



Show Rules and Regulations

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 [Cody Hann](#). 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 [Cody Hann](#) 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.

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 Discount Order Form** through Shepard Exposition Services. Make sure to order by **March 12th** to secure the greatest discounted pricing.



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Equipment Removal

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

Insurance

Booth insurance is not required at Stage Expo but is 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, George R. Brown Convention Center, and their respective officers and employees as additionally insured for the time period in question
- d. Dates of coverage: Monday, March 30 through Sunday, April 5, 2020.

The exhibitor indemnifies and agrees to indemnify and hold harmless USITT, its contractors, the George R. Brown 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 George R. Brown 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 [Cody Hann](#) in the USITT Exhibitor Hub on-site.

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



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General Service Contractor

Shepard Exposition Services is the official service contractor for Stage Expo 2020. They are responsible for the management of the loading dock area, labor, furnishings and a variety of other show management specific services. Shepard is available to assist you with your exhibiting needs should you need assistance in any of these areas. You can find all of the important Shepard forms in the Exhibitor Kit.

Labor Regulations

At the George R. Brown Convention Center, exhibitor personnel **MAY** set up their own exhibits if so desired using their own hand tools such as wrenches with full time company personnel. Union labor is available to assist in the installation and dismantling of exhibit booths. Rigging and the uses of motorized loading equipment such as forklifts and pallet jacks are exclusive services provided by USITT Contractors. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates using the forms located in the exhibitor kit.

Material Handling

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that **come in via over the road carriers, rental companies or any for hire delivery service provider**. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. The use of motorized loading equipment such as forklifts and pallet jacks are exclusive services provided by Shepard Exposition Services. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates using the forms located in the exhibitor kit.

Personally Owned Vehicles

A personally owned vehicle (POV) is classified as a company or company personnel's owned vehicle which would include cars, vans, pick-up trucks and trailers up to 53'. Company personnel **MAY** unload their own equipment if it can be rolled on a dolly or hand carried. POV's that need more than a dolly must utilize the Shepard Exposition Services truck loaders. Material handling charges will apply. All POV's must check in at the marshaling yard to organize their delivery and pick up times. Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.



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- 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 [Cody Hann](#) 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. T
- 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 George R. Brown 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.