

## Exhibit Rules & Regulations

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### **Admittance**

Admittance to the exhibit floor during installation will only be permitted to those persons with a temporary work pass or an exhibitor badge. On show days an exhibitor badge will be required to enter the show including one hour prior to opening and one-half hour after closing. Should you require additional time, please see Show Management. **No one under the age of 16 will be allowed on the show floor.** The trade show floor is available to all qualified attendees wearing an identification badge without restrictions. Qualified tradeshow attendees must wear an official badge. Please report any unauthorized attendees to the security personnel or show management staff immediately. Each exhibitor may reserve private areas within the booth that are not made generally accessible. The booth construction must make it evident which parts of the booth are not meant to be generally open and provide for access control to these parts (i.e. doors, walls, etc.). Discrimination policies denying admission to generally open displays to only some trade show participants (wearing an official badge) are not permissible.

### **Booth Payments**

Both domestic and international exhibitors will be required to settle their accounts in full prior to booth installation.

### **Booth Responsibility**

It will be the responsibility of the company who contracts the space to maintain personnel in the booth at all times during show hours. **Any Exhibitor who starts to pack or dismantle the booth prior to show closing will be charged a set fee of US\$1,000.** Show Management will closely monitor this.

### **Booth Furniture**

Freeman will be offering additional individual furniture rental and specialty items.

**Note:** In order to qualify for the offered advance discount rates, forms must be returned to appropriate locations by the specified deadline dates.

### **Catering Services**

Catering services will be available through the Georgia World Congress Center. Please see the official contractor sheet for full contact information.

### **Exhibits / Show Floor**

Please take time to familiarize yourself with the enclosed Guidelines for Display. Texprocess Americas will abide by these standards. Exhibitors requesting variances and/or exhibits that do not comply with the enclosed guidelines must complete the Booth Variance Request Form and receive approval from Messe Frankfurt, Inc. to deviate from these industry standards. Onsite, exhibitors not in compliance with these rules will be forced to correct rule violations prior to the show opening.

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### Exhibits / Show Floor Continued...

Exhibitors have the right to display/hang signs, banners, or logos from the ceiling of the exhibit hall **with permission from Show Management**. No "sold" signs of any nature which designate process or notices of sales are permitted. All demonstration equipment, including operator's position, must be located inside the booth.

Exhibitors building special background or side dividers must make certain that the surfaces and backside of side walls of such dividers are finished in a manner as not to be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished show management shall authorize the official decorator to take into effect the necessary finishings and the exhibitor must pay all charges involved.

Souvenirs and literature may be handed out only from within the confines of the exhibitor's booth. Passing out promotional material or literature in the aisles or public areas is prohibited. Exhibitor personnel may not enter another exhibitor's exhibit space, or take materials from another exhibitor's exhibit space, without the expressed permission from that exhibitor.

No storage of any kind is allowed behind booths or near electrical service. Materials necessary to your exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible.

### Exhibit Hall

Texprocess Americas will be located in Hall A2-A3 of the Georgia World Congress Center.

### Fire Prevention

The Exhibitor shall not use any flammable decorations or coverings for display purpose. All fabrics or other material used for decoration purposes must be flameproof. The Exhibitor shall comply with all applicable fire regulations.

### Height Restrictions

All in line standard booths will be permitted a height allowance of eight feet (8') including signage. All **peninsula and island booths** will be permitted a height allowance of twenty feet (20') including signage. All booths must comply with the enclosed Guidelines for Display.

### Insurance

Show Management shall not be liable for injury to persons (or for damage to or loss of property) within the Exhibitor's booth and its surrounding area, or in such other areas as the Exhibitor may use to store its property or that of third parties. It is the responsibility of the Exhibitor to provide sufficient insurance. Such insurance shall include (but shall not be limited to) coverage of the Exhibitor's liability for injury to persons (and for damage to or loss of property) within the Exhibitor's booth and its surrounding area, and in such other areas the Exhibitor may use to store its property or that of the third parties.

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### **Photography, Video Shooting and Sound Recording**

No photography, videotaping or other means of recording is permitted without prior written approval from Show Management. Exhibitors shall not photograph or videotape the exhibit or products of any other Exhibitor or cause such exhibit or products to be photographed or videotaped. Show Management reserves the right to eject any Exhibitor and any of its employees or representatives from the licensed premises and Georgia World Congress Center for failure to comply with this rule or impose any other sanction permitted by these rules deemed appropriate by Show Management. Any Exhibitor not in compliance with this rule also agrees to immediately provide Show Management with all film, pictures, videotape, or other video or audio recordings (and all copies thereof) for disposal.

### **Sales Activities**

Exhibitors may accept orders from trade buyers who furnish proof of their identity. Price labeling is not allowed on products exhibited in booth area, in the Show Directory or on advertising aids.

### **Security**

Show Management will provide general security for the exhibit hall and public areas. However, you may contract for individual security for within your booth at your discretion. No weapons will be allowed on the show floor.

### **Set-up Deadline**

Show Management and its organizers reserve the right to use any exhibit space still unoccupied on April 23, 2012 at 6:00 pm for whatever purpose it chooses. Exhibitors will remain liable for the space rental fee of such space.

### **Sound Systems**

The use of sound systems is permissible provided they are not audible more than three feet into the aisle or into neighboring booths, and that the sound is directed exclusively into the exhibitor's booth. Show Management and its organizers shall have absolute control over its regulation, the intent of which is to ensure that the sound systems shall not be audibly objectionable to neighboring exhibitors. Sound amplification may be used by the exhibitor only for the dissemination of information to the Texprocess Americas audience directly relating to products and/or services of the particular company displaying such products and/or services at the show.

***We appreciate your cooperation in making the show a successful and enjoyable experience for everyone.***