

Insurance, Display Regulations + Union Labor

Please review the following specifications to ensure that your booth meets with the NSC Display Regulations.

MANDATORY: Each Exhibiting Company MUST submit a Certificate of Insurance to NSC no later than August 28, 2020 to access the Exhibit Halls.

All booths, regardless of size, are required to follow these guidelines as no variances will be granted.

Failure to comply may result in loss of priority points, rank for space selection in the NSC 2020 Congress & Expo. For questions, please contact Nancy Gavin at nancy.gavin@nsc.org.

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Certificate of Insurance (*mandatory*):

Each Exhibitor is required to carry, for its own protection and entirely at its expense, general liability insurance including: (1) premises/operations, (2) broad form contractual, and (3) personal injury. This general liability insurance shall include limits of liability of not less than \$1,000,000.00 per occurrence combined single limit for personal injury, death or property damage. Exhibitor must have insurance policies covering exhibit materials and/or equipment, transportation of exhibit and said equipment from home base to the show, vice versa, as well as installation, removal, maintenance, occupancy or use of exhibit premises or a part thereof during the NSC 2020 Congress & Expo. The Exhibitor acknowledges and agrees that its participation in the Exhibition is solely at the Exhibitor's own risk. Exhibitor using a third party contractor for the installation of their booth must make sure the third party contractor has insurance coverage before appointing them (*refer to EACs in the Exhibitor Manual for additional information*).

Insurance obtained by the Exhibitor under this Agreement must be issued by an insurance company with an A.M. Best rating A- or higher and shall include coverage of the indemnification obligations of the Exhibitor under these rules and regulations, and shall name **National Safety Council, the Global Experience Specialists, Inc. and the Capital Improvement Board of Managers of Marion County (as Licensor), the Marion County Convention and Recreational Facilities Authority ("MCCRFA"), the Indiana Stadium and Convention Building Authority ("ISCBA")** as additional insureds on the general liability policy with limits of liability of at least \$1,000,000 combined single limits including bodily injury, property damage, fire and theft.

Each Exhibitor is required to carry workers compensation coverage protecting employees in accordance with the laws of the State of the Indiana. Each Exhibitor acknowledges that it is the Exhibitor's responsible for obtaining, for its protection and entirely at its own expense, such insurance.

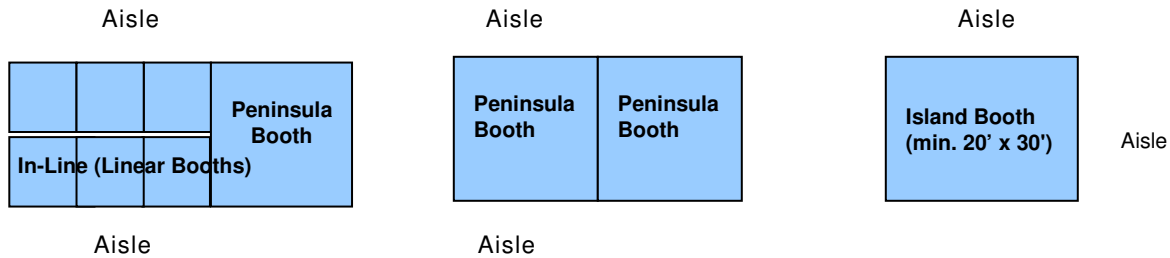
Neither the **National Safety Council, the Global Experience Specialists, Inc. nor the Capital Improvement Board of Managers of Marion County (as Licensor), the Marion County Convention and Recreational Facilities Authority ("MCCRFA")**, will insure Exhibitor's property or assume responsibility for any theft, damage, or loss by any cause of property of the Exhibitor, its agents or employees, nor for any injury that may occur to the Exhibitor, its agents or employees.

EXHIBITOR SHALL SUPPLY THE NATIONAL SAFETY COUNCIL WITH CERTIFICATES OF INSURANCE AT LEAST 30 DAYS PRIOR (August 28, 2020) TO ACCESS THE EXHIBITION PREMISES.

Liability and Indemnification:

The Exhibitor agrees to indemnify and hold harmless National Safety Council, its officers, members and employees from loss or expense (including legal expense) to any person or persons for or by reason of: any breach by the Exhibitor of this Agreement; any condition, defective or otherwise, of any apparatus, equipment or fixtures furnished by the Exhibitor in connection with its exhibit; and any act or omission of the said Exhibitor, its employees or agents. The Exhibitor assumes the entire responsibility for and hereby agrees to protect, indemnify, defend and hold harmless **National Safety Council, the Global Experience Specialists, Inc. and the Capital Improvement Board of Managers of Marion County (as Licensor), the Marion County Convention and Recreational Facilities Authority ("MCCRFA"), the Indiana Stadium and Convention Building Authority ("ISCBA")**, their employees and agents against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by the Exhibitor, or their employees' or agents' installation, removal, maintenance, occupancy or use of exhibit premises or a part thereof. The Exhibitor expressly releases National Safety Council and all aforementioned individuals from any and all claims for such loss, damage or injury. It is the Exhibitor's sole responsibility to obtain, at its own expense, any or all licenses and permits to comply with all federal, state, local laws.

