



## THSNA Rules

### General Information

#### Admission to the Exhibit Floor

Due to insurance liabilities, no person under the age of 18 will be admitted to the exhibit floor during set-up or teardown hours. THSNA 2024 does not restrict children's access to the exhibit floor based on age during Show hours. Parents or guardians must accompany children (under 18 years of age) and are responsible for their behavior. All persons on the exhibit floor must have proper registration credentials.

#### Food Service on the Exhibit Floor

Food and beverage service in your assigned booth space may be allowed if approved in advance by Show Management. All requests must be submitted in writing 30 days prior to the show opening. Requests to serve items which detract from the exhibit's professional appearance will not be allowed or approved. Popcorn is not allowed on the show floor. After receiving Show Management approval, it is the responsibility of the exhibitor to contact the Sheraton Grand Hotel to place all orders. Exhibitors must comply with all food and beverage regulations of the official caterer and the convention facility.

#### Insurance

THSNA 2024 strongly encourages you to insure your property from the time it leaves your facilities until it is returned after the Exhibition. In most cases, a rider can be added to your present policy for a nominal cost that will protect your property while it is out of your control.

THSNA 2024 and the Sheraton Grand Hotel and/or their respective agents will not be responsible in any way for the safety of any exhibit or material against theft, fire, water, accident, or any cause, nor for the loss of damage to goods consigned to its care.

#### Security

Entry to and exit from the exhibit area will be possible only through the main Show entrance and all persons entering and leaving must wear a badge issued by THSNA 2024 Show Management. During the installation and dismantling periods, no one will be permitted in the exhibit area before 8:00am. Lost or stolen property must be reported to the Security Office as soon as possible. Please remember that any claim must be properly documented in order to receive reimbursement from your insurance company. The Security Office is located near the Show Office.

#### Exhibit Rules and Regulations

These rules are based on industry standards, physical limitations of the exhibit hall and the needs of THSNA 2024 exhibitors. Their intent is to ensure each exhibiting organization, regardless of size, an equal opportunity, within reason, to gain access to the attending audience while providing an opportunity to explore new and creative marketing techniques. The underlying responsibility is that each exhibitor act as a "good neighbor."

#### General Guidelines

Show Management shall make all final determinations as to which rules are being violated and it shall be the responsibility of Show Management to review all exhibits and enforce the rules of the exhibition. Any exhibitor who is unsure of the interpretation of any rule or who may be in violation of rules is responsible for notifying Show Management in advance for further clarification.

Responsibility lies with the individual exhibiting organization to comply with all rules and regulations as stated by Show Management in the exhibit space contract, Exhibitor Manual, Exhibitor Update or other regulations and communications. Any request made by Show Management to bring a display into compliance will be respected and any changes to exhibit structure or display will be the financial responsibility of the exhibitor.

Exhibitors will be notified by Show Management if found in violation of any rules or regulations. If after this first warning, an exhibitor fails to comply with rules involving sound, lighting or multimedia, management will discontinue electrical service to the offending apparatus for a time period deemed appropriate. If electrical service is restored and a second warning is required, electrical service will be discontinued to the apparatus for the remainder of the conference. Should a second warning be required to

correct any rules or regulation the exhibitor will lose seniority for the next two exhibitions.

### **Advertising**

- Exhibitors are prohibited from showing or advertising products or services which in the opinion of THSNA 2024 are primarily aimed at other exhibitors.
- Exhibitors are prohibited from distributing at the convention center advertising or promotional material for entities other than the registered exhibitor unless special permission is obtained from THSNA 2024 (e.g., for combined booth space of small exhibitors.)
- Exhibitors are prohibited from any form of advertising or solicitation at the convention center outside of the exhibit booth space and from door drops or advertising signage at THSNA 2024 -contracted conference hotels, without the advance written permission of THSNA 2024.

### **Aisles**

All aisle space belongs to the Exposition. No exhibit or advertising will be allowed to extend beyond the space assigned to the exhibitor. Booth representatives including models, demonstrators and actors in costume must remain in their own exhibit space throughout the show. They are not permitted in the aisles, other exhibitors' booths or public spaces. Any demonstration or activity which results in the obstruction of aisles or prevents ready access to neighboring exhibitors' booths shall be suspended for any period specified by Show Management.

