

Exhibitor Show Rules & Regulations

These Show Management Rules & Regulations have been established by the National Glass Association (NGA) to apply to exhibitors at GlassBuild America.

All Exhibitor Services also reference/include rules and regulations enforced by Freeman Decorating, the Georgia World Congress and/or local authorities. **If there appears to be any discrepancy in what is to be expected of the exhibitor, the exhibitor should adhere to the strictest written rule or regulation.**

Who to call for Assistance

Show Management
NGA Events Department
Telephone (703) 442-4890 or Toll Free (866) DIAL NGA
www.GlassBuildAmerica.com

During the next few months, you may have questions regarding your company's participation at **GlassBuild America: The Glass, Window & Door Expo.**

Please don't hesitate to call us. We are here to assist in any way we can.

Molly Grenn, Events Director	ext. 170	mgrenn@glass.org
Susan Jacob, Assoc. Director, Exhibit Ops & Svcs.	ext. 174	sjacob@glass.org
Jonathan Watson, Exhibit Sales Manager	ext. 142	jwatson@glass.org
Zoe Buckmaster, Exhibit Services	ext. 124	zbuckmaster@glass.org
Wendy Rochelle, Meetings Manager	ext. 173	wrochelle@glass.org
Kathy Swaak, Project Administrator	ext. 183	kswaak@glass.org
Danitza Medrano, Events Coordinator	ext. 125	dmedrano@glass.org

BOOTH DECOR & DISPLAY REGULATIONS (See detailed [Exhibit Display Guidelines](#))

GlassBuild America Show Management will furnish, at no extra cost, blue, gray and white draped backdrop, blue side drapes, and a sign with your company name (excluding island booths). **Exhibitors are responsible for their own floor covering, and all booths must be carpeted.** The aisle carpet will be blue. The official service contractor, Freeman Decorating, has provided forms for furnishings, modular exhibit units, and labor.

1. HEIGHT RESTRICTIONS:

All advertising, displays, logos, signs, and booth structures are subject to the following limitations:

- a. Linear booths (side by side) shall not exceed an eight (8) foot height limit. Please call Show Management if there is a possibility that your height will exceed the 8 foot limit. Show Management must discuss the layout of your booth and give approval for any changes.
- b. Linear booths located on PERIMETER WALLS shall not exceed a twelve (12) foot height limit, in the back half of the booth.
- c. Island booths (4 aisle exposure) must adhere to a twenty-two (22) foot height limit.

2. NOISE LEVELS:

- a. All exhibiting companies displaying machinery/equipment which may create a disturbance while operating, must inform Show Management so they can exhibit in the proper locations.
- b. Any exhibiting company utilizing audio equipment, must be considerate of their neighbors and the level of noise the equipment may cause.

3. SIGHT RESTRICTIONS:

- a. All exhibiting stands (excluding islands) must adhere to side rails as such:
You may come out from the back wall 5 ft and 8 ft high. The remainder of your side rails (5 ft.) must go no higher than 4 ft.
- b. Any exhibiting company which occupies a 10' x 20' booth at the end of a double row (end-cap) must adhere to the following:
-The back wall may be 8 ft. high, only in the center 10feet.
-Each 5 ft. side may only have a height of 4 ft.

With respect to all exhibiting companies, Show Management cannot allow sight restrictions caused from the above issues, and reserves the right to move an exhibitor or alter their booth if the need arises, on-site, at the exhibitor's cost.

CATERING

Levy Restaurants holds an exclusive contract with the Georgia World Congress Center for food and beverage. This means that ANY food or drink items either served in or given away from your booth **MUST** be ordered through Levy.

COLORS

Drapery Colors: Blue / Gray / White / Gray / Blue

Aisle Carpeting Color: Blue (Show)

CREDIT PAYMENTS

Freeman Decorating, the Official General Contractor, requires payment for all services and equipment **prior to show move-in**, in U.S. currency, by company check, bank transfer, Visa, MasterCard, or American Express credit cards.

Orders will not be processed without payment.

If you wish to authorize Freeman to charge the amount of your advance orders and any additional amounts incurred as a result of show site orders placed by you or your representative, to your credit card account, please complete and submit the information on the Freeman Method of Payment Form.

DISCREPANCIES

If you experience any problems with your booth, please inform Show Management immediately! Discrepancies about your booth will only be recognized by Show Management if notification is made before the close of the Show on Thursday, September 19, 2019.

