



JUNE 6-8 2018 • LAS VEGAS

EXPOSITION RULES AND REGULATIONS

SCOPE: These InfoComm Exposition Rules and Regulations (“Rules”) apply to all exhibitors of the InfoComm 2018 event put on by the Audiovisual and Integrated Experience Association (“AVIXA™”). Together with the InfoComm Exhibit Space Application and the Exposition Contract Terms and Conditions, this document is binding on exhibitors and is part of the Contract between an exhibitor (“Exhibitor”) and AVIXA., (hereinafter, “AVIXA” or “Organizer”). AVIXA may make revisions to these Rules from time to time and such revisions shall be binding on Exhibitor.

INFOCOMM 2018 EXPOSITION: Any exhibitor failing to occupy its assigned exhibit space is not relieved of the obligation of paying the full rental price of such space.

ASSIGNMENT OF EXHIBIT SPACE: AVIXA reserves the right to alter the Exhibit Floor Plan or change space assignments. In such event, the exhibitor(s) affected will be notified by InfoComm Show Management. Exhibitor shall not sublet or share their contracted exhibit space or any portion thereof without prior written consent from InfoComm Show Management and if given approval must submit the Exhibitor Sharing Form document.

SHARING OF SPACE: Two companies with separate ownership may, upon advance application to InfoComm Show Management, and at the discretion of AVIXA, be permitted to share a single exhibit booth space. A \$1,000 sharing fee for administrative services will apply to all shared exhibit spaces; this fee shall be due upon submission of the Exhibit Booth Space Sharing Form. Such form is available from Show Management upon request.

OCCUPANCY OF SPACE DEADLINE: It is essential that all exhibits be complete and in place by 5:00 p.m. Tuesday, June 5, 2018. Therefore, InfoComm Show Management reserves the right, should any rented space remain unoccupied on the opening day of the exposition at 9:00 a.m. or at any time thereafter, to rent or occupy said unoccupied space; however, this clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount of the rental provided for in its contract for space, nor shall it affect the right of AVIXA to retain as partial liquidated damages the whole or any part of the rental fee received. Final closing time is 4:00 p.m. on the designated last day of the exposition. No dismantling or packing may begin prior to closing time.

LIGHTING: Show lighting levels will be maintained in all areas of the exhibit halls. InfoComm Show Management will determine lighting levels to be used during setup, teardown, and during the hours the exposition is open. Show Management urges exhibitors that require low light conditions to build their exhibits accordingly. If permitted by the facility where the InfoComm exposition is held, an exhibitor may request that Show Management order the lights above the exhibitor’s own exhibit booth space be lowered, masked, or extinguished. *Island exhibit booth spaces 30’ x 40’ and larger may have the lights above their exhibit booth space extinguished upon advance request. Companies taking space in the area of these exhibit booth spaces should be prepared to supply supplementary lighting for their exhibits as necessary.* The requesting exhibitor bears sole responsibility for any costs associated with changes to and/or reestablishment of lighting levels. Show Management reserves the right to order reestablishment of full lighting for any reason whatsoever, and the costs are to be borne by the exhibitor above whose exhibit space the lighting levels were changed.

SPACE & HEIGHT REGULATIONS: Exhibits must be confined to the exact space allocated. Height limitations and other restrictions pertaining to the design of exhibits and the use in the exhibit booth space of pedestals, tables, racks, shelves, risers and similar display equipment are described in detail under “Types of Exhibits” and “Special Provisions.” *Note:* Where an exhibitor’s display is built beyond the limitations and restrictions as set forth in the Contract and/or in any other applicable laws, regulations or rules, InfoComm Show Management reserves the right to correct such display violations by having the exhibitor alter, remove or rearrange any or all the display at its expense so that it will comply with regulations. Exhibitors are not permitted to carpet the aisle space between any adjoining exhibit booth spaces; nor may exhibitors bridge the aisle between such adjoining spaces with truss, banners, exhibit displays, products, lighting instruments, etc. If the exhibitor is not available to make such corrections, then it does agree as part of this contract to give InfoComm Show Management the authority to make any and all necessary corrections at the exhibitor’s expense. In cases where the reverse side of an exhibitor’s backwall, sidewall, riser or display, is exposed to view, such portion of this display must be suitably draped with fireproof materials so that no part of the display construction, electrical wiring, or the like, can be seen from,

