

# AXPONA

## AUDIO EXPO NORTH AMERICA

### Standard Rooms 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 - 10:00 PM</b>

***You can pick up your keys in the 2<sup>nd</sup> floor hotel lobby on Thursday at 8am. On Sunday evening when you have packed up your room and are done please turn in the keys in the same area to an AXPONA representative.***

A standard room is approximately 17.5w x 13.7d (sizing may vary). There will be a credenza, with a TV left in the room and it cannot be moved. The Renaissance and show management will also use the bathtub and closet to store hotel items as needed.

**Exhibitors must vacate the meeting rooms by 11:59 PM 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@idevents.com](mailto:lou@idevents.com), 203-371-6322) 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.

## **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 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. 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 standard 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 Renaissance 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.

## **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>**

### **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.

### **Standard Room 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.

### **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.

### **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.

### **SECURITY**

Standard room security is the responsibility of you and your organization. Please have a plan for security both during show hours and after. Check access doors when you arrive and leave you room.

***Security for an individual standard room 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.
- 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.

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

Generally, there are two ways to get your exhibit to the Standard Room:

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 Meeting Room-*** Available on Thursday, April 21<sup>st</sup> starting at 8 am. This is a first-come, first-served basis. Notify Lou Mancini [lou@jdevents.com](mailto:lou@jdevents.com) or 203-371-6322 if you will require dock time. There is a schedule for dock usage.

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.

### **Smoking**

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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.