

## EXHIBITOR RULES & RULE VIOLATIONS CONDENSED VERSION

### ACCEPTANCE OF RULES

The BCMC 2020 Exhibitor Rules (the “BCMC Rules”) are specifically incorporated into and made part of each Exhibitor’s Application and Contract for Exhibit Space accepted by BCMC 2020 (the “BCMC Contract”). As a condition to a BCMC Contract each Exhibitor agrees to fully comply with the BCMC Rules.

**EXHIBITOR CODE OF ETHICS:** The goal of all that participate in BCMC 2020 is to provide the most professional and honorable tradeshow possible. Thus, it is incumbent on all Exhibitors to aid in the enforcement of all BCMC Rules and to immediately report violations of any BCMC Rule to the Committee. Each Exhibitor shall furthermore designate a representative who shall be responsible for overseeing and ensuring that the professional spirit of BCMC 2020 is maintained and enhanced.

**EXHIBITOR SPONSORSHIP ETHICS:** All Exhibitors that choose to support or participate in any BCMC 2020 sponsorship opportunity shall be allowed to do so without infringement by other Exhibitors. Any infractions shall be immediately reported to the Committee.

### EXHIBIT SPACE

**EXHIBIT CONSTRUCTION:** Booth dimensions MUST be in increments of 10’. For 10’x10’ or longer (10’x XX) pipe and drape booths, no part of a display shall: (1) be higher than 3’, (2) be located within 1’ of an aisle, and (3) disrupt sight lines through any individual booth to the booth(s) beyond. Any part of the display over 3’ in height that would substantially block sight lines must be confined to the rear portion of the booth, with a maximum height of 8’. Standard 10’x10’ booths will be provided with an 8’ high background curtain and 3’ high side-rails. When exhibiting a trailer, crane, or forklift, the TRAILER/EQUIPMENT EXHIBITS rules set forth below shall apply.

For booths that are 20’x20’ minimum and located on an exterior wall, the specifications shown above for 10’ x XX booths are acceptable.

For booths that are 20’x20’ minimum and are not located on an exterior wall, any part of the display over 3’ in height that would substantially block sight lines shall: (1) be confined to the center of the booth floor area, (2) be no closer than 5’ from any aisle, and (3) shall not exceed a maximum height of 8’.

All property contained within a booth, including all machinery, machinery handles, cords

etc. (the “Booth Space”), must in no way protrude into show floor aisles. Machinery and/or equipment that contain moving parts must also remain within the Booth Space at all times. For aspects of the booth that are close to the aisle and contain a trip, run-into or moving part hazard, it is the responsibility of the Exhibitor to cordon off the area in a very visible and entry preventing manner (e.g., stanchions, fencing, yellow tape, etc.), the sufficiency of which shall be determined by the Committee in its discretion.

Exhibitors are responsible for marking hazards within their booth.

If an Exhibitor chooses to carpet a booth space, the carpeting must be in like-new condition acceptable in the discretion of the Committee.

No banner shall be hung inside a booth space unless the bottom of the banner is at least 15’ from the floor. The Exhibitor is responsible for reviewing the pick points on the ceiling grid of the convention center to make sure the banner may be hung directly over the Exhibitor’s contracted booth space. Please review the nonconforming exhibit rule and the exhibit space variance deadline rule if the exhibit will require a variance reviewed by the Committee.

Bolting of machinery to the floor is prohibited, unless otherwise approved by the BCMC 2020 Convention Center.

Exhibitors cannot store containers, boxes, packages, etc. in a booth space unless the items stored are completely out of sight and do not cause any part of the booth to protrude

into the aisle way. Should the items stored behind a booth be visible to people walking past a booth, Exhibitor must cover it with a drape at Exhibitor’s own expense.

**With respect to Exhibitor move-in, Exhibit construction and Exhibit operations, the following additional rules shall apply: (1) equipment, trucks and trailers cannot be moved after carpet installation except with the consent of the Committee; (2) all spray painting shall be prohibited; (3) no property contained within a booth should be displayed or utilized within one (1) foot of any aisle; and (4) no tipping shall be permitted.**

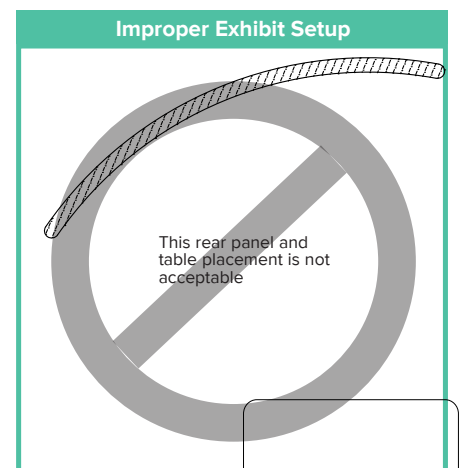
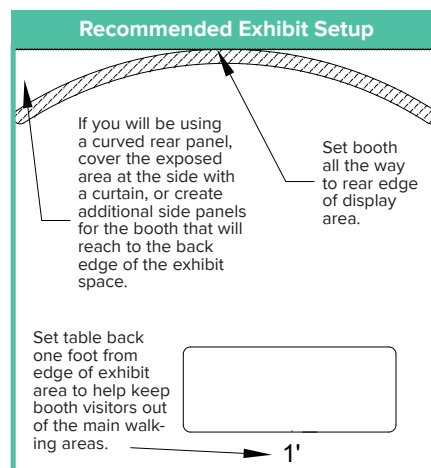
**TRAILER/EQUIPMENT EXHIBITS:** The following additional rules shall apply with respect to all Trailer/Equipment exhibits:

When determining booth size, it is important to allow enough space to ensure the equipment fits into the allotted space and not disrupt sight lines.

