



SHOW RULES & REGULATIONS

All exhibitors displaying at IFPE 2017 to be held in Las Vegas, Nevada, at the Las Vegas Convention Center from March 7-11, 2017, are required to complete an application, execute the contract for space and SUBSCRIBE TO ALL EXHIBIT RULES AND REGULATIONS. FAILURE TO FOLLOW EXHIBIT RULES AND REGULATIONS MAY RESULT IN CANCELLATION OF THE RIGHT TO EXHIBIT. (ALL EXHIBITS SHALL CONFORM TO ALL FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS.)

The IFPE 2017 Rules and Regulations as described herein have been prepared and approved by the IFPE Management Committee.

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UPDATES FROM THE IFPE 2014 RULES & REGULATIONS

The following rules and regulations have been updated since IFPE 2014:

NEW FROM 2014	Non-Exhibiting Vendor Policy	Page 15
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DEADLINES WITHIN THE SHOW RULES & REGULATIONS

August 1, 2015	Applications due for priority space assignments.	Page 6-7
February 28, 2016	Second 25% payment is due.	Page 5
September 30, 2016	Final 50% payment is due.	Page 5
December 1, 2016	Floor plans for 1,000 square feet or larger due to Exhibition Management.	Page 14
January 15, 2017	Deadline for submitting non-official contractor request forms.	Page 8-9
January 15, 2017	Certificate of Insurance from exhibitors due to Exhibition Management.	Page 22

DEFINITIONS

CONEXPO-CON/AGG 2017	Co-located with IFPE 2017.
COMMITTEES	Individual groups have been appointed by the Exhibition's Management Committee to supervise various aspects of the overall management and execution of IFPE 2017. Committees are comprised of representatives from all product segments and attendee demographics, in addition to Exhibition Management staff.
EQUIPMENT/SERVICES	Product (equipment or services) displayed by any exhibitor, which comply with the rules for eligibility.
EXHIBIT SPACE	The indoor and/or outdoor area at the Las Vegas Convention Center assigned to an exhibitor for the purpose of displaying eligible products and services based on qualifications and full payment of the said display area.
EXHIBITION MANAGEMENT	The producer of IFPE 2017 is the Association of Equipment Manufacturers (AEM) and the National Fluid Power Association (NFPA).
EXHIBITION SPONSORS	The principal sponsors of IFPE 2017 are the Association of Equipment Manufacturers (AEM) and the National Fluid Power Association (NFPA).
HOUSING	All sleeping accommodations, as well as hospitality facilities requested by exhibitors, employees, guests and visitors.
IFPE 2017	Referred to as the Exhibition.
IFPE MANAGEMENT COMMITTEE	The governing body of the Exhibition, which is comprised of equal representation of NFPA and AEM.
LAS VEGAS CONVENTION CENTER	To be referred hereafter as the LVCC, which includes all indoor facilities, parking lots, marshaling areas and exhibit areas.
LVCVA	The Las Vegas Convention & Visitors Authority, which operates the Las Vegas Convention Center.

GENERAL SHOW INFORMATION

EXHIBITION LOCATION, DATES & HOURS

IFPE 2017 will be held at the Las Vegas Convention Center in Las Vegas, Nevada, USA. Exhibition dates and hours will be:

Tuesday, March 7, 2017	9:00 am to 5:00 pm
Wednesday, March 8, 2017	9:00 am to 5:00 pm
Thursday, March 9, 2017	9:00 am to 5:00 pm
Friday, March 10, 2017	9:00 am to 5:00 pm
Saturday, March 11, 2017	9:00 am to 3:00 pm

INSTALLATION & DISMANTLING SCHEDULE

The following schedule represents the installation and dismantling periods for IFPE 2017. These hours are the standard hours for installation. Exhibitors can have access to their stands 24 hours per day only if given permission in advance by Exhibition Management.

INSTALLATION SCHEDULE

February 27, 2017	8:00 am to 5:00 pm
February 28, 2017	8:00 am to 5:00 pm
March 1, 2017	8:00 am to 5:00 pm
March 2, 2017	8:00 am to 5:00 pm
March 3, 2017	8:00 am to 5:00 pm
March 4, 2017	8:00 am to 5:00 pm
March 5, 2017	8:00 am to 5:00 pm
March 6, 2017	8:00 am to 5:00 pm

DISMANTLING SCHEDULE

March 11, 2017	beginning at 3:00 pm
March 12, 2017	8:00 am to 5:00 pm
March 13, 2017	8:00 am to 5:00 pm

TARGET INSTALLATION DATES

Exhibitors will receive their targeted installation dates from the Official General Contractor. Every attempt will be made to ensure that their materials will be delivered to their stand on the day they are scheduled to arrive. Any exhibitor wishing to change their scheduled installation date must submit their request in writing to the Exhibition's Official General Contractor's Freight Department. Additional information will be provided in the Exhibitor Services Manual, which will be available in Spring 2016.

CLEAN FLOOR POLICY

A clean floor policy will be implemented for CONEXPO-CON/AGG and IFPE 2017. All crates must be labeled and ready for pick up by 5:00 PM on Sunday March 5 in all halls and lots. Crates not labeled and ready pick-up will be removed regardless of status. Labor and equipment charges will apply if this policy is not met.

All cardboard, fiber cases and access storage items must be labeled and ready for pick-up by 1:00 pm on Monday, March 6 in all halls and lots. All aisles must be 100% clean of product, ladders, gang boxes or any other items that may impede the final aisle clean up and installation of aisle carpet by 5:00 pm on Monday, March 6.

EXHIBITOR DATA

As part of the application process, exhibitors are required to provide certain corporate or personal information, including but not limited to, name, address, telephone and fax numbers, e-mail addresses and the identity of and information pertaining to contact persons. By submitting an Exhibit Space Application & Contract, the exhibitor acknowledges and agrees that all data provided by the exhibitor in its application may be assigned or otherwise transferred by IFPE to other exhibitors, in the absolute sole and exclusive discretion of IFPE.

FAILURE TO HOLD THE EXHIBITION

Should any contingencies prevent the holding of the Exhibition, Exhibition Management will return such portion of the exhibit space payment as may be determined to be equitable by Exhibition Management, in consultation with the Management Committee. Should any contingencies require the moving or postponement of the Exhibition, no refunds will be made.

EXHIBITOR REPRESENTATIVE

Each exhibitor will be required to appoint at least one individual authorized to represent their company in all dealings with Exhibition Management. Each exhibitor will furnish Exhibition Management with the name of its official IFPE 2017 Representative at the time it submits its space application. This representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. It is the responsibility of the exhibitor to notify Exhibition Management with the name of another representative in case the primary representative is unavailable.

EXHIBITOR SERVICES MANUAL

The IFPE 2017 Exhibitor Services Manual will be available online for exhibiting companies and non-official contractors in 1st quarter of 2016. The manual will contain all necessary information and forms for installation and services as well as registration, housing and official function schedules.

EDUCATION PROGRAMS

Exhibition Management plans to conduct education programs including the IFPE Technical conference in conjunction with CONEXPO-CON/AGG 2017 to provide a learning opportunity for visitors. Exhibitors are able to attend these programs but required to pay all applicable educational fees. Special discounts are available for any Exhibitors who wish to buy tickets in bulk for their customer's. Please see your Exhibitor Kit for pricing specifics.

ELIGIBILITY & EXHIBIT SPACE

ELIGIBILITY

Exhibitors must manufacture products, controls and systems or provide services related to the hydraulic, pneumatic, electrical or mechanical power transmission industries. In order to be eligible for member prices, please reference Membership Information below.

DISTRIBUTORS

Distributors will only be allowed to display products of other IFPE exhibitors or other companies qualified to be IFPE exhibitors to demonstrate the application of these products as part of a systems integration. Distributors may also display their distribution services or other industry services.

