



Show Rules & Regulations

What You Can and Cannot Do

2.1 Attendee Restrictions

GovSec is open to personnel from the military and civilian federal agencies, state and local governments, law enforcement and first responders. They rely on this must-attend event to receive the products and training they need to empower them in their mission of protecting our nation.

No one under the age of 18 will be allowed on the show floor at any time. This is due to insurance liability restrictions and includes infants and toddlers. There are no child care facilities or services at the WEWCC.

When the show opens, no one without a proper badge will be allowed on the show floor. That said, exhibitor badges are for booth staff only. All clients and guests need to register as a show or conference attendee.

2.2 Demonstrations and Booth Activities

Exhibitors shall not solicit business in aisles at any time or engage in any activity that leads to congestion in the aisles. Exhibitors wishing to include demonstrations, presentations, drawings or crowd gathering activities of any type must confine such activity within their specific booth area and during show hours only. The press will not be allowed into the exhibition area any time prior to the opening of the show.

2.3 Material Handling

Information on material handling information in Freeman section labeled Material Handling of this full Exhibitor Manual.

2.4 Handouts and Literature Distribution

Literature, samples or other promotional materials may only be handed out within the confines of contracted booth space. Show management will discard any materials placed elsewhere. Literature distribution sponsorship opportunities are available to exhibitors.

Please contact your sales representative for questions and information.

2.5 Hazardous Materials / Balloons / Vehicles in Exhibit Hall

Hazardous operations including the use of flammable, explosive or toxic materials are not permitted. Any material, equipment, substance or object which reasonably may endanger the life of, or cause bodily injury to, any person or which reasonably may constitute a hazard to the building or to any property therein will not be permitted.

Helium filled products (balloons, advertising balloons, etc.) and helium tanks are restricted. Party balloons are not allowed in booths. Requests for advertising or promotional balloons must be sent to Mary Birnie for approval along with a description and photo. Send requests to mbirnie@1105media.com

If you are planning to display a vehicle in the exhibit hall, please contact Russell Davenport with Freeman Decorating for additional information, rules and regulations. He can be reached at Russell.Davenport@freemanco.com

2.6 Independent Contractors

Information on independent contractors will be in the Freeman Labor section of this manual for labor rules on independent or non-official contractor rules in the full Exhibitor Manual.

2.7 Official Service Contractor

Freeman is the official service contractor for GovSec. They are responsible for the efficient operations of the show including scheduling freight at the loading dock, keeping aisles clear and delivering freight to booths. Please direct inquiries to Freeman Customer Services at (301) 918-7975 or FreemanWashingtonES@Freemanco.com.

2.8 Photography

Taking of pictures or recordings within the exhibit area or meeting rooms is prohibited. Show Management and accredited members of the press are exempt from this rule. Picture taking or video recordings of an exhibitor's own booth is permitted with approval from Show Management.

2.9 Smoking Policy

GovSec and the Walter E. Washington Convention Center have a NO SMOKING policy on the show floor and throughout the building. Please observe all signs. Thank you for your cooperation.

2.10 Sound Systems / Presentations / Demos

Show Management reserves the right to restrict exhibits, which, because of noise, method of operation, materials or any other reason, become objectionable. The sound level from an exhibitor's booth shall not intrude nor violate the rights of any and all adjacent areas. Sound, to whatever degree possible, should be confined to the exhibitor's booth.

2.11 Storage

Fire regulations prohibit storage of any kind, behind exhibits, including empty packing materials. Please tag all you empty storage boxes and have Freeman store them until move-out.

2.12 Unsportsmanlike Conduct

Tampering with another party's exhibit will not be tolerated. Said activity is actionable under law. In such case, the offender will be immediately removed from the GovSec show floor at his/her expense, and will be restricted from future participation.

2.13 Insurance

1105 Media Statement

Exhibitors must carry worker's compensation, commercial general liability including products and completed operations, independent contractors, personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per, \$1,000,000 aggregate. These coverage's must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder and supplied to and naming 1105 Media and GovSec as additional insured of at least 30 days before the proposed exhibit date.

It is strongly recommended that the Exhibitors also carry insurance to cover the loss of or damage to their exhibits of other personal property while such property is located at or is in transit to or from the exhibit site. GovSec and 1105 Media, its officers, employees, contractors and representatives assumes no liability for any loss, damage or injury to any property of the Exhibitor or to any of its officers, agents, employees or contractors, whether attributable to

accident, fire, water, theft or any other cause whatsoever. Neither the Management, nor the owners or lessees of the exhibition premises will assume any responsibility for exhibitor's property against damage, loss and theft.

