

## Frequently Asked Questions-Exhibitors 100 Percent Customer-Focused, Cost Effective

### **Loading and Unloading**

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

- Yes, as long as it does not have commercial tags or lettering on the 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. Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance.

### **Booth Set-Up**

### **Install**

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

- Exhibitors can set-up and/or tear-down a booth as long as the booth is 600 square feet or less and a full-time employee of the company.

#### **With the new rules in the building am I able to use a step ladder and a screw gun in my booth?**

- In booths that are less than 600 square feet you are permitted to use ladders up to 6' and power tools (including battery operated).

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

- Yes, as long as they are full-time employees of the company and the booth is 600 square feet or less.

#### **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 can install monitors and A/V equipment that is not rented as long as you are a full-time employee of the booth and the booth is not in excess of 600 square feet.

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

If you are using 3<sup>rd</sup> party vendor other than the preferred AV vendor for your event, you will incur additional labor fees. There is a 4-hour minimum for set-up and dismantle when using a 3<sup>rd</sup> party vendor other than the preferred event vendor. If ordering from the preferred AV vendor, labor costs have already been built in for these services on the service order form.

### **Electric**

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

- Exhibitors have the right to install your own lighting as long as the booth is 600 square feet or less. Lights must be installed by a full-time employee of the booth and they cannot be provided by a rental company or 3<sup>rd</sup> party. Rental lighting must be installed by electricians. They must be UL/NEC compliant.
- In all booths (including booths less than 600sq/ft.) where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, electricians must install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.

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

Yes, exhibitors may set up personally owned computers within a 600sq/ft or less booth that are not to be used for public use. In addition, all rented equipment would require the use of Labor to install and dismantle.

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

An exhibitor can run cords within a booth less than 600 square feet 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.

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

Batteries shall be disconnected and reconnected by electricians regardless of booth size.