



International Sleep Products Association
01 Wythe Street
Alexandria, Virginia 22314-1917, USA
Phone: 1-703-683-8371 Fax: 1-703-683-4503
kbellias@sleepproducts.org and
clyons@sleepproducts.org
www.ispaexpo.com

Exhibitor Planning Guide Rules & Regulations

Venue: Greater Columbus Convention Center (GCCC), 400 N High Street, Columbus, OH 43215

Show Sponsor and Management

ISPA EXPO 2024 is sponsored and managed by the International Sleep Products Association, 501 Wythe Street, Alexandria, VA 22314-1917 USA; Phone 1-703-683-8371 and Fax 1-703-683-4503.

www.sleepproducts.org

Key Contacts:

Kerri Bellias, Vice President of Sales

kbellias@sleepproducts.org Phone: 336-945-0265

Catherine Lyons, CFO

clyons@sleepproducts.org Phone: 571-482-5430

Lois Miller, Meeting Planner

ldmeetings@outlook.com Phone: 516-868-9563

Exhibitor Profile

Suppliers of machinery, equipment, component materials, and manufacturing related services for the mattress manufacturing industry.

Attendee Profile

Top decision-makers in mattress companies, including CEOs, purchasing officers, factory managers, marketing and sales personnel and other senior personnel. The industry is geographically distributed across the United States and internationally. Non-U.S. delegates represent 25-30% of the customer base.

Exhibit Schedule

Tuesday, March 12 9:00 a.m. – 6:00 p.m.
Wednesday, March 13 9:00 a.m. – 6:00 p.m.
Thursday, March 14 9:00 a.m. – 4:00 p.m.

Note: Exhibitor personnel are allowed daily entrance into the exhibit hall one hour prior to official opening times with proper badge identification.

Private Exhibitor Appointments

Tuesday, March 12 6:00 p.m. – 7:30 p.m.
Wednesday, March 13 6:00 pm. – 7:30 p.m.

*Note: **By prior arrangement only.***

Exhibitor Move-in

Thursday, March 7 10:00a.m – 5:00 p.m. Exhibits 2000+sf (freight offload only/no booth build)
Friday, March 8 8:00a.m. – 5:00 p.m. Exhibits 1000+sf (freight offload and booth build)
Saturday, March 9 8:00a.m. – 5:00 p.m. All Exhibits
Sunday, March 10 8:00 a.m. – 5:00 p.m. All Exhibits
Monday, March 11 8:00 a.m. – 5:00 p.m. All Exhibits

Exhibitor Move-out

Thursday, March 14 4:30 p.m. – 10:30 p.m.
Friday, March 15 8:00 a.m. – 6:00 p.m.
Saturday, March 16 8:00 a.m. – 6:00 p.m.
Sunday, March 17 8:00 a.m. – 12:00 p.m. Approved freight move-out only

Note: The exhibit hall must be cleared Saturday, March 16 by 6:00pm unless approved by Freeman for Sunday move-out. Crates/cartons, non-Freeman carpeting, or other exhibitor materials left after this time will be packaged and shipped, or discarded, at the exhibitor's risk and expense.

1. Priority-Impact of Acquisitions and Mergers

Any company acquiring another company having a higher priority assignment is entitled to their preferred priority as an acquired company asset. This policy applies only to acquisitions occurring on or following October 23, 1986. In accordance with this policy, the acquiring company seeking a higher priority must submit in writing to ISPA the desire to assume the higher priority of the acquired company prior to submitting their exhibit space application. All submissions are subject to confirmation in writing by ISPA as to the priority date of the acquired company. ISPA will serve as final authority when assigning exhibitor priorities.