AUCTION HOUSES

Auction houses can display their services however new or used equipment cannot be sold from the company's exhibit stand. This includes actual products being displayed, online auctions or live auctions taking place during the official show period (Tuesday, March 7 through Saturday, March 11, 2017) from an offsite location. Auction houses can show an auction that has already taken place in their exhibit to showcase the service they provide. Live auctions or the broadcast of them from an offsite location are not allowed on the Exhibition floor. Auction houses may supply auction services to charitable auctions conducted only by Exhibition Management at the Exhibition.

MEMBERSHIP INFORMATION

In order to be eligible for member prices (see application or “Exhibit Space Cost and Payment Schedule” on page 5), applicants must adhere to the following guidelines set by the National Fluid Power Association.

- Companies who exhibited at IFPE 2014 as NFPA members must maintain their memberships for 2015, 2016 and 2017 to be eligible for member discounts and priority placement at IFPE 2017.
- Companies joining NFPA after IFPE 2014 must have at least three years of membership dues paid in full prior to the Exhibition in order to receive the member benefits.
- Companies who join NFPA after IFPE 2014 will be credited future dues (Example: a company joining NFPA in January 2015 can receive member benefits at IFPE 2017 by paying dues for 2015, 2016 and 2017). Dues payments made for future years of membership are to be based on the company’s last full year of sales of eligible products or services. Dues monies prepaid for future years to qualify a company for member benefits at IFPE 2017 are non-refundable. Dues payments for the current year of joining are pro-rated to reflect the NFPA fiscal year (July 1-June 30).
- Companies joining NFPA after IFPE 2014 who did not begin operation or were ineligible for membership until after that date are required to pay dues only from the starting date of operation or the date the company became eligible for membership.

NATIONAL FLUID POWER ASSOCIATION (NFPA)

Phone: 414-778-3369

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EXHIBIT SPACE COST AND PAYMENT SCHEDULE

COST OF EXHIBIT SPACE

The cost of exhibit space is based on the desired amount of square footage multiplied by the appropriate rate. The square footage rate is based on the applicant’s membership affiliation in NFPA and status. The rate structure is as follows:

Affiliation	INDOOR (200 SF OR LESS)	INDOOR (201 SF OR MORE)
NFPA	\$27.30	\$24.95
PTDA	\$36.50	\$34.10
Non-Member	\$42.00	\$39.40

PAYMENT FOR EXHIBIT SPACE

Checks for exhibit space must be made payable to IFPE 2017, and must be in U.S. funds or a draft drawn from a U.S. bank.

Credit cards are not accepted for exhibit space payments. The following payment schedule must be followed:

Checks for exhibit space must be made payable to CONEXPO-CON/AGG 2017, and must be in U.S. funds or a draft drawn from a U.S. bank. Credit cards are not accepted for exhibit space payments.

The following payment schedule must be followed:

- A deposit of 50% of the total booth cost is due with application. 25% of non-refundable.
- Applications are not valid without the required deposit.
- Final 50% of your total assigned exhibit space must be postmarked on or before September 30, 2016.
- Applications received on or after September 30, 2016 must be accompanied by 100% payment of the exhibit space.
- No exhibitor will be permitted to move into their designated space until the exhibit space is paid in full.
- If space is not paid in full by **January 1, 2017**, Exhibition Management reserves the right to cancel the space.

EXHIBITOR PACKAGE PLAN

The cost of exhibit space includes the following Exhibitor Package Plan, which will reduce the cost to exhibit and add value to your investment:

- Unloading and reloading of all crated shipments from all trucks.
- Delivery of machinery and crates to exhibit stands from marshaling area(s) and pick up of same machinery and crates at the close of the Exhibition.
- Removal of all cleating and blocking on inbound shipments, including materials where required.
- Handling of inbound and outbound shipments of exhibit materials to the LVCC or any other exhibit areas used for the Exhibition.
- Operators for self-propelled equipment and planking where required.

- Spotting of exhibitor’s machinery or products for the initial installation only as the equipment is delivered to the exhibitor’s stand, and provided an exhibitor representative is present during the initial placement.
- Exhibit crate removal, storage and return to exhibit stand at the close of the Exhibition.
- Trash removal during installation and dismantling periods, including the use of dumpsters and labor. **(NEW INCLUSION FOR 2017)**
- General cleaning of all exhibits including the vacuuming or sweeping of carpet/floor, emptying of wastebaskets before the opening of each Exhibition day.

SPACE REDUCTION POLICY

- Any company decreasing its space before December 1, 2016 must still pay at least the 25% deposit of the original space, regardless of the new space cost. If the new space cost is less than the original 25% deposit, the exhibitor will not be refunded the difference between the new space cost and the original 25% deposit. Overpayments beyond the 25% will be refunded if the reduction occurs before December 1, 2016.
- Any company reducing its space on or after December 1, 2016 but before February 1, 2017 must still pay at least 50% of the original space cost. Payments above the 50% level will be refunded.
- Any company reducing its space on or after February 1, 2017 will receive no refunds.

CANCELLATION POLICY

Any notice of cancellation of exhibit space by an exhibitor must be made in writing to Exhibition Management. This cancellation policy does not depend upon whether the exhibit space is resold or re-assigned.

- At no time will the deposit (25% of space cost) be refunded to an exhibitor canceling its space.
- Any company canceling its exhibit space before December 1, 2016 automatically loses the initial 25% deposit. The remaining balance paid to IFPE will be refunded.
- Any company canceling its exhibit space on or after December 1, 2016 but before February 1, 2017 will lose 50% of the total cost of exhibit space reserved and the remaining 50% will be refunded.
- Any company canceling its exhibit space on or after February 1, 2017 will not receive any refund due to the late date in which Exhibition Management was informed of the cancellation.

NATURE OF SPACE ASSIGNMENT

The assignment of space to an exhibitor is not to be construed as a leasing of property. It is merely the granting to the exhibitor of a license to enter upon the designated space for the sole purpose of exhibiting products in conformity with these Rules and Regulations and subject to the terms of certain leases between LVCVA as lessors, and Exhibition Management, as lessee, for the period of IFPE 2017.

ASSIGNMENT OF EXHIBIT SPACE

PRIORITY FORMULA

The Priority Formula is used in a number of matters including the assignment of exhibit space. It is as follows:

$$\begin{array}{ccc}
 \begin{array}{|c|} \hline \text{Years of Membership} \\ \hline \text{X 10} \\ \hline \end{array} & + & \begin{array}{|c|} \hline \text{Total SF in 2014 Show} \\ \hline 100 \\ \hline \end{array} & = & \begin{array}{|c|} \hline \text{PRIORITY} \\ \hline \text{NUMBER} \\ \hline \end{array}
 \end{array}$$

DEFINITION OF MEMBERSHIP NUMBER -- Exhibition Management chooses the company/division with the greatest number of membership years in the National Fluid Power Association (NFPA). An exhibitor must be a current member in good standing of NFPA in order to have its years of membership used in calculating the membership number.

DEFINITION OF PAST PARTICIPATION NUMBER -- Exhibition Management uses the total square footage purchased by an exhibitor for IFPE 2014.

EXHIBIT SPACE ASSIGNMENT PROCESS

Exhibitors who submit applications and deposits prior to **August 1, 2015** will be a part of the Priority Assignment Process . Every attempt will be made to accommodate exhibitor space requests. The first assignment of exhibit space priority will be based on the above mentioned priority formula and the designated product concentration areas.

The first assignment process is as follows: all past IFPE 2014 exhibitors will be assigned by priority number first, all other exhibitors returning their application and 25% by August 1, 2015 will be assigned by priority number second. Applications received after August 1, 2015 will be assigned on a first-come, first-serve basis by Exhibition Management.