Walter E. Washington Convention Center (WEWCC)

The exhibitor assumes all responsibility for any loss, theft, or damage to exhibitor's displays, equipment and or property while on WEWCC premises and hereby waives any claim or demand it may have against the WEWCC arising from such loss, theft, or damage.

2.14 Labor Unions

The unpacking, erection, assembling, dismantling, and packing of displays and equipment are under union jurisdiction. Please refer to Freeman labor section of this manual for complete details on show site work rules. The official labor contractor for the Exhibition will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through the official service contractor.

Please see Freeman Labor section for complete details on union jurisdictions for the WEWCC. All exhibitor materials must conform to national, state and local fire and safety codes.

Contact Freeman's Customer Service Department directly at (301) 918-7975 if you have any questions or need clarification on any aspects of the union regulations.

2.15 Lead Retrieval System

Information on Lead Retrieval Systems will be in Section 5 of the full Exhibitor Manual.

2.16 Vacuuming / Booth Cleaning

Show Management will clean the aisles before the show opens and each day.

Exhibitors are responsible for vacuuming their booth. Information on booth cleaning will be in Section 7 of the full Exhibitor Manual.

2.17 Security

DO NOT ASSUME THE BUILDING IS SECURE. IT IS NOT!

Each exhibitor must take responsibility for the security of all items in his or her display. Show Management assumes no liability for loss or damage to exhibitors' property. While Show Management will provide security for the exhibit hall during move-in, move-out and overnight, Show Management is not liable and cannot assume responsibility for loss or damage to exhibitor's materials.

Exhibitors are responsible for extending a rider on their present insurance policy to cover damage or theft of their materials or displays while in transit to and from, and during the show.

Security Tips

1. DO NOT mark the outside of your shipping cartons with the contents; instead use a code. A label that reads "Sony 26" Color Monitor" is an open invitation to thieves.
2. Furnish your shipping company with an accurate and complete bill of lading.
3. DO NOT leave materials in containers to be stored with empties.
4. When the show closes, pack as quickly as possible and do not leave your display unattended.
5. During move-out remain with your display and equipment until it has been packed and is ready to ship. Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
6. Business tools such as tape recorders, pocket calculators and give-away items are the things most often stolen. They should be guarded and stored safely at night.

2.18 Show Terms and Conditions

Additional terms and conditions are listed on the back of the exhibit sales contract. Please review them carefully.

Show Management reserves the right to render all interpretations and to establish further regulations as may be deemed necessary for the general success of the exhibition. Exhibition Rules and Regulations, which cover topics such as, exhibit services, special services, booth construction, decoration, photography, electrical, union labor, etc. are covered in detail in this Exhibitor Services Manual. Show management must pre-approve any exceptions to these rules.

All products and services exhibited must be germane to the subject matter of this show.

Show Management will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: by reason of the facility being damaged or destroyed by fire, flood, earthquake, act of God, public enemy, war or insurrections, strikes, the authority of the law, postponement or cancellation of the Exhibition, or for any cause beyond their control. It will however, in the event of its not being able to hold an exhibit for any of the above named reasons, reimburse Exhibitor on a pro-rata basis on the amount paid in, less any and all legitimate expenses incurred, as but not limited to rent, advertising, salaries, operating costs, etc.

Use of Space

Show Management reserves the right to determine the eligibility for any company or product for inclusion in the show. Show Management also reserves the right to decline, prohibit or expel an exhibit which, in its judgment is out of keeping with the character of the exhibition, this reservation being all inclusive as to persons, things, printed matter, product, conduct, sound level, etc. Show Management reserves the right to reconfigure any unallocated floor space as may be deemed necessary for the general success of the exhibition. Once space is assigned, Management also reserves the right to make minor adjustments to allocated floor space for matters of practical and/or other necessity.

Distribution of advertising material and exhibitor solicitation of any sort shall be confined to the exhibitor's booth space. Exhibitor's exhibit may not extend beyond the limits of the exhibitor's booth and part of any exhibit or product may not extend into any aisle. No exhibitor shall arrange his exhibit so as to obscure or prejudice adjacent exhibitors in the opinion of Show Management. No exhibitors shall assign or sublet any part of his assigned space without the consent of Show Management in writing. Any space not occupied by the time set for completion of installation of displays will be reassigned at the discretion of show management. Exhibitors will keep their exhibit open and staffed at all times during show hours.

