

# Rules & Regulations

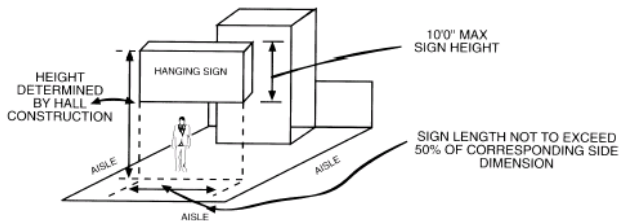
(alphabetical by subject)

## **BANNERS:**

To maximize your exposure, inline booths of 200 square feet or more are now permitted to hang banners over your booth within the IECSC Guidelines. You must adhere to the below guidelines and Show Management must approve all banners prior to installation.

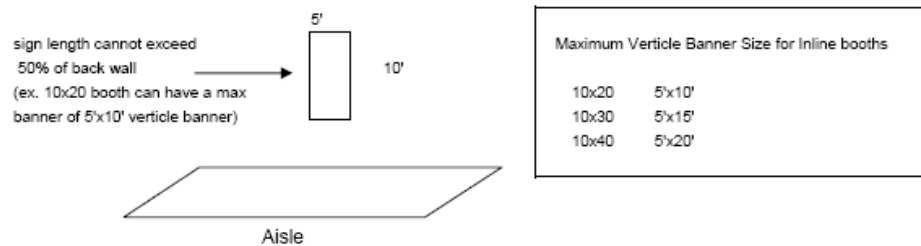
### **Peninsula Booths:**

Banner Size must not exceed 10ft in height and 50% of corresponding side dimension. Example Below:



### **In-Line Booths:**

Banner Size must not exceed 5ft in width and 50% of back wall dimension. All banners must be vertical **NO EXCEPTIONS.** Example Below:



Exhibitors must submit a written request that includes a diagram of their desired placement. All requests and questions should be directed to:

Kassidy Coburn  
[Kcoburn@questex.com](mailto:Kcoburn@questex.com)

To save you time and money we recommend you talk with our operations department prior to production of any banner to ensure your banner meets the IECSC requirements.

### **Banner Production:**

Exhibiting companies that need help designing or printing banners / signage can contact Getvamp LLC, our official Marketing & Promotions Company. Getvamp can be reach at 216-566-5953 or at [orders@getvamp.com](mailto:orders@getvamp.com)

## **BOOTH & DISPLAY REGULATION:**

***Display Guidelines*** – IECSC is committed to producing industry events with the highest degree of professionalism, integrity and quality for our exhibitors and visiting salon & spa professionals alike. To that end, **the following Booth Guidelines will be enforced.**

- ☒ All tables within your booth area must be draped and/or skirted. Exhibitors **cannot** utilize the booth's side drape as skirting for tables.
- ☒ All signs must be professionally produced and/or created.
- ☒ The use of corrugated boxes, unlabeled bins, etc. to display and/or sell merchandise is prohibited.
- ☒ Unsightly storage of inventory within your booth area is not permitted.
- ☒ IECSC urges all exhibits and displays to convey a professional and high-quality image. Professionally produced exhibits are encouraged.

This policy will be enforced at all IECSC events. Failure to comply with the above guidelines will result in Show Management's intervention that may impact exhibitor booth placement at future IECSC events.

**In addition to the guidelines listed above, the Palm Beach County CC and the IECSC Show Group prohibits the following:**

- Exhibitors are responsible for following all regulations and codes concerning fire, safety, and health detailed in the manual.

**DISPLAY HEIGHT CHART**

# OF CONTIGUOUS BOOTHS	<u>HEIGHT</u>			
	<u>8'</u>	<u>10'</u>	<u>12'</u>	<u>16'</u>
1 Booth	•			
2 Booths	•			
3 Booths	•			
4 Booths LINEAR		•		
4 Booth PENINSULA		•		
4 Booth ISLAND		•		
5 Booths		•		
6 Booth LINEAR			•	
6 Booth PENINSULA			•	
6 Booth ISLAND			•	
7 Booth LINEAR			•	
7 Booth PENINSULA			•	
8 + Booth LINEAR			•	
8 + Booth PENINSULA				•
8 + Booth ISLAND				•

**Special Note:**

Exhibitor Displays that exceed 4ft in height must be placed appropriately to maintain sightline restrictions.