No applicant will be allowed to select an exhibit space unless the application is signed and payment has been received based on the following schedule:

- Applications received prior to February 28, 2016 must be accompanied by 25% of the total cost of exhibit space.
- Applications received on or after February 28, 2016, but prior to September 30, 2016 must be accompanied by 50% of the total cost of exhibit space.
- Applications received on or after September 30, 2016 must be accompanied by full payment of exhibit space.

Exhibition Management will make every attempt to accommodate every request for space, including the preferred product concentration area and stand dimensions. Exhibition Management reserves the right to reassign exhibitors at any time during the show planning process. In the event that all of the available space has been assigned, a waiting list for space will be kept. When an opening becomes available, exhibit space will be assigned on the basis of the date the application was received.

REMANUFACTURED AND USED EQUIPMENT

Remanufactured equipment and components may be exhibited by the Original Equipment Manufacturer (OEM) of that product or products for the purpose of showing the role of remanufacturing in the OEM's business. OEM Authorized Remanufacturers may also exhibit remanufactured equipment and components and their services to the industry. Other exhibitors may not exhibit in their space any used or remanufactured equipment.

SUB-LEASING OF EXHIBIT SPACE

The exhibitor agrees not to reassign, grant, sublease or license the use of space, or any part thereof allotted to them. Exhibitors are not permitted to display separately in their space any equipment, components or products built by non-exhibiting manufacturers or other non-qualifying divisions of exhibiting manufacturers (hereafter "non-exhibiting manufacturers"), unless the space shared is with a member in good standing of one of the principal sponsoring organizations.

If a component made by a non-exhibiting manufacturer is normally furnished as an integral part of the equipment being exhibited, the exhibitor of the equipment may include the component but cannot call any special attention to it. If equipment made by a non-exhibiting manufacturer is normally furnished as an integral part of the component being exhibited, the exhibitor of the component may include the equipment but cannot call special attention to it. In either case, the exhibitor shall pay the non-member space rate for that portion of the exhibit space occupied by the non-exhibiting manufacturer's product, except if the non-exhibiting manufacturer's equipment product occupies 50% or more of the exhibit space, then the non-member space rate will be charged for the entire exhibit space.

INTERNATIONAL PAVILIONS

Exhibition Management may in its discretion make international pavilion exhibit space available to a non-U.S. construction industry manufacturer trade organization for resale to the organization's members. The organization and each of its exhibitors in an international pavilion shall be subject to, and shall agree to comply with, these exhibition rules and regulations and the guidelines for International Pavilion Organizers, including but not limited to the eligibility requirements and exhibiting only qualifying products. Exhibition Management may in its sole discretion limit the overall size of an International Pavilion and the maximum size of any exhibit space within an International Pavilion.

SHARED EXHIBIT SPACE

Exhibitors must notify Exhibition Management of their intent to share their allocated space. If an exhibitor does not notify Exhibition Management, Exhibition Management will take action described under the “Penalties for Violation of Exhibition Rules” section on page 20.

EXHIBITS

Exhibits are permitted only in the official exhibit areas of the IFPE 2017 Exhibition.

NO HOTEL EXHIBITS

The Las Vegas hotels have entered into signed agreements with Exhibition Management not to: (1.) rent or assign any public space, or sleeping rooms for exhibit purposes at any time during the official Exhibition days of IFPE 2017 unless the suites are part of the Official Exhibit Suite Program; nor (2.) permit the use of any public space, or sleeping rooms for entertainment purposes or press conferences during the hours of the official Exhibition days.

NO OTHER EXHIBITS

IFPE exhibitors will not exhibit or participate in any exhibit within 100 miles of Las Vegas during the period of the Exhibition (Tuesday, March 4 through Saturday, March 8). IFPE exhibitors shall not conduct any auctions or sales events within 100 miles of Las Vegas during Exhibition period.

STORAGE AND PACKING MATERIALS

The storage of packing boxes, crates, etc. for the duration of the Exhibition is included in the space rates. Proper identification tags will be available at the Contractor Service Desks. Two of these tags must be attached to each piece to be placed in storage. All flammable packing materials such as paper, straw, etc. must be totally enclosed in containers. Materials not complying with these requirements will be considered refuse and disposed of by the cleaners.

WORK RULES & EXHIBITOR APPOINTED CONTRACTORS

EXHIBITOR APPOINTED CONTRACTORS

An Exhibitor Appointed Contractor (EAC) is any company other than the designated official contractors that provide services such as display installation and dismantling, models, florists, photographers, audio visual firms, etc. and need access to your exhibit any time during installation, Exhibition dates or dismantling.

RULES & REGULATIONS

If the exhibitor wishes to use an EAC, the following rules and regulations must be adhered to by the exhibitor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED. The exhibitor must complete the Non-Official Contractor form in the Exhibitor Services Manual. Also, the exhibitor must inform whether this contractor is authorized to order Exhibition services on the exhibitor’s behalf.

1. Exhibitors must submit a Non-Official Contractor form for all EAC working on their behalf **no later than January 15, 2017**. This form can be found in the Exhibitor Services Manual.
2. The EAC shall refrain from placing an undue burden on the Official Contractors by interfering, in any way, with the official contractor’s work.
3. The EAC will not solicit business on the Exhibition floor during any of the overall days of the exhibition, including installation, Exhibition dates and dismantling.
4. The EAC is responsible for adhering to all rules and regulations requiring badging.
5. If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the exhibition, the EAC will immediately cease such disruption or be removed from the exhibition site. Exhibition Management will have the final decision in such instances.
6. EAC who provide installation and dismantling services will be sent the proper information from the Exhibitor Services Manual upon receipt of request by the authorizing exhibitor.

In performing work for their clients, the EAC shall cooperate fully with the Official Contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Exhibition Management in any contracts with the Official Contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the Exhibit site.

Exhibition Management has entered into an agreement with Exhibitor Appointed Contractor's Association (EACA) to screen and vet all Exhibitor Appointed Contractors. Information on registering Exhibitor Appointed Contractors will be available in the Exhibitor Services Manual.

INSURANCE REQUIREMENTS FOR EXHIBITOR APPOINTED CONTRACTORS

Certificate of Insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance. The workers' compensation and employers' liability insurance must provide a minimum limit of \$500,000 and meet the requirements established by the State in which the exhibition is being held. Comprehensive general liability coverage must provide at least \$1 million/\$2 million in coverage and shall name Exhibition Management, the Sponsoring Associations, the Exhibition Owners, and the General Contractor as additional insureds. Automobile liability should include all owned, non-owned and hired vehicles with limits of \$500,000 bodily injury and \$500,000 property damage liability. Exhibition Management must receive the Certificate of Insurance no later than 30 days prior to the commencement of installation.

SERVICES PROVIDED REGULATIONS

Exhibitor appointed contractor/independent contractor services will be limited to the erection, dismantle, and preparation of "display" materials only. Labor and/or services for the installation and dismantling of "products" to be displayed by exhibitors must be contracted from the Official Contractor designated by Exhibition Management for that service. Exhibitor appointed contractors/Independent Service Contractors must submit a Certificate of Insurance to Exhibition Management no later than 30 days prior to the commencement of installation.

The Official Contractor will handle the use of power washers to clean equipment. The use of power sprayers or spray paint to touch up equipment and tires will only be allowed in designated areas in the marshaling and assembly areas. Exhibitors and their employees can hand wipe, buff or touch up paint (with brushes) their own equipment and display pieces within the exhibitor's assigned exhibit space; exhibitor appointed contractor are not permitted to perform these services.

The LVCVA requires Exhibitor Appointed Contractors to abide by certain guidelines and regulations. These regulations are detailed as an attachment to the Exhibition rules & regulations.