2. Exhibit Rental Rates (Main Exhibit Hall)

ISPA Member Rates	Until 9/18/23	After 9/18/23
100 sq. ft.	\$17.00 per sq. ft.	\$18.00 per sq. ft.
200-600 sq. ft.	\$15.75 per sq. ft.	\$16.50 per sq. ft.
601-1,999 sq. ft.	\$15.00 per sq. ft.	\$15.75 per sq. ft.
2,000-3,499 sq. ft.	\$14.50 per sq. ft.	\$15.25 per sq. ft.
3,500-14,999 sq. ft.	\$13.75 per sq. ft.	\$14.25 per sq. ft.
15,000+ sq. ft.	\$12.50 per sq. ft.	\$13.00 per sq. ft.

Non-ISPA Members \$25.00/sq. ft. plus \$8,000 marketing fee

3. Show Colors

The official drape color is blue with white highlights. The aisle carpet will be black with plum highlights.

4. Registration/Exhibitor Badge Policy

Each exhibitor is entitled to three (3) exhibitor badges for the first 100 sq. ft. of exhibit space and one (1) badge for each additional 100 sq. ft. of exhibit space. Exhibitor badges are not to be used for customers or visitors. No badges may be issued to anyone under the age of 16 and proof of age may be requested. Additional Exhibitor badges will be issued and charged at the prevailing rates. The Exhibitor badge will allow admittance to the show floor during move-in, move-out and daily admittance into the hall one hour prior to official opening time as well as admittance into the Welcome Reception on Tuesday evening.

5. EXPO Admission

ISPA shall determine admission policies at all times. All persons visiting the exhibits or attending any function of ISPA EXPO must be 16 years of age or older and are required to register and wear an appropriate badge while in attendance. Exhibitors are required to register exhibitor personnel before they may enter the exhibit hall. To be sure badges are available onsite upon arrival, please register exhibitor personnel in advance by March 1, 2024. Badges are to be picked up onsite. Advance registration must be done online via the ISPA EXPO registration portal. All exhibitor personnel working the booth or attending the show MUST have an exhibitor badge. If registering personnel badges over your allotment, correct payment must accompany your registration. A business card will be required to show company affiliation at the time of pick-up.

The Exhibitor agrees not to request exhibitor badges for anyone not representing his/her organization and further agrees that he/she will not loan or give his/her badge to anyone for any reason. Violation of this requirement may result in loss of admission privileges and confiscation of badges. Should Exhibitors require badges for individuals other than employees of their own companies, they will have to be obtained by registering the guest as an attendee (not exhibitor) via the registration portal. Non-Exhibitor personnel (attendees) will not be admitted to the show floor before or after published show hours. The Association and its authorized representatives reserve the right to refuse admittance to any person not properly registered through the appropriate registration procedure. Lost badges will be replaced for a fee, with appropriate identification.

6. Official General Service Contractor

For Exhibitor Needs:
Freeman
Exhibitor Service Department
(888) 508-505
ExhibitorSupport@freeman.com

7. Stand Equipment and Services

Exhibitors desiring to rent furniture, booth structures, signs, utilities or accessories may order these from the service providers at the prices specified on the order forms in the exhibitor kit. All orders for special work or equipment should be placed no later than the deadlines indicated to avoid delay and additional labor charges. The official General Service Contractor and other service providers are fully equipped to serve exhibitors with all their exhibit needs.

8. Labor

Skilled labor is available for your exhibit handling. Full time employees of the exhibiting company are permitted to hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks, and other mechanical equipment, however, is not permitted. Freeman will control access to the loading docks to provide a safe and orderly move-in/out. Unloading and reloading at the dock of all contracted carriers will be handled by Freeman. Dock spaces are reserved for use by the General Service Contractor and are not available for self-unload. Unloading of a personal vehicle by exhibiting personnel must be done at the designated space assigned by the General Service Contractor. Full-time employees of the exhibiting companies may set their own exhibits. Any labor services that may be required beyond what your regular full-time employees can provide must be labor from Freeman or an approved labor contractor. Please see the form in Freeman's exhibitor kit. Note that labor will be billed at overtime or double time rates during move-in on Saturday, March 9 and Sunday, March 10 and move-out on Saturday, March 16 and Sunday, March 17.

