

GENERAL

The official rules and regulations below apply to the 2022 ASPE Convention & Expo. The exposition is produced and managed, on behalf of ASPE, by Taffy Event Strategies.

It is Show Management's responsibility to ensure the overall safety and aesthetic appeal of the exhibit area. This means that we need your cooperation in assuring an attractive exposition. The three most common problem areas result from the violation of booth restrictions, lack of booth carpet and the exposure of unsightly parts of the exhibit. No one likes to read rules, but show regulations are essential to an orderly, fair and safe event. **These rules are made an integral part of our contract with you.** If you have any questions, or need an explanation of a regulation, please contact Kathleen O'Driscoll at +1.571.313.5159 or by email at aspeinfo@taffyevents.com

2022 ASPE CONVENTION & EXPO EXHIBIT DISPLAY REGULATIONS

Show Management has developed these Exhibit Display Regulations in accordance with the guidelines adopted by the International Association of Exhibitions and Events. All exhibits must conform to these regulations. Exhibits not in compliance must be brought into compliance prior to the end of exhibit set-up. These regulations will ensure all exhibitors regardless of size, an equal opportunity, within reason, to present their product(s) in the most effective manner possible.

DIMENSIONS

Width of exhibit space shown on the floor plan is measured from the centerline of the side rails. Depth is the overall measurement from the face of the front post to the back of the rear post.

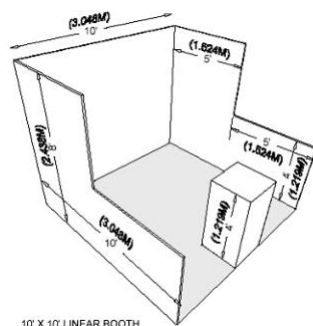
DISPLAY REGULATIONS

LINEAR BOOTH/IN-LINE BOOTH:

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths. These booths are ten feet (10') wide and ten feet (10') deep, i.e. 10'x10'. Linear/In-line booths have an eight-foot (8') height limit.

Display materials should not obstruct or block sight lines of neighboring exhibitors. The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height limited imposed on all materials in the remaining space forward to the aisle.

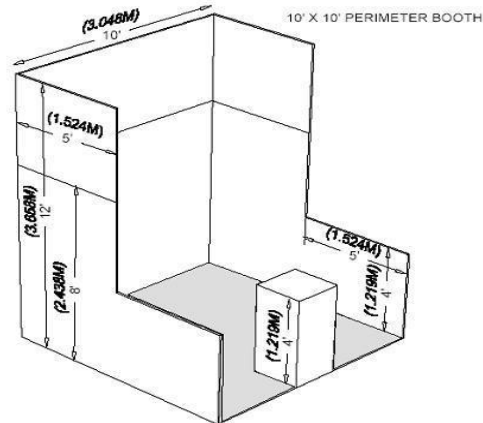
Note: When three or more Linear Booths are used in combination as a single exhibit space, the four-foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.



PERIMETER BOOTH:

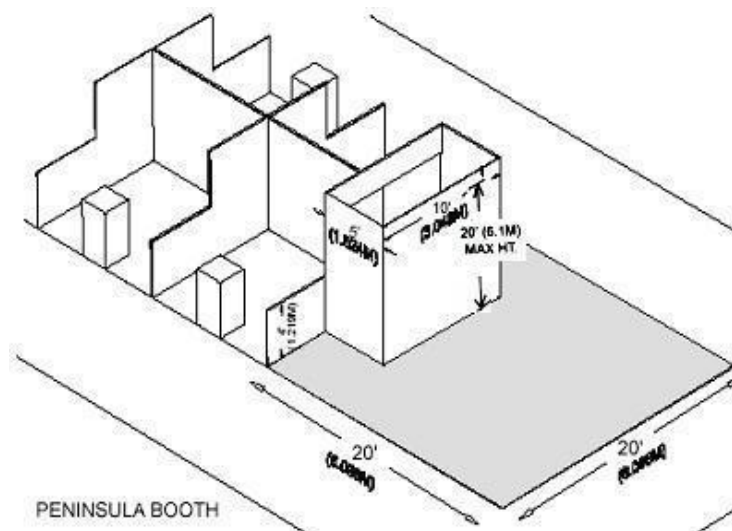
A Perimeter Booth is a Linear Booth that backs up to a wall of the exhibit facility rather than to another exhibit. Perimeter Booths have a twelve-foot (12') maximum height limit. Display materials should not obstruct or block sight lines of neighboring exhibitors. The maximum height of twelve (12') feet is allowed only in the rear half of the booth space, with a four-foot (4') height limited imposed on all materials in the remaining space forward to the aisle.

Note: When three or more Perimeter Booths are used in combination as a single exhibit space, the four-foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.