WORK RULES: EXHIBIT INSTALLATION, OPERATION AND DISMANTLING

All work involved in the erection and dismantling of exhibits or the movement of freight in the LVCC is under the official contractor's jurisdiction. Exhibitor appointed contractor services will be limited to the erection, dismantle, and preparation of "display" materials only. Labor and/or services for the installation and dismantling of "products" to be displayed by exhibitors must be contracted from the Official Contractor designated by Exhibition Management for that service. Exhibitors are expected to comply with the official contractor's union requirements in effect at the LVCC.

In the interest of the exhibitors, Exhibition Management has selected certain firms as official contractors for such services as cartage and handling of exhibit shipments; rental of furniture and other stand equipment, decorations, signs, flowers, etc. All service contractors selected by Exhibition Management employ appropriate union personnel. Exhibitors must use the Official Contractor for drayage and rigging, hanging truss, electrical, plumbing, custom cleaning (please refer to the Exhibitor Appointed Contractors/Independent Service Contractors section of the rules on page 8-9 for details) and food service.

For other services, exhibitors desiring to use contractors other than those officially appointed by Exhibition Management should refer to the Exhibitor Appointed Contractors section.

GRATUITIES TO EXHIBIT LABOR

Exhibition Management and Exhibition contractors have established a strict "no tipping" rule. Exhibitors must observe this rule during the entire period of the exhibition, from the commencement of installation until the completion of dismantling. This rule provides that no exhibitor, or representative of an exhibitor, may give any amount of gratuities, tips or gifts of any kind to workers, foremen or anyone else connected with the hauling of equipment or setting up or removal of the exhibit for any reason whatsoever. Any infractions should be reported to Exhibition Management or a floor manager immediately. The official

contractor has agreed to refuse acceptance of any time card to which a tip has been added. There will be no gratuities included on any drayage invoices.

Any exhibitor who pays gratuities to labor is acting not only against their own interest, but against the interest of the Exhibition. Any exhibitor who is solicited for a gratuity should report such solicitation immediately either to Exhibition Management or to an official with the Official Contractor.

BUILDING & OPERATING YOUR STAND

EXHIBIT DESIGN AND USE OF EXHIBIT SPACE

These rules and regulations are designed to allow each exhibitor the opportunity to maximize the use of its space without infringing on the ability of the surrounding exhibitors to maximize use of their space. **No portion of a machine, product or display piece may extend beyond the boundaries of the exhibitor's assigned exhibit space.** All machinery and equipment must be set back at least 6 inches from all aisle ways for safety purposes.

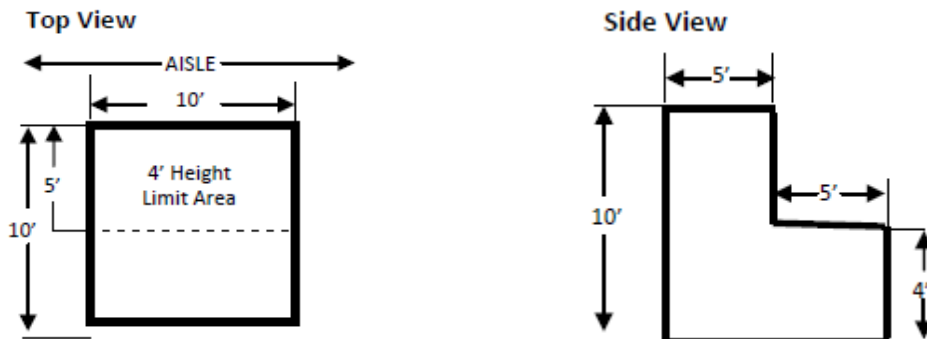
Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to a nearby exhibitor's stand shall be suspended for any period specified by show management.

STANDARD EXHIBITS

Standard exhibits are defined as exhibits with a depth of less than 20-feet regardless if they are in an inline or perimeter (open on one side to the aisle), corner (open on two sides to the aisle) or peninsula (open on three sides to the aisle) configuration.

Exhibit materials, components and identification signs will be permitted to a maximum height of **10 feet or 3 meters (there is no height limit for product and/or machinery).**

- There is a 5-foot setback for booth materials above 4-feet in height for solid objects (Items such as truss columns are generally accepted as they usually do not interfere with sight lines).
- Exhibitors are required to have a plain finished back wall (standard drape is 8-feet high). Company identification and/or graphics are not allowed on the back wall facing the neighboring exhibitor.
- No signage may face into an adjoined exhibit within 5-feet of the neighboring exhibit.
- Hanging signs or hanging truss are NOT permitted in Standard Exhibits.
- All machinery must be set back 6 inches from all aisles for safety purposes.



CORNER EXHIBITS (WITH A DEPTH OF 20-FEET OR MORE)

Corner exhibits are defined as an exhibit located on a corner (two sides open to aisles) with a depth of 20-feet or more totaling 400 square feet or more.

Exhibit materials, components and identification signs will be permitted to a maximum height of **15 feet or 4.5 meters (there is no height limit for product and/or machinery).**

- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 15-foot or 4.5 meter height restriction.
- Exhibitors are required to have a plain finished back wall (standard drape is 8-feet high). Company identification and/or graphics are not allowed on the back wall facing the neighboring exhibitor.
- Hanging signs and/or graphics will be permitted to be hung at an unlimited height.
- Hanging signs and/or graphics must be hung 5-feet from neighboring exhibits on all sides.

- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs above their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the Exhibition's General Contractor.
- Structural Integrity & Las Vegas Convention Center Rules -- The maximum weight for hanging signs is 1,500 pounds. All hanging signs are subject to approval of the LVCC and drawings must be reviewed and approved by the Customer Account Manager at the LVCC. Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.
- All machinery must be set back 6 inches from all aisles for safety purposes.

PERIMETER EXHIBITS (WITH A DEPTH OF 20-FEET OR MORE)

Perimeter exhibits are defined as an exhibit located against a wall (one side open to the aisle) with a depth of 20-feet or more totaling 400 square feet or more.

Exhibit materials, components and identification signs will be permitted to a maximum height of **15 feet or 4.5 meters (there is no height limit for product and/or machinery)**.

- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 15-foot or 4.5 meter height restriction.
- Hanging signs and/or graphics will be permitted to be hung at an unlimited height.
- Hanging signs and/or graphics must be hung 5-feet from neighboring exhibits on all sides.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs above their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the Exhibition's General Contractor.
- Structural Integrity & Las Vegas Convention Center Rules -- The maximum weight for hanging signs is 1,500 pounds. All hanging signs are subject to approval of the LVCC and drawings must be reviewed and approved by the Customer Account Manager at the LVCC. Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.
- All machinery must be set back 6 inches from all aisles for safety purposes.

PENINSULA EXHIBITS (WITH A DEPTH OF 20-FEET OR MORE)

Peninsula exhibits are defined as an exhibit that is open on three sides to the aisle, with a depth of 20-feet or more totaling 400 square feet or more and shares a common back wall with another exhibiting company.

Exhibit materials, components and identification signs will be permitted to a maximum height of **20 feet or 6 meters (there is no height limit for product and/or machinery)**.

- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 20-foot or 6 meter height restriction.
- Exhibitors are required to have a plain finished back wall. Company identification and/or graphics are not allowed on the back wall facing the neighboring exhibitor.
- Hanging signs and/or graphics will be permitted to be hung at an unlimited height.
- Hanging signs and/or graphics must be hung 5-feet from the back of the booth to avoid encroaching on the neighboring exhibitor's booth.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs above their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the Exhibition's General Contractor.
- Structural Integrity & Las Vegas Convention Center Rules -- The maximum weight for hanging signs is 1,500 pounds. All hanging signs are subject to approval of the LVCC and drawings must be reviewed and approved by the Customer Account Manager at the LVCC. Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.
- All machinery must be set back 6 inches from all aisles for safety purposes.

ISLAND EXHIBITS

Island exhibits are defined as an exhibit that is open on all sides to the aisle.