9. General Liability and Insurance

Exhibitor must carry General Liability Insurance with a \$1,000,000 combined single limit or bodily injury, accident, property damage, product liability and contractual liability. The exhibitor's Commercial General Liability insurance policy must name the International Sleep Products Association and the Greater Columbus Convention Center as Additional Insureds. Such Exhibitor Liability insurance is available online through https://www.ispaexpo.com/wp-content/_docs/ExhibitorInsurance.pdf

Exhibitor acknowledges that it is solely responsible for obtaining any insurance coverage for business interruption or property damage inside the U.S. and to insure its exhibits, display materials, equipment and other property used in connection with the Exhibition. ISPA, the Greater Columbus Convention Center, Freeman, nor their respective members, directors, officers, agents, or employees will be liable for property or product damage.

10. Exhibit Dimensions

Booths are designed in 10 foot by 10 foot increments, with a minimum space of 100 sq. ft. The back wall/drape will be 8 feet high for all booths less than 400 sq. ft., and the divider rails for all stands will be 8 feet high.

An inline booth is defined as a space that generally shares a common side or back wall with another stand. An island booth is 400 sq. ft. or larger, is free standing, and does not share a common side or back wall with another booth. In some instances, a 400 sq. ft. or larger booth may share a back or side wall with another booth; this type of booth will be referred to as a peninsula and the rules for inline booths will apply. A booth under 400sf is never considered an island booth, regardless of configuration and location; inline booth guidelines will always apply.

The maximum height for all display materials (walls or free-standing exhibit components) or equipment for inline and peninsula booths (600 sq. ft. or under) will be 8 feet. For all island booths (400 sq. ft or larger) and peninsula booths (larger than 600 sq. ft), the maximum height for all display materials (walls or free-standing exhibit components) or equipment will be 16 feet.

For companies electing to have a hanging sign or company identification - the maximum height will be 20 feet as measured to the top of the sign from the floor (whether suspended from above or supported from below). This option is available for island booths only (400 sq. ft. or larger). Only exhibitors who have a peninsula booth over 600 sq. ft. will be treated as an island booth and allowed a hanging sign, provided that the sign is a minimum of 10 ft. away from the common wall of the exhibit space. Exhibitors who occupy peninsula booths 600 sq. ft. or less in size are not permitted to hang sign. Standard Company ID signs hung by the general contractor will be at the height of 8 feet.

11. Exhibit Booth Requirements

- a. For all incline booths 300sf and under, and those interior booths that share a common side with another booth, draping on the back wall and sides of the booth (8ft), plus exhibit signs, will be provided without charge. Island booths (booths not sharing any sides with another booth) regardless of size, will not be draped and ID signage will not be provided.
- b. Carpeting or floor covering is mandatory and may be furnished by the Exhibitor or rented from the General Service Contractor, Freeman. The carpet or other suitable floor covering (i.e., tiling, linoleum, wood, etc.) must cover the entire booth space and the material must be easy to remove, not damage the concrete exhibit floor, and does not pose a safety hazard for entrance or exit from booth. Elevated booth designs must provide appropriate entrance points with ramps in compliance with ADA. Exhibitor must carpet or cover the full contracted space, regardless of whether that full space is used, unless Exhibitor has made prior written arrangements with ISPA. If exhibitor fails to carpet its full space, by 3pm March 11, 2024, ISPA will arrange for carpeting at the exhibitor's expense.
- c. External sides of booths must have a finished appearance. If any side is unfinished in nature exposing carpentry or wires after set-up, the Association may authorize Freeman to drape the unfinished side at the exhibitor's expense.
- d. No headers or signage may be added to a booth indicating the booth is a Pavilion without prior approval by Show Management.
- e. No exhibitor may sublet or apportion the whole or any part of its contracted space (share space), nor permit any person to exhibit therein, any goods other than those handled by the Exhibitor in the regular course of business without the written consent of the Association. Sharing booth space is strictly prohibited. Among other consequences for such infringement, ISPA reserves the right to close a violating exhibitor's booth at ISPA EXPO 2024 without refund, and to prohibit the exhibitor from exhibiting at one or more future EXPOs.
- f. ISPA reserves the right to decline, cancel or reject any exhibit which it considers undesirable, offensive to good taste or in any way detrimental to the purpose or orderly conduct of ISPA EXPO.
- g. ISPA reserves the right to relocate exhibitors to allow for necessary utilities (compressed air, for example) to other exhibiting companies.

