



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 The National Safety Council no later than August 8, 2025, 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 2025 NSC Safety Congress & Expo. For questions, please contact Nancy Gavin at nancy.gavin@nsc.org.

TABLE OF CONTENTS

Certificate of Insurance Requirements (<i>mandatory</i>)_____	Page 2
General Exhibit Specifications - <i>ALL BOOTH TYPES</i> _____	Page 3
Move in / Out_____	Page 3
Structural Integrity_____	Page 3
Towers _____	Page 3
Multi-Story Exhibits_____	Page 4
Covered Booths_____	Page 4
Use of Aisles = Demonstrations / Models / Mascots_____	Page 4
Utilities_____	Page 5
Material Distribution / Pass Outs_____	Page 5
Sound Level / Music Licensing_____	Page 5
In-Line + Perimeter (Linear) Booth_____	Page 6
Peninsula Booth_____	Page 7
Island Booth_____	Page 8
Denver Show Site Work Rules_____	Page 9

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 2025 NSC Safety 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. , ASM Global Parent, Inc., the City & County of Denver**, and their respective officers, directors, agents, and employees 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 Louisiana. 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. , ASM Global Parent, Inc., the City & County of Denver**, and their respective officers, directors, agents, and employees 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 8, 2025) TO ACCESS THE EXHIBITION PREMISES.

CERTIFICATE HOLDER: NATIONAL SAFETY COUNCIL; 1121 SPRING LAKE DRIVE, ITASCA, IL 60143

Upload Certificate of Insurance to NSC's Conventions FTP site:

Link: <https://nscftp.nsc.org/login>

Username: Conventions

Password: gen4Thep

Your file name should be Event-Your Company Name-Booth #

(Example – Cong25-NSC-Booth100)

General Exhibit Specifications - ALL BOOTH TYPES

Your Exhibit Space rental does NOT include *(Exception NSC booth pkgs):*

- Carpet/Flooring – **Floor covering is required.**
- Furnishings (tables, chairs, etc.)
- Internet
- Electricity or any electrical services
- Freight handling labor
- Installation and dismantle labor
- Booth cleaning
- Lead Retrieval System (App or scanners available to capture attendee data, which can be purchased through Convention Data Services/ Martiz.

Coming June 2025, the online Exhibitor Service Manual provided by GES will include pricing and information to order services for your booth (furnishings, carpet/flooring, utilities, labor shipping instructions, material handling fees, etc.)

Move In / Out— For safety reasons, **ALL personnel on the exhibit floor and/or docks MUST be at least 16 years of age and MUST wear closed-toed shoes to gain access and observe all health and safety protocols. Visit www.congress.nsc.org for updated Health & Safety guidelines.**

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 forklifts. 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

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.

Multi-Story Exhibits

A Multi-story Exhibit is a booth where the display fixture includes two or more levels.

In Denver, Multi-level exhibits have special requirements in order to obtain **approval from the Fire Prevention Bureau. Contact Denver Operations for clarification and specifics, (303) 228-8013. Suggest you start the process at least Sixty (60) days prior to the show.**

Each multi-level exhibit/booth is inspected for approval individually by the CCC and Denver Fire. The following items are required for submission of a multi-level exhibit:

- Structural drawing stamped by Engineer
- Elevation drawing of booth space, and full booth diagram.
- The Stand builder or Exhibitor can reach out to the CCC Operations Manager to complete the submission process at (303) 228-8013

Covered Booths

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

In Denver - Any booth spaces that have a covered area of 199 sq/ft or larger (ie. A 10x20 or 20x20) are required to have a working smoke detector and fire extinguisher in their booth. For every additional 100 sq/ft another fire extinguisher is required.

Use of 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 along with social distancing guidelines. 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.