Booth Configurations



General Exhibit Specifications - ALL BOOTH TYPES

MOVE In / Out – For safety reasons, **ALL personnel on the exhibit floor MUST be at least 18 years of age and MUST wear close toed shoes to gain access.**

Carpet / Floor Covering (Mandatory) Beveled flooring is not allowed!

Flooring in your exhibit space is mandatory but not provided with your exhibit space purchase unless you have purchased the NSC booth package. If you don't have your own booth flooring, you can rent carpet from GES. Refer to the Exhibitor Manual for information. The floor must be completely covered at the exhibitor's expense no later than Sunday of move-in; concrete floor may not be exposed.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by Neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. **Any wall 8'high or taller must be tied off, have base plates and/or returns to ensure structural integrity.** Refer to local building codes that regulate temporary structures.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Towers and Multi-Story Exhibits

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used (in-line, Perimeter, Peninsula or Island booth). Fire and safety regulations in many facilities strictly govern the use of Towers. **All towers 8'high or taller must be tied off, have base plates and/or returns to ensure structural integrity.** In addition, a building permit may be required.

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as the Organizer because it is deemed to be a "structure" for building purposes. The city building 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. Organizers should be prepared to assist exhibitors in this application process.

ICCLOS - The following general guidelines will apply for exhibitors wanting to construct two-tiered exhibits for shows in the Indiana Convention Center:

- Detailed plans for any two-tiered exhibit must be submitted to Facility Management sixty (60) days prior to event, and written approval must be obtained prior to move-in.
- One (1) ABC type fire extinguisher must be available on the first floor of the structure.
- A smoke detector is to be installed on the first level of the structure (it can be hard-wired or battery-operated).
- If the structure is completely enclosed (meaning a roof over the second floor), a sprinkler system must be installed. If the space above the second level is open (meaning no roof), no sprinkler system is needed.

Unfinished Walls

To maintain a professional appearance of the exhibit hall, booths must have back sides of displays covered when visible from another exhibitor's booth or an aisle (example: panels on the back side of a pop-up structure in an island booth to cover the frame.)

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional. Canopies for In-Line (Linear) or Perimeter Booths should comply with line of sight requirements (see In-Line (Linear) Booth).

The base of the Canopy should not be lower than 7' from the floor within 5' of any aisle. Canopy supports should be no wider than 3". This applies to any booth configuration that has a sightline restriction, such as an In-Line (Linear) Booth. At no time can the canopy go above the maximum height restriction of your booth

Utilities

Utility connections (electrical or internet wires, etc.) must be secured/ taped down/ ramped to maintain a high level of safety and professional appearance.

Aisles = Demonstrations / Models / Mascots

All aisles must be clear of exhibits, demonstrations and models/mascots. All such activity must be confined within the exhibitor's booth so as not to interfere with any aisle traffic. Use of aisles or common space is NOT permitted. When planning your demonstrations, you must accommodate viewers within your booth or around the perimeter of your booth. You may not block access to other exhibitor's booths or show aisles. Models & mascots attire must be professional and they must remain in your contracted booth space; they are not permitted to walk the show floor as a billboard advertising your company or product.

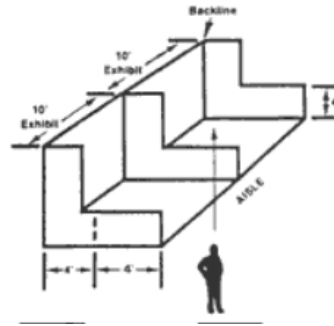
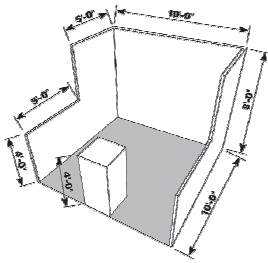
Material Distribution / Pass Outs

Material distribution/ pass outs by Exhibitors, their agents, or hired personnel must be confined to the contracted booth space. Exhibitor pass outs in aisles or public areas in and around the Convention Center is NOT permitted.

Sound Level / Music Licensing

All sound amplification devices and other sound-producing equipment and activities shall be limited to reasonable volume levels which shall not project beyond the boundaries of Exhibitor's booth space or otherwise interfere with the Exhibition or other exhibitors' activities. If your company plans to play music in your booth, either live or recorded, during the Expo, or at any special event during the Congress, you must notify BMI and ASCAP and complete their appropriate licensing forms. Violations of the copyright law can be severe and expensive. Contact them direct: ASCAP - www.ascap.com BMI - www.bmi.com

In-Line (Linear) Booth



Definition: Linear or In-Line Booths have only one side exposed to an aisle and have at least one adjacent neighbor on either side of the booth.