### **Americans with Disabilities Act**

All exhibiting organizations are required to be in compliance with the American with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800/514-0301) and from the web site

[www.usdoj.gov/crt/ada/infoline.htm](http://www.usdoj.gov/crt/ada/infoline.htm)

### **Universal Access and ADA Accommodations-Exhibit Design**

Exhibits are public accommodations under the Americans with Disabilities Act (ADA), and each exhibitor is responsible for ensuring that show attendees who have disabilities have access to all of the demonstrations, information, contests, giveaways, or other services offered at a booth.

### **Animals**

Live animals are prohibited in exhibit space.

### **Balloons**

The display and distribution of balloons will not be allowed at any time within the exhibit hall. Balloons create many housekeeping problems and are particularly detrimental to the fire detection systems installed in the exhibit hall. Their use is strictly prohibited.

### **Crate Storage**

Please check with the Show Decorator for labels and storage policy.

### **Damage to Property**

Exhibitors are responsible for damage to uncrated or improperly packed shipments, concealed damage, loss or theft of material after delivery to booth or before material is picked up for return movement. It is expressly understood that the exhibitor will make no claim of any kind against Show Management for any loss, damage or destruction of goods, nor for any damage of any nature to this business by reason of the failure to provide space for any exhibit or the removal of the exhibit.

### **Disposal or Storage of Packing Materials**

Special care will be necessary in unpacking merchandise for display. Loose cardboard cartons will not be accepted for storage unless they are knocked down flat and securely tied into bundles and properly tagged.

Be sure to remove all old labels first. It is suggested that small crates be nested in larger ones to reduce the number of pieces to be stored and thereby hasten their return. No boards or skids will be accepted for storage unless securely tied into bundles and tagged. Materials not in accord with these regulations will be considered refuse and will be disposed of by the cleaners.

### **No Storage of Any Kind Will Be Permitted Behind Your Display**

All combustible materials, which are not an integral part of the display, must be removed each night unless stored in a metal container. However, to facilitate repacking merchandise at conclusion of the exhibit, some exhibitors have found it convenient to remove knocked down cartons to their cars and hotel rooms for ready access.

### **Early Dismantling**

No exhibitor will be allowed to dismantle any portion of their exhibit prior to the end of exhibit hours on the final day of exhibits. This is a discourtesy to those

attending the Show and to your neighboring exhibitors. Exhibitors who dismantle prior to the closing of the show will forfeit accrued seniority for the next two THSNA 2024 Exhibitions.

### **Food Service**

Food and beverage service in your assigned booth space may be allowed if approved in advance by Show Management. All requests must be submitted in writing 30 days prior to the show opening. Requests to serve items which detract from the exhibit's professional appearance will not be allowed or approved.

### **Lighting**

No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting, will not be permitted. Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event. Exhibitors intending to use light systems should submit drawings to Show Management for approval.

### **Multimedia**

Any multimedia display (video wall, video projection, animatronics, robotics, etc.) which is deemed in violation of the Sound and Lighting regulations by Show Management will not be allowed.

### **Multi-story Exhibits/Single Level Covered Exhibits**

In most facilities, multi-story exhibits require prior approval by the exhibit facility and/or relevant local government agencies because it is deemed to be a "structure" for building purposes. Often structural and/or Convention Center Guidelines exist which dictate booth construction. Exhibitors utilizing this type of structure should seek guidance from Show Management prior to installation of multi-story exhibits. All requests must be submitted in writing 60 days prior to the show opening.

### **Noise Levels in Displays**

Operators of noisemaking exhibits must secure approval of operating methods before the exhibits open. Noise levels must be held to an 80-decibel maximum at all times. Show Management will monitor the 80-decibel regulation on-site.

If an exhibitor is in violation of the 80-decibel regulation, they will receive one warning. If the

exhibitor continues to operate noisemaking exhibits in excess of 80-decibels after the first warning, Show Management reserves the right to cut the power of the offending mechanism, or otherwise ensure the noisemaking mechanism is shut off. Any expenses incurred in this instance will be the sole responsibility of the exhibitor.

### **Sound**

Exhibitors may use sound equipment in their booths as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.

Any sound that exceeds 80 decibels measured at the edge of an exhibitor's booth is considered objectionable and will not be allowed.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized organizations that collect copyright fees on behalf of composers and publishers of music.