electrical wiring, or the like, can be seen from the aisles or adjoining exhibit booth spaces belonging to other exhibitors. Circulars, publications, advertising matter and all kinds of promotional giveaways may be distributed only within exhibit booth spaces. Nothing can be posted on, tacked, nailed, taped, screwed in, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Signs, truss, rails, etc. will not be permitted to intrude into or over aisles. *The maximum allowable height of exhibit displays, drapery, scrim, screens and hanging signs within island exhibit spaces 400 sq. ft. or larger is limited by ceiling height and restricted by the physical height limitations of overhead structure(s) and/or by the policies of the convention center ("Convention Center"). For exhibit spaces less than 400 sq. ft., inline, and corner exhibit booth spaces, the maximum allowable height will be 8 feet (the same as the backwall drape height). Perimeter exhibit spaces shall have a maximum allowable height of 12 feet. For special consideration, please submit requests in writing to InfoComm Show Management.*

EXHIBITOR MEETING SPACE POLICY:

The assignment of meeting space to InfoComm exhibitors, whether in the Convention Center or at InfoComm show block hotels, will be conducted according to the following guidelines:

- 1) Only current InfoComm exhibitors in good standing may apply to reserve available meeting space within the Convention Center or at InfoComm show block hotels.
- 2) Exhibitors requesting meeting space must also meet the following minimum paid exhibit space requirements:
 - a. For meeting space use of 3 to 5 days during the InfoComm show week, exhibitors must have a minimum of 1,000 n.s.f. of paid exhibit space contracted and paid for in their company's name on the InfoComm show floor. For exhibitors wishing to conduct exhibits of products, product demonstrations, or use of exhibit displays in meeting rooms, or who wish to use meeting space for activities similar to those normally conducted on the trade show floor in an exhibit space, such exhibitors must have a minimum of 2,000 n.s.f. of paid exhibit space contracted and paid for in their company's name on the show floor.
 - b. For meeting space use of 2 days or less, exhibitors must have a minimum of 400 n.s.f. of paid exhibit space contracted.
 - c. For exhibitors requesting space who have less than 400 n.s.f. of paid exhibit space, meeting space can only be assigned for 1 day's use or less after all requests from exhibitors with 400 n.s.f. or greater have been filled (assignments shall be made no later than October 25, 2017).
 - d. Meeting space can be used for meetings, receptions, food functions, training and the like. If an exhibitor contracting for meeting room space will be displaying product, conducting product demonstrations or has any kind of exhibit displays in such meeting space, they must contact Show Management for approval prior to use.
- 3) Single meeting space requests will be processed based on the exhibitor's priority ranking for requests received by the deadline of October 4, 2017; thereafter, requests for additional meeting space will be honored on a space-available, first-come, first-served basis.
- 4) However, exhibitors desiring multiple meeting rooms must contract for and occupy an exhibit space on the trade show floor in a size equal or greater than their exhibit space from the prior year's show.
- 5) After the October 4, 2017, deadline, exhibitors will receive a written confirmation and a floor plan of their assigned meeting space(s).
- 6) Food and beverage utilized within the meeting room spaces must be contracted through the Convention Center's or hotel's official catering service. Exhibitors shall be responsible to pay for all food and beverage and related expenses.
- 7) Exhibitor utilizing meeting space is responsible for all associated costs incurred while using the meeting space including but not limited to: material handling, electrical, labor, room set up, re-keying door if keys are lost, signage, security and AV services.
- 8) Exhibitors are solely responsible for the security of their equipment and guests' belongings within the meeting space occupied.

BADGES FOR EXPOSITION: Badges for the exposition will be issued free of additional charge for exhibiting companies and their employees. Each badge will be issued in the name of one person only; a badge may be exchanged at the Registration Desk should an exhibitor wish to change personnel during the course of the exposition. If requested, InfoComm show management will issue a replacement badge for such badges bearing the name of the wearer. All badges picked up by an exhibitor are his or her responsibility. All persons working in the exhibitor's exhibit booth space will be considered to be the exhibitor's employees during move-in, the show and the move-out and the exhibitor shall be fully responsible for any liability that may occur to an exhibitor. Exhibitors must register all of their dealer and independent representative personnel who they wish to grant access to the exhibitor's booth before show hours. The lending of badges is prohibited whether to employees of the exhibitor, to unregistered dealers, reps, end users or to any person wishing to enter the exposition, regardless of the length of time he or she wishes to remain. Companies whose employees engage in this unauthorized practice are liable for

the onsite registration fees of persons so admitted, confiscation of the subject badges and loss of the company priority position for exhibit space at the next exposition. ***Absolutely NO ONE under the age of 16 shall be allowed in the exposition halls or show floor during setup, exposition days and teardown. No exceptions will be made due to safety and liability concerns. No strollers shall be permitted at any time on the show floor.***