All discrepancies or disputes with Official Vendors must be brought to the attention of the on-site Account Executive, before the conclusion of move-out. Failure to report any discrepancies or concerns prior to the conclusion of the event may result in the forfeiture of any settlements or reimbursements.

EXHIBITOR-APPOINTED CONTRACTORS (EAC)

Freeman is the Official Service Contractor for **GlassBuild America**. However, exhibiting firms may appoint an independent contractor for installation and dismantling of their exhibit. Only full-time employees of the Exhibitor-Appointed Contractors will be allowed to work in the exhibit area; all temporary labor employees must be hired through the Official Service Contractor, Freeman.

When an Exhibitor Appointed Contractor (EAC) is employed, the exhibiting firm **MUST NOTIFY GlassBuild America Show Management**. Notice must be submitted IN WRITING by the exhibiting firm to Show Management, NOT LESS THAN 30 DAYS PRIOR TO THE FIRST MOVE-IN DAY.

Also, the **Exhibitor Appointed Contractor MUST SUPPLY a current General Liability Insurance certificate** not less than 30 days prior to the first move-in day to Show Management. If the above materials are not received, the exhibiting company WILL NOT BE PERMITTED to install their exhibit. NO EXCEPTIONS WILL BE MADE.

[EAC Notification Form](#)

NOTE: Exhibitors must also ensure their EAC secures **Worker Identification System Badge** credentials via application. [Read Details and Apply](#).

FIRE SAFETY REQUIREMENTS (Please also refer to [Facility Guidelines](#) for details)

All emergency exits and required freight free aisles shall be kept clear of obstructions at all times.

A. PROHIBITED MATERIALS, PROCESSES AND EQUIPMENT

All flammable liquids, gases, and solids are prohibited in the facilities, including: portable heaters, display literature exceeding a one-day's supply, and the fueling of motor vehicles. In addition, the following are guidelines for combustion engines. Any motorized vehicle or other flammable fueled engines displayed shall conform to the following requirements:

1. Fuel tanks, unless never having held fuel, shall be maintained with no more than 2 gallons of fuel. Caps for fuel tank fill pipes shall be maintained locked or taped.
2. The electrical system shall be de-energized, either by:
 - a. Removing the battery (ies);
 - b. Removing the battery cables and taping the ends.

B. MATERIALS, PROCESSES OR EQUIPMENT REQUIRING SPECIAL PERMIT FOR USE

Permits must be obtained for all restricted materials, processes, or equipment (i.e. open flame devices, lasers, candles, pressure vessels, and other devices or materials judged by the Facility Fire Marshall to increase the risk of fire and life safety). Please note the following procedures for permit applications. The exhibitor shall submit in writing:

1. The nature of the process or equipment to be used;
2. The quantity of restricted materials to be used;
3. What provisions will be made to provide fire suppression or other life safety measures, which will prevent any harm, injury, or damage.

The request must be submitted to Show Management at least 45 days in advance of the show, preferably with pictures. It will then be given to the facility Fire Marshall who will approve or reject the request. Written notification will be returned to the originator of the request.

C. ACCEPTABLE BOOTH CONFIGURATIONS

The following booth configurations will require prior special approval from Show Management and the Fire Marshall: 1) single-level covered exhibition booths; and 2) booth/exhibits of a height exceeding twenty-two (22) feet; and 3) Double Decker Booths.

D. ACCEPTABLE INTERIOR FINISHES AND FURNISHINGS

No flammable materials, such as bunting, tissue paper, crepe papers, etc., will be permitted to be used for decorations and all materials used for decorative purposes must be treated with flame-proofing and must have a UL or FM approval rating.

E. PORTABLE SPOTLIGHTS

Use of ceramic-porcelain or molded composition type of neck-shell is the only type of portable spotlights approved for use in the GWCC. On/off switches are usually located in the neck. Flexible cord extensions may only be used for portable lamps/appliances that are of allowable amperage for the size and type of three (3) conductor cords connecting to and for the utilization of any equipment. The third conductor is used for equipment grounding purposes.

F. COMBUSTIBLES (see also ON-SITE STORAGE)

Show Management shall provide daily adequate janitorial and rubbish pickup service of public areas. Exhibitors are responsible for cleaning their exhibit booths of combustible rubbish daily. **Storage of empty cartons in exhibit booth areas is not permitted.**

Storage of any kind is **prohibited** behind the back drapes or display wall, or inside display area. All cartons, crates, containers, packing materials, etc. which are necessary for packing **MUST** be labeled with "EMPTY" stickers and removed from the floor until move-out.

