



# Show Rules and Regulations

- 1) Exhibits shall be designed and set up to fit within the confines of the assigned exhibit space. IAEE (International Association of Exhibition and Events) provides [industry standards for booth design and regulations](#). We recommend referencing these when designing your booth structure. For any specific questions, please contact [Ron Procopio](#) at 800-938-7488 x 107
- 2) The exhibitor's responsibility is to be a "good neighbor" to adjacent exhibitors. Exhibit operations must be conducted so as not to trespass upon the rights of other exhibitors and visitors. USITT reserves the right to request exhibitors to modify or eliminate noise, smoke, fog, light, or other output from an exhibit space. Exhibitors agree that they will comply with all requests made by USITT. USITT reserves the right to remove an exhibitor from Stage Expo if the exhibitor does not comply with USITT requests.
- 3) A standard booth is up to 10' in height with one side open to the aisle and two sides at 3' high for 2/3 of the depth of the booth. Exhibits over 10' in height, and those whose configurations differ from standard must be approved by USITT.
- 4) 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 table 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.
- 5) The exhibitor shall not permit any other firm, person, or corporation to use exhibit space allocated to them, or exchange space with other exhibitors unless approved by USITT.
- 6) Exhibit spaces must be staffed at all times. Exhibitors shall have their exhibits complete prior to the opening of Stage Expo and exhibits shall remain intact during all Stage Expo hours. Early disassembling of exhibits is not allowed.
- 7) The exhibitor is expected to follow all national, state, and local safety regulations on the construction and operation of their exhibits. Exhibitors shall use only materials that are flame resistant and in conformity with local fire and safety regulations.
- 8) Exhibitors must follow all regulations of the Kentucky International Convention Center.
- 9) Each exhibitor should provide their own liability insurance or other insurance needed on exhibit materials.
- 10) USITT reserves the right to terminate, at any time, the privilege of any exhibitor to exhibit, if USITT shall determine in its sole discretion that: a) an exhibitor has failed to comply with the foregoing rules; b) an exhibitor is conducting an exhibit in such a fashion as might reflect unfavorably upon the Conference or USITT; c) the exhibit does not further the technical and educational aims of USITT; d) the exhibitor's accounts with USITT are not in order. In the event of termination by USITT, the exhibitor shall promptly remove all equipment and personnel from the exhibit area. No portion of exhibit space rental charges shall be refundable.