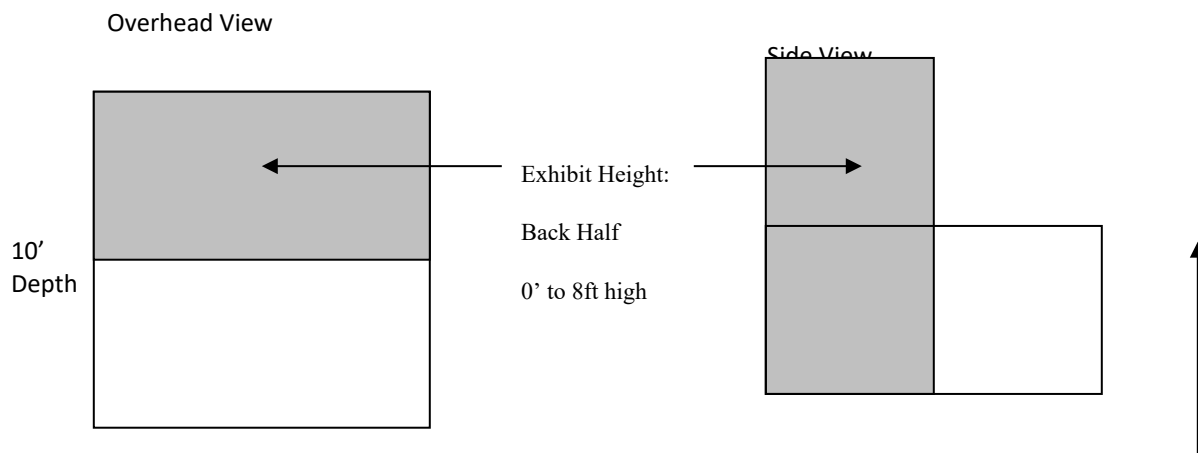
Please refer to the sightline restrictions rule below.

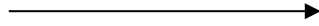
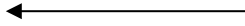
**Sightline Restrictions** - Display fixtures, over 4’ in height, will need to be positioned at least 5’ from an aisle so a clear line of sight extends for at least 20’ from any adjacent exhibitor. Exhibitors must do this on all sides of the booth. A person standing 3’ into the aisle, from a distance of 20’, must be able to see 5’ feet into an adjacent 10’ x 10’ booth (from the aisle towards the middle of the booth).

- ☐ All display components will need to be positioned in order that a clear line of sight as defined above is maintained.
- ☐ Any display component placed in violation of sightline policy will be removed at the exhibitor’s expense.
- ☐ The sightline must be maintained from both sides of the booth.
- ☐ All display components must be professionally produced.
- ☐ Any display component exceeding 8’ in height must have a finished backing or must be draped off at the exhibitor’s expense.

Show Management has established the following sightline policy to give each exhibitor effective use of his space without interfering with the rights of neighboring booths.

**Sample Booth Layouts –**





10' Depth

AISLE

## **EXHIBITOR APPOINTED CONTRACTORS (EAC):**

Exhibitors using the services of display firms / independent contractors must fill out the EAC approval form located in the "LABOR" section of the manual. Notification must include a current certificate of insurance that meets all hall specifications. The contractor must abide by all Palm Beach County CC, Show Management and Union Regulations

## **FIRE DEPARTMENT REGULATIONS:**

### ***Inherent Fire Retardant or Flame-Retardant Treatment***

1. All decorations, drapes, signs, banners, plastic displays, hay straw, moss, split bamboo, and other materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table coverings must be flame retardant treated unless they lay flat, with an overhang no greater than 6"
3. Oilcloth, tarpaper, sisal paper, nylon and certain other plastic materials cannot be flame retardant and their use is prohibited.