Utilities

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

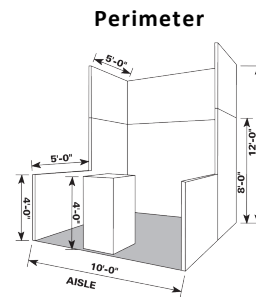
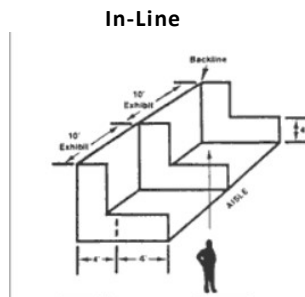
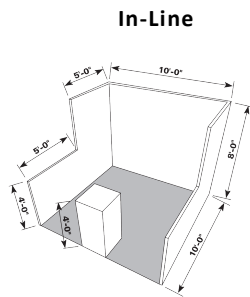
Material Distribution / Pass Outs

Material distribution/ pass outs by Exhibitors, their agents, or hired personnel must be confined to the contracted booth space. We encourage you to consider touchless options. Exhibitor pass outs in aisles or public areas in and around the Convention Center is NOT permitted. For safety reasons, the tossing of items from a 2nd story structure is prohibited.

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 + Perimeter (Linear) Booth Guidelines



Definition

In-Line booths, also called “linear” booths, are generally arranged in a straight line, and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

In-Line & Perimeter booths are commonly ten feet (10') deep and multiples of ten feet (10') wide, i.e., 10'x10', 10'x20', 10'x30', etc.

What's Provided / Included

- 8' high pipe and drape back wall
- 3' high pipe and drape side rails
- Booth identification sign with company name and booth number.

All other equipment and services are the responsibility of the exhibitor.

Flooring is not provided but is required. Beveled flooring is not allowed!

In-Line Booth Use of Space

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor.

The maximum height of eight feet (8') is allowed only in the rear half of the booth space with a maximum of four feet (4') height restriction imposed on all materials/ structures/ signs in the remaining space forward to the aisle.

When three or more In-Line booths are used as a single exhibit space, the four foot (4') height limitation is applied only to that portion of the exhibit space which is within ten feet (10') on an adjoining booth.

Footprint Rule or “Wiggle Room”

The width and depth of your booth structure should be designed so any side adjacent to another exhibitor's booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables / hoses that must be run between booths.

Hanging Signs / Graphics

Hanging signs are not allowed in In-line or Perimeter booths.

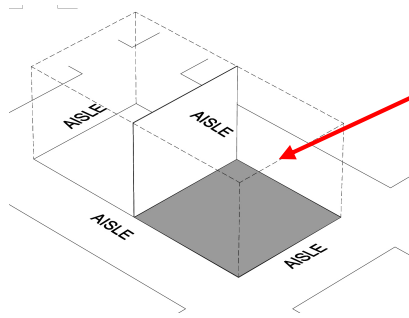
Exposed Surfaces

All exposed exhibit components facing your neighbor's booth must be finished, painted, and with no exposed wires or framing visible and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.

In-Line / Linear Booth Variations:

- **Corner booths** must adhere to the same guidelines as In-Line booths with the exception that one side is exposed to an aisle.
- **Perimeter booths** are In-Line booths that back up against a wall of the facility, not to another line of exhibits, and have a maximum backwall height of twelve feet (12'). Booth sightlines still applies.
- **End-Cap booths** are exposed to an aisle on three sides and comprised of two adjacent 10'x10' booth spaces and must adhere to the same guidelines as In-Line booths.

Peninsula Booth Guidelines



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.**

Definition

Peninsula booths are twenty feet (20') by twenty feet (20') and exposed to an aisle on three sides. They typically back up to another peninsula or In-Line booths behind.

What's Provided / Included

- 8' high pipe and drape back wall.
- Booth identification sign with the company name and booth number.

All other equipment and services are the responsibility of the exhibitor.

Flooring is not provided but is required. Beveled flooring is not allowed!

Peninsula Booth Use of Space – Cubic Content Rule:

The entire cubic content of the booth may be used up to the maximum allowable height of sixteen feet (16') from the floor to the top of the highest point of the booth structure. No signage is permitted on the backside of the backwall facing your neighbor booths. Backwalls must be finished or draped at the exhibitor's expense.

