

Rules and Regulations A-Z

ACOUSTICAL REGULATIONS

Exhibitors operating equipment during Labelexpo are required to comply with Section 1910-95, Occupational Noise Exposure of the Department of Safety and Health Administration Regulations. Exhibitors operating sound amplifying or audio-visual equipment must do so in a manner as to not disturb other exhibitors. Show management will be the sole arbiter of the acceptability of sound levels. Sound systems & speakers must be positioned pointing inwards so that sound can be contained within the perimeter of the booth. Please note that crowds must not form within the aisles when presentations/demonstrations are given

APPROVAL OF STAND AND BOOTH DESIGNS

Show management approval is required for all stand and booth structures exceeding 10 feet in height. Plans should be submitted for approval **no later than July 31st, 2018**.

Please send plans and design specifications to:

Tricia Barglof

Email: tbarglof@labelexpo.com

Tel: +1 262 754 6932

or

Claire Comery

Email: ccomery@labelexpo.com

Tel: + 44 (0) 208 846 2706

BADGES AND PASSES

For security reasons all persons working at or visiting Labelexpo will require a badge to enter the Convention Center at all times.

Exhibitor badges

To avoid delays on site exhibitors should register for their badges on-line in advance via the Promotion Guide within the Exhibitor Portal at www.labelexpo-americas.com

Exhibitors will receive an email with their login and password details in May 2018.

A maximum number of three exhibitor badges are permitted for each 100 sq.ft. (9 sqm.) of booth space. Exhibitor badges will be mailed out prior to the show.

BALLOONS

Balloons are permitted but must not be any higher than the maximum height specified for your booth. Refer to booth and display guidelines below.

BANNERS

Suspended banners are only permitted above booths that are 400 sq ft or larger. Possible exceptions may be made for booths on the perimeter of the show, subject to written approval from Show Management. Banners must be suspended at least 2 ft inside the booth footprint. Rigging is permitted where possible at a max of 20ft from the floor to the top of the banner. Please check with show management to see if your booth location allows for banners to be suspended and to check ceiling height as this varies in the halls

BOOTH DESIGN & DISPLAY GUIDELINES

Pipe and drape is not provided or permitted on this show, refer to advice below.

Note that carpet or suitable floor covering in the booth is a show requirement.

All booths, regardless of size, must be in keeping with the environment of Label Expo as a whole. Any display deemed unprofessional in appearance, at the sole discretion of show management, will not be permitted.

Remember if your display *exceeds 10 ft (3 m) in height, you are required to submit a diagram to Show Management for approval by July 31, 2018.*

Back walls

All exhibitors with *linear* and *peninsular or split island* booth locations are required to have **solid back walls, finished on both sides**, to separate you from your neighbor(s). It is the exhibitors' sole responsibility to bring, install or order a suitable structure, as there will be no back wall or side wall pipe and drape provided or permitted.

Maximum heights of walls will depend on the type of booth you have, refer below.

Exhibitors utilizing a pop-up display please note that it is **your responsibility** to cover the back and side wall to avoid unsightly views from the neighbors' perspective.

Suitable, budget-price Back Wall Unit Packages are available from Rosemont Exposition Services (RES), Inc. for as little as \$800 (per 10ft x 10ft, including carpet) should you require. Please refer to section 5 – Furnishings and Booth Displays.

Important note: These should be ordered in advance to avoid on-site surcharges.

Linear booth (i.e. dimension front to back is 10 feet and adjoins other booths in line)

Side walls may not exceed 8 feet in height for the rear half and 4 feet in height for the front half of the booth. A sight line to the neighbor is required in the front half of the booth.

Maximum height - Linear booths may not have a back wall more than 8 feet high unless on the perimeter of the hall and with written approval of Show management. **However, lights or lighting rigging may extend to 10 feet maximum height.**

Banners suspended from the ceiling are not permitted for any linear booth under 400 sq. ft. in size unless they are on the perimeter of the hall and with written approval of Show Management.

Peninsula and Split Island booths (i.e. aisles on 2 or 3 sides)

Adjoining Walls - Maximum height for walls dividing Peninsula or Split Island booths is 12 ft (3.6m).

Walls or displays items that are at least 2 ft inside the booth from the back wall may extend to a maximum of 15 ft (4.5m).