PENINSULA BOOTH:

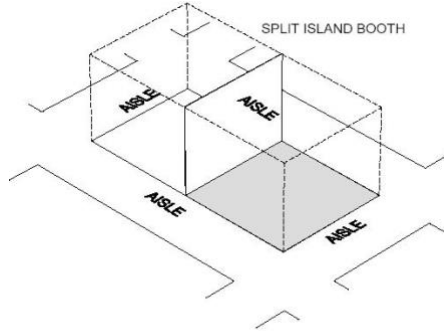
A Peninsula Booth is exposed to aisles on three (3) sides and composed of a minimum of four booths. A Peninsula Booth is 20'x20' or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to four feet (4') high within five feet (5') of each aisle, permitting adequate line of sight for the adjoining Linear Booths. Twenty (20') feet is the maximum height allowance, including signage for the center portion of the back wall.



RULES & REGULATIONS

SPLIT ISLAND BOOTH:

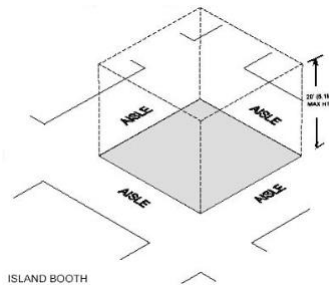
A Split Island Booth is a Peninsula Booth which shares a common back-wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, which is twenty (20) feet, without any back-wall line of sight restrictions. A Split Island booth is 20'x20' or larger.



ISLAND BOOTH:

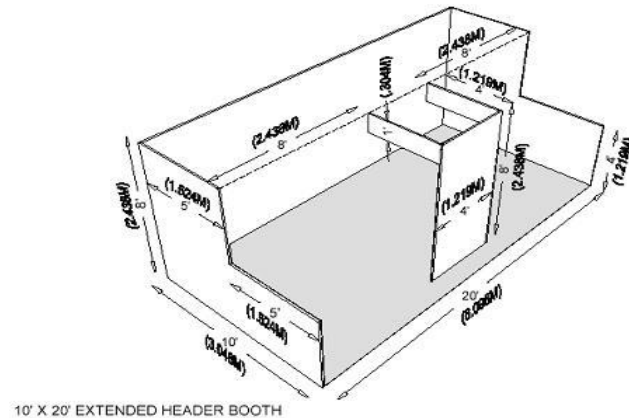
An Island Booth is a booth exposed to aisles on all four sides. An Island Booth is 20'x20' or larger. *Anything less than 20'x20' is not an island and will have an eight foot (8') restriction and no hanging signs will be allowed.*

The entire cubic content of the Island Booth may be used to the maximum allowable height which is twenty (20') feet.



EXTENDED HEADER BOOTH

An Extended Header Booth is a Linear Booth that is 20 feet or longer with a center extended header. All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8 feet, a maximum width of 20% of the length of the booth, and a maximum depth of 9 feet from the back of the wall.



HANGING SIGNS

Hanging signs and graphics are permitted in Peninsula, Split Island and Island booths (20'x20' or larger) **only**, to a maximum height of twenty (20') feet above the booth. The top of signage suspended from above or supported from below may not exceed the twenty (20') foot height limit.

INSTALLATION EXCLUSIONS

All exhibits must be free standing. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to, or otherwise secured to, the drapery backdrop or side dividers. In addition, no decals or other adhesive materials shall be applied or affixed to the walls, pillars or floor of the exhibit areas. Exhibitor shall not post any sign of any description except within the confines of the exhibit space assigned.

****Notify show management in advance if you plan to build a multi-level exhibit.***

UNFINISHED AREAS

All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at exhibitor's sole expense. Any portion of the exhibit bordering another exhibitor's space must have the backside of that portion finished and not have any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

STORAGE OF CRATES, CARTONS & EXTRA MATERIALS

Storage of material in the space behind and around the booth is **PROHIBITED**. This area is for utilities **ONLY**.

FACILITY EQUIPMENT

Exhibitors are **PROHIBITED** from using building equipment, i.e., ladders, tools, chairs, tables, stanchions, dollies, forklifts, vacuums, brooms, etc.

GOOD NEIGHBOR POLICY

Exhibitors are asked to observe the "Good Neighbor" policy in every way. If there is audio equipment in your booth, keep the sound to a level which will not disturb neighboring exhibitors. Any entertainers which have been approved by Show Management must adhere to this same requirement. Show Management does not permit "sideshow" tactics and expects models and/or entertainment to be in good taste, confined to the exhibitor's booth and not to be in any way offensive to registrants or neighboring exhibitors.