CHARACTER OF EXHIBITS: Each exhibitor shall display or exhibit only articles of merchandise of said exhibitor's own manufacture or for which said exhibitor is the representing agent. Each exhibitor shall ensure that the conduct of its personnel, agents, and others is at all times acceptable and appropriate. InfoComm Show Management reserves the right to take appropriate action, up to and including ejection of the offending exhibitor, in the event that, in the sole judgment of AVIXA, said exhibitor, exhibitor personnel, exhibit, proposed exhibit, or exhibitor's products and/or services shall in any respect be deemed unsuitable. This reservation relates to persons, conduct and behavior of Exhibitor personnel, articles of merchandise, printed matter, souvenirs, catalogs, displays, and any and all other things, without limitation, which affect the character of the exposition. No motion picture, film, video and/or computer software, which in the sole judgment of the InfoComm Show Management, is of an illicit, pornographic or otherwise unsuitable nature may be shown or displayed from exhibit booth spaces on the InfoComm show floor at any time. In the event that InfoComm Show Management determines that the conduct of any exhibitor, or its employees, agents or servants, is not in keeping with the character of the exposition, AVIXA or the InfoComm show, may at any time, without notice, terminate the contract for space entered into with said exhibitor, and, with or without process of law, remove exhibitor, its employees, agents, servants, and all of the property of the exhibitor, from the space contracted for and from the exposition without refund. No exhibitor shall have any right or claim against InfoComm on account of any action so taken. The determination of InfoComm Show Management as to the suitability of any exhibitor, exhibit, or proposed exhibit, or as to whether any exhibit or the conduct of any person is in keeping with the character of the exposition, shall in each instance be final.

EXHIBITOR PERSONNEL ATTIRE: AVIXA is committed to creating an exposition environment where everyone can feel comfortable and welcome. Professional, business, or business casual attire is recommended and encouraged for all exhibitor personnel, models, hosts and hostesses at InfoComm expositions.

Show Management reserves the right to make the determinations on appropriate exhibitor/presenter attire. If for any reason an exhibit, its contents and/or exhibitor personnel are deemed objectionable by Show Management, the exhibitor may be asked to alter its exhibit and/or the attire of its employees, exhibit staff and/or models. If necessary, the exhibitor may be asked to remove the objectionable exhibit display, materials or individual(s) in question at the exhibitor's sole expense.

Exhibitors with questions about compliance with these guidelines should consult with Show Management in advance of the show. Show Management reserves the right to discontinue any activity and escort persons off the Show Floor that do not comply with the above and/or are deemed unprofessional by Show Management at its sole discretion.

Americans with Disabilities Act (ADA)

Exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive and as accommodating as possible in their booth designs. For additional information, go to: www.usdoj.gov/crt/ada/infoline.htm.

SOLICITATION IN THE EXPOSITION: The aisles and other spaces in the exposition not leased to exhibitors shall be under the control of AVIXA. All displays, interviews, conferences, distribution of literature, lectures or any type of activity shall be conducted inside the space contracted for. Standing in the aisles, in front of or blocking other exhibitors' exhibit spaces, or the intercepting of those in attendance for advertising purposes, is strictly prohibited. Exhibitors may, upon prior approval of InfoComm, apply to sponsor a marketing opportunity for a fee at the event that may permit the distribution of literature, raffle tickets, brochures, handbills, etc., to attendees outside of the exhibit halls and/or Convention Center. Such marketing opportunities shall be limited and vary each year. Please contact Show Management with questions and to seek approval. Decisions made by Show Management as to which opportunities will be available and which exhibitors are approved will be final and in its sole discretion.