Exhibit materials, components and identification signs will be permitted to a maximum height of **20 feet or 6 meters (there is no height limit for product and/or machinery)**.

- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 20-foot or 6 meter height restriction.
- Hanging signs and/or graphics will be permitted to be hung at an unlimited height.

- Hanging signs and/or graphics can be placed on the booth line on all sides of the exhibit.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs above their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the Exhibition's General Contractor.
- Structural Integrity & Las Vegas Convention Center Rules -- The maximum weight for hanging signs is 1,500 pounds. All hanging signs are subject to approval of the LVCC and drawings must be reviewed and approved by the Customer Account Manager at the LVCC. Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.
- All machinery must be set back 6 inches from all aisles for safety purposes.

PIPE & DRAPE

Standard/Inline booths will be furnished at no charge with 8-foot high drape background and 3-foot high drape partitions. Due to the nature of peninsula, perimeter and island booths, they will not be furnished with back drape or drape partitions.

CANOPIES AND MULTI-LEVEL OR COVERED EXHIBIT STANDS

Covered exhibits, canopies or double deck stands must have Fire Underwriter approved smoke alarms. Floor plans must be submitted to the LVCVA Fire and Safety officer for approval. If you have a question about this regulation or any of the other fire protection requirements, contact Exhibition Management or the Fire and Safety officer, Las Vegas Convention Center, 3150 Paradise Road, Las Vegas, Nevada 89109; (702) 892-7400. Building plans over 1,000 square feet need to be submitted to the LVCVA Safety Office at boothplans@lvcca.com.

Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed 10 feet (3m) in height in a standard booth configuration.

Furthermore, canopies, false ceilings or umbrellas will not be used for identification or display purposes except as would normally be allowed for any exhibit component within the regulations set forth for the exhibit configuration.

The LVCVA fire and safety regulations are included as an attachment to the Exhibition rules and regulations.

PLATFORMS

Equipment and viewing platforms are not limited in height, but the platform may not exceed the height of the equipment.

TOWERS

A tower is considered a freestanding exhibit component separate from the main exhibit fixture that is used for identification and display purposes only.

1. Towers will be permitted to a height and depth that correspond to the height regulations for the appropriate exhibit configuration of which they are a part. For example, towers that are part of a peninsula exhibit will not exceed 20' (5m) in height.
2. All towers in excess of 12'0" (3.66m) must have drawings available for inspection by Exposition Management and the Official Contractor, during the time the tower is being erected, exhibited and dismantled at the Exposition site. The plans must include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use. A signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings must also be included.

SIGNS ON EXHIBITS OR PRODUCTS

No company sign or advertising indoors shall be displayed on exhibits and/or products at a height that exceeds the height regulations for the exhibitor's stand (for height regulations, please see page 9-11.), except that the permanently affixed name, trademark, or insignia of the exhibitor and its customer used on a product as sold may be carried on the product exhibited.

There are no size and height restrictions outdoors on signage except that signs should be planned in good taste so as not to be offensive to visitors or other exhibitors, must not be hazardous and must be within the confines of the exhibit space.

DEFACING OF BUILDING OR EXHIBIT FACILITIES

Each exhibitor is liable for any defacing or damage from their own acts to the exhibit building or exhibit facilities. Painting of the floor in exhibit spaces will not be permitted, and no floor coverings may be attached or adhered (except carpet tape) in any manner whatsoever without the written consent of the LVCVA. Exhibition Management will charge exhibitors for any damage.

The portion of the columns that are entirely within the limits of an exhibit space may be covered by the exhibitor but must meet the height guidelines stated within these rules. All column covers must meet with the approval of the Safety Department of the LVCVA and Exhibition Management.

EQUIPMENT SALES, SOLD SIGNS & CUSTOMER NAMES

An exhibitor may receive orders for, or sell its equipment during the Exhibition and shall be responsible for collecting and paying any applicable local, state and federal taxes and obtain any necessary licenses needed to sell merchandise.

No "SOLD" signs, "FOR SALE" signs or signs listing the price are allowed to be displayed on products. Permanently affixed customer names may be included on products but are limited to eligible products and cannot be included on any signs or literature.

EXTRA LIGHTING

All special illumination must be indirect and completely shielded so as to eliminate glare and interference with other exhibitors and guests. The use of flashing or rotating lights will not be allowed. Products on display which have such lighting must be pre-approved by Exhibition Management. All lighting must be in compliance with LVCVA's Halogen Light policy. This policy can be found on the show's website at www.ifpe.com.

ILLUMINATION

Electricity is the sole permissible agent for illuminating purposes.

INFLATABLE OBJECTS

Helium filled balloons and other inflatable objects are permitted in outdoor spaces or within the height restrictions indoor as long as the objects are within the confines of the assigned space. No hot air balloons will be permitted. Exhibition Management and the Customer Account Manager at the LVCC must approve the use of balloons. Balloons must be at least 36" in diameter and must be tethered. Balloons cannot be used as a giveaway.

Helium gas cylinders for refilling must be secured in an upright position on safety stands with the regulators and gauges protected from damage. Overnight storage of helium or compressed air cylinders in the building is prohibited.

LANDSCAPING MATERIALS

Exhibitors are required to remove and dispose of all landscaping materials (including but not limited to sand, stone, gravel, dirt, mulch, railroad ties, carpet, exhibit materials, etc.) placed in their exhibit stands. Exhibitors will be charged for the removal and disposal of any materials left in the exhibit stand at the close of the dismantling period.

MOTION & NOISE CONTROL

Loudspeakers of any kind must be directed toward the interior of the exhibitor's exhibit space. Speakers may not face aisles or other exhibitors' booths.

Demonstrations found by Exhibition Management to be objectionable due to noise or sound pressure/vibration level will be closed down. Exhibitors shall be responsible for supervising the actions of employees, visitors or spectators testing display

equipment located in their exhibit area. Exhibitors must make every effort to respond to neighboring exhibitors' complaints concerning noise, sound and/or vibration nuisances.

Exhibition Management will intervene if necessary, and reserves the right to shut down exhibits deemed objectionable by Exhibition Management. Floor managers in each Exhibition location will rove through the exhibit areas monitoring the decibel level during Exhibition hours. Exhibition Management recommends noise levels not to exceed 85 decibels. Measurements will be taken at a distance no greater than 10' from the offending display.

1. **First Warning** -- The exhibitor shall be issued a written warning indicating a violation has occurred and instructing the exhibitor to immediately lower the noise level.
2. **Second Warning** -- The source of the noise shall be shut off for a maximum of one hour.
3. **Third Warning Final** -- The source of the noise shall be shut off for the remainder of the Exhibition. There will be no refund, in whole or in part, of any exhibit fees.

Exhibitors who plan to demonstrate equipment, have entertainment acts, etc. must submit the *Demonstration/Entertainment* form that will be provided in the Exhibitor Services Manual. Exhibitors may be asked to coordinate or schedule their events with other exhibitors in the exhibit area to maintain an acceptable decibel level within the area.

SOUND DEVICES, MOVIES, SLIDES, VIDEOS & TV

Audiovisual presentations and closed circuit exhibitor-generated materials are permitted within a given exhibit as long as they are not operating to the detriment of a neighboring exhibitor. The use of sound devices such as: megaphones, loudspeakers, or other devices, to attract attention is prohibited. The operation of radio or television sets receiving outside broadcasts are prohibited. Recording, filming, taping with hand-held or tripod mounted video equipment on the Exhibition grounds during IFPE hours is prohibited without the permission of both Exhibition Management and the exhibitor or exhibitors being recorded, and these activities cannot interfere with exhibit operations or pedestrian traffic. Exhibitors shall be responsible for securing any and all necessary licenses or consents for any performances, displays or other uses of copyrighted works, patented inventions or other intellectual property in connection with their exhibit, housing and hospitality facilities at the Exhibition. Exhibition Management is authorized to record and use audio/visual materials recorded at IFPE 2017.