For exhibitors who exhibit trailers or equipment, the Exhibitor must contract for a minimum of a 10’x10’ at one end of the trailer or equipment providing an area within the booth space for attendees to congregate and conduct business.

No Trailer/Equipment Exhibitor shall stack trailers or pieces of equipment.

**NOISE:** Any machinery, device or sound system used in whole or in part to demonstrate equipment, focus on booth space activity, provide entertainment or used in conjunction with any exhibit shall not exceed the legal



noise limits or requirements of the BCMC 2020 Convention Center or the City of Indianapolis, Indiana. Additionally, noise or sound emanating from any booth or exhibit space considered to be a nuisance or disruptive to the professional nature of BCMC 2020 as determined in the sole discretion of the Committee, shall immediately be abated.

**ACTIVE MACHINERY DEMONSTRATIONS:**

To maintain professional show decorum, to avoid disruptions with neighboring booths and for the safety and comfort of show attendees, equipment used for demonstrations must be fully enclosed if there is potential for sawdust or other by-products to be airborne in the facility.

All booth spaces must be large enough to accommodate people viewing booth demonstrations. No Exhibitor shall assume the show floor aisles can be used for people to view booth space demonstrations.

**SAFETY/SECURITY:** The Committee reserves the right to summarily suspend or terminate the right of an Exhibitor to exhibit within all or a part of an exhibit space for safety or security reasons on a case by case basis in its sole discretion.

**USE OF EXHIBIT SPACE:** Exhibitors shall confine all exhibit activities to the confines of the allocated booth space (including but not limited to signage, carpeting, projections, memorabilia, sales activities, models, etc.). All materials and activities in a booth shall be relevant to the Exhibitor's products and/or services as determined in the sole discretion of the Committee. Exhibitors may only hand

out literature, pamphlets or promotional materials describing the products and services they provide. Handouts of such literature, pamphlets or promotional materials shall be confined to the booth space allocated to such Exhibitor.

Booth activities or materials causing attendees to congregate in the aisles, as determined in the sole discretion of the Committee, shall be prohibited.

Absolutely no alcohol may be provided within a booth space or distributed by an Exhibitor. All food and beverages must be obtained through the exclusive caterer at the Convention Center.

**LEGAL REQUIREMENTS:** Exhibitors are responsible for compliance with all federal, state, and local ordinances and/or regulatory agency rules or regulations governing worker safety, fire safety, air quality, and hazardous materials.

**SHOW FLOOR PROVISIONS**

**EXHIBITOR HOSTED EVENTS (DEMONSTRATIONS/HOSPITALITY SUITES/MEETING SPACE/SHOW OFFICES, ETC.) & EXHIBITOR OFF-SITE ACTIVITIES DURING SHOW**

**FLOOR HOURS:** The Committee shall monitor all Exhibitor-hosted events/meetings and off-site activities. Such events/meetings shall not take place during show floor hours. Variances from this rule can be requested in writing to the Committee. Considerations for approval shall include the specific purpose of the event/meeting, number of people that will be taken off the show floor in a given 30-minute period of time, and the location's proximity to

the show floor. Exhibitors will not encourage or solicit attendees to leave the show floor during show hours for Exhibitor hosted events or otherwise.

Any individual or company that attends or exhibits at BCMC and places machinery, trailers, or any tradeshow related display within walking distance of the BCMC show floor, and/or takes attendees off the BCMC show floor, during exhibit hours, to any offsite machinery, trailers, or any tradeshow related display shall be subject to the following action by the SBCA Executive Committee in its sole discretion: the attendee or Exhibitor attendance rights may be forfeited; exhibiting rights may be forfeited; an invoice may be presented based on the display square footage; and/or a fine may be imposed in an amount up to \$5,000 per day per violation.

**MOVE IN/MOVE OUT INFORMATION**

**EXHIBIT HOURS, INSTALLATION, AND**

**DISMANTLING:** All exhibits must be set up, in place and fully decorated three hours prior to the BCMC 2020 opening. Extended set up hours may be allowed only upon written request to and acceptance by the Committee.

**To maintain decorum and the professionalism of BCMC no Exhibitor may dismantle their exhibit or do any packing before the close of the show hours for BCMC 2020. For those exhibitors who violate the 2020 Early Tear Down policy, to exhibit for the 2021 show a \$500 tear down policy deposit will be required, to be returned only in the event the exhibitor fully complies with the 2021 Early Tear Down policy.**