12. Exhibit Display Approval

All booths 600 sq. ft. or larger must submit detailed floor plans of their exhibit area to the Association by **January 12, 2024**, to include dimensions of booth, signage heights/dimensions, and display materials, for approval. Failure to do so may subject Exhibitor to dismissal from the show with refusal of refund as set forth in the Terms and Conditions of your Space Contract.

13. Exhibit Display Guidelines

Exhibitor agrees to adhere to all rules and regulations of the Convention Center, all rules and requirements of the police and fire departments with jurisdiction over the Convention Facilities and other exhibiting requirements set forth in this Exhibitor Planning Guide, which may be revised by ISPA in its sole discretion from time to time. Exhibitor accepts full responsibility for the provision and maintenance of adequate safety devices and conditions for the exhibition and operation of material, components, machinery and equipment within their contracted exhibit space. The following are general guidelines.

a. Electrical/Materials

- Fire hose cabinets and fire exits must be left accessible and in full view at all times.
- A Class C Fire Extinguisher must be present in all machinery booths.
- Decorations and displays must either be of nonflammable materials or treated for fire prevention by an approved method. All display materials must be treated with an effective flame-retardant. Exhibitor should have a certificate of flame retardant available for review if requested. No flammable fluids or substances (kerosene, gasoline, mineral spirits, ether, etc.) may be used or shown in booths; advice on methods and materials may be obtained from Freeman.
- Permits are required for booths and/or exhibitor activity that includes tent (including adhesive spray booth), welding or cutting.
- Electrical equipment must be installed, operated and maintained in a safe manner which does not create a hazard to life or property.
- Display or use of hay, straw, wood chips, bamboo, lumber – Permissible only if treated with a fire retardant (with certificate available onsite) and pre-approved by Convention Center.
- Signage, decorations, or banners cannot be attached to building walls or columns by exhibitors or their designee.

b. Open Flame: The use of open flame devices within the facility is not permitted. All devices, such as votive candles, sterno or butane / single burners must be approved by the Columbus Fire Department prior to entering the facility.

c. Compressed Gas: The use of compressed gas is permitted within the facility with the prior written approval from the Columbus Fire Department and the GCCC under the below conditions:

- Propane tanks used for forklifts, etc. must be stored outside of the facility on the exterior dock secured within an approved cage. These tanks are not permitted to be stored within the facility at any time
- Service Contractors must provide a detailed propane storage plan and submit to GCCC Event Manager for approval three (3) weeks in advance of the first scheduled load in day. All tanks must be removed from the facility at the end of the last schedule move out day.

d. Multi-Level and Covered Booth

Exhibitor must adhere to the Greater Columbus Convention Center (GCCC) guidelines for multi-level and covered booths. See the [Exhibitor Service Kit Guidelines](#). Requests for construction of multi-level or covered exhibits (regardless of size) must be reviewed by the GCCC Event Management department and Columbus Fire Department for approval at least 2 months prior to move-in.

e. Booth Painting

Should an exhibitor wish to use paint in construction of its booth, the following guidelines must be followed:

- Exhibitor must receive pre-approval if they wish to use paint in construction of their booth. Please provide the manufacturer Safety Data Sheet (SDS) to Kerri Bellias at kbellias@sleepproducts.org for the paint that will be brought and utilized on show site. This information will be sent to the Greater Columbus Convention Center with your booth number in order to request approval. Exhibitor must also have a copy of the SDS with them on premises for all paint that will be brought and utilized on site and be prepared to provide the SDS to convention center authorities upon request.
- Exhibitors must cover the floor to avoid damage from spilling.
- No use of spray paint or spray guns will be permitted.
- Exhibitors may not rinse brushes or rolls in the restrooms.
- Exhibitors must use latex based paints, no oil-based paints are permitted.

f. Adhesive Spraying

Should an exhibitor wish to spray adhesive as part of their exhibit additional information will be needed by the GCCC for approval. The information will include but not be limited to what are the chemicals that will be used and the timing of spraying.

g. Display Vehicle: When exhibiting motor vehicles inside the GCCC, the vehicle will be required to:

- Have a fuel level that reads empty
- Disconnect the battery and secure cables away from battery
- Lock or tape shut the gas cap
- Use a drip pan or plastic covering under the vehicle's engine
- Avoiding all carpeted / tiled areas of the building
- Vehicle must be pushed once in the main concourse

14. Rigging

- a. All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- b. All overhead hanging signs or banners must be installed and removed by Greater Columbus Convention Center (GCCC) riggers. Signs must be assembled and dismantled by approved exhibit contractors and will be inspected by approved rigging personnel.
- c. All overhead electrical hanging signs must be certified for structural integrity and safety in order to be approved and hung.
- d. Set up instructions must be provided for signs needing assembly.
- e. Hanging anchor points must be prefabricated and ready for use.
- f. For further information on rigging, please see GCCC Rigging form located in the Service Kit.

15. Shipping Instructions

Information on shipping methods and rates can be found in the online Exhibitor Service Kit. The Exhibitor agrees to ship, at its own risk and expense, all articles to be exhibited. Freeman is responsible for orderly, efficient and equitable freight-handling at the Convention Center loading docks. Please Note: No advance shipments (**prior to 8:00AM on Thursday, March 7, 2024**) will be accepted at the Convention Center. Contact Freeman if you have shipping questions or wish to ship your display in advance. All shipments must be prepaid and shipped to:

WAREHOUSE SHIPPING: Shipments will be accepted at the warehouse beginning February 6, 2024. Advance shipments deadline is **February 29, 2024**.

ISPA EXPO 2024
C/O TForce Freight/Freeman
Exhibiting Company Name
Booth/Stand Number
3400 Refugee Rd Columbus, OH 43232

Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108”H x 93”W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM- 3:30 PM

Certified weight tickets must accompany all shipments.

If required, provide your carrier with this phone number: (888) 508-5054.

DIRECT TO SHOW SITE: Shipments cannot be delivered to the Convention Center before 8:00 a.m. on **Thursday, March 7, 2024.** * **Any shipments arriving prior to this date will be turned away. Please note that all vehicles must report to the Marshaling Yard prior to delivery.**

ISPA EXPO 2024
Greater Columbus Convention Center
C/O Freeman
Exhibiting Company Name
Booth/Stand Number
3 Convention Center Dr.
Columbus, OH 43215

*Special arrangements for early move-in of freight must be arranged in advance with Freeman. See the targeted move-in form for more information. Large machinery over 6ft by 6ft and 5000lbs may require special arrangements and scheduling to avoid interference with aisles and other booth set-up.

WARNING: Freeman cannot accept Shipments at the Convention Center prior to Thursday, March 7, 2024, except for freight scheduled for early move-in. Exhibitors whose shipments arrive prior to that date will be charged the cost of drayage for removal of such shipments from the Convention Center dock, and returned after the proper date, plus storage expenses until Freeman is ready to accept shipments at the Convention Center from the authorized drayage firm. The Convention Center does not have facilities for accepting shipments for storage.

16. Customs/Freight Forwarder

The official freight forwarder/customs broker is Phoenix International Business Logistics, headquartered in the U.S., with offices in 13 countries, plus agents/partners available worldwide. Complete information is available under Shipping – Freight Forwarder as part of the online Exhibitor Service Kit.