### ***Vehicles / Internal Combustion Engines on Display***

1. Any autos, trucks, motorcycles, or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
2. All motor vehicles tanks containing fuel are required to have locking gas caps or must seal the gas cap with tape. No more than one gallon of fuel is permitted per vehicle.
3. Tanks cannot be refueled or emptied inside the Convention Center.
4. A properly tagged set of keys to each vehicle must be left with security prior to display.
5. All autos, trucks, vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show date.

### ***Combustibles***

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind any display.
3. Storage of loose materials, loose packaging materials, flammable or combustible mixtures, waste, liquids, etc., is prohibited.

### ***Obstructions***

1. Aisles designated on approved show floor plans shall be kept clean, clear, and free of obstructions. Booth constructions shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth areas into aisles.
2. All aisles must be maintained at least 10 feet wide or unless otherwise approved on the floor plan.
3. All fire prevention and fire equipment in all public assembly areas shall have easy and unobstructed accessibility.

### **FOOD DISPLAYS AND FOOD SERVICE:**

All food and beverage must be purchased through the exclusive in-house catering provider.

Exhibitors needing catering services or customized menus will need to complete the PBCC Catering Form

### **GOOD TASTE & THE RIGHT OF OTHERS:**

Show Management may require an exhibitor to make changes to their exhibit if, in Show Management's opinion, the exhibit does not conform with prevailing standards of good taste. Any inappropriate displayed items will be removed at the cost of the exhibitor. Changes will also be required if the exhibit interferes with the rights of others.

### **HEALTH DEPARTMENT GUIDELINES: (permanent make up & piercing)**

The County Health Department requires permanent make-up vendors and piercers to have a valid health license to operate at the show. Temporary licensing fees vary from county to county. Failure to comply with local regulation will result in removal from the show without a refund.

All Vendors must bring their current license and blood-borne certificate for inspections onsite. Vendors must arrange for the removal of medical <https://www.iecscflorida.com/waste> with a certified facility. Resources and FL guidelines are in the service kit page in the Health Permit Applications section.

### **INSURANCE REQUIREMENTS: (Required for All Exhibitors)**

Per your exhibit contract, exhibitors are required to provide a certificate of insurance to receive your exhibitor badges.

Please see the Insurance Section of the Service Kit for complete information.

### **LIABILITY:**

Exhibitors are liable for any damage to floors, walls, or columns of the exhibit building. No cement or paste is to be for fastening floor covering. 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. Management will hold the exhibitor responsible for the removal of all tape or adhesives placed on the floor.

### **LITERATURE DISTRIBUTION:**

Canvassing in any part of the Exhibit Hall, adjacent lobbies or corridors is prohibited. Printed or product promotions materials may be distributed only at the Exhibitor's booth. 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.

### **DISTRIBUTION POLICY**

Wandering into the aisle to approach attendees and distribute products and/or the offer to perform sampling or any type of service is prohibited.

Should complaints arise and tradeshow management recognizes that booth staff is soliciting attendees outside of their booth, the following enforcement policy will be implemented:

- a **First Infraction:** Show management will warn exhibitor by copy of a Distribution Violation Form.
- b **Second Infraction:** Show management will present a Distribution Violation Notice to the booth contact, which must be signed by both parties to acknowledge that notice was issued, and there will be a \$150 fine.
- d **Third Infraction:** The Distribution Violation form will be revised and an additional \$500 fine will be imposed. Should the Third infraction occur, Show Management additionally reserves the right to impose rope and station around the booth in question, so booth staff is fully aware of their sales boundary.
- d **Fourth Infraction:** Show management reserves the right to remove exhibitor booth personnel from the show floor for the remainder of the show day(s). No refund or credit to the booth cost will be extended to the exhibitor.

### **OFFENSIVE MATERIALS:**

Show Management reserves the right to require Exhibitors to remove from their exhibit any materials, which it determines, at its discretion, to be inappropriate. This includes materials that may be offensive, disparaging, or discriminatory.