Default

Payment in full is required prior to the date of the event; otherwise Show Management reserves the right to refuse participation of Exhibitor. If the Exhibitor defaults in any of its obligations under this contract or violates any of its obligations or covenants under this contract, including without limitation any Exhibition Rule or Regulation acknowledged pursuant to the contract, then Management may, without notice, terminate this agreement and retain all monies received on account as liquidated damages. If an outstanding balance is due at the time of the event, the exhibitor will not be allowed to participate until the outstanding balance is satisfied. Outstanding invoices aging thirty (30) days or more are subject to a \$15.00 late fee plus a finance charge equal to 1.5% compounded monthly (18% Annually) on the outstanding balance. The Show Management may thereupon direct the Exhibitor forthwith to remove its employees, agents or servants, and all of its articles of merchandise and other personal property from the space contracted for and from the exhibition hall.

Limitation of Liability

The Exhibitor expressly agrees to save and hold harmless 1105 Media, Inc and all co-sponsors, their officers, management, agents and employees from any and all claims, demands, suits, liability, damage, costs, attorney fees, losses for injury to a person or persons (including death) or damage to property and expenses of whatever kind or nature arising in connection with Exhibitor's use of the exhibit space, except such losses as may be the result of the sole negligence of Show Management. Any modifications to this agreement must be made in writing and agreed upon by both parties. The governing law of this contract shall be interpreted according to the Laws of the State of California.

Available Services

On behalf of the Exhibitors, Show Management has designated Freeman as the official decorator to provide the following: drayage, cartage, furniture, booth and floor decorations, signs, etc. Services of electricians, plumbers, carpenters and other labor will be available and charged for at the then prevailing rates. Contractors and rates are listed in the Decorator/Freight Information and Forms section of this Exhibitor Services Manual. Show Management assumes no responsibility or liability for any of the services performed or material delivered by the foregoing persons, parties or organizations. Arrangement for these services and payments are to be made between Exhibitor's and Freeman contractors. The local unions make rules and regulations for union labor and these regulations may be changed at any time. Their union labor is required because of building or contractor requirements. Exhibitor agrees to comply with the regulations.

Protection of Facilities

It is understood that the Exhibitor shall neither injure, nor in any manner deface the premises. Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to the columns; walls, floors or other parts of the convention hall exhibit area without permission of the proper building authority. Packing, unpacking and assembly of the exhibits shall be done only in designated areas and in conformity with the directions of the Exhibits Manager, the convention hall manager or their assistants.

Federal, State, County, and Municipal ordinances and laws must be strictly observed. Exhibitors shall be bound by all pertinent laws, codes and regulations of municipal or other authorities having jurisdiction over the exhibit facility of the conduction of said exhibit, together with the rules and regulations of the owners and/or operators of the facility in which the exhibition is held.

Booth Sharing

The subletting, assignment or appointment of the whole or any part of his space by an exhibitor is prohibited. Sharing between related companies is allowed only with the express written permission of Show Management. Exhibitors may share booth space with companies with whom they share common ownership. Any exhibitor who allows unofficial sharing in their space will be required to place a \$2,500 bond prior to signing up for future events. If un-official booth sharing then takes place at future events, the \$2,500 bond will be forfeited to show management and another bond will be required prior to participation in subsequent events. Sub-contracting of booth space of any kind is strictly prohibited.

Amendment to Rules and Regulations

Failure to comply with the rules and regulations of the exhibit space contract and those as stated in this Exhibitor Services Manual will result in the alteration or removal of the booth at the Exhibitor's expense. Rental fees for services and exhibit space are not refundable.

Any matters not specifically covered in this document shall be subject solely to the decision of Show Management. The Management may amend these regulations at any time, and all amendments that may be so made shall be equally binding upon publication to all parties affected by them as the original regulations. Management reserves the right to adopt, orally or in writing, any additional rule or regulation, move or remove an exhibit or take any further

action if the Management deems such action necessary for the good of the show. Management also reserves the right to upgrade an Exhibitors status or to make changes or alterations to packages as deemed necessary by management to accommodate the marketing of said event and general success of the show.