Radio and television reporters and cameramen seeking "news segments" during Exhibition hours, must obtain and wear official PRESS CREDENTIALS during their visits and their activities cannot interfere with exhibit operations nor pedestrian traffic.

SUBMISSION OF FLOOR PLANS FOR 1,000 SQUARE FEET OR LARGER

Exhibitors with exhibit space of 1,000 square feet or larger must submit a detailed floor plan to Exhibition Management for approval **no later than December 1, 2016**. The floor plan should include the dimensions and descriptions of all structures in the exhibit including signs, offices, walls, drapes and products to be displayed. All plans will be treated in strict confidence. All exhibitors will receive written approval from Exhibition Management of their floor plans within 30 days of the submission date. If your company does not receive written approval, from Exhibition Management, do not assume approval has been granted. Exhibitors and exhibitor appointed contractors are required to comply with all exhibit stand regulations when designing their company's exhibit. Exhibition Management recognizes floor plan modification can happen during show planning, however these modifications can impact neighboring exhibitors. Any modifications to the approved floor plan made prior to the show installation by the exhibitor or their appointed contractor must be re-submitted for approval by Exhibition Management. Any modifications to the approved floor plan made onsite during show installation must be approved by Exhibition Management prior to implementing the change. Modifications made without the consent of Exhibition Management may be denied and any costs incurred are at the expense of the exhibitor.

Floor plans can be emailed to Exhibition Management at:
exhibitorfloorplan@conexpoconagg.com

All Exhibition Rules pertaining to height, signs, etc., restrictions do not include the exhibitor's products. Exhibitors are warned not to depend upon measurements scaled from the Exhibition floor plan; if detailed measurements are required, contact Exhibition Management. Exhibitors are cautioned not to arrange for their exhibit construction until written approval of their dimensional sketch has been given by Exhibition Management.

LVCVA LOAD LIMITS

The floor load limit on the second level of the South Hall is 300 pounds per square foot. All other exhibit areas are unlimited however any equipment 1 million pounds or heavier must submit a detailed floor plan to the LVCC Building Engineering Department – 3150 Paradise Road, Las Vegas, NV 89109.

ADMISSION TO EXHIBITS

REGISTRATION

Anyone attending the Exhibition will be required to register and agree to comply with the Exhibition Rules. Exhibitors who have been assigned exhibit space for the Exhibition will be required to submit a registration form, which will be included in the Exhibitor Services Manual. We strongly recommend that all exhibiting personnel register in advance of the Exhibition. Additional information will be provided in the Exhibitor Services Manual.

NON-EXHIBITING VENDOR REGISTRATION

CONEXPO-CON/AGG is implementing a non-exhibiting vendors (NEV) policy for the show. The policy is as follows:

1. Registration fees for non-exhibiting vendors is \$350 and only one representative per company may attend the show.
2. Non-exhibiting vendors are not permitted to attend the show on opening day (March 7).
3. No merchandise, literature, giveaways or roller bags are permitted on the show floor during show hours.

ADMISSION TO THE EXHIBITS

Admission to the Exhibition floor will be by badge only. Adequate precautions will be taken to ensure that only authorized persons are admitted to the exhibit area.

During the installation and dismantle periods, only Exhibition Management and their official agents, exhibitors and contractors appointed by exhibitors (Exhibitor Appointed Contractors (EAC), with "Work Passes" (for the purpose of erecting or dismantling display material), will be allowed on the floor. A form will be included in the Exhibitor Services Manual to assist in the registration of exhibitor staff and exhibitor appointed contractors/independent service contractors involved in the installation and dismantling process.

Attendee registration badges will not provide access to the exhibit areas during non-Exhibition hours. If an exhibitor wishes to have any dealers or customers in their stand during non-Exhibition hours, permission must be received in writing, in advance from Exhibition Management. Permission granted for such a request will only be valid for the time period of two hours prior to the opening of the Exhibition and two hours after the closing of the Exhibition.

Exhibition Management will take immediate and firm steps to remove anyone from the exhibit floor who is not entitled to be there in accordance with Exhibition Rules. All spouses and guests must register for the Exhibition. This action will be particularly prompt in the case of children under the age of 18 who are brought into the Exhibition during non-Exhibition hours. Spouses, guests and all labor personnel who are employees in the business and are at the Exhibition to assist in set-up, dismantle, or work the stand, must register as an "Exhibitor".

BADGES & WORK PASSES

Exhibitors and their employees and all non-official contractors will be required to wear work passes throughout the installation/dismantling periods of the Exhibition and Exhibition badges during Official Exhibition Days. This will assist in maintaining security and keeping unwarranted personnel out of the exhibit halls. Exhibition Management shall produce all work passes and badges. Registration badges can be ordered in advance by completing the designated forms in the Exhibitor Services Manual. Work passes can be picked up onsite at the show management offices and other designated areas.

EXHIBITOR ADMITTANCE DURING NON-EXHIBITION HOURS

EXHIBITION INSTALLATION

Exhibitor personnel are allowed to enter the exhibit area during installation only if they are part of the crew assembling the exhibit area and are identified with work passes obtained from Exhibition Management.

ADMITTANCE ON OFFICIAL EXHIBITION DAYS

Representatives of exhibiting companies will be permitted to enter the exhibit area on a 24-hour basis with permission from Exhibition Management, provided they have properly signed in with Exhibition security.

CHILDREN

Under no circumstances will children under 18 years of age be permitted onsite during the installation and dismantling periods. During Exhibition hours, children under 18 years of age will be allowed in the Exhibition only under the supervision of an adult who is registered to attend the Exhibition. Children under 18 will not be required to purchase a badge but will be provided a badge free of charge for identification purposes.

PHOTOGRAPHS & VIDEOS

Any exhibitor can prohibit the taking of photographs within their exhibit either completely or selectively. Attendees will not be allowed to take photos and/or videos during the installation or dismantling periods without permission from the exhibitor. Attendees will be allowed to take photographs from the aisle during hours of the Exhibition.

SAFETY & SECURITY

SECURITY

Every reasonable precaution will be taken to protect property during the installation, Exhibition and dismantling periods. However, neither Exhibition Management, service contractors nor LVCVA are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. Exhibition Management recommends that exhibitors make special arrangements with the Official Security Contractor of IFPE 2017 for additional protection of their stands.

SAFETY DEVICES

The exhibitor agrees to accept full responsibility for compliance with federal, state or local safety, fire and other regulations and to provide and maintain adequate safety devices.

FLAMMABLE MATERIALS

Fuel and diesel fuel tanks on mobile equipment located indoors do not have to be drained or full, but shall be sealed with a locking cap or taped shut when the machine is positioned. All gasoline tanks for mobile equipment shall be "topped off" or full, sealed with a locking cap or taped shut. Empty, new unused gasoline tanks on small or hand-guided equipment shall not be filled just sealed with a locking cap or taped shut. The storage or use of any flammable liquids or gases in a public assembly building must be approved by the Facility Department of the LVCVA prior to the Exhibition.

No flammable materials of any nature, including decorative material, may be used in any stand. In accordance with federal, state and local fire regulations any fabric used in a stand shall be flameproof.

PROMOTING YOUR STAND ONSITE

FOOD & BEVERAGE SERVICE

ARAMARK has exclusive rights to all food and beverage (including bottled water) at the Las Vegas Convention Center facility. Food and beverage consumed, prepared or distributed, including food and beverage items used for promotional purposes, must be purchased through ARAMARK and are subject to regulations and permit requirements of the Clark County Nevada Health District, the LVCC and ARAMARK.

Alcoholic beverages and food may be served by exhibitors during Exhibition hours provided that:

1. The beverages and food are served in an enclosed area within the boundaries of the exhibitor's rented space or the second story of the exhibit. - OR - The beverages and food are served in an area that is set back at least 5 feet from the aisle or neighboring exhibit.

