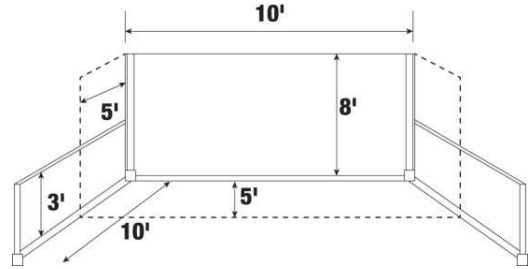


Exhibitor Rules & Booth Guidelines

premiereCOLUMBUS

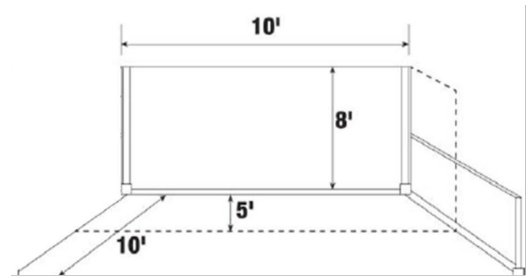
INTERIOR BOOTH

- Interior Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line.



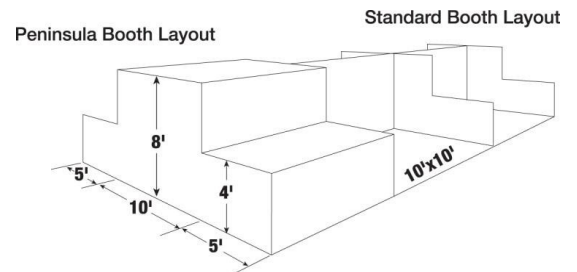
CORNER BOOTH

- A Corner Booth is exposed to aisles on two sides. All other guidelines for Linear Booths apply.



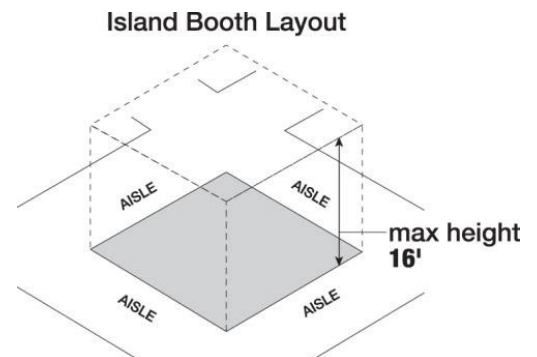
PENINSULA BOOTH

- A peninsula booth is exposed to aisles on three (3) sides.
- An End Cap is a peninsula at the end of an interior (in-line) column. An End Cap booth's back wall cannot block the sight lines of the interior (in-line) booths it neighbors.



ISLAND BOOTH

- An Island Booth is any size booth exposed to aisles on all four sides.



BOOTH HEIGHT & REGULATIONS - Refer to images on page (1)

- **NEW HEIGHT RESTRICTIONS** for corner and interior (in-line) booths, exhibitor's back-wall display cannot exceed ten feet (10'). Standard back-wall drape provided with booth purchase is eight feet (8') high.
 - For **peninsulas**, this restriction applies to the **center ten feet (10')** of an exhibitor's back wall.
 - If an exhibitor's back wall display exceeds eight feet (8'), they are to rent a ten foot (10') pipe and drape set from the show decorator to cover the exceeding portion.
 - If drape is not ordered, exhibitor must lower or dismantle the display to accommodate the eight foot (8') drape height.
 - **Island booths** with no back wall have an **overall maximum height of sixteen feet (16')**.
- **SIDE WALLS** Booth displays extending five feet (5') from the back-wall shall not exceed eight feet (8') in height. Displays extending the remaining five feet (5') towards the front of the booth shall not exceed four feet (4') in height. No exhibit booths shall be allowed to obstruct clear vision to other booths.
 - **Peninsula booth** displays that extend wider than the center ten feet (10') of the back wall cannot exceed four feet (4') in height.
- **HARD WALLS** Exhibitors using a hard back wall must leave a nine-inch (9") clearance at the rear of the booth for access to electrical equipment, etc. Back-to-back hard walls must have eighteen inches (18") between the hard walls.
- **MULTI-LEVEL DISPLAYS** - Show Management approval is required. Request must be sent with blue prints available of such construction. Exhibitors will also be held responsible for and the processing of any Fire Watch or Permit fees that result in having a multi-level booth on the show floor. Fees are dependent on venue and location. Exhibitors are recommended to refer to their exhibitor Kit for venue multi-level procedures.
 - **Exhibitors refusing to comply with display regulations, will be in violation.**

HANGING SIGNS - approval from Show Management required at least 30 days before show

- Due to limited rigging points in venues, exhibitors are recommended to have their exhibit related equipment be free standing and floor supported where possible. However, if rigging is needed:
- Request to show management must include a description or drawing of the sign/banner, proposed method of installation, location of hanging points, and total weight.
- When approved, it is the exhibitor's responsibility to submit their hanging sign order to the venue and / or approved contractor. Exhibitors are recommended to refer to their exhibitor Kit for order requirements.
- **Max height of twenty feet (20') to the top of the sign** unless Show Management grants an approved variance in writing.
- **Exhibitors with less than 400sqft of purchased space on the show floor are prohibited from hanging signs/banners above their booth. Exceptions apply to 200sqft (10x20') island booths.**
 - 10x20' booths located at the end of the show floor, regardless of if they have neighboring booths, are considered in-line and are not granted this exception.
- Attachment to exhibit hall ceiling beams or trusses is permitted only through the venue or contractor.
- No banner, signage, header, or lighting system will be allowed to be hung from overhead or to span any aisle.