Exhibitors may show, discuss, explain or demonstrate items or services, but shall not make sales that result in the delivery of merchandise and/or the exchange of money in the exhibit hall. Persons connected with non-exhibiting concerns are

prohibited from any dealing, exhibiting, or soliciting within the exposition. Exhibitors are urged to report immediately violations of this latter rule to Show Management.

COPYRIGHTS, ROYALTIES AND TRADEMARKS: *It is the Exhibitor's sole responsibility to obtain and pay for any and all applicable licenses and permissions before any moving or still image, computer software, sound recording, artwork, printed material or other item bearing or embodying a copyright, trademark, patent, publicity right or other intellectual property is displayed, performed, reproduced, modified or distributed, in whole or in part, at or from the contracted space.* Exhibitor affirms that all necessary licenses and permissions have been or will be obtained prior to using the contracted space. Exhibitor agrees to indemnify and hold the Convention Center, AVIXA and each of its officers, directors, affiliates, agents and employees harmless from all claims, losses and damages (including court costs and reasonable attorney's fees) arising out of Exhibitor's infringing or otherwise unauthorized use of materials.

INTELLECTUAL PROPERTY POLICY: AVIXA condemns counterfeiting and infringement. AVIXA is committed to the principle that intellectual property (IP) rights are to be respected, and that the use of intellectual property without the consent of the owner or otherwise pursuant to law violates rights of authors, inventors, and corporations. Copyrights, trademarks, patents, and other forms of intellectual property are protected by state and federal laws in the United States and by the laws of other countries. At AVIXA, we believe that inventors, manufacturers, publishers, and other creators and owners of intellectual property are entitled to protect their rights in accordance with the law. Please see infocommshow.org/IPP for more details.

Exhibitor hereby represents and warrants that it has the legal authority for its use of any intellectual property associated with any product or promotional material that it will display, offer, or otherwise use in its exhibit at the trade show/event and it will not knowingly infringe the intellectual property rights of another party.

PROCEDURES FOR REQUESTS BY INTELLECTUAL PROPERTY ("IP") OWNERS TO VISIT INFOCOMM EXHIBIT BOOTHS:

A. IP Owners' Requests and Notification of Exhibitors

IP Owners or their representatives ("IP Owners") shall notify InfoComm Show Management of their intention to attend the identified exhibition seven calendar days prior to the commencement of the show.

IP Owners must communicate in writing, by email and personal delivery, with the individual responsible for exhibit coordination and, if possible, with the exhibitor's legal department to inform them that:

- The IP Owner has reason to believe that the exhibitor will display infringing products at the exhibit booth and/or the IP Owner plans to visit the exhibitor's booth.

If the IP Owner finds allegedly infringing products at the booth, the exhibitor may be asked to remove the infringing products from display.

B. Intended Visits

One week before the event, IP Owners will provide to InfoComm Show Management a list of exhibitors that it intends to visit. IP Owners are responsible for obtaining and paying for any translation services needed for the visit.

C. Rules for Visiting Exhibits

Upon request from the IP Owner or exhibitor, visits may take place in the presence of an authorized InfoComm representative.

To ensure that the visits are conducted in an appropriate manner, the following rules will be observed:

- IP Owners and exhibitors must be civil and courteous. Loud, offensive or embarrassing confrontations are not permitted. Exhibitors may not be verbally or physically threatened or abused;
- The IP Owner can advise an exhibitor that if the exhibitor refuses to remove infringing products, the IP Owner may seek a court injunction against the exhibitor. However, an IP Owner may not remove or attempt to remove the infringing products from the exhibit booth;

- IP Owners are strongly encouraged to limit the size of the groups visiting exhibit booths to no more than two company representatives, one translator, if applicable, and one attorney.
- If possible, IP Owners should bring with them a list of all of their approved licensees.

D. Violations

Violations of these procedures may result in the immediate suspension or cancellation of a scheduled appointment and the revocation of an IP Owner's permission to be present on the InfoComm floor.

FIREPROOFING: No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used by any exhibitor at any time. All packing containers, excelsior, and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays. Muslin, velvet, silken, or any cloth decorations must stand a flameproof test as prescribed by applicable law, regulation, or rule. All materials used in exhibit construction, decoration, or as a temporary cover **MUST BE CERTIFIED AS FLAME RETARDANT** or a sample must be available for testing. Areas enclosed by solid walls and ceiling must be provided with **APPROVED SMOKE DETECTORS**.