There are no sight-line restrictions for this type of booth. Any adjoining (shared) back or side walls may extend to the aisle at full height (up to 12ft).

Adjoining walls must not interfere with their neighbor's display and must be finished on both sides above 8 ft (2.4m).

Peninsula and Split Island booths (continued)

No signs or logos are permitted on the back side of a wall overlooking another booth and the wall in this case must be finished in a light neutral color. ***Open frontage restrictions (see below) may apply.***

Island booth (i.e. aislespar on all four sides)

Under new regulations the maximum wall height should be **max. 15 feet (4.5 m)**. Rigging is permitted where possible at a max of 20ft from the floor to the top of the banner. Please check with show management to see if your booth location allows for banners to be suspended and to check ceiling height as this varies from hall to hall

Note the open frontage restrictions (see below) may apply in addition to overall height and safety considerations.

Double story booths are **NOT** permitted

Open frontage restrictions

Stand and booth walls above 5 feet (1.5m) in height that are on a gangway or aisle facing another exhibitors' stand should not exceed 15 feet (4.5m) in length without an opening. If a full opening is not possible then walls must have natural breaks, glazed panels, low section for viewing, or other such features. In addition, the construction guideline is to have at least one third of each open side kept open to the gangway or aisle. Exceptions to the guideline may be granted subject to location but will require written permission from the Show Management.

CHILDREN

No persons under the age of sixteen will be permitted into the exhibition halls.

DAMAGE & DILAPIDATION

Exhibitors will be liable for the expense to repair any damage or dilapidation to the Rosemont Exposition Center caused by their actions or those of their contractors or employees.

FIRE SAFETY REGULATIONS

Refer to "Rosemont Department of Public Safety – Exhibitor Requirements" section 5 in this manual.

FOOD AND BEVERAGE

Rosemont Catering Company is the exclusive caterer to the Convention Center. They must provide all food and beverages served in the Center. Refer to Booth Catering Service, section 5, for menu selections and catering order form.

HEALTH AND SAFETY GUIDELINES AND RISK ASSESSMENT

Exhibitors responsibility

Tarsus plc and Labelexpo take their Health and Safety responsibilities very seriously and it is vital that Exhibitors and their contractors do likewise.

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and attendees as far as is reasonably practicable throughout the exhibition. You should ensure that your actions (or in-actions) do not give rise to accidents, injuries or unsafe working environments, provide proper information, instruction and training and supervise all parties throughout the show. You should also check that any contractors, suppliers, agents, etc that you may be using have a Health & Safety Policy, suitable to the exhibition environment.

Among the statutory duties owed under Health & Safety legislation the following are particularly relevant, although this list is by no means exhaustive:

1. Each exhibitor should have a copy of their Company Health and Safety Policy available for inspection on their stand.
2. A “suitable and sufficient” risk assessment should exist in respect to all the significant risks in the business.
3. Every employer has a duty to co-operate with other employers (e.g. Exhibition Organizers) when sharing a workplace, whether temporarily or permanently.
4. Maintain emergency gangways through and to the center of the halls in build-up and breakdown situations - i.e. do not leave items in the gangway.
5. All operatives must wear suitable protective clothing relevant to their job, which includes eye, ear, foot and hand protection.
6. All operatives must wear hard hats when working beneath or near overhead working or if this is impracticable, restricting access in such areas.
7. Ensure safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
8. Ensure that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
9. Stacker trucks are not used by anyone other than fully trained personnel.
10. Disused fluorescent lights are placed in the trash bins in and around the halls, for safe and proper disposal.
11. Chemicals and flammable liquids are removed from the exhibition venue after use by the user or, in exceptional circumstances, brought to the attention of the venue-cleaning department for safe and proper disposal. Such products must not be placed in general trash bins or tips. NO SMOKING is permitted inside the exhibition halls.
12. Any work area is maintained free from general waste materials that could hazard operatives.
13. Only scaffolding incorporating standard safety features may be used and that any tower scaffold in use is properly stabilized and propped.
14. The Organizers’ nominated contractor, RES, will carry out all electrical work within the Halls.
15. All materials used for construction or display be approved to Local Authority Standards.