BOOTH AESTHETIC GUIDELINES

- All tables within your booth must be draped and/or skirted.
- The use of corrugated boxes, unlabeled bins, etc. to display and/or sell merchandise is strictly prohibited.
- Any exhibitor items that extend passed their Purchased space is considered out of compliance. This includes. Booth Structure, set-up, product, furniture, signage, bags, seating area, staff, ect.
- Unightly storage of inventory within your booth area during show hours is not permitted.
- Premiere Show Group urges all exhibits and displays to convey a professional and high-quality image. *Professionally* produced exhibits are encouraged, this includes all signage.
- Exhibitor shall not store boxes, crates, construction, or any other materials in the display booth area.
- Any unfinished and/or exposed part of a display booth must be draped / covered at Exhibitor's expense.
- Show Management will require the Exhibitor, at Exhibitor's expense, to change, alter, modify, or remove all or part of their exhibit or display booth to comply with the booth aesthetic guidelines. If a booth is is not suitable to or in keeping with the character of the exhibition, in its judgment, Show Management reserves the right to decline or prohibit the exhibit in the current and/or future shows.
- Grounds for such action shall include but not be limited to:
 - Lack of aesthetic uniformity or harmony with other display booths.
 - Non-compliance with display restrictions and / or obstruction of aisles or of other display booths.
 - Objectionable noises or odors emanating from the display booth.
 - Objectionable signs or lights in the display booth.
 - Objectionable clothing or attire worn by Exhibitor's personnel, his agents, or models.
- **BALLOON RESTRICTIONS** - Exhibitors planning to incorporate balloons in their display must adhere to venue specific policies. In some cases, helium balloons are not permitted or require a release waiver.
 - In the case of Show Management, the intentional popping or destruction of any balloon and balloon-like items that result in noise disruption is not permitted.

PRODUCT QUALIFICATIONS

- Premiere Show Group hosts a series of trade shows for the Professional Beauty Industry. Products exhibited on the show floor should include only those which assist the professionals of the industry. Show Management reserves the right to determine the eligibility of any company or product for inclusion in Premiere Show Group Events. Companies, their representatives, and products may be rejected with or without giving cause.
- **There will be no warnings, first time with unrelated product, Premiere will remove these items and storage fees will apply. Exhibitor in violation will be responsible for covering storage fees.**

PRODUCT DIVERSION

- Premiere Show Group is aware of the growing issue of unauthorized sellers participating in product sales outside of authorized distribution channels. Regulatory checks for product diversion are conducted prior to and during shows. Exhibitors are advised to note official and authorized sellers of their products.
- If an exhibitor suspects product diversion at any time, it should be brought to Show Management's attention immediately!

MODEL PREP AREAS & SHAMPOOING STATION - Located on show floor w/ signage

- Exhibitors who have a Model Prep area, an assigned booth outside of the Exhibitor's own booth for models to prepare to work, should note the following:
 - Flooring is not required for a Model Prep Area.
 - Electric is not included. Electrical services should be purchased from the providing company (i.e. Show Decorator, venue, venue contracting party, ect.) and assigned to the exhibitor's MP#.
 - It is recommended that (1) 110V-120Volt 20Amp outlet is ordered per hair dryer.
- Separate prep area(s) with stationed shampoo bowls are available for use by all exhibitors at no charge.
 - Clean up is required after usage so that other exhibitors may use the space. This includes removal of dye and hair from the sink, drain, and seat.

NO SMOKING POLICY

- Premiere Show Group follows CDC policy that prohibits e-cigarette use and conventional tobacco smoking indoors. Exhibitors should seek official venue smoking areas when engaging in cigarettes and e-cigarette smoking. Loading docks are **NOT** considered official smoking areas unless venue designates as such.
- Vaping is not permitted on the show floor.

NO CHILDREN or PETS ALLOWED ON THE SHOW FLOOR

- Premiere Show Group **does not allow children under 16 years of age during move-in, show days, and move-out.** This policy extends to attendees and models, we appreciate your cooperation.
- Premiere Shows is NOT pet friendly. Service Animals are permitted under ADA Law. Emotional Support Animals (ESA's) are not considered service animals.

TAXES

- Exhibitors shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees, or other charges due to any government authority in connection with their activity at the exposition.