17. Material Handling

Material handling includes the unloading of your exhibit materials (freight) from your designated carrier or company truck, delivery to your booth, handling of empty containers to and from storage, and removal of material from your booth for reloading onto your designated carrier after the event. Material handling does not include the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your exhibit materials- either to the warehouse or directly to show site. Please note that shipments to the advance warehouse will have additional charges as outlined on the form.

Properly labeled crated materials will be received at the advance warehouse between February 6, 2024 and February 29, 2024 and delivered to respective exhibit stands at the Convention Center beginning on March 7, 2024. Empty containers (marked with a sticker) will be removed from each stand, placed in storage, and returned to exhibit stands at the close of the show. “EMPTY” stickers may be obtained from the Freeman Service Counter. Materials will be moved from stand to dock and reloaded on the designated vehicles. Shipments cannot be received at the Convention Center prior to 8:00 a.m. on March 7, 2024 unless prior early move-in has been arranged with Freeman. Shipments consigned to arrive during set-up will be unloaded on-site and delivered to respective stands.

Material Handling Services:

Booth size 100-300sf – Use the Material Handling form in the kit to request material handling services. Published rates will be charged for freight at the CWT based on actual weight and shipment type.

Booths 301sf+ – For booths 301 square feet or larger, material handling charges for crated materials shipped direct to show site are included in your exhibit space costs through ISPA. Please see the Material Handling forms in the Service Kit for all details and possible additional charges. Please note that shipments to the advance warehouse will have additional charges as outlined on those forms.

18. Installation and Dismantling

Freeman is the officially designated General Service Contractor for the ISPA EXPO 2024. Booth furniture and labor to set-up and dismantle exhibits may be ordered from Freeman by using the appropriate order forms at least 21 days prior to the show. You will find order forms for furniture, floor coverings, signage, set-up and dismantling, etc. as part of the online Exhibitor Service Kit. ISPA encourages Exhibitors to utilize the officially designated general service contractor; however, in those cases where an Exhibitor wishes to use their own outside contractor or exhibitor appointed contractor (EAC), the exhibitor must notify ISPA by completing an EAC form (see #19 below).

No displays can be dismantled, nor packing started before 4:00 pm, Thursday, March 12, 2024, and all displays and equipment must be removed from the exhibit hall by 12:00 pm, Sunday, March 17, 2024. Please note that all contract labor ordered for Saturdays and Sundays will be billed at prevailing overtime or double time rates published on the labor order form. If exhibitor dismantles or begins to dismantle its booth prior to the end of the event as posted in the official rules and regulations, it will be charged a fee of \$1,000. ISPA will have sole discretion to determine whether an exhibitor has incurred this fee.

All used or leftover materials resulting from delivery, installation and removal activities of the Exhibitor shall be disposed of at the Exhibitor's expense. Exhibitors are responsible for disposing of the refuse generated during the show hours or must contract with facility to have refuse removed during show hours. Under no circumstances are Exhibitors permitted to dispose of refuse in the aisles prior to or during show hours. In addition, Exhibitors are responsible for the removal and disposal of carpeting, padding, and/or professional flooring used in their space but not ordered from Freeman. Should any of these items remain within the exhibit space after dismantling, these items will be disposed of by Freeman at the Exhibitor's liability and expense.

