

# ISPA EXPO

Orange County Convention Center,  
South Building  
Orlando, Florida

International Sleep Products Association

501 Wythe Street  
Alexandria, Virginia 22314-1917, USA  
Phone: 1-703-683-8371 Fax: 1-703-683-4503

[kbellias@sleepproducts.org](mailto:kbellias@sleepproducts.org) and  
[clyons@sleepproducts.org](mailto:clyons@sleepproducts.org)

[www.ispaexpo.com](http://www.ispaexpo.com)

## Exhibitor Planning Guide Rules & Regulations

### Exhibit Schedule

Tuesday, March 8 9:00 a.m. – 6:00 p.m.

Wednesday, March 9 9:00 a.m. – 6:00 p.m.

Thursday, March 10 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 8 6:00 p.m. – 7:30 p.m.

Wednesday, March 9 6:00 pm. – 7:30 p.m.

*Note: By prior arrangement only.*

### Exhibitor Move-in

Sunday, March 6 8:00 a.m. – 5:00 p.m.

Monday, March 7 8:00 a.m. – 5:00 p.m.

*Note: Early move-in is available for large companies and those with heavy machinery on a limited basis based on hall availability; please refer to the targeted schedule in the Freight Handling section of the Exhibitor Service Kit.*

### Exhibitor Move-out

Thursday, March 10 4:30 p.m. – 10:30 p.m.

Friday, March 11 8:00 a.m. – 6:00 p.m.

Saturday, March 12 8:00 a.m. – 6:00 p.m.

Sunday, March 13 8:00 a.m. – 12:00 p.m.

*Note: The exhibit hall must be cleared Sunday, March 13 by 12pm. 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.***

## 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.

### 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 11/1/21	After 11/1/21
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 black with white highlights. The aisle carpet will be tuxedo.

### 4. Carpeting/Flooring

Carpeting is mandatory and may be furnished by the Exhibitor or rented from the General Contractor, Freeman. Other suitable floor coverings are acceptable (i.e., tiling, linoleum) as long as the concrete floor is covered and the material is easy to remove, will not damage the show floor and will not pose a safety hazard. 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, ISPA will arrange for carpeting at the exhibitor's expense.

## **5. Show Sponsor and Management**

ISPA EXPO 2022 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](http://www.sleepproducts.org)

### ***Key Contacts:***

Lois Miller, Meeting Planner

[ldmeetings@outlook.com](mailto:ldmeetings@outlook.com) Phone: 516-868-9563

Kerri Bellias, Vice President of Sales

[kbellias@sleepproducts.org](mailto:kbellias@sleepproducts.org) Phone: 336-945-0265

Catherine Lyons, CFO

[clyons@sleepproducts.org](mailto:clyons@sleepproducts.org) Phone: 571-482-5430

## **6. Official General Service Contractor**

For Exhibitor Needs:

Freeman

Exhibitor Service Department

(888) 508-505

[ExhibitorSupport@freeman.com](mailto: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 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 in order to provide for a safe and orderly move-in/out. Unloading and reloading at the dock of any and 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 note that labor will be billed at overtime or double time rates during move-in on Saturday, March 5 and Sunday, March 6 and move-out on Saturday, March 12 and Sunday, March 13.

## **9. 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.

## **10. Security and Safety**

ISPA will provide security for the overall exhibit area on a round-the-clock basis, but not for any particular exhibit. Guards will be stationed at entrances and exits to help prevent loss of, or damage to, exhibitor’s property. 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 Orange County 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.

The health and safety of exhibitors, attendees, vendors and staff are important to us. We will continue to evaluate and expand our health safety protocols as medical recommendations evolve. We will update the ISPA website as protocols change.

All exhibiting companies and their personnel and vendors must adhere to the ISPA EXPO [code of conduct](#).

## **11. 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. 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.

Exhibitor’s Commercial General Liability insurance policy must name the International Sleep Products Association and the Orange County Convention Center as Additional Insureds. Such Exhibitor Liability insurance is available online thru <https://www.buttine.com/eventExhibitor.html>

## **12. Private Showings**

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

## **13. Access for the Disabled**

The Orange County Convention Center is fully accessible to the physically challenged.