TYPES OF EXHIBITS: All exhibiting companies must comply with all applicable laws, regulations, and rules. Should you be required to alter your exhibit in order to so comply, AVIXA will not be responsible for any costs related to such alterations. If required, an engineering certification of structural integrity must be submitted to InfoComm Show Management not less than 60 days prior to the show opening. The following types of exhibits have been approved. Any deviation from the types of exhibits described below must be submitted in writing to InfoComm Show Management for clearance before May 4, 2018.

1. **ONE-AISLE EXHIBIT BOOTH SPACE:** The back wall, including signs, must not exceed 8' in height. The side walls may be at the maximum 8' height limit for a distance of 5' from the back wall toward the aisle. The height of the side walls must be lowered to 48" for the remaining distance to the aisle. This type of display is permitted anywhere in the exhibit hall. *Note:* If located on a perimeter, a one-aisle exhibit booth space may go to 12' in height.
2. **ONE-AISLE EXHIBIT BOOTH SPACE (with canopy):** A canopy may be added to the standard one-aisle exhibit booth space provided: the canopy does not exceed the 8' maximum height limitation or 9' at its apex; the bottom edge of the canopy is at least 86 inches from the floor; uprights needed to support the canopy are constructed in such a manner as not to obstruct the view of neighboring exhibits and not larger than 2 inches x 2 inches; and, the other restrictions pertaining to one-aisle exhibit booth spaces are met. This type of display is permitted anywhere in the exhibit hall.
3. **TWO-AISLE EXHIBIT BOOTH SPACE:** All restrictions are the same as for one-aisle exhibit booth space and for one-aisle exhibit booth space with canopy.
4. **THREE-AISLE EXHIBIT BOOTH SPACE (PENINSULA):** The use of the two end exhibit booth spaces across the end of an aisle provides exposure on three aisles. The common wall with the neighboring exhibits may not exceed a width of 5' on each side of center except for exhibit booth spaces where this dimension may be exceeded by the width of the pillars separating the rows of exhibit booth spaces. A canopy of the same width may be used; the supporting upright or uprights for the canopy facing the front aisle may not exceed 4" in total width and must be set back a minimum of 1' from the front exhibit booth space line. The canopy may not exceed the height limitation of 8', and its bottom edge must be at least 86" from the floor.
5. **ISLAND EXHIBIT BOOTH SPACE: (Minimum 400 sq ft.)** This is a free-form display offering maximum flexibility by eliminating the usual restrictions on exhibit booth space dimensions. *The maximum allowed height of hardwall exhibit displays is limited to 24' except where restricted by the physical height limitations of overhead structure(s) and/or by the Convention Center's policies. The 24' height limit does not include hanging signs and/or truss, drapery, lights, etc. flown over island exhibit spaces.* Please contact InfoComm Show Management for details concerning the ceiling height clearances throughout the exhibit hall(s). Exhibit booth space fixtures and display items may be placed anywhere inside the exhibit booth space perimeter. Overhead signs, display structures, trusses, projectors, projection screens, videowalls and/or other equipment suspended above any island exhibit booth space must be professionally and safely rigged in accordance with any and all local union jurisdiction and life safety policies in effect at the Convention Center and must be arranged through InfoComm's official General Contractor. Any overhead sign, projection screen or similar display material and/or equipment hung from the ceiling of the building must be at least 4' above the tallest part of the exhibit booth space. Any structure deemed to be unsafe and/or inappropriate by either InfoComm Show Management or the Convention Center authorities must be altered and/or taken down at the exhibitor's expense. "See through" exhibits are encouraged. All exhibit booth spaces must be done in good taste and in keeping with the theme of InfoComm 2018.
6. **OTHER:** Exhibitors seeking to construct exhibits in a manner that is different from the types of exhibits described above should contact InfoComm Show Management for consideration and approval.

