



# Exhibit Information

## Booths

Each 10'x10' booth space is set with an 8' high back drape wall and 3' high draped side rails in show colors which is Blue. Each 10'x20' non-island booth spaces is set with an 8' high back drapes wall in show colors. Island booth spaces may be provided with back wall drapes in show colors upon written request to [Ron Procopio](#). A floor sticker indicating the exhibitors name and booth number will be provided for booth spaces. **All booth spaces must be carpeted or have a flooring product supplied for their exhibit space.**

A standard in-line booth exhibit is up to 10' in height with one side open to the aisle and two sides at 3' high for 2/3 the depth of your booth. If your design does not conform to these requirements, please contact [Ron Procopio](#) at 800-938-7488 x 107 for approval. To comply with the USITT Stage Expo good neighbor policy, please ensure that your exhibit structure is designed so that it does not impede the sightlines of surrounding exhibit spaces. In-line booths may not hang signs or rig above their exhibit space. Ground supported signs are permitted.

Island booths are open on all four sides and may construct exhibits up to 20' in height. Island booths may rig above their exhibit space and hang banners no greater than 2/3 the length of the booth size. (20'x20' booth may have a banner 13')

## Tables

Each Commercial and Non-Commercial table space is carpeted and comes with a 6' long x 24" wide x 30" high black-draped table, two standard side chairs, a wastebasket and a floor sticker indicating the exhibitor's name and booth number.

A standard commercial or non-commercial table is allocated a space not to exceed 7' wide. Exhibits over 7' wide will need to purchase two tables spaces or a booth. Diagonal installations that infringe upon adjoining tables will not be permitted. No table exhibit can be taller than 8'. Exhibits must not intrude into any aisle.

## Pavilion

Each Pavilion space is carpeted and comes with a pedestal, a stool, a shared counter, a 20amp power drop and a slat wall with graphic panel. and a floor sticker indicating the exhibitor's name and booth number. The space will be carpeted with padding.

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## Booth Packages

Basic booth furnishings have been bundled into three types of booth packages for exhibitors in 10'x10' and 10'x20' booths. These booth packages may be ordered by completing the **Booth Package Order Form** through Shepard Exposition Services. Make sure to order by **February 28th** to secure the greatest discounted pricing.

## Equipment Removal

Removal of any equipment from the exhibit hall other than during scheduled move-out hours must be approved by Ron Procopio, USITT Show Manager

## Insurance

Booth insurance is not required at Stage Expo, but recommended. Often you can add exhibit insurance to your company's policy, but should you need a provider, use the provided [Booth Insurance Form](#). When creating a policy please use the information below:

- a. Liability of \$1,000,000 for property damage per occurrence
- b. \$1,000,000 for personal injury per occurrence
- c. Workers' Compensation aggregate coverage of \$1,000,000 per occurrence, naming USITT, Shepard Exposition Services, Kentucky International Convention Center, and their respective officers and employees as additionally insured for the time period in question
- d. Dates of coverage: Monday, March 19 through Sunday, March 24, 2019.

The exhibitor indemnifies and agrees to indemnify and hold harmless USITT, its contractors, the Kentucky International Convention Center, their respective officers, agents and employees, from all loss, cost and expenses arising out of any liability or claim of liability, of injury to persons, or damage to property claimed to have been sustained by reason of any act of omission of USITT, its contractors, the Kentucky International Convention Center, their respective officers, agents and employees, guests, patron or invitees arising out of or connected with USITT Conference & Stage Expo.

## Exhibit Staffing

Exhibits must be staffed at all times the exhibit floor is open. In case of emergency, USITT can request a Conference Student Volunteer to staff an exhibit space for a short period of time. Please contact [Ron Procopio](#) in the USITT Exhibitor Lounge on-site; next to the Exhibitor Services area off the expo floor.

## Security

USITT will provide 24 hour perimeter security in the exhibit hall during move-in, Stage Expo days, and move-out. During move-in and move-out, access to the exhibit floor will be permitted only with an exhibitor badge or work pass. If you would like to order security for your booth space you may. If you would like to order security for your booth, use the **Security Form** provided.