Key requirements for exhibitors

Exhibitors must appoint a Safety Planning Supervisor to manage your on-site Health & Safety in conjunction with your stand (booth) planning and construction. This Supervisor will have specific responsibility for managing Health & Safety (including the provision of proper information & instruction, training, guarding & supervision of all parties concerned through the show) and be responsible for the undertaking of the steps below.

1) HEALTH & SAFETY DECLARATION

All exhibitors **MUST** complete and return this form, enclosed in this section of the manual, by the deadline given to indicate their commitment to Health & Safety at the exhibition.

2) RISK ASSESSMENT

Exhibitor constructing booths of more than 8 ft (2.4m) high **MUST** undertake a Risk Assessment prior to the exhibition, identifying the hazards present on-site and ways in which you will minimize and control these risks. If you are not employing the Official General Contractor (RES), you must also obtain copies of risk assessments from all your appointed contractors who undertake work on your stand.

LABELEXPO AMERICAS 2018

HEALTH & SAFETY DECLARATION FORM

RETURN: 4 SEPTEMBER 2018

Exhibiting Company name:

Address:

Email:

Tel:

Fax:

Contact name:

Booth #:

RETURN TO:

**Melissa Witnik
Tarsus Group Plc.
175 N. Patrick Blvd., Suite 180
Brookfield, WI 53045**

Tel: 262-754-6936

Fax: 262-782-1601

e: mwitnik@labelexpo.com

Every exhibitor, contractor, supplier and agent must comply with Health & Safety guidelines in the Labelexpo Americas exhibitor manual. They must acknowledge the guidelines and confirm that they will be complied with. Every exhibitor accepts that is their legal and moral responsibility to ensure that their own and others' health & safety are not put at risk by their actions (or in-actions) throughout their tenancy at Labelexpo Americas.

YOUR DETAILS:

Health & Safety Contact on-site:

Signed: **Date:**

RESPONSIBILITIES:

Please tick as relevant:

☐ I will make available at Labelexpo Americas 2018 a copy of our own company's Health & Safety Policy. Our booth staff will be sufficiently instructed & trained in relevant matters in order to carry out their tasks competently. **(To be actioned by all exhibitors)**

☐ We have trained & made our exhibition staff aware of the potential risks present on-site and will copy them with all health & safety documentation relevant to the show. Our exhibits, demonstrations & work practices cause no hazards to either others or ourselves on-site or we have undertaken a Risk Assessment covering these areas which is available for inspection.
(To be actioned by all exhibitors using/erecting their own exhibits.)

☐ My principal contractor has undertaken a specific Risk Assessment for this event & he has trained & notified his staff and sub-contractors in all such areas identified as being of risk. A Risk Assessment has also been undertaken taking account of all the activities taking place on our stand. These Risk Assessments are available for inspection. I have ensured that our principal stand contractor(s) has a suitable & sufficient Method Statement prepared for the show and he has satisfied me of his competence to undertake the tasks required.

(To be actioned by all exhibitors employing contractors other than the Official General Contractor, RES)

HANGING SIGNS & BANNERS

Exhibitors with peninsula or island booths of 400 sq. ft. (36 sq. m.) or more may suspend signs or banners from the ceiling structure.

Exhibitors in booths less than 400 sq. ft. may only suspend a banner with written approval of Show Management.

Exhibitors requiring signs to be hung from the ceiling must give notice to the official contractor Rosemont Exposition Services, Inc. no later than September 4, 2018. Use the "Hanging Sign Notification Form" in section 5.

Suspended signs or banners should be positioned at least 2 ft inside the booth area so as not to encroach on other exhibitors' space.

Installation and removal times will be established according to the availability of the hall and access to the area under the sign.

INDEPENDENT CONTRACTORS – GUIDELINES

If an exhibitor appoints a company other than Rosemont Exposition Services, Inc. to install and dismantle their exhibit they should read and complete the *Third Party Billing Form* under the RES General Information, section 5.

Please also refer to "*Union Labor Guidelines*" in section 5.

It is advisable for independent contractors to read the exhibitor manual fully.

INSURANCE

Exhibitors are required to have general liability insurance to cover risks incurred while exhibiting at Labelexpo Americas 2018.