### **PHOTOGRAPHY & VIDEO TAPING:**

Unauthorized photography or video taping of exhibits is prohibited. Exhibitors may photograph their own exhibits only.

### **QUESTIONS & ADJUSTMENTS:**

Any discrepancy in items and any complaint or question concerning service, etc., must be reported to the appropriate vendor immediately upon noting the problem. Remember that items ordered, including labor, MUST be signed for at the time of receipt.

## **SOUND AND NOISE REGULATIONS:**

**Exhibitors with 6 or less contiguous booths are permitted** to use one TOA sound system for voice amplification only. The sound volume, above the ambient level when measured from the adjacent aisle(s) and/or neighboring exhibitor(s), may not exceed an 80-db level on the sound meter.

**Exhibitors with theatres or a minimum of 7 or more contiguous booths** will be granted permission to utilize sound systems of their design provided a platform presentation or educational program is presented. The sound volume, when measured from the adjacent aisle(s) and/or neighboring exhibit(s), may not exceed an 85-db reading on the sound level meter.

### **Please Note:**

Exhibitors must notify IECSC in writing 30 days in advance of their intention to use a sound system. Send requests to Kassidy Coburn by email: [kcoburn@questex.com](mailto:kcoburn@questex.com)

## **SOUND AND NOISE VIOLATIONS:**

The following Sound System and Noise Rules are in effect for IECSC: These rules will be strictly enforced.

1) **NO Live Bands or Musical Instruments will be permitted in any exhibitors' booth.** Only recorded music that can be controlled through a soundboard will be permitted. The use of whistles, horns, crickets and other similar noise devices is prohibited.

2) **Maximum Sound Level will be enforced at 85 decibels.** Show Management staff will conduct sound tests on all exhibitors' booths on the morning of the show opening. Please instruct your booth staff and contractors to this important Sound Check and plan to have someone available. Show Management will clearly mark the maximum level on the controls of the soundboards where 85 decibels are maintainable. Sound levels will be tested at 10 feet from the perimeter of the exhibit booth.

These restrictions are in place due to possible non-compliance with OSHA health and safety regulations that could potentially plague your firm from damage that any of your employees or show attendees might experience through excessive exposure to sound. There are very serious consequences to continuing infractions of these requirements, and we intend to take non-compliance very seriously.

3) **ALL speakers must be turned INTO the exhibit booth. No speaker should be facing out into the aisle.**

Thank you for your cooperation!

Should complaints arise and sound levels are found to be higher than the pre-set 85db maximums, the following **enforcement policy will be implemented:**

**a) First infraction:** Show management will warn exhibitor with a copy of a Noise Violation Form.



- b) Second infraction:** Show management will present a NOISE VIOLATION NOTICE to the booth contact, which must be signed by both parties to acknowledge that notice was issued, and there will be a \$150.00 fine.
- c) Third infraction:** The Violation form will be revised and an *additional* \$500.00 fine will be imposed. Should the Third Infraction occur, Show Management additionally reserves the right to prohibit future sound reinforcement systems on its show floor by this exhibitor unless said company, at its own expense, attaches the an Exhibit Management approved sound governing device to the system which will automatically maintain the Show's db maximums. This will be STRICTLY ENFORCED.
- d) Fourth infraction:** Show management reserves the right to pull all electrical lines that feed the sound system for the duration of the show, regardless of the date of the occurrence. Show management reserves the right to remove exhibitor booth personnel from the show floor should the noise infractions continue.

Show Management does NOT want to continually have to respond to complaints of noise violators, so your cooperation is imperative to all of us. Unfortunately, repeat offenders have resulted in our having to take these drastic actions.

**TRAFFIC:**

Show Management encourages promotional plans and demonstration areas but asks that you do not interfere with normal traffic flow in the aisles or traffic into any neighboring exhibit. **Demonstration areas must be organized within the exhibitor's space**