## **14. Music Licensing**

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.

## 15. Housing/ISPA Special Events

The official housing company for ISPA is OnPeak by GES. The following convention hotels have been secured for ISPA EXPO 2022: Hilton Orlando (ISPA Headquarters Hotel), Hyatt Regency Orlando, Rosen Centre Hotel, Embassy Suites by Hilton Orlando International Drive I Drive, Embassy Suites International Drive/Convention Center, Hampton Inn Orlando International Drive/Convention Center, Homewood Suites by Hilton International Drive, Rosen Plaza on International Drive

Registration and Housing information are available online on the ISPA EXPO website. The Welcome Reception on Tuesday, March 8 will be held at the Orange County Convention Center.

## 16. 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 the Centerplate, the official, exclusive catering provider of the Orange County Convention Center. Any alcoholic beverages served within the exhibit booth must be arranged through the official caterer. An order form from Centerplate is available as part of the online Exhibitor Service Kit.

## 17. Utilities and Rigging

ISPA reserves the right to relocate exhibitors to meet the needs of supplying utilities (compressed air, for example) to other exhibiting companies.

### Rigging

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be installed and removed by OCCC riggers. Signs must be assembled and dismantled by approved exhibit contractors and will be inspected by approved rigging personnel.
- All overhead electrical hanging signs must be certified for structural integrity and safety in order to be approved and hung. Hanging signs greater than 500 lbs. must be certified for structural integrity and safety in order to be approved.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical Service requirements must be ordered in advance on the ELECTRICAL SERVICE Order Form.
- For further information on rigging, please see OCCC Rigging form located in the Service Kit.

## 18. 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 3, 2022 and February 27, 2022 and delivered to respective exhibit stands at the Convention Center beginning on March 5, 2022. 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 Sunday, March 6, 2022 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.

Should an exhibitor 301sf or more have freight weighing less than 5lbs per square foot (as weighed by Freeman upon arrival), a material handling credit of 15% will be issued to exhibitor (maximum \$750).

## 19. 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.

## **20. Other Services**

Complete information and order forms for services such as electrical/utilities, telephone/internet, food and beverage, floral, audio-visual/computer, lead retrieval, and other services are included in the online Exhibitor Service Kit.

## **21. Exhibitor Badge Policy**

Each Exhibitor is entitled to three (3) Exhibitor badges for the first 100 sq. ft. of exhibit space. Additional badges will be issued on the basis of one (1) badge for each additional 100 sq. ft. of exhibit space. Exhibitor badges are not to be used for customers or visitors. Exhibitor or guest badges may not 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 Wednesday evening.

## **22. Admission**

The Association shall have control over all admission policies at all times. All persons visiting the exhibits or attending any function of ISPA EXPO 2022 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, please register personnel in advance by February 25, 2022. Badges are to be picked up onsite. Advance registration can be done online or via fax. All exhibitor personnel working the booth or attending the show MUST have an exhibitor badge. If ordering 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 admission badges for anyone not representing his/her organization and further agrees that he/she will not loan or give his/her badge of admission to anyone for any reason. Violation of this requirement may result in loss of admission privileges and confiscation of admission badges. Should Exhibitors require badges for individuals other than employees of their own companies, they will have to be obtained using an Attendee Registration form. Non-Exhibitor personnel will not be admitted to the show floor before or after published show hours. The Association and its authorized representative's reserve the right to refuse admittance to any person not properly registered and in possession of an authorized badge obtained through the appropriate registration procedure. Lost badges will be replaced for a fee, with appropriate identification.

### **23. Exhibit Space Overview**

For all perimeter 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.