Exhibitors are also required to provide a valid certificate of insurance to the organizer no later than 30 days prior to the expo. The certificate should name Tarsus Inc. as an additional insured and should evidence general liability coverage in the minimum amount of \$1,000,000 per claim occurrence, \$2,000,000 in the aggregate, for duration of the expo including the move-in and move-out dates.

Exhibitors are also advised to obtain insurance coverage for their exhibit and display materials while in transit to and from and for the duration of the expo.

Please send copies of your certificate of insurance to:

Melissa Witnik:

Email: mwitnik@labelexpo.com

If your company does not have a Public Liability Insurance or your coverage does not meet our regulations, we can issue a policy that is valid from **18 September to 29 September 2018**.

- The cost of the policy is
 - **U\$300** for stands between 100sft – 400sqft
 - **U\$400** for stands bigger than 400sqf

- The insurance is available to exhibiting companies only; contractors must obtain their own insurance to the required level of cover.

Please download the Credit Card form [HERE](#).

Please note Exhibitors are only covered from the day payment is received.

PAYMENT INSTRUCTIONS: Please complete the credit card form and make sure you write your Stand Number along with the client name. Please return to Melissa Witnik mwitnik@labelexpo.com and Lori Mork lmork@tarsus.com before **July 31st**.

Providing an Insurance Certificate is compulsory for all exhibitors. We won't issue exhibitor badges to any companies who have not provided their insurance.

The coverage must include the following:

Public Liability:

Standard Cover \$2,000,000 any one occurrence; Legal liability of the exhibitor to pay compensation, legal costs and expenses as a result of accidental death or injury to a third party or damage to their property at the venue

MACHINERY & EQUIPMENT

Machinery is defined as machines and equipment manufactured or distributed by an exhibitor and placed in a position comparable to actual industrial installation.

Machinery must not be placed closer than three (3) feet to a main aisle and one (1) foot from any cross (side) aisle in the hall.

PARKING

Parking for exhibitors is available at a special rate of \$40 per car/private van for all three show days and move-in and move-out days as required. Daily parking without a pass is \$15. Exhibitors are to claim their parking ticket at the garage and bring it into the RES Service Center for payment and their receipt.

PRODUCT GIVEAWAYS & HANDOUTS

Offering or giving out any handouts such as literature, product samples or specialty materials shall only take place within the confines of the exhibitors' own booth.

SECURITY

Show security will be on duty 24 hours a day from move-in to move-out. Exhibitors and attendees are required to wear badges at all times during show hours as these will be checked upon entry to the Convention Center.

However, show security cannot and should not be counted on to provide more than a presence to inhibit theft. The show hereby gives formal notice to exhibitors that the show and its management, its agents and its official vendors neither offer nor accept responsibility for exhibitors' property of any kind.

Labelexpo recommends the following measures exhibitors may wish to take to further safeguard their property:

- 1) Never leave laptops or valuable merchandise unattended in the booth. Be especially careful during move-in and move-out periods.
- 2) Be sure that boxes and cartons cannot be mistaken for trash. Place trash bags in the aisle at the close of each show day.
- 3) Hire the services of a guard to provide exclusive presence in their booth overnight. Contact show organizer for details of approved security services that are available.

SMOKING POLICY

Smoking is not permitted in the exhibit halls or meeting rooms.

STAFFING POLICY

At least one representative of the exhibitor should be on duty in the booth during show hours.

No more than three (3) representatives of the exhibitor may work per 100 sq.ft./ 9 sq.m. (single booth) of rented space at any one time.

STORAGE

No packing cases or crates may remain in the Convention Center while the show is open to attendees. Any flammable containers must be removed from the hall. Rosemont Exposition Services Inc will, if required, arrange for the removal and return of such items. All containers should be clearly marked with the exhibitors' name and booth number.

UNION LABOR GUIDELINES

Exhibitors are advised that union labor will be required for certain aspects of exhibit installation and handling. Please read the *Labor Union Guidelines*, under the *Utilities and Labor*, section 5.

VIDEO-TAPING, PHOTOGRAPHING & BROADCASTING

Video-taping or sound recording during Labelexpo for the purpose of commercial use, broadcasting or distribution to the general media is prohibited without the prior written consent of the organizer. Permission should also be obtained from individual exhibitors prior to the filming or photographing of their exhibit.