G. SAFETY:

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order the appropriate labor on the Display Labor Form and the necessary ladders and tools will be provided.

FIRST AID

First Aid will be available during move-in, show, and move-out hours only. Its location will be published in the Show Catalog and the Exhibitor Update.

GRATUITIES

GlassBuild America Show Management, the Georgia World Congress Center, and Freeman Decorating, prohibit any convention center staff, Freeman employee, or their agents or sub-contractors from accepting loans, advances, gifts, gratuities, or any other factors from parties doing business in or with the facility.

Please do not give breaks other than mid-morning and mid-afternoon, when the union has a scheduled 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee should be reported immediately to the Exhibit Manager or a Freeman Supervisor.

INSURANCE

As property of the exhibitor is understood to remain under its custody and control in transit to and from or within the confines on the exhibit area. **GlassBuild America**, the National Glass Association and the Georgia World Congress Center do not maintain insurance covering exhibitor's property. Exhibitors must carry comprehensive general liability coverage and auto coverage if applicable, and name National Glass Association and **GlassBuild America** as "Additional Insured", of at least \$1,000,000 combined single limit liability, and statutory Workmen's Compensation with Employer's Liability with a limit of at least \$100,000. If a vehicle is displayed in their booth, Exhibitor must carry an auto policy with the same limits of liability. **Certificates of Insurance detailing liability amounts must be submitted to Show Management by August 16, 2019.**

It is understood and agreed that all coverage provided by the exhibitor are primary to any insurance or self-insurance program the National Glass Association has for this Facility and the exhibitor and their insurance shall have no right of recovery or subrogation against the NGA or **GlassBuild America**.

LABOR REGULATIONS

Please refer to and read CAREFULLY, the **Exhibitor and Official Services Contractor Information** under Freeman Services. These regulations will be strictly enforced by Freeman Decorating and Show Management.

MACHINERY

For the safety of our show attendees, Machinery Exhibitors are required to place their working machinery and equipment no closer than one (1) foot to any aisle. **Any machinery that projects materials must have a two (2) foot clearance from all aisles. This safety regulation will be strictly enforced.** The General Contractor has been directed not to spot/place machinery and equipment closer than one (1) foot to any aisle.

Exhibitors operating machinery are requested to be aware of machinery noise levels and debris produced by operating machinery, including glass and drainage materials. Please be considerate of your non-machinery neighbors. Should your exhibit require glass removal, please order services from Freeman.

If your machinery requires "Special Handling", it is imperative that you notify Freeman of your specifications as soon as possible. This will allow them to have the equipment necessary to handle your machinery on site.

MOVE-IN/OUT HOURS & PROCEDURES

Move-In Schedule:

Wednesday, September 11	8:00am-5:00pm (<i>Targeted Freight, Machinery & Mobile Units Only</i>)
Thursday, September 12	8:00am-5:00pm
Friday, September 13	8:00am-5:00pm
Saturday, September 14	8:00am-5:00pm
Sunday, September 15	8:00am-5:00pm
Monday, September 16	8:00am-5:00pm

Move-In Deadline: All Exhibitors must be working on or have their displays show-ready by 5:00pm on Monday, September 16th.

Freeman shall maintain control of the exhibit floor during set-up and dismantling.

1. No vehicles without proper I.D will be allowed within the convention center or on the grounds, except in designated areas.
2. Only company-owned vehicles with proper signage (permanently affixed decals) or temporary loading/unloading permits will be allowed in work areas.
3. Independent decorators and sub-contractors must be properly bonded, insured, and have access permission to loading/unloading areas through Freeman.
4. Individual exhibitors loading/unloading merchandise must secure a wrist band prior to entering booth areas

from a security guard.

5. **KEEP ALL FIRE LANES CLEAR AT ALL TIMES FOR USE BY EMERGENCY VEHICLES.**

Move-Out Schedule:

Thursday, September 19	2:00pm-10:00pm
Friday, September 20	8:00am-10:00pm
Saturday, September 21	8:00am-5:00pm

NON-SMOKING POLICY

The Georgia World Congress Center is a non-smoking facility. In addition, the use of electronic cigarettes, electronic vaping devices, personal vaporizers or electronic nicotine delivery systems are not permitted within the facility.

