition, is an infringement on the rights of other exhibitors. The aisles must not be obstructed at any time.

**Restricted Activity**

The distribution of literature, promotional items, samples, etc. is restricted in location to your contracted exhibit space. Any distribution or other activity interfering with the activities or neighboring exhibitors, or obstruction of aisles will not be allowed. Please contact Mark Freed ([mark@jdevents.com](mailto:mark@jdevents.com), 203-307-2688) for sponsorship distribution opportunities.

Photographing or videotaping any exhibit booth other than one's own contracted booth, is strictly prohibited. An exhibit booth and/or products(s) maybe photographed or videotaped only with the express written permission of the contracted exhibitor of that booth. Photographing or videotaping common areas or the show in general requires the written permission of the show management.

**Fire Laws**

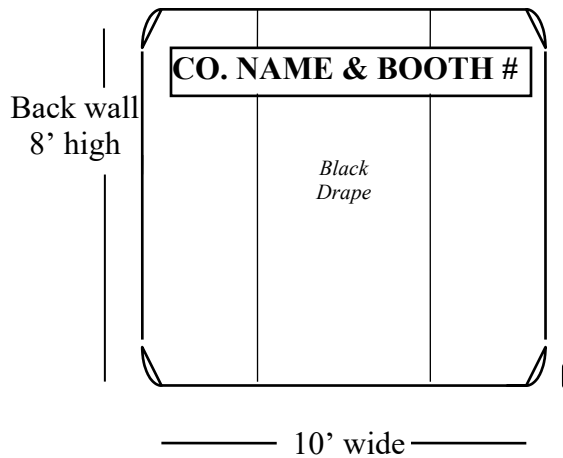
All display material **must** be flameproof. Wiring must comply with local fire department and underwriters' rules. Smoking in exhibits is forbidden. Exhibits must not block aisles; fire exits and fire extinguishers. No decorations of paper, pine bough, leafy decorations, free branches or other combustible materials are allowed. NO storage behind exhibits is provided or permitted. Acetate and most rayon drapes are not flameproof and are prohibited.

## STANDARD BOOTH EQUIPMENT

The standard booth is equipped with a polished frame (pipe), decorated with flameproof draperies in show colors. The back wall stands eight (8') feet high and is ten (10') feet wide.

Within this space, or multiples of it, you may erect your exhibit. Please consult the "Exhibit Height Regulations" in this document.

- DRAPE:** Black
- STANDARD SIZE:** 10' wide, 10' deep  
8' high back wall

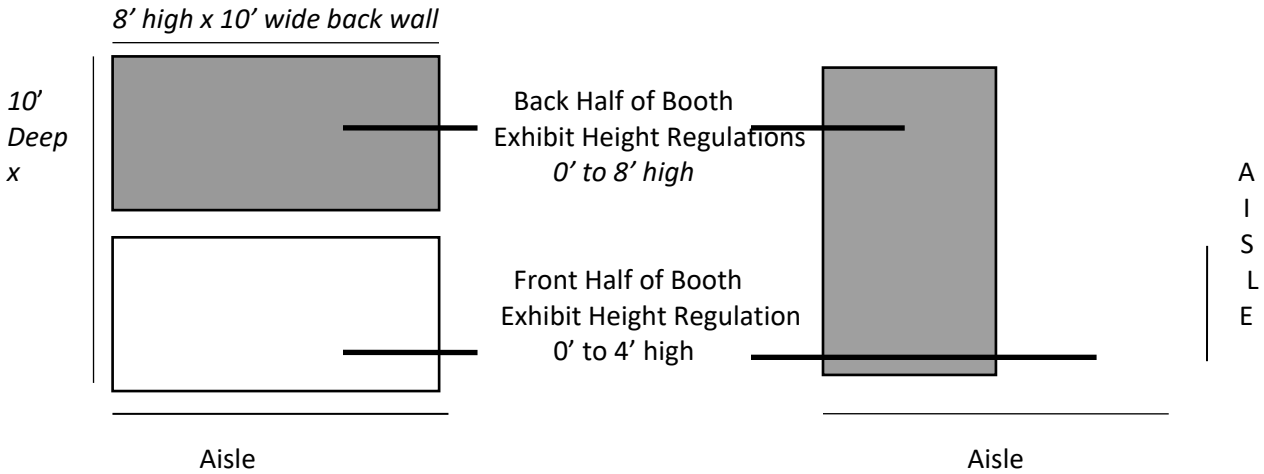


# EXHIBIT HEIGHT REGULATIONS

## Linear Booth

**Linear Booth**  
*Overhead View*

**Linear Booth**  
*Side View*



## Peninsula Booth

**Peninsula Booth**  
*Overhead View*

**Peninsula Booth**  
*Side View*