InfoComm Show Management will not approve unsafe exhibit construction, or any construction which obstructs the visibility of other exhibitors, or encroaches upon the aisles or other exhibit areas. All exhibit booth space dividers must be finished on both sides unless neighboring exhibitor agrees to decorate the area exposed to this exhibit booth space. *Please be sure to make these rules known to your decorator or display builder.* **SPECIAL PROVISIONS:** Pedestals, tables, racks, shelves, risers and similar display equipment may not exceed 48" in height when positioned more than 5' from the back wall of a single-aisle exhibit booth space or the center line of a three-aisle exhibit booth space, unless the same company occupies 8' of exhibit booth space on both sides of the unit or units. The maximum height for such items under these circumstances, including the product being displayed, is 66". Free-standing units, including those intended to be the focal point in an exhibit, may not exceed 48" in height when placed more than 5' from the back wall of the exhibit booth space unless the same company occupies 8' of exhibit booth space on both sides of the unit or units. The maximum dimensions for such items under these conditions are 8' high x 32" wide x 32" deep. Except for island exhibit booth spaces, the standard height for all exhibits is 8'. All dimensions indicated are outside measurements. Consult your contract for size of exhibit space and build your display to fit inside this area. Exhibit booth space back walls, including identification signs and decorations, must not exceed 8' in height. Check floor plan for ceiling height at your exhibit booth space location(s).

USE OF EXHIBIT SPACE: Exhibitors planning to construct any part of their exhibit above the exhibit height limitation must obtain approval in writing from InfoComm Show Management at least 60 days prior to the official opening of the exhibits. A sketch of the proposed construction shall be submitted when requesting approval. All signs including graphics, photographs and other advertising matter in connection with an exhibitor's exhibit booth must be located within the boundaries of the assigned exhibit booth space. **NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE EQUIPMENT.** Materials for handouts must be limited to one-day supply and stored neatly within the booth. **IF SUCH MATERIALS ARE NOT REMOVED BY SHOW OPENING, INFOCOMM SHOW MANAGEMENT WILL REMOVE AND STORE AT EXHIBITOR'S EXPENSE.** No signs or lighting devices of any type are permitted outside of an assigned exhibit space (columns, walls, floors, and ceilings) without approval in writing from Show Management. This restriction also applies to any device used to project a company name or logo on the ceilings or walls of the Convention Center or otherwise beyond the permitted height or sides of exhibit booth space itself. Written permission from Show Management is required for the continuous operation of any flashing light device, floodlight, laser light, which may impact on neighboring exhibitors. The showing of projected images will only be permitted within the confines of the exhibitor's exhibit booth space, unless otherwise permitted by Show Management.

SOUND VOLUME LEVELS: Exhibitors operating sound reproducing equipment will be expected to keep the sound volume level emanating from their exhibits below 85-decibels in order to avoid disturbing other exhibitors. InfoComm Show Management reserves the right to take all appropriate actions, including but not limited to turning off the electric supply of any exhibitor who violates this rule. Exhibitors who wish to operate sound systems at volumes above 85-decibels are required to use an audio demo room off of the show floor or to utilize a sound room within their exhibit space on the show floor. In either case, the cost of rental for an audio demo room or sound room within the exhibitor's space is at the exhibitor's sole expense. Exhibitors who fail to comply with direction from Show Management to reduce the sound volume level in their exhibit space are subject to having their exhibit shut down and/or removed from the show floor without refund.

PRESS CONFERENCES AND FUNCTIONS WITHIN EXHIBIT SPACES: Exhibitors are permitted, with 30 days advance notice to InfoComm Show Management, to conduct press conferences, product briefings, dealer and/or staff training sessions, or other VIP customer product previews prior to show hours on show days only and within their exhibit spaces on the show floor. The hours for such functions shall be from 7:00 a.m. to 9:00 a.m. After show hours, between the hours of 5:00 p.m. and 6:30 p.m. on the first and second show days, **only** press conference functions shall be permitted in exhibit booth spaces. Exhibitors are responsible for the conduct of their guests at all times and shall be required to coordinate their activities with InfoComm Show Management and the official security contractor to arrange for guard service to ensure that their guests stay within the confines of the exhibitor's exhibit booth space during such pre- and post-show hour events. Exhibitors shall be required to provide a guest list for such functions in advance to Show Management and provide exhibitor staff to escort their guests from a designated exhibit hall entrance to their exhibit booth space. Security, food and beverage, and other expenses for such functions must be arranged through the official Convention Center caterer and all food tables, chairs, trash and other decorations used for such functions that are not part of the exhibitor's display must be removed prior to the show opening. All such expenses shall be the responsibility of the exhibitor hosting the press conference and/or other function.