Carpet or approved flooring is mandatory. Floor coverings must not be sealed to the floors in such a manner as to injure the floor or be so installed as to be a hazard to public safety or as to endanger the public. Exhibitors are responsible for the final condition of the floor in their space. The edges of raised flooring may be included, providing the slope is gradual and gentle. Exhibitors are urged to simplify access for disabled persons and must comply with the ADA with regard to booth space access. If an exhibitor sets a booth without proper floor covering, a carpet will be ordered at the exhibitor's expense. Show management will order a carpet installed (at exhibitor's expense) for any booth for any booth that does not have floor covering ordered or installed by 3pm on Monday, March 7, 2022.

External sides of booths must have a finished appearance if facing an aisle or Freeman will drape the unfinished side at the exhibitor's expense.

No headers or signage may be added to a booth indicating the booth is a Pavilion without prior approval by Show Management.

Exhibitor may not sublet or apportion the whole or any part of its contracted space, nor permit any person to exhibit therein, any goods other than those handled by the Exhibitor in the regular course of business without ISPA's prior written consent.

For additional information, please contact:

Freeman  
Exhibitor Service Department  
(888) 508-5054  
[ExhibitorSupport@freeman.com](mailto:ExhibitorSupport@freeman.com)

### **24. Installation and Dismantling**

Freeman is the officially designated General Contractor for the ISPA EXPO 2022. Booth furniture and labor to set-up and dismantle exhibits are to 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 as well. ISPA encourages Exhibitors to utilize the officially designated general contractor; however, in those cases where an Exhibitor wishes to use his/her own outside contractor or exhibitor appointed contractor (EAC), the exhibitor must notify ISPA by completing an EAC form (see #25 below).



No displays can be dismantled, nor packing started before 4:00 pm, Thursday, March 10, 2022, and all displays and equipment must be removed from the exhibit hall by 12:00 pm, Sunday, March 13, 2022. 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.

## **25. 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 Orange County 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 and agrees to inform EAC about all show rules and regulations. 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, 2022, 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, 2022, 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 are responsible for the removal and disposal of carpeting, padding, and/or professional flooring not ordered from Freeman, and utilized in their space. Should any of these items remain within the exhibit space after dismantling, these items will be disposed of by Freeman at the exhibitor's expense.

- d. 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 7, 2022.** It is the exhibitor's responsibility if the booth is not set-up in time due to EAC delays.
- e. 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.

## 26. 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 Sunday, March 6, 2022**) 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 3, 2022. Advance shipments deadline is **February 27, 2022.**

Exhibiting Company Name  
Booth/Stand Number  
ISPA EXPO 2022  
C/O Freeman  
10088 General Drive  
Orlando, FL 32824

The warehouse does not accept shipments of machinery, shipping containers, uncrated/loose or pad-wrapped material or individual items over 5000lbs. See service kit for exact description of items accepted at the advance warehouse.

**DIRECT TO SHOW SITE:** Shipments cannot be delivered to the Convention Center before 8:00 a.m. on **Sunday, March 6, 2022.\* Please note that all vehicles must report to the Marshaling Yard prior to delivery.**

Exhibiting Company Name  
Booth/Stand Number  
ISPA EXPO 2022  
C/O Freeman  
Orange County Convention Center  
9899 International Dr.  
Orlando, FL 32819-8199

\*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 Sunday, March 6, 2022, 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 return 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.

## 27. Exhibit Dimensions and Signage Guideline

- a. Booths are designed in 10 foot by 10 foot increments, with 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 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 or equipment will be 16 feet.

- b. 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 a hanging sign. Standard Company ID signs hung by the general contractor will be at the height of 8 feet.
- c. The Association requires that all booths have a finished appearance on all sides. If the back or sides of the exhibit booth is of an unfinished nature exposing carpentry, wires, and, after set-up, this part of the exhibit booth is undraped and in view, the Association may authorize Freeman to drape the objectionable unfinished area at the expense of the Exhibitor.
- d. It is the intent of the Association to stage and present ISPA EXPO in a high-quality fashion. Exhibit booths should be done in a professional manner. In this regard, all Exhibitors are required to carpet their booths and display areas. **Flooring is mandatory** and may be furnished by the Exhibitor or rented from Freeman. Other suitable floor coverings are acceptable (i.e., tiling, linoleum) as long as the concrete floor is covered and the material is easy to remove and will not damage the show floor. Exhibitors are required to carpet or cover the full contracted space, regardless of whether full space is used.
- e. A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which is appropriate for the booth size and configuration. Towers used strictly for signage purposes must adhere to the signage height guidelines. Towers in excess of 8ft should have drawings available for inspection onsite.