PRODUCT DEMONSTRATIONS

All displays, product demonstrations and sales activities in the exhibit hall must be kept within the confines of your contracted booth space. Selling in the aisles, hosting audiences in the aisles, booth encroachment into the aisles, distributing literature in the aisles, etc. will not be tolerated. This is not only unfair to your fellow exhibitors, but blocking aisles creates a potentially unsafe situation which could lead to the show floor being shut down by the fire marshal. Please be considerate to your fellow exhibitors – refrain from soliciting their business during show hours (when they are interacting with their customers).

Management reserves the right to restrict exhibits or demonstrations that, in the opinion of Show Management, become objectionable. This includes persons, things, conduct, sounds, videos, presentations, printed matter, and anything of a character that is not in the best interests of all exhibitors or Show Management.

RULES & REGULATIONS

Products and services to be exhibited must meet the standards of generally accepted plumbing engineering and design practices and professionalism. In the event of disagreement, ASPE Show Management's decision shall be final.

HIRED GUESTS & GIVEAWAY APPROVAL PROCESS

Exhibitors wishing to have hired booth guests & giveaways must submit for approval by ASPE no later than August 26, 2022. Exhibitors who use hired booth guests/costumed models or mannequins or performers must ensure that their manner of appearance and dress is such as to not offend even the most critical.

If you have questions with regards to your hired booth guests or giveaways, please email aspeinfo@taffyevents.com or by call 571-313-5159.

Advance Approval of Booth Activities Required

Exhibitors must complete and submit a [Booth Activity Approval Form](#) no later than August 26, 2022. Passing out exhibitor materials and information and talking to attendees within an exhibit booth are not considered booth activities and do not need to be included in exhibitors' approval requests.

Quizzes, contests, games and raffles must be approved by ASPE in advance. Quizzes, contests, games and raffles should be designed for non-competitive participation by individual attendees. Quizzes, contests, games and raffles must be submitted for approval no later than August 26, 2022 and will be approved on a case-by-case basis. ASPE will not approve quizzes, contests, games or raffles with distracting features, including flashing colors and sound effects. Exhibitors are responsible for complying with applicable laws, regulations, guidance, and requirements, including of the meeting venue, with respect to quizzes, contests, games, and raffles.

The following are prohibited in the Exhibit Hall:

- Lighter than air objects
- Flashing lights
- Distribution of coupons or vouchers for meals, entertainment, and personal services to meeting attendees
- Distribution of alcoholic beverages in exhibit booths
- Demonstration, promotion, or sale of the products of any non-exhibiting companies
- Magicians, jugglers, motivational speakers, sleight of hand artists, or illusionists
- Soliciting attendees or exhibitors in the aisle(s) outside booth space, in booths other than their own, or elsewhere in the meeting venue
- Excessive amplification devices which may result in the disturbance of other exhibitors
- Exhibitors are to hire booth guests, costumed models or mannequins which have a manner of appearance and dress is such as to not offend even the most critical. Activity and attire of models and demonstrators shall be consistent with the professional atmosphere of the exposition.

All entertainment and attractions must be submitted in writing and pre-approved by ASPE. Please complete and submit the [Booth Activity Approval Form](#).

NON-EXHIBITING COMPANIES/SUITCASING

There are manufacturers and distributors who will attend 2022 ASPE Convention & Expo, but not to exhibit. Some non-exhibiting suppliers may attempt to "*suitcase*" the Show, to approach buyers and exhibitors for the purpose of selling their product in the aisles. Suitcasing is the act of soliciting business in the aisles during the exhibit or in other public spaces, including another company's booth or a hotel lobby.

This practice is prohibited by ASPE and Show Management and anyone observed approaching buyers in the aisle or in an exhibitor's booth, who is not a legitimate exhibitor, should be reported to Show Management. The individuals will be

asked to leave the show immediately. This will be strictly enforced with the intent of preserving the integrity of the Show and maintaining a good relationship between buyer and exhibitor.

The assistance of exhibitors in watching for this type of activity and reporting it is greatly appreciated. Exhibitors are especially encouraged to note the person's name and company. In addition to this, special screening will take place by Show Management in the registration area for this type of attendee to prevent them from engaging in unauthorized selling in the Show. If you see a non-exhibitor trying to sell - "suitcase" - on the exhibit floor, please pass their business card to show management as soon as possible. We will do everything we can to curtail unfair (and unacceptable) sales practices.

AGE RESTRICTIONS

Due to insurance regulations and other liability concerns, no one under the age of 18 is permitted in the exhibit hall at any time.

SUBLEASING OF SPACE

Exhibitors may not sublet their space, or any part thereof, or make any arrangements for display by a non-exhibiting company.

SELLING (CASH & CARRY POLICY)

"Cash and Carry" sales are **NOT** permitted on the show floor. This regulation will be strictly enforced.