2. The exhibitor must obtain host liquor liability insurance and provide Exhibition Management with documentation of the insurance.

LITERATURE DISTRIBUTION

Circulars, catalogs, magazines, folders and other matter may be distributed only by an exhibitor at the exhibitor's stand and must be related strictly to the products and/or services on display or eligible for display (see Eligible Equipment on page 4) and which are directly available from the exhibitor.

Distribution from stand-to-stand or in the aisles is forbidden, and exhibitors must confine their exhibit activities to the space for which they have contracted.

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations. Please see "Penalties for Violations of Exhibition Rules" on page 20.

Only literature published or approved by Exhibition Management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual stands) or on transportation leased to Exhibition Management.

Canvassing on any part of the LVCC property is strictly prohibited and any person doing so will be requested to leave the premises, and their material will be removed at the same time. The only exception to this rule are those survey organizations who have obtained Exhibition Management approval.

LOTTERIES & CONTESTS

Drawings and contests, if permitted by law, are allowed in exhibitor's stands. Exhibitors considering a raffle, drawing, give away, game of chance, the use of slot machines or the like in their exhibit stand are encouraged to contact the Nevada Gaming Control Board at 702-486-2000 to confirm that the activity is lawful.

PRESS CONFERENCES

Any Exhibitor holding a Press conference must notify Exhibition Management via application form located in the Exhibitor Service Manual. Exhibitors must apply for the meeting room space, make arrangements for the media function and obtain authorization for the event, through Exhibition Management. Every effort will be made to accommodate all requests and requests are on a first-come first-served basis.

Press Conferences can be held in Exhibitor's Booths or in Exhibition Management designated meeting rooms for Exhibitors interested in conducting a press conference, briefing or other event involving invitations to accredited media attending or traveling to the Exhibition. Meeting space is provided complimentary to Exhibitors however Exhibitors are responsible for additional costs (i.e. audio visual, food & beverage, internet) associated with their Press Conference.

Events involving an invitation to accredited media must be sponsored and administered by exhibitors in the Exhibition who shall accept responsibility for adherence to the official Exhibition Rules and Regulations. No press conferences will be allowed during Exhibition hours outside of this designated area including hotel, restaurant or proving ground areas.

PRIZES & GIVEAWAYS

Distribution of giveaways or drawing for prizes is permitted in the exhibit area during the Exhibition. Food or beverages (including bottled water) to be distributed by an exhibitor must be ordered from the Official Facilities Caterer. Exhibitors are responsible for federal, state and local taxes, if any.

PROMOTIONAL ITEMS

Promotional items directly related to the exhibitor's business and products (company hats, t-shirts, scale models, etc.) may be sold at the Exhibition, if desired. Food or beverages (including bottled water) to be distributed by an exhibitor must be ordered from the Official Facilities Caterer. This is considered a method of promoting interest in the exhibitor's equipment and/or

services, similar to the distribution of sales literature, technical information, etc. The exhibitor is responsible for collecting and paying any applicable local, state and federal taxes.

USE OF IFPE 2017 LOGO

The exhibitor acknowledges that the IFPE name and the IFPE 2017® exhibition logo are registered trademarks owned by NFPA. Appropriate use of the Exhibition name and logo is permitted by companies exhibiting in the 2017 exhibition who wish to publicize the exhibition and/or the fact that the exhibitor is participating in the exhibition. Any reproduction of the exhibition logo shall include the trademark registration symbol, ®.

Exhibitors at IFPE 2017 may also request permission from Exhibition Management to use the IFPE name and exhibition logo on commemorative items to be given away by the exhibitor. Any request shall be made in writing to Exhibition Management, describing the proposed use, the type of items on which the name and logo would be placed and a statement that such items would not be sold. Exhibition Management reserves the right to deny any request, or any use of the exhibition name and logo, that it finds to be inappropriate, offensive or not in the best interests of the Exhibition.

MEETING/FUNCTION SPACE AT THE LAS VEGAS CONVENTION CENTER

UTILIZATION OF MEETING/FUNCTION SPACE

IFPE allocates a limited number of meeting rooms at the LVCC and adjacent hotels for meetings, offices, storage, hospitality or entertainment. Therefore, to utilize meeting space you must either be an exhibitor, sponsor, supporting organization, or official co-located group to reserve meeting space. There is a fee for space based on square footage of the meeting room—and rates vary depending on facility. Space is on a first-come-first-serve basis. Show Management will make every effort to accommodate meeting size needs however due to limited meeting room inventory it may be necessary to place an event in a larger or smaller room and pricing will reflect that need.

Meeting space can be used for social functions, hospitality suites, promotional events, focus groups, research activities, client meetings, staff offices, and staff training. Meeting space cannot be used for exhibits or subleased.

Fees include the usage of the room during specified times, stock tables and chairs for standard room sets (U-shape, classroom style, banquet rounds or conference style). Groups are responsible for all fees and service charges associated with the meeting room during their rental—including but not limited to room set fees, electrical, patch fees, catering, AV, special staging, special furniture, etc. Nothing can be affixed to meeting room walls or doors without written approval of facility.

ENTERTAINMENT RULES

Exhibitors are not allowed to utilize hospitality suites or hold hospitality functions outside their rented space in official exhibit areas during Exhibition hours, unless the suites are part of the Official Exhibit Suite Program. IFPE 2017 Exhibition hours are: 9:00 am-5:00 pm Tuesday, March 7 through Friday, March 10 and 9:00 am -3:00 pm Saturday, March 11.

PRE-SHOW FUNCTIONS IN EXHIBIT STAND

Pre-show functions (either in exhibit stands or meeting rooms) can begin at 7:00 am on all show days.

1. Exhibitors/Groups are required to submit the *In-Booth Event* form to Exhibition Management that provides the details of the event being held before the show opening. This form will be located in the Exhibitor Service Manual in the 1st quarter of 2016.
2. Once the request is submitted, Exhibition Management will follow up with a confirmation to the exhibitor.
3. For exhibit stand functions, Exhibitors are required to staff their booth with one or more security guards (depends on size of the stand) to ensure that attendees stay within the confines of the host exhibitor's exhibit space. The fire-watch guards can also serve as the security guards.
4. Exhibitors/Groups wishing to hold meetings on Pre-Show Days (i.e. Monday) will require approval by Show Management because of safety concerns during installation of the show.

POST-SHOW FUNCTIONS IN EXHIBIT STANDS

Post-show functions may begin at 5:00 pm – Tuesday through Friday (Events cannot be held on the show floor on Saturday due to the dismantling period) and must conclude by 8:00 pm. Post Group events in meeting rooms on Saturday will require approval by Exhibition Management because of safety concerns during the dismantling of show.

1. Exhibitors/Groups are required to submit the *In-Booth Event* form to Exhibition Management that provides the details of the event being held before the show opening. This form will be located in the Exhibitor Service Manual.
2. Once the request is submitted, Exhibition Management will follow up with a confirmation to the exhibitor.
3. For exhibit stand functions, Exhibitors are required to staff their booth with one or more security guards (depends on size of the stand) to ensure that attendees stay within the confines of the host exhibitor's exhibit space. The fire-watch guards can also serve as the security guards.

FIELD TRIPS

No IFPE exhibitor shall organize any field trips to plants, equipment installations or other places or events involving the display of the exhibitor's equipment or services during Exhibition period.

AGREEMENT & ENFORCEMENT OF RULES & REGULATIONS

CLOSING EXHIBIT STANDS EARLY

Any exhibitor who begins to dismantle or pack part of their exhibit before the close of the Exhibition will lose their priority number in the next Exhibition and be charged a \$10.00 per square foot penalty. The charge will be based on the exhibitor's total exhibit size (Example: 100 square foot exhibit X \$10 = \$1,000 Penalty).