EXHIBITOR APPOINTED CONTRACTOR (EAC) RULES/ UNION GUIDELINES

- **EAC Authorization Form** – Exhibitors are required to Submit an Exhibitor Appointed Contractor (EAC) Authorization form along with that EAC's Certificate of Insurance (COI) at least 30-days before the show
- Columbus is a "right-to-work" state, otherwise known as non-union. However, the show decorator and the Greater Columbus Convention Center may have unions or union-like rules and policies regarding labor and services, including exclusive rights to such services, which will affect exhibitor move in and move out operations. Please refer to the Exhibitor Service Kit for more information
- **Regarding Exhibitor Booth Build:**
 - Exhibitors are permitted to set up their exhibit display
 - Exhibitors are expected to follow standard safety precautions, and not occupy other exhibit space on the show floor during move in/out. "No Freight Aisles" should be kept clear.
 - Exhibitors using power tools and any other items that need to plug in, refer to Electrical Services.
- **Regarding Material Handling:**
 - Exhibitors may handle their own freight permitting it does not involve the use of pallet jacks and motorized equipment such as forklifts.
- **Regarding Electrical Services:**
 - Electric is not included in the purchase of an exhibitor booth. All exhibitors needing power, refer to Freeman for ordering services. This includes any temporary need for power tools and items for move in and move out.
 - At all times, Exhibitors are not permitted to plug into outlets outside of their booth nor into outlets that are staged/used by and for Greater Columbus Convention Center and their service partners, Freeman, and Show Management.

SOUND & NOISE REGULATIONS

- The use of Audio-Visual equipment for the demonstration of products, and services is permitted. However, audio equipment must face into the booth, and the noise level **must** be contained within the exhibit area.
- **Maximum volume for exhibitor's audio is 90db.** Measured from the booth's surrounding aisles.
- Aisles must be clear and may not be used for equipment or to stage attendees to view the demonstration.
- Rigged audio must be hung at a downward angle and turned inward to face the stage/platform area.
 - If audio equipment and/or volume is found in violation, the exhibitor is responsible for all cost incurred to correct the violation.
- Speakers will not be permitted in areas that are solely used to conduct business.

Violation of Sound Regulations:

Premiere Show Group shall be the **sole arbiter** of acceptable sound levels and will take necessary action to reduce or remove that, which is objectionable. The following is the warning procedure:

- First notice of sound violation: verbal warning
- Second notice of sound violation: written warning
- Third notice of sound violation: disconnection of sound systems (30 Minutes)
- Fourth notice of sound violation: disconnection of sound systems (remainder of the day)

Exhibitors with 3 or less contiguous linear booths:

Exhibitors with 3 or less contiguous booths are permitted to use one powered speaker for voice amplification only, with a limitation of 100 watts.

Exhibitors with 4 or more contiguous booths:

Exhibitors with 4 or more contiguous booths will be granted permission to utilize sound systems of their design provided a platform presentation or educational program is presented.

ASCAP/ BMI ENDORSEMENT

- Music licensing copyright law: If any exhibitor plans to play music within their booth or theater at any trade show, they must be prepared to present proper ASCAP or BMI License. BMI and ASCAP are licensing organizations protecting the interests of its members-authors, composers & publishers of music.

SECURITY / INSURANCE & LIABILITY

- Security services are provided by Show Management, Greater Columbus Convention Center, and Columbus Police Department. Security personnel will be positioned at all show floor entry points during active show hours and within the show floor during overnight / non-show hours. Show Management and the Greater Columbus Convention Center will exercise reasonable care in safeguarding Exhibitor's property. **However, it is understood in agreeing to exhibit at any Premiere event, that neither Informa Markets dba Premiere Show Group, USA Beauty LLC, the Greater Columbus Convention Center, Freeman, or any of their officers, agents, or employees, assume any responsibility nor are liable for such property.** The ultimate responsibility for booths and property rests with the exhibitor.
- Recommended property security tips:
 - Exhibitors should not leave their booth(s) and / or items unattended at any time during move-in, show hours, and move out.
 - Exhibitors should work within their own booth(s) and not enter other exhibitors' booths during move-in before or after official show hours or during move-out.
 - Label and mark all items, crates, freight, and other property with clear distinctions of exhibitor ownership.
 - At the close of the show, collect high value personal, inventory, and cash items first.
- Lost or stolen items should be reported to on-site security.
- **GENERAL LIABILITY INSURANCE COVERAGE IS REQUIRED TO BE OBTAINED BY THE EXHIBITOR.** The insurance must have at least \$1,000,000 per occurrence, \$2,000,000 general and naming Informa Markets, USA Beauty dba Premiere Show Group, Greater Columbus Convention Center and Freeman as additionally insured. If and exhibitor has temporary or event coverage, it should include transit dates to and from the show site.
- Exhibitors must submit their Certificate of Insurance (COI) to Premiere Show Group by thirty (30) days prior to the associated show date.