FOOD AND NON-ALCOHOLIC BEVERAGES: Food and non-alcoholic beverages may be distributed from exhibit booth spaces at the applicable exhibitor's sole expense. All food and beverage must be purchased from the official convention center food service provider. Popcorn machines are prohibited.

ALCOHOL POLICY: Exhibitors with island exhibit spaces 400 n.s.f. and larger may choose to have alcohol served within the confines of their exhibit spaces for up to two hours each show day between the hours of 11:30 a.m. and the close of the show. However, such alcohol service must be arranged through the official Convention Center caterer. Exhibitors who wish to serve alcohol must submit written requests at least 60 days in advance of the show and be approved by InfoComm Show Management. Exhibitors serving alcohol within their exhibits assume all responsibility, liability and expense for such alcoholic beverage distribution. At no time will alcohol be permitted to be consumed on the show floor during move-in, pre-show or post-show hours or during tear down. Exhibitors may also serve alcohol off of the show floor within meeting spaces at the Convention Center or at off-site hotel properties for hospitality purposes, provided such distribution is also arranged through the facilities' official caterer(s). Any exhibitor personnel or attendees deemed to be intoxicated shall be removed from the show at Show Management's sole discretion.

SHOW PHOTOGRAPHY/VIDEOGRAPHY: Due to the sensitive nature of new products and unique booth displays at the show, professional photography and/or video recording for commercial purposes of any booth by any attendee/exhibitor personnel is prohibited. Exceptions are made only when permission is obtained from the exhibitor whose booth/product is being photographed/videotaped and all individuals appearing in the photograph or video. Photography/videography on the show floor by attendees for personal use or by registered press for editorial purposes is acceptable; however, exhibitors reserve the right to bar photographs or video from being taken within their exhibit spaces at their sole discretion. Attendees or exhibitor personnel refusing to comply with the above policy may be asked to leave the show.

LIABILITY AND INSURANCE: Neither AVIXA nor InfoComm Show Management (including its directors, officers, affiliates, staff members, agents, representatives, members of its Exhibitor Advisory Committee or any individuals or firms retained by it to assist in exhibit work) nor the Convention Center (including its officers, staff members, agents, owners, employees, representatives, members of its Convention Committee and any individuals or firms retained by it to assist in exhibit work) shall be responsible or liable for any bodily injury or property damage, loss or destruction that may occur to the exhibitor or to any of the exhibitor's employees, personnel, or property, prior to, during or subsequent to exhibitor's use and occupancy of the exhibit booth space during the period of time contracted for hereunder. The Exhibitor, in executing this Contract, expressly agrees to hold AVIXA (including its directors, officers, affiliates, staff members, agents, representatives, members of its Exhibitor Advisory Committee or any individuals or firms retained by it to assist in exhibit work) and the Convention Center, as well as the individuals, firms and committees specified above, harmless from and to indemnify same against any claims for any such bodily injury and/or property damage, loss or destruction arising from the Exhibitor's acts or omissions. Said indemnification shall include the cost of reasonable attorneys' fees incurred in the defense of any claim, cause or judgment arising from such injury and loss, damage or destruction. Exhibitor further agrees to hold AVIXA (including its directors, officers, affiliates, staff members, agents, representatives, members of its Exhibitor Advisory Committee or any individuals or firms retained by it to assist in exhibit work) harmless from and to indemnify it against any claims, causes, actions, judgments or other legal proceedings, including the cost of reasonable attorneys' fees incurred in the defense of AVIXA against such proceedings, which arise out of the failure of the Exhibitor to pay any royalty fee due for the performance, by whatever means, of copyrighted music or for the exhibition of copyrighted films/videos by exhibitor at its exhibit booth space or during the time of occupancy of the exhibit booth space contracted for hereunder. As a courtesy, watchman service will be provided on a 24-hour basis for the duration of the subject exhibit. AVIXA or InfoComm Show Management makes no representations or warranties regarding the effectiveness of such service. Exhibitors desiring special security precautions should arrange for private guard service, if desired, or should make arrangements to have locked facilities available in their exhibit booth spaces for the storage of display materials or products. Exhibitors are responsible for the security of their exhibit materials and products from the time such are delivered to their exhibit spaces until they are removed from during Move-Out.