Booth Equipment: Standard 10'x 10' In-Line Booths will be set with 8' high back drape, 3' high side drape and booth ID sign.

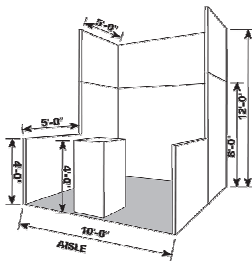
Booths are most commonly 10' wide and 10' deep. No exhibit display, signage, or product may exceed 8' in overall height.

The maximum height of 8' is only permitted in the back 5' section and a maximum height of 4' is permitted on the front 5' section. Please reference the above diagram for allowable configuration.

When three or more In-Line Booths are used as a single exhibit space, the 4' height limitation is applied only to that portion of exhibit space which is within 10' of an adjoining booth. Corner Booth is an In-Line Booth exposed to aisles on two sides. The same rules for In-Lines apply for Corner Booths.

Hanging Signs: Hanging from the ceiling is not permitted in an In-Line (Linear) Booth.

Perimeter In-Line (Linear) Booth

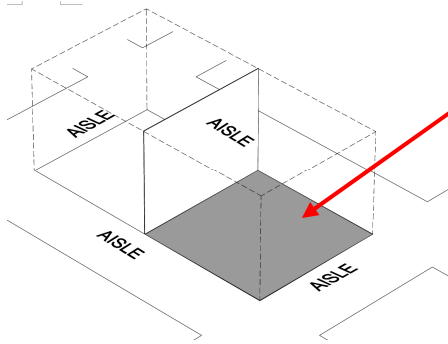


Definition: A Perimeter Booth is an In-Line Booth that is the outermost aisle of booths that do not back up to another exhibit.

All guidelines for In-Line (Linear) Booths apply to Perimeter Booths except that the maximum backwall height allowed in the back 5' section of the booth is 12'. Please reference the above diagram for allowable configuration.

Hanging Signs: Hanging from the ceiling is not permitted in a Perimeter Booth.

Peninsula Booth



HANGING SIGN:

In a 20' x20' booth, hanging signs will be permitted at a 20' maximum height measuring from the ground to the top of the fixture /component/ sign. **ALL hanging signs must be hung a minimum of 5' from your neighbor's booths.**

Peninsulas can now use the full length of their backwall. All items must be placed within your contracted booth space.

Definition: A Peninsula Booth is 20' wide by 20' deep and shares a common backwall with other booths (Peninsula or inlines). Exhibit fixtures, components, signage built from the ground up along with your product will be permitted at a maximum height of 16', without any backwall line of sight restrictions.

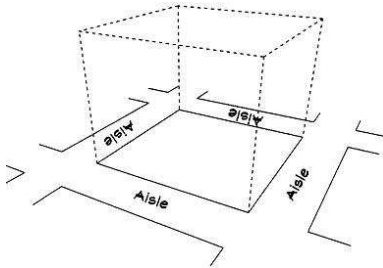
No signage is permitted on the backside of the backwall facing your neighbors. Backwalls must be finished or draped at the exhibitor's expense.

Hanging Signs: Hanging signs from the ceiling are permitted in Peninsula Booths that are 400 square feet and must be installed and dismantled by the Rigging Crew. The maximum hanging sign height allowed is 20' measured from the floor to the top of the sign.

Hanging Signs must be placed a minimum of 5' from adjacent booths. The entire sign must hang over your contracted booth space.

The 20' maximum height limitation has been set to avoid competition between exhibitors for visibility and will fit into most convention centers

Island Booth



All exhibit fixtures, components and signage will be permitted at a 20' maximum height measuring from the ground to the top of the fixture /component/ sign. All items must be placed within your contracted booth space.

Definition: An Island Booth, defined as 20' wide x 30' deep or larger, is exposed to aisles on all four sides of the booth with no adjacent neighbors.

Exhibit fixtures, components, and signage built from the ground up along with your product will be permitted at a maximum height of 20'.

Hanging Signs: Hanging signs from the ceiling are permitted in Island Booths that are 600 square feet or larger and must be installed and dismantled by the Rigging Crew. The maximum hanging sign height allowed is 20' measured from the floor to the top of the sign. The entire sign must hang over your contracted booth space.

The 20' maximum height limitation has been set to avoid competition between exhibitor's for visibility and will fit into most convention centers

Indianapolis Show Site Work Rules

Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Material Handling / Freight

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the materials to your booth, and remove and reload materials at the close of the show.

Exhibitors may carry their own materials in/out of the exhibit facility without the use of flat trucks, dollies, motorized equipment, etc.

Teamster and Stagehands

Members of this union claim jurisdiction over all set up and dismantling of exhibits, including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise.

The exhibitor may use their own full time employees, as long as they do not employ the use of power tools.

Members of these unions claim jurisdiction on the operation of material handling equipment, including unloading and reloading, and handling of empty containers. **Exhibitors may bring their freight in through the front doors or through the loading area, provided that they do not use motorized carts.**