

Exhibit Space & Event Regulations

Age Restriction:
No one under 18 years of age will be allowed in the exhibit halls during install or dismantle. Event Management reserves the right to require proof of age prior to admission into the event.

Alcohol:
Alcohol will not be permitted during any student related activity, sponsored, or hosted by sponsors or exhibiting companies.

Americans with Disabilities Act (ADA):
All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, 800.514.0301 and from the ADA website, www.ada.gov.

Animals:
Animals are not allowed in the facility unless they are Service Animals (recognized as such under titles II and III of the ADA).

ICC Fire Safety Requirements:
All exhibitors must adhere to the fire safety requirements. Fire Safety policies located on page 10 of the facility guide HERE.

Balloons:

Helium tanks and helium balloons are not permitted in the facility

Booth Types and Restrictions Booth Heights:

Inline:

Career Fair space rental includes standard 8ft drape back wall. The drape will be a combination of 8ft drape and 3ft blue side rails.
The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.

When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of the exhibit space which is within 10ft (3.05m) of an adjoining booth.

Perimeter:

A perimeter exhibit space is an In-line or linear exhibit space that is located on the outer-perimeter of the expo floor, with no exhibitors behind them.

Use of Space: Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

Height:
All display fixtures, components including graphics and identification signs are allowed a maximum height of 12ft only in the rear half (measuring 5 ft from the back wall) of the exhibit space. A maximum height of 4 ft is allowed in the front half of the exhibit space (measuring 5 ft from the aisle).

Corner Perimeter Exhibit Spaces:

A corner perimeter exhibit space is at the end of a series of exhibit spaces with exposure to intersecting aisles on two sides. All guidelines for perimeter exhibit spaces apply.

10x30's or larger In-line Exhibit Space:

When three or more in-line or linear exhibit spaces are used in combination to create a single exhibit space, the 4ft height limitation only applies to the portion of the exhibit space which is within 10ft of an adjoining exhibit or corner.

In-line Space Rental Includes:

Standard 8ft drape back wall. The drape will be a combination of 8ft drape (blue & white) and 3ft (blue) side rails. A company identification sign (Company name will be listed as it appears on your space commitment form).

Island Booth:

An island booth is 400 square feet or larger with aisles on all four sides.

Use of Space: An island exhibit space is separated by the width of an aisle from all neighboring exhibits so full use of the exhibit space (cubic content) is permitted.
All activities are confined to island booths. If your exhibit falls outside of your booth, you will be asked to purchase additional booth space.

Height: All display fixtures, components including graphics and identification signs are allowed a maximum height of 20ft.

Some venues have low ceiling areas so please check the exhibitor resources for any notices for exhibits in a low ceiling location.

Carpet or Floor Covering:

Career Fair:

The Career Fair Hall is NOT carpeted, carpet or floor covering is required You may bring your own or rent from Freeman. Freeman will install carpet at the exhibitor's expense for any booths without carpet at 3:00 pm on Thursday, October 29th.

Aisle Carpet Color: Aisle carpet will be midnight blue.

University Village – University Village located in halls D&E will not be carpeted and exhibitors are not required to carpet their booths.

Interview Hall- The Interview hall will not be carpeted and exhibitors are not required to carpet their interview booths.

Demonstrations:
As a matter of safety and courtesy to others, exhibitors should conduct presentations and demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of building and local regulations regarding fire/safety and environment which must be adhered to. Any demonstrations involving hazardous materials must have prior authorization from Event Management.

Dismantling Early:
Early dismantling of booths is prohibited. Please contact Event Management for any questions.

Distribution of Marketing Material:
SHPE does not allow the distribution of exhibitor marketing materials outside of the exhibitor's booth space or sponsored activation. Distribution of these items is only allowed within a sponsors' event and/or an exhibitor's booth space. Non-compliance will lead to further applicable action by SHPE.

Drone:
Please contact exhibits@shpe.org if you are interested in having a drone in your booth. Written authorization from the Convention Center is required.

Exhibitor Conduct:
The distribution of any articles that interfere with the activities or obstruct access to neighboring exhibit spaces, or that impedes the aisles is prohibited. Exhibitors must conduct their activities only from within the confines of their exhibit space.

Exhibit space personnel, hired staff, promotional features (traffic builders) along with distribution of any marketing materials must be within the confines of the exhibit space. Any exhibit space personnel, hired staff or promotional features that obstruct access to neighboring exhibit spaces, or that impedes aisles, is prohibited.