19. Exhibitor Appointed Contractors (EACs)

An Exhibitor Appointed Contractor (EAC) is a contractor for booth installation/dismantling or other set-up service but is not listed in this kit as an official provider. You may not contract with an alternative Provider of Exclusive Services (Catering, Telecommunications, Internet, Electrical, Rigging and Other Utilities). Exhibitors utilizing EACs agree to indemnify and hold harmless the Association, Freeman, and the Greater Columbus Convention Center from any and all liability, including attorney's fees, which may arise due to the third-party contractor's presence or actions. Exhibitor accepts final responsibility for any EAC employed on their behalf. During set-up and dismantling, the Exhibitor will conform to the space contract Terms & Conditions, the regulations outlined in this kit as well as the following rules:

- a. Exhibitors must notify show management no later than February 1, 2024, that they will be using an outside contractor or exhibitor appointed contractor (EAC), supplying name, address and supervisor in attendance.
- b. Outside contractors must supply to show management no later than February 15, 2024, the names of exhibiting companies for whom they have requests to work, the names of the personnel the outside contractor will employ, and the appropriate insurance certificates (showing General Liability insurance at no less than \$1,000,000 and applicable workman's compensation insurance). Upon arrival at the Convention Center, all independent contractor personnel will be required to secure worker badges from the ISPA Registration Area or EAC Check-In Desk. Unauthorized exhibit builders and workers will not be permitted in the exhibit hall. This policy will be strictly enforced.
- c. Exhibitors must notify EAC that they must adhere to all set-up and dismantling rules and deadlines. **EAC's will not be given permission to set-up booths later than 5:00pm on Monday, March 11, 2024.** It is the exhibitor's responsibility if the booth is not set-up in time due to EAC delays.
- d. EAC's representing multiple exhibiting companies are prohibited from consolidating materials and shipping those materials to one booth. Each shipment of booth materials must be addressed and shipped to the exhibiting company. The General Contractor will charge the exhibitor(s) a material handling fee if a contracted EAC consolidates booth shipments and moves materials between booths.

20. Security and Safety

ISPA will provide general hall security (not individual booth security) during official periods of installation, display, and dismantling, and will exercise reasonable care for the protection of Exhibitor's materials and displays.

Additional or individual exhibit stand security is the responsibility and expense of the exhibitor. Use the Security Order Form to request security for your private use if desired.

ISPA, the Greater Columbus Convention Center, Freeman, nor their respective members, directors, officers, agents, or employees will be liable for the safety of property belonging to an Exhibitor or its directors, officers, agents, or employees, from theft or damage by fire, accident, or other causes.

21. Storage

There is no storage available on the show floor. However, properly labeled crates and cartons will be removed and returned when clearly marked with an "EMPTY" sticker. Empty stickers can be obtained from the Freeman Service Counter on show site. Additionally, accessible storage may be ordered from the Freeman Service Counter.

22. Show Floor Hospitality

Exhibitors may offer hospitality service during show hours from their individual exhibit space, provided the service is confined to that area and does not interfere with adjacent exhibits or obstruct aisles. Food and beverage service must be purchased from Levy, the official, exclusive catering provider of the Greater Columbus Convention Center. Any alcoholic beverages served within the exhibit booth must be arranged through the official caterer. An order form from the Greater Columbus Convention Center caterer is available as part of the online Exhibitor Service Kit.

23. Housing/ISPA Special Events

The official housing company for ISPA is onPeak. The following convention hotels have been secured for ISPA EXPO 2024: AC Hotel by Marriott Columbus Downtown, Canopy By Hilton Columbus Downtown Short North, Courtyard by Marriott Columbus Downtown, DoubleTree Suites by Hilton Columbus Downtown, Drury Inn & Suites Columbus Convention Center, Hampton Inn & Suites Columbus Downtown, Hilton Columbus Downtown, Hyatt Regency Columbus, Le Meridien Columbus, The Joseph, Residence Inn by Marriott Columbus Downtown, Sonesta Columbus Downtown.

Housing information is available online on the ISPA EXPO website, www.ispaexpo.com.

The Welcome Reception on Tuesday, March 12 will be held at the Greater Columbus Convention Center. Exhibitor functions, other than private exhibitor appointments on the show floor, may not conflict with this event.

24. Private Showings

ISPA does not permit equipment to be shown or demonstrated off the exhibit floor. Private exhibitor appointments in the exhibit hall can be arranged through ISPA Show Management on Tuesday and Wednesday evenings. Please notify Show Management of such appointments.