Footprint Rule or "Wiggle Room"

The width and depth of your booth structure should be designed so any side adjacent to another exhibitor's booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.

Hanging Signs / Graphics

Hanging signs may be hung to a maximum of twenty feet (20') from the floor to the top of the sign. All signs, logos, and graphics must be set back no less than five feet (5') from adjacent booths.

Covered Exhibits -see Page 4 for Denver requirements

A covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a covered exhibit is not occupiable.

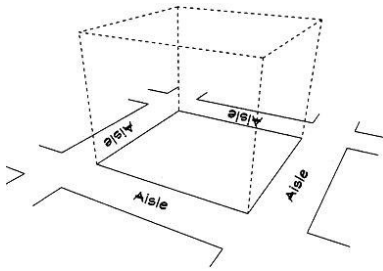
Multi-Level Exhibits -see Page 4 for Denver requirements

A Multi-story exhibit is a booth where the display fixture includes two or more levels. A multi-storied exhibit requires prior approval by the exhibit facility, and/or local Fire Marshall.

Exposed Surfaces

All exposed exhibit components must be finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at exhibitor's expense.

Island Booth Guidelines



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

Definition

Island booths are 20'x 30' or larger booths exposed to an aisle on all four sides.

What's Provided / Included

Island booths do not include any drapes or ID signs. All equipment and services are the responsibility of the exhibitor.

Flooring is not provided but is required. Beveled flooring is not allowed!

Island Booth Use of Space – Cubic Content Rule:

The entire cubic content of the booth may be used up to the maximum allowable height of twenty feet (20') from the floor to the top of the highest point of the booth structure.

Footprint Rule or “Wiggle Room”

Since Island booths do not have any adjacent booths, the footprint rule is not applicable.

Hanging Signs / Graphics

Hanging signs may be hung to a maximum of twenty feet (20') from the floor to the top of the sign.

Covered Exhibits-see Page 4 for Denver requirements

A covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a covered exhibit is not occupiable.

Multi-Level Exhibits-see Page 4 for Denver requirements

A Multi-story exhibit is a booth where the display fixture includes two or more levels. A multi-storied exhibit requires prior approval by the exhibit facility, and/or local Fire Marshall.

Exposed Surfaces

All exposed exhibit components must be finished, painted, and with no exposed wires or framing visible. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at exhibitor's expense.

DENVER 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. All decorating, display, drayage, rigging, and production / audio visual work related to conventions, trade shows, promotional displays and consumer shows are performed by the Denver Theatrical Stage Employees Union, Local No. 7, IATSE.

Display & Exhibit Work - Installation, Dismantling and Decorating

Full time employees of an exhibiting firm may install and dismantle their own respective company display* if such work can be completed in less than sixty (60) minutes and without the use of mechanized tools. However, these employees must have badges from National Safety Council.

Any outside or additional labor required for installation, dismantle or decorating of displays is the sole responsibility of and all related work is to be performed under their contract with IATSE, Local 7 members. Non-union temporary personnel acquired from local temporary agencies will not be allowed to perform any type of work that is covered under the union contract.

*Product display and placement is not included in these work rules and is the exclusive right of full-time employees of an exhibiting firm.

Freight Handling Jurisdiction

It is GES responsibility to manage docks and schedule vehicles for the smooth and efficient move in and move out of the exhibition. GES will not be responsible, however, for any materials they do not handle.

Exhibitors may handle their own hand-carried materials in and out of the exhibit hall. Any material requiring the use of equipment for delivery, i.e., dollies, forklifts, will be handled by labor through IATSE, Local No. 7. Equipment and labor is arranged through. Dock space is limited at the GES, and it is under the control and authority of GES.

In General

Exhibitors are allowed to do the technical work on their machines such as fine line balancing, programming, and cleaning. Craftsman at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to GES and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or GES.

The person in charge of you exhibit should carefully inspect and sign all work order forms. If there are any questions about billing, bring the questions to the Exhibit Services Contractor and discuss it with the person in charge of your exhibit.