Exhibitor Badges and Expo Hall Access:
All personnel representing the exhibitor, or their agents must be identified with the official SHPE exhibitor badge for access to the expo hall (including installation and dismantle). Badges must be worn at all times while in the exhibit halls or meeting spaces.

Exhibitors are allowed access during installation and dismantle hours. On show days, exhibitors will be allowed access to the expo hall one (1) hour prior to expo hours with the official SHPE show badge. See Schedule at a Glance for hours. If an exhibitor needs to stay in his/her exhibit space after expo hours, please contact Event Management so we can notify security.

Floor Plan:
Career Fair Floorplan Link
Graduate Expo Floorplan Link
Interview Booth Floorplan Link

Interview booths will be assigned the week of August 17th.

The floor plan is often changing due to new sales, exhibit space moves, etc. It is the exhibitor's responsibility to monitor the online floor plan. If you see that a competitor has selected a location near you or a location opens that you would be interested in relocating to, please contact the SHPE team at exhibits@shpe.org.

Food and Beverage:
The convention center has an exclusive service provider for food and beverage.
Please refer to the in-house provider for order requirements. If you want to provide samples, please refer to the exclusive provider for guidelines on this service.

Hanging Signs & Graphics:
Hanging signs and graphics are only allowed in island (20x20 or larger) exhibit spaces. The maximum height is 20ft from the floor to the top of the sign. (Hanging signs are not allowed in In-line/linear, or perimeter exhibit spaces).

Interview Booths:
No signs are allowed in the aisles of the interview booth areas. Any pull up banners must be flat against your interview booth.
Aisle signs and individual signs for each Interview Booth area will be available to assist people with locating booths.

Lighting:
Exhibitors should adhere to the following suggested minimum guidelines when determining exhibit space lighting: No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Event Management for approval. Lighting, including gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by Event Management.
Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event. Currently some convention facilities are not allowing quartz halogen lighting fixtures in exhibits due to potential fire hazards, please check with the facility. Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Multi-Story Exhibit:
A multi-story exhibit is an exhibit space where the display fixture includes two or more levels. In many cities, a multi-storied exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as Event Management because it is deemed to be a "structure" for building purposes. The City Building Department or Fire Department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer.

Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Please contact exhibits@shpe.org if you will have a multi-story exhibit.

Booths with ceilings, canopies, or tents must be approved by the Fire Marshal, Building and Event Management. Covered ceiling structures or enclosed rooms, including tents or canopies will need to have fire/smoke detection and a fire suppression system depending on the size of the booth.

Open Exhibit Space Locations:
Any open exhibit space location will be available at the current exhibit space rental. To purchase an

additional open space location, contact a member of Event Management for pricing and payment options. Any exhibitor that expands into another exhibit space location that is not contracted to them will be charged for the additional space.

Product Height:
Some exhibitors have products that exceed display height restrictions. Exhibition organizers have guidelines for displaying such products. Products exceeding height restrictions are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold, and no additional advertising is attached. Please contact Event
Management for approval for variance in height regulations.

Recruiting, Suitcasing and Outboarding:
"Recruiting" outside of the confines of your booth or hosted event activity is not permitted. In addition, conducting interviews in areas not designated to your company is not permitted.

"Suitcasing" is the act of suppliers or sales representatives soliciting business in the aisles of the exhibition, in another company's exhibit space, during any event activities without authorization from Event Management. Notify Event Management if you witness anyone "Suitcasing."

"Outboarding" is the act of nonexhibiting companies, Associations, suppliers, or sales representatives conducting meetings, hospitality functions, training or showrooms with event participants off the expo floor (in hotels, restaurants, parking lots and other venues) without having purchased an exhibit space at the event or having authorization from Event Management. These are all violations of SHPE policy. Please report any violations to Event Management.

Sound/Music:
In general, exhibitors may use sound equipment in their exhibit spaces so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the exhibit space rather than into the aisle. Rule of thumb: sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of an exhibit space. Exhibitors should be aware that music played in their exhibit spaces, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Vehicles:
Vehicles cannot be placed in carpeted areas within the convention center.
Exhibitors wishing to display a vehicle in their booth will need authorization from Event Management. Freeman will also charge a mobile spotting fee. Depending on the exhibit space location, a targeted move-in may be required for the vehicle. Please contact exhibits@shpe.org for more information.

Questions?
If you have any questions regarding this information or need assistance with the Exhibit or Interview areas, please contact the customer service team: exhibits@shpe.org