



Expo: November 19 - 20, 2103  
Gaylord Texan Resort, Dallas Texas

## Show Rules & Regulations - What You Can and Cannot Do

### Attendee Restrictions

GovSec West and CPM West are open to personnel from: the military; federal, state, tribal, and local agencies and departments; law enforcement and first responders; private sector security professionals; COOP and business continuity professionals.

### Age Restrictions

No one under the age of 18 will be allowed on the show floor at any time during move-in, move-out or on show days. This is due to insurance liability restrictions and includes infants and toddlers. There are no child care facilities or services at the Gaylord Texan Resort.

### Badging

When the show opens, only those with a proper badge will be allowed on the show floor. Exhibitor badges are for employees of the exhibiting company only. All exhibit personnel will be required to present a government photo ID (driver's license, passport, etc.) and a current business card. All clients and guests need to register as an expo or conference attendee.

### Balloons

Helium filled products (balloons, advertising balloons, etc.) and helium tanks are restricted. Party balloons are not allowed in booths. Requests for advertising or promotional balloons, including a description and photo, must be sent to Alicia Field, Operations Director at [afield@1105media.com](mailto:afield@1105media.com)

### Booth Sharing/Subletting

The subletting, assignment or appointment of the whole or any part of his space by an exhibitor is prohibited. Sharing between related companies is allowed only with the express written permission of Show Management. Exhibitors may share booth space with companies with whom they share common ownership.

### Demonstrations and Booth Activities

Exhibitors shall not solicit business in aisles at any time or engage in any activity that leads to congestion in the aisles. Exhibitors wishing to include demonstrations, presentations, drawings or crowd gathering activities of any type must confine such activity within their specific booth area and during show hours only. The press will not be allowed into the exhibition area any time prior to the opening of the show.

No exhibitor shall arrange his exhibit, demos or booth activities so as to obscure or prejudice adjacent exhibitors in the sole opinion of Show Management.

### Handouts and Literature Distribution

Literature, samples or other promotional materials may only be handed out within the confines of contracted booth space. Show management will discard any materials placed elsewhere. Literature distribution sponsorship opportunities are available to exhibitors. Please contact your Account Manager for more information

### Hazardous Materials

Hazardous operations including the use of flammable, explosive or toxic materials are not permitted. Any material, equipment, substance or object which reasonably may endanger the life of, or cause bodily injury to, any person or which reasonably may constitute a hazard to the building or to any property therein will not be permitted.

### Insurance

Exhibitors must carry worker's compensation, commercial general liability including products and completed operations, independent contractors, personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per, \$1,000,000 aggregate. These coverage's must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder and supplied to and naming 1105 Media, Inc., GovSec West and CPM West as additional insured of at least 30 days before the proposed exhibit date. Original Certificates of Insurance should be sent to:

Alicia Field  
1105 Media, Inc.  
8609 Westwood Center Drive, 5<sup>th</sup> Floor  
Vienna, VA 22182  
Fax: 703-876-5059

It is strongly recommended that the Exhibitors also carry insurance to cover the loss of or damage to their exhibits or other personal property while such property is located at or is in transit to or from the exhibit site. 1105 Media, its officers, employees, agents, contractors and representatives assumes no liability for any loss, damage or injury to any property of the Exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, water, theft or any other cause whatsoever. Neither the Management, nor the owners or lessees of the exhibition premises will assume any responsibility for exhibitor's property against damage, loss and theft.

### Laws and Ordinances

Federal, state and local laws and ordinances must be strictly observed. Exhibitors shall be bound by all pertinent laws, codes and regulations of municipal or other authorities having jurisdiction over the exhibit facility of the conduction of said exhibit, together with the rules and regulations of the owners and/or operators of the facility in which the exhibition is held.

### Photography

Taking of pictures or recordings within the exhibit area or meeting rooms is prohibited. Show Management and accredited members of the press are exempt from this rule. Picture taking or video recordings of an exhibitor's own booth is permitted with approval from Show Management.

## Protection of Facilities

Exhibitor shall neither injure, nor in any manner deface the premises. Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to the columns, walls, floors or other parts of the convention center without permission of the proper building authority. Any fees incurred do to damage to the convention center is the sole responsibility of the exhibitor involved.

## Security

DO NOT ASSUME THE BUILDING IS SECURE. IT IS NOT!

Show Management provides perimeter security only for the expo hall. Each exhibitor must take responsibility for the security of all items in his or her booth space

Show Management assumes no liability for loss or damage to exhibitors' property. While Show Management will provide security for the exhibit hall during move-in, move-out and overnight. Show Management is not liable and cannot assume responsibility for loss or damage to exhibitor's materials, products, literature, personal items, etc.

Exhibitors are responsible for extending a rider on their present insurance policy to cover damage or theft of their materials or displays while in transit to and from, and during the show.

### Security Tips

**DO NOT** mark the outside of your shipping cartons with the contents; instead use a code. A label that reads "Sony 26" Color Monitor" is an open invitation to thieves.

**DO** furnish your shipping company with an accurate shipping address and complete bill of lading. It is essential you include your booth number!

**DO NOT** leave materials in containers to be stored with empties.

**DO** pack as quickly as possible and do not leave your display unattended when the show closes

**DO NOT** leave your booth unattended during the hectic and heavily populated move-in and move-out times.

**DO** remain with your display and equipment during move-out until it has been packed and is ready to ship.

**DO NOT** leave business tools, small products, personal item, or give-aways exposed overnights as they are most often stolen

## Smoking Policy

GovSec West, CPM West and the Gaylord Texan Resort have a NO SMOKING policy on the show floor and throughout the building. Please observe all signs. Thank you for your cooperation.

## Sound Systems / Presentations / Demos

Show Management reserves the right to restrict exhibits which, because of noise, method of operation, materials or any other reason, become objectionable. The sound level from an exhibitor's booth shall not intrude nor violate the rights of any and all adjacent areas. Sound, to whatever degree possible, should be confined to the exhibitor's booth. Show Management, at its sole discretion, can require that sound systems be turned off if the volume exceeds acceptable levels.

## Storage

Fire regulations prohibit storage of any kind, behind exhibits, including empty packing materials. Please tag all your empty storage boxes and have Freeman store them until move-out.

## Unsportsmanlike Conduct

Tampering with another party's exhibit will not be tolerated. Said activity is actionable under law. In such case, the offender(s) will be immediately removed from the show floor at their expense, and will be restricted from future participation.

## Use of Space

Show Management reserves the right to determine the eligibility for any company or product for inclusion in the show. Show Management also reserves the right to decline, prohibit or expel an exhibit which, in its judgment is out of keeping with the character of the exhibition, this reservation being all inclusive as to persons, things, printed matter, product, conduct, sound level, etc.

## Vacuuming / Booth Cleaning

Exhibitors are responsible for the vacuuming of their booth each day of the expo. Freeman will vacuum your booth but there is a fee for this service. Show Management will clean the aisles before the show opens and each day.

## Vehicles

If you are planning to display a vehicle in the exhibit hall, please contact Alicia Field, Operations Director at [afield@1105media.com](mailto:afield@1105media.com) for additional information, rules and regulations.

## Terms & Conditions/Rules & Regulations

The items outlined above address the most commonly asked items by exhibitors. It is not, nor should it be interpreted as, a comprehensive listing. Consult the Terms & Conditions in your Application for Exhibit Space & Sponsorships (booth contract) and the Rules & Regulations in the Exhibitor Service Manual for details.