### **Vehicles**

Rules vary depending on the facility, but generally it is required that vehicles on display have no more than a 1/4 tank of gas. The gas tank cap should be sealed and the battery disconnected. Exhibitors utilizing any vehicle should contact Show Management for approval and facility specific regulations.

## Specific Guidelines and Rules

THSNA 2024 and its authorized representatives are hereafter referred to as Exposition Management.

**1. PAYMENT AND REFUNDS:** Cancellations or reductions of space made prior to January 31, 2024 will receive a refund of payments made, less a \$100 cancellation fee per 10 x 10 booth. No refunds will be issued after this date. It is expressly agreed by the exhibitor that in the event he fails to pay the space rental at the times specified, or fails to comply with any other provisions contained in these rules and regulations concerning use of exhibit space, Exposition Management shall have the right to reassign the booth location shown on the face of the contract or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. All space rental must be paid in full prior to move-in of the exposition. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount paid by him for his space reservation, regardless of whether or not the Exposition Management enters into a further lease for the space involved. In case the exposition shall not be held for any reason whatsoever, then and thereupon the rental and lease of space to the exhibitor shall be terminated. In such case the limit claim for damage and/or compensation by the exhibitor shall be the return to the exhibitor of the amount already paid for space for this specific event.

**2. SPACE RENTAL AND ASSIGNMENT OF LOCATION:** THSNA 2024 reserves the right to refuse rental of display space to any company whose display of goods or services is not, in the opinion of THSNA 2024, likely to be compatible with the general character and objectives of the exposition. Whenever possible, space assignments will be made by THSNA 2024 in keeping with the preferences as to location, requested by the exhibitor. THSNA 2024, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION.

**3. USE OF SPACE, SUBLETTING OF SPACE:** No exhibitor shall assign, sublet, or share the space allotted with, or distribute materials on behalf of, another business or firm unless approval has been obtained in writing from THSNA 2024. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor's display, parent or subsidiary

companies excepted. Exhibiting firms subletting space from THSNA 2024 authorized cooperative exhibit organizers are contracted with that exhibiting firm and not THSNA 2024. Therefore, they must coordinate all activity with the firm with which they have contracted. This is to include: receiving space assignment, submitting program listings, and receiving the Exhibitor Kit. Firms are advised to contact their cooperative exhibit organizers directly for all information. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space may solicit business within the Exhibit Areas.

**4. EXHIBITORS AUTHORIZED REPRESENTATIVE:** Each exhibitor must name one person to be his representative in connection with installation, operation and removal of the firm's exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. Exhibitor shall assume responsibility for such representative being in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibit neat, manned and orderly at all times.

**5. FIRE, SAFETY AND HEALTH:** The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. No flammable decorations such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior and wrapping paper must be flame proof and are to be removed from the floor. This material is NOT to be stored under tables or behind displays. All muslin, velvet, silken or other cloth decorations must stand a flame proof test as prescribed by fire ordinances. All materials and fluids which are flammable are to be kept in safety containers.

**6. ARRANGEMENT OF EXHIBITS:** Please consult the Exhibit Service kit for all arrangement details.

**7. OPERATION OF DISPLAYS:** Exhibits which include the operation of musical instruments, radios, sound projection equipment, public address systems or any noisemaking machines must be conducted or arranged so that the noise resulting from the

demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens. Sound may not exceed 80 decibels as determined by THSNA 2024's sound monitoring equipment. Booths not in compliance after one warning will have their sound disconnected at their own cost. All demonstrations or other activities must be confined to the limits of the exhibitor's rented space including the audiences for any shows or demonstrations carried on in the booth.

Distribution of circulars may be made only within the space assigned to the exhibitor presenting such materials. No advertising circulars, catalogs, folders, or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges, grounds or other facilities. No firm or organization not assigned space in the exhibit will be permitted to solicit business within the exhibit area, nor in any public spaces controlled by the Association during this conference. Exhibitors must cease the distribution of samples of any kind whenever such action blocks the aisles or in any way handicaps nearby exhibitors. The distribution of promotional materials in the form of balloons, canes, games or other advertising material which tends to distract from the professional and educational purposes of the exposition is prohibited. In addition, no promotional adhesive backed decals are permitted to be given out or used inside the hall. Distribution of unwrapped food or alcoholic beverages by exhibitors is strictly prohibited. (Wrapped candy or other small items are exempt from this restriction.) Booth representatives including models, demonstrators, or actors in costume, must be properly and modestly clothed. No excessively revealing attire will be permitted. Models, demonstrators, and actors in costume must remain in their own exhibit throughout the Exposition. They are not permitted in other exhibitor's booths, in the aisles, or in public areas. Exhibitors are prohibited from distributing products or services which are created through the solicitation of other exhibitors. Drawings, lotteries, or other contests where prizes or gratuities are rewarded on the basis of chance must be approved in advance by Exposition Management. No live animals permitted.