Exhibitor Certificate of Insurance Policy

All exhibitors and their decorators must carry liability insurance and comply with the Las Vegas Convention Center rules applicable to exhibit hall construction, installation and dismantle. Exhibitors shall, at their sole cost and expense, provide coverage from May 31, 2018, through June 11, 2018, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from AVIXA leased property, Las Vegas Convention Center. **This insurance shall include contractual and product liability coverage with combined single limits of not less than \$1,000,000. Policy shall name AVIXA, The Las Vegas Convention Center and The Freeman Companies as additional insureds and exhibitor shall provide certificate so indicating.** Exhibitors unable to provide Certificates of Insurance as stated above will be barred from exhibiting without refund of any monies paid. AVIXA will not be held responsible or liable for any loss, damage, or injury within an exhibitor's booth space whatsoever. **AMOUNT: \$1,000,000.00**

Please send Certificate of Insurance no later than Wednesday, April 27, 2018, to:

AVIXA

Attn: Exposition Operations Coordinator

11242 Waples Mill Road, Suite 200, Fairfax, VA 22030, USA

F: +1.703.273.5924 | E: operations@avixa.org

QUESTIONS? Please contact the Expositions Operations Coordinator at +1.703.273.7200 or 1.800.659.7469.

What is a certificate of insurance? *A Certificate of Insurance is often used in the commercial context as proof that a policy of insurance is in effect. This certificate, issued by your insurance company, is usually a brief summary of the essential terms, conditions and duration of the contract of insurance that is in effect between the insured(s) and the insurer.*

What is an "Additional Insured"? *When an insured is using a third party's facility, the owner will ask that evidence of insurance be provided naming them as an additional insured. The certificate is a statement that the third party will be covered for property damage and general liability for an event or use of a facility. The insured's coverage will be primary for any organization listed as an additional insured.*

Why should we list the dates and location of our events on a certificate? *We list dates when we are using a facility for an event. The insured is responsible for property damage and liability only during the dates on the certificate.*

Where can we get such insurance? *A certificate of insurance is commonly available from most general liability business insurance carriers. In addition, InfoComm Show Management will supply a list of trade show insurance providers in the Exhibitor Service Manual that may be contacted by exhibitors for such coverage. AVIXA is not affiliated with any insurance providers to be listed, nor has any financial interest in any insurance program coverage offered by such providers.*

MISCELLANEOUS REGULATIONS: InfoComm Show Management reserves the right to determine in its sole reasonable discretion the eligibility of any company to exhibit. InfoComm Show Management reserves sole control over admission policies. Exhibitors may conduct drawings for prizes within their exhibit area if done in a dignified manner and in compliance with all applicable laws, regulations, and rules. These regulations are established for the mutual protection of InfoComm Show Management and the exhibitor. InfoComm Show Management reserves the right to make such changes in the time schedule or in general plan of the Exhibit as may be deemed by InfoComm Show Management to be in the best interests of exhibitors and the exposition generally. It is the responsibility of the exhibiting firm to be fully familiar with these Exposition Regulations and to see that each member of the firm attending the exposition, either as exhibit personnel or delegate or both, is also familiar with the Regulations. Distribution to all those who will be present for the exposition is recommended.

IN THE EVENT OF DISASTER: In the event of disaster, national emergency, or other circumstances beyond AVIXA's reasonable control, forcing cancellation of the entire exposition more than two weeks in advance of the opening date of the exposition, the full amount paid by exhibitors, less a pro rata share of expenses incurred by AVIXA, in planning and preparing for the exposition up until the time of cancellation, will be refunded. Should such cancellation occur less than two weeks in advance of the opening date, one-half of the amount paid by each exhibitor less a pro rata share of expenses incurred by AVIXA in planning and preparing for the exposition up until the time of cancellation will be refunded.

CONTACT: All inquiries, waivers, concerns, etc., regarding the exposition or the Exposition Rules and Regulations should be addressed to Audiovisual and Integrated Experience Association (AVIXA), Attn: InfoComm Show Management, 11242 Waples Mill Rd., Suite 200, Fairfax, VA 22030, USA, Phone: +1.703.273.7200, Fax +1.703.273.5924.

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