ON-SITE BOOTH MAINTENANCE

During the Show, should you, your employees, or your Exhibitor Appointed Contractor find it necessary to carry out maintenance on your booth before or after hours on show days, a pass must be requested from Show Management.

No work will be permitted during show hours.

ON-SITE STORAGE

Storage of any kind is strictly prohibited behind the back drapes or display wall, or inside display area. All cartons, crates, containers, packing materials, etc. which are NECESSARY FOR PACKING should be labeled with "EMPTY" stickers and REMOVED FROM THE FLOOR.

Empty Storage - Empty Container Labels will be available at the Freeman Service Center. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and Freeman, NGA and its subcontractors assume NO LIABILITY for loss or damage to contents while containers are in storage or for mislabeled containers. EMPTY STORAGE IS FOR EMPTY CONTAINERS.

Accessible Storage- Freeman will provide a secured storage area for any items which you have brought to the exhibition, but cannot maintain within your booth space. The empty crate storage area is not secured and any items left in crates or boxes sent to storage are not covered by liability insurance.

If you have items of value, publications, samples or excess display materials to be stored during the show, please review the daily rate on Freeman's Accessible Storage form and order their services.

PERSONAL MOBILITY DEVICES

The use of Segway's, skateboards, in-line skates, roller skates, scooters (either motorized or foot-powered) are not permitted on the Georgia World Congress Center property. This includes all non-ADA approved mobility devices.

PHOTOGRAPHY POLICY

The use of cameras, cell phones or any electronic devices to take still or moving images is **strictly prohibited** on the show floor before, during and after show hours, including set-up and tear-down days. Attendees or Exhibitors in violation of this policy risk having their device confiscated or being evicted from the show floor by security. **Only** GlassBuild America Official Photographers and members of the press with proper credentials are exempt.

SALES LEAD/MANAGEMENT SYSTEM

The official registration vendor, Experient, offers several options for lead management. Please see details and the [lead retrieval order form](#).

SHOW HOURS

Tuesday, September 17	10:00am-6:00pm
Wednesday, September 18	10:00am-5:00pm
Thursday, September 19	10:00am-2:00pm

Note: Exhibitors may enter the hall during move-in and move-out hours and one hour prior to and after Show hours. If you require access to the hall outside of these hours, arrangements must be made with Show Management and Security.

SECURITY

24-hour perimeter security will be provided with the commencement of the installation of exhibits through the completion of move-out. However, the furnishing of security shall not increase the liability of the Show. It is understood that this general security offers no guarantee against theft, pilferage, robbery, vandalism or any loss of, or damage to property or premises. The sole intent of security is to provide visible deterrence. It is recommended if sensitive or valuable items are in the display, the exhibitor remove the items during non-show hours, or hire a security guard to watch those items when the exhibitor is not present.

In addition, it is advisable that exhibit materials be insured through exhibiting firm's existing insurance by adding a portal-to-portal rider to its policy. Exhibitors are advised to prepare an itemized list of everything to be moved into the exhibit hall, and to designate staff to coordinate the move-in and move-out of exhibits.

Show Management will maintain security surveillance during the dismantling period. However, exhibitors should be aware that goods are most at risk at this time. Consequently, booths should not be left unattended until all portable items are removed and rented equipment has been collected by the appropriate supplier.

SHIPPING

Exhibitors should review the freight receiving schedule and weight restrictions to determine whether their booth freight can go to Freeman's warehouse in advance or must be delivered directly to show site.

Domestic

Freeman Transportation has extensive shipping services to and from **GlassBuild America**. To facilitate your participation, please consider sending your freight in advance to their warehouse.

International/Customs

Exhibitors shipping from international ports, including Canada, should contact the official freight forwarder, [Kuehne & Nagel, Inc](#) to receive a quote.

SHOW MANAGEMENT

GlassBuild America's Show Management is a team of concerned, responsive professionals dedicated to providing the support and flexibility you need to make the Show a success for your company. We offer on-site floor management from move-in through move-out, and are happy to work with you if you need an extended move-in, booth change, etc. As long as there is no conflict with show rules, we will do our best to accommodate you.

NOTE: If issues occur while you are present at the Show, **please see us immediately**. We have found through past experience that, if we are informed first-hand, the situation is rectified while we are on-site.