25. Intellectual Property Rights (IPR):

ISPA does not tolerate IPR infringement at ISPA EXPO. Among other consequences for such infringement, ISPA reserves the right to close a violating exhibitor's booth at ISPA EXPO 2022 without refund, and to prohibit the exhibitor from exhibiting at one or more future EXPOs. Exhibitor acknowledges that it has the responsibility, as creator, owner or licensee of IPR, to take the necessary actions prior to attending ISPA EXPO to protect those rights. ISPA encourages exhibitors to consult with an attorney experienced in the field of preserving and protecting its IPR in advance of ISPA EXPO. An exhibitor may bring to ISPA officials' attention evidence that its IPR have been allegedly violated.

26. ADA Compliance

The Greater Columbus Convention Center is an accessible building. Exhibitors shall be fully responsible for compliance with all applicable provisions of the American Disabilities Act of 1992 with regard to their booth space including, but not limited to, the wheelchair access provisions. Exhibitors should refer to www.ada.gov to familiarize themselves with all applicable provisions. If a ramp or other accommodation is needed for an exhibit booth to be ADA compliant, they must be provided at the exhibitor expense. If an exhibit's construction results in an edge or step that is deemed to be a trip hazard, exhibitor will be asked to install, at their expense, signage ropes and stanchions, or other materials to alert attendees to the hazard and protect the edge.

27. General Rules

- a. Canvassing or distributing any material including samples, literature, invitations, newspapers, souvenirs, etc., outside an Exhibitor's own space is prohibited. Selling is not permitted from the common spaces or aisles.
- b. Cameras and video equipment are not permitted on the show floor. Photos or videos (via camera, video equipment, smart phone or any other device) of other booths or other exhibitor products or displays is strictly prohibited before, during, and after show hours. Exhibitor acknowledges that ISPA may confiscate cameras and smart phones of individuals that violate this rule. ISPA reserves the right to remove from the exhibit hall any Exhibitor (or exhibitor contractor) observed taking photos of another exhibitor's booth or products and immediately dismiss the exhibiting company's participation in ISPA EXPO without refund or appeal.
- c. Exhibitors are prohibited from using amplifying equipment of any nature without the written permission of the Association and, if permission is granted, the use of such equipment must not interfere with adjacent exhibits or other activities in the hall or infringe the any copyrights or other intellectual property rights. Sound levels cannot exceed 75 decibels and will be measured on-site.
- d. ISPA Show Management obtains appropriate music copyright licensing for official ISPA-Sponsored activities only. Any exhibitor providing live or recorded music in their exhibit stand or hospitality/social event is responsible for obtaining the appropriate music licensing for such activities.
- e. Exhibitor functions, including but not limited to events and tours, held during the Exhibition shall not conflict with ISPA-sponsored events as defined by the Association. This includes the hours of the show and Welcome Reception. Violations of this requirement could result in suspension of exhibition privileges and dismissal from show with refusal of refund.

- f. Smoking is not permitted at any time in the Convention Center or any meeting/banquet room in the Convention Center property.
- g. Except for registered service animals used for assistance by the disabled – no animals or pets are permitted in the Convention Center.
- h. There will be no onsite sales without prior written permission from the Association and without obtaining the required sales permit from the Local State Comptroller’s Office and collecting applicable sales tax on the premises.
- i. All exhibiting companies and their personnel and vendors must adhere to the ISPA EXPO [code of conduct](#).

28. Meeting and Special Purpose Rooms

The Association has set aside an adequate amount of meeting and function space in the Convention Center and official convention hotels to satisfy the requirements of its exhibitor and member companies. For information about reserving function or meeting space, and any applicable setup or rental charges, in the Convention Center or official convention hotels, please contact Show Management. Note: Exhibitor functions cannot conflict with ISPA sponsored events. See the Terms and Conditions of your Space Contract.