## 28. Exhibit Display Approval

All booths 600 sq. ft. or larger must submit detailed floorplans of their exhibit area to the Association by **January 10, 2022**, 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. All terms related to multi-level, covered booths, and display vehicles outlined below also apply.

## 29. Display Vehicle Guidelines

The following are requirements for displaying vehicles:

- The show's security provider will conduct a mandatory vehicle inspection of each vehicle, prior to their entry into the exhibit hall.
- All fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than ¼ tank or 10 gallons (whichever is least)
- Positive battery cable must be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- Battery charging is not permitted in the exhibit hall, at any time.
- Converters may not be used in lieu of a battery to power the ignition source.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours.
- Motor Homes, boats and similar exhibited products with over 100 sq. ft. of covered area must be protected with a listed smoke alarm.

## 30. Multi-Level and Covered Booth Guidelines

Exhibitor must adhere to the Orange County Convention Center guidelines for multi-level and covered booths. See the Exhibitor Service Kit Guidelines. Requests for construction of multi-level (regardless of size) or covered exhibits (larger than 300sf) must be reviewed by the OCCC Event Management department and Orange County Fire Rescue Services Department for approval at least 2 months prior to move-in.

## 31. Booth Painting Guidelines

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 Bellis at [kbellias@sleepproducts.org](mailto:kbellias@sleepproducts.org) for the paint that will be brought and utilized on show site. This information will be sent to the Orange County Convention Center with your booth number in order to request approval. Exhibitor must also have a copy with them on premises a paint manufacturer Safety Data Sheet (SDS) 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 no rinse brushes or rolls in the restrooms
- Exhibitors must use latex based paints, no oil-based paints are permitted

### **32. 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.

### **33. ADA Compliance**

Exhibitors shall be fully responsible for complians 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](http://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 exhibits' 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.

### **34. General Display Guidelines**

- a. 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.
- b. Fire hose cabinets and fire exits must be left accessible and in full view at all times.
- c. A Class C Fire Extinguisher must be present in all machinery booths.
- d. 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.
- e. No oils, combustibles or any liquids other than water may be poured in the Convention Center drainage or sewer systems. No tools, machines or other items may be emptied, washed or rinsed in the Convention Center restrooms.
- f. Exhibitor accepts full responsibility for compliance with federal, state, and city regulations in 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.

- g. 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.
- 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.
- h. Flammable liquids are not allowed within the Convention Center.
- i. Compressed gases are not allowed in the Convention Center in other than approved containers and only a one-day supply will be allowed in the display area and must be secured. No storage of compressed gases is allowed in the Convention Center. The Convention Center does not allow propane or butane or liquefied petroleum gas (LPG) to be used or brought into the building.
- j. No open flame lighting devices may be used. Proper precautions must be taken to prevent ignition of combustible materials. Prior written approval of the Orange County Convention Center is necessary and a Fire Watch may be required at the exhibitor's expense.
- k. Prohibited items: Welding or cutting equipment for demonstration purposes; gas fired appliances for demonstrations or cooking purposes; fog machines; Helium balloons; adhesive-backed decals; Pyrotechnics.

### **35. General Rules**

- a. The Association 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.
- b. 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 2022 without refund, and to prohibit the exhibitor from exhibiting at one or more future EXPOs.
- c. 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.

- d. 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.
- 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. ALL Food and Beverage Service in the Convention Center is to be provided exclusively by Centerplate.
- g. Smoking is not permitted at any time in the Convention Center or any meeting/banquet room in the Convention Center property.
- h. Except for seeing eye dogs or other similar animals used for assistance by the disabled – no animals or pets are permitted in the Convention Center.
- i. 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.

### **36. 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.