AGREEMENT TO RULES

The exhibitor agrees that the exhibiting company and its employees and agents will abide by these rules and by any amendments that may be put into effect by Exhibition Management, provided that such amendments shall not substantially diminish rights or increase the liability of an exhibitor (and written notice is given to exhibitors). The Exhibit Space Application form must be signed by an official of the exhibiting company indicating that these rules have been read and agreed to before any space assignment will be made. Exhibitors will receive a copy of their signed contract along with their confirmation letter.

EXHIBITION MANAGEMENT RESERVES THE RIGHT TO RESTRICT ACTIVITIES, RESTRICT AND/OR CLOSE EXHIBITS WHICH, IN THE OPINION OF EXHIBITION MANAGEMENT, BECOME OBJECTIONABLE.

This includes persons, things, conduct, printed matter, or anything of a character which is deemed not to be in the best interests of all exhibitors or Exhibition Management. An exhibitor's space shall not be used to publicize meetings to be held outside the Exhibition that will detract from Exhibition attendance. All matters and questions not covered by these Rules and Regulations and all interpretations of these Rules and Regulations, are subject to final decision by Exhibition Management. Any questions should be addressed to Exhibition Management.

ENFORCEMENT OF EXHIBITION RULES

Reasons for Enforcement—The primary reasons for the enforcement of Exhibition rules are to: (1.) protect the integrity of IFPE 2017, its participants, sponsors and Exhibition Management, (2.) insure compliance with the laws, codes, ordinances and contracts of the exhibit facility, municipality and the State in which the Exhibition is held, and (3.) insure that all exhibitors are treated fairly.

PREVENTION OF VIOLATIONS

(Pre-Exhibition Planning) -To prevent violations by exhibitors, Exhibition Management will:

1. Send special alert mailings and newsletters to exhibitor representatives to make them aware of the intent of important Exhibition Rules.
2. Establish and publish a clear procedure for handling Exhibition violations and the penalties to be implemented by Exhibition Management to deal with violators.

PROCEDURES FOR IDENTIFYING AND HANDLING VIOLATIONS

Exhibition Installation, Exhibition Days and Dismantling:

1. An exhibitor should contact Exhibition Management if there are any questions concerning the procedures for identifying and handling violations of the Exhibition Rules and Regulations.
2. Exhibition Management and floor managers under the supervision of Exhibition Management will routinely inspect the exhibit floor during Exhibition installation, Exhibition days and dismantling. Their duty will be to assist in the interpretation and enforcement of the rules. The Exhibit Space & Rules Committee and the Management Board will have the final decision concerning all Exhibition rules.
3. Upon discovery of a violation of the Exhibition Rules in an exhibit, Exhibition Management or the floor manager will issue a written notice to the exhibitor representatives in the exhibit and explain the nature of the violation.
4. The written notice will explain that the violation must be corrected: (a) immediately, if the violation poses a safety hazard, (b) by 6 p.m. on March 6, 2017, if the violation occurs during Exhibition installation, or (c) before the opening of the next Exhibition day, if the violation occurs during Exhibition days. (If the exhibit in violation is unoccupied, Exhibition Management will alert the representatives of the exhibit.)
5. Violations involving ineligible equipment or exhibitors must be corrected IMMEDIATELY during Exhibition days and are subject to the penalties listed below.
6. An exhibitor receiving a written notice of a violation will have its exhibit re-inspected by floor managers at the time specified on the written notice.
7. If the inspection reveals that the violation has not been corrected or if the same violation is found at any time after the first violation, a second notice will be given and the procedure noted above for the first violation will be repeated.
8. Failure to correct a violation immediately in the case of ineligible equipment, (item 5 listed above) or after the second notice in the case of other violations, or a third occurrence of the same violation, will result in a penalty being administered by Exhibition Management in accordance with the Exhibition Rules and Regulations listed below.
9. An exhibitor wishing to appeal a written notice must do so by contacting Exhibition Management within the time allowed on the written notice to correct the violation.

PENALTIES FOR VIOLATION OF EXHIBITION RULES

Exhibition Management reserves the right to penalize an exhibitor for an uncorrected violation in the Exhibition Rules and Regulations. Violations during the installation period or Exhibition days will result in one or more of the following:

1. Draping off or covering the item in violation for a period specified by Exhibition Management at the exhibitor's expense.
2. Immediate removal or draping off the entire exhibit at the exhibitor's expense.
3. Removal of the item in violation at the exhibitor's expense.
4. Loss of priority status for future IFPE events.
5. Other sanctions deemed appropriate by Exhibition Management.

THE EXHIBITOR AGREES...

1. The Exhibitor shall make no claim for any reason whatsoever against either the LVCVA or Exhibition Management for loss or damage or for injury to himself or his employees while in or about the LVCC or for loss or damage by reason of failure to hold the Exhibition as scheduled, failure to provide exhibit space, removal of the exhibit or any other act of Exhibition Management. This includes but is not limited to any indirect, incidental, consequential, punitive or special damages, lost profits, lost savings, loss of goodwill or otherwise arising out of or relating to the Exhibition or any act or omission of Exhibition Management or the LVCVA.
2. Exhibitor shall bear their own risks of loss or damage to property and injury.
3. The Exhibitor shall make no claim against Exhibition Management for any reason for the acts or omissions of any contractor or for charges or billings (including overtime charges) for services rendered to the Exhibitor by any contractor, or due to any change to the targeted move-in or move-out time for the exhibit, or any delays in move-in or move-out of the exhibit.
4. Exhibition Management shall not be liable for any delay, failure in performance, loss or damage due to: fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, acts of civil or military authority, war, acts of God, acts of terrorism, acts or omissions of carriers or suppliers, acts of regulatory or governmental agencies, or other cause beyond its reasonable control, whether or not similar to the foregoing.
5. That Exhibitor shall:
 - A. insure against said risks of loss or damage to property and injury and secure and furnish Exhibition Management with each insurer's covenant not to exercise any legal or equitable right it may have against Exhibition Management or the LVCVA and provide Exhibition Management with a Certificate of Insurance evidencing such coverage with Exhibition Management, the Exhibition Sponsors (AEM and NFPA) and the LVCVA named as insureds.

- B. if failing to insure against all such risks, or failing to secure and furnish each insurer's covenant not to sue, the exhibitor shall indemnify and hold harmless Exhibition and the LVCVA from any and all loss or damage to property and injury aforesaid.
 - C. follow the LVCVA Building Users Manual rules and all other applicable laws, ordinances, codes and regulations as applicable to the exhibit space. Pertinent information from this manual will be distributed within the Exhibitor Services Manual.
6. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save Exhibition Management, the LVCC, the LVCVA and their employees and agents, harmless against all claims, liability, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the indemnitee.
7. The Exhibitor agrees that the preceding paragraphs shall also apply to the Las Vegas Hilton Center and any exhibit space at locations other than the LVCC.

CERTIFICATE OF INSURANCE REQUIREMENTS

Exhibitors must provide Exhibition Management with a Certificate of Insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance. The workers' compensation and employers' liability insurance must provide a minimum limit of \$500,000 and meet the requirements established by the State in which the exhibition is being held. Comprehensive general liability coverage must provide at least \$1 million/\$2 million in coverage and shall name Exhibition Management, the Exhibition Sponsors, the LVCVA, and the General Contractor as additional insureds. Automobile liability should include all owned, non-owned and hired vehicles with limits of \$500,000 bodily injury and \$500,000 property damage liability. Exhibition Management must receive the Certificate of Insurance no later than 30 days prior to the commencement of installation.

The Certificate of Insurance can be mailed or faxed to Exhibition Management at:

MAIL: 6737 W. Washington Street, Suite 2400
Milwaukee, WI 53214
FAX NUMBER: 414-272-2672
EMAIL: insurance@ifpe.com