**8. INSTALLATION AND REMOVAL:** It is mutually agreed that it is the duty and responsibility of each exhibitor to install his/her exhibit before the opening of the exposition and to dismantle his/her exhibit immediately after the exposition's close. No exhibitor will be allowed to dismantle or unpack any part of his/her exhibit until after the closing of the Exposition. Exhibitors who dismantle early will

forfeit all seniority rights. All display materials which are not removed from the exhibit floor prior to the dismantlement cutoff as announced by Exposition Management will be discarded.

**9. LIABILITY AND INSURANCE:** All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither THSNA 2024, its service contractors, the management of the exhibit hall nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of exhibitor. The exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance insuring and specifically referring to contractual liability set forth in an amount not less than that \$250,000 Combined Single Limit for personal injury and property damage. Exhibitors shall provide Exposition Management with a copy of the insurance policy or rider which provides such coverage and which names THSNA 2024 as co-insured.

**10. INDEMNIFICATION:** Exhibitor agrees that it will indemnify and hold and save Exposition Management whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or asserted against Exposition Management on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of Exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation by Exhibitor, or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by Exhibitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises leased hereunder. Such indemnification of Exposition Management by the Exhibitor shall be effective unless such damage or injury may result

from the sole negligence, gross negligence or willful misconduct of Exposition Management. Exhibitor covenants and agrees that in case Exposition Management shall be made a party to any litigation commenced by or against Exhibitor or relating to this lease or the Premises leased hereunder, then Exhibitor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon Exposition Management by virtue of any litigation.

**11. Property Damage:** Neither Exposition Management nor Exhibitor shall be responsible for any loss of or damage to any property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and Exposition Management and Exhibitor expressly waive any claim for liability against the other party hereto with respect to any such loss or damage. Accordingly, it shall be the responsibility of Exposition Management and Exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

**12. LABOR:** Exhibitors are required to observe all contracts in effect between Exposition Management, service contractors, hall and the labor organizations involved.

**13. CARE OF BUILDING AND EQUIPMENT:** Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or show equipment and decor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

**14. CONTRACT FOR SPACE/ CONFIRMATION:** The contract for space/confirmation will be forwarded to the exhibitor at the time of space assignment. In the event of fire, strike, or other uncontrollable circumstances such as, but not limited to, fire and strikes, rendering the exhibit area unfit or unavailable for use, or causing the exhibit to be canceled, this contract will not be binding and payment for exhibit space will be refunded. In case any part of the exhibit hall becomes damaged or unusable so as to prevent an Exhibitor from occupying an assigned space during a part or all of the exposition period, the Exhibitor will be charged for the space only for the period the space was or could have been occupied and Exhibitor waives any claim against Exposition Management for losses or damage which may arise from such inability to occupy assigned space. These regulations are a part of the contract for space, which does not become effective until countersigned by the

duly authorized officer of THSNA 2024. The acceptance of the deposit which accompanies the application for space does not constitute acceptance of a contract. THSNA 2024 reserves the right to make such additional conditions, rules and regulations as it deems necessary to insure the exposition's success.

**15. SALES TAX STATUS:** Vendors are responsible for registration with the state sales tax authority and collection and payment of any applicable sales taxes. Non-compliance may result in immediate shutdown of your booth by local authorities.

**16. OTHER REGULATIONS:** Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Exposition Management. THE EXPOSITION MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED ANY AMENDMENTS, WHEN MADE, ARE BROUGHT TO THE NOTICE OF EXHIBITORS. EACH EXHIBITOR, FOR HIMSELF AND HIS EMPLOYEES, AGREES TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE.

**BY SIGNING BELOW, YOU HEREBY ACKNOWLEDGE AND AGREE TO THE TERMS SET FORTH ABOVE.**

Date:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Company/Affiliation (Print)

\_\_\_\_\_  
Role/Position (Print)