CARPETING

EXHIBITORS MUST PROVIDE CARPET OR OTHER PROFESSIONAL FLOOR COVERING FOR YOUR ENTIRE EXHIBIT BOOTH SPACE

Exhibitor carpeting which does **NOT** conform to floor markings will, at the discretion of Show Management, be filled in to meet the aisle. The aisle carpet will align with booth markings to provide a wall-to-wall exposition floor. No gaps will be permitted. The cost of required fill-ins will be charged to the exhibitor.

PHOTOGRAPHY REGULATIONS

Any attendee or exhibitor who wants to take pictures or videos of other displays must first obtain permission from any exhibitor whose display will appear in the photograph. Should an exhibitor object to his display being photographed, photographs of that display will be **PROHIBITED**. Show Management and Security reserve the right to confiscate cameras and/or video equipment from anyone found illegally taking photos or recording an exhibitor's display. Exhibitors are requested to contact Show Management to remedy any problems that arise.

Show Management has appointed an Official Photographer to provide commercial photographs of the exhibits. No other commercial photographer will be admitted to the exhibits unless special arrangements are made with Show Management.

BALLOONS

All lighter-than-air and other flying devices are **PROHIBITED** in the exhibit hall. Any and all costs associated with the removal of balloons will be charged to the exhibitors.

FOOD & BEVERAGE/ALCOHOL

You may order catering in your booth only from the Indianapolis Convention Center's official catering provider, Centerplate. An order from is in Specialty Contractors/Additional Services section of this manual. **Alcohol is not permitted to be ordered or served from exhibit booths.**

GRATUITIES

Convention Center and union labor employees are not permitted to accept gratuities of any kind. If you are solicited for a tip by convention center employees or booth labor personnel, please report the incident to Show Management.

LIGHTING & SOUND REGULATIONS

Lighting – Lighting can be an integral part of an exciting exhibit presence, however in the interest of fairness and safety, the following guidelines have been established:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by Show Management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

Sound – The following noise abatement policy will be enforced at 2022 ASPE Convention & Expo:

- Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels.
- The exhibitor is prohibited from using amplifying equipment that is objectionable to Show Management.

MUSIC LICENSING

Exhibitors using music in their booth, either live or mechanical, must provide show management with a copy of the exhibitor's Licensing Agreement with ASCAP, BMI, SESAC or other such licensing organization or must expressly warrant in writing to show management that no such license is required due to exemption under 17 U.S.C. § 110 (5) or other specified exemption. Further, should Exhibitor play music, Exhibitor agrees to indemnify and hold Taffy Event Strategies and/or the Association harmless from any action brought against Taffy Event Strategies and/or ASPE by ASCAP, BMI, SESAC or other licensing organization for the playing of such music.

FIRE SAFETY REGULATIONS

Basic Fire Code Regulations:

- a. The NFPA 101 Life Safety Code 2000 Edition has been adopted with specific revisions and interpretations for review of occupancies and events in this facility.
- b. All drapes, curtains, table coverings, skirts, carpet or any materials used in exhibits must be flame retardant.
- c. Fire hose cabinets, fire extinguishers, sprinklers, fire exit doors, route of egress and any other fire safety device or facility must not be hidden, obstructed or otherwise disturbed.
- d. Crates, packing material, wooden boxes and other highly combustible materials may not be stored in exhibit halls, meeting rooms or fire exit areas.

e. Vehicles on display must have all fuel tank openings locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall be full when displayed within the facility. At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped to avoid potential sparks.

f. The use of pyrotechnics and welding equipment, open flames or smoke emitting material as part of an exhibit or display must be individually reviewed by Indianapolis Event Services and the Fire Marshall for the State of Indiana. All request must be submitted in writing and include appropriate and required documentation.

*These are basic rules and every exhibit **MUST** comply prior to the scheduled opening.*

SMOKING

Smoking or vaping is prohibited within the facility. Smoking is permitted outside the facility only.

EXHIBITOR EVENTS AND OUTSIDE TOURS

Exhibitors who schedule events, tours or transportation for attendees which conflict with official ASPE events will be penalized. Penalty for conflicting events, tours or transportation for attendees will result in the loss of priority point status.

NO SALE OF ADVERTISING BY EXHIBITORS

No exhibitor may offer or distribute at any ASPE exposition or trade show, any publication or other material created through the offering of the sale of advertising to any exhibitor, or other plumbing engineering and design related organizations not in attendance at the exposition or trade show, with the express intent that such publication or material would be distributed or be made available at an ASPE exposition or trade show.

AMERICANS WITH DISABILITIES ACT (ADA)

Exhibitors must acknowledge their responsibilities under the Americans with Disabilities Act (ADA) to make their booth accessible to persons with disabilities. The key publications of concern to exhibitors are the ADA's *Title III Regulations* and *Guidelines for Small Businesses*. These can be viewed via www.usdoj.gov/crt/ada/publicat.htm.

Exhibitors with complex displays should pay special attention to the following conditions. Platforms and steps should not be used, or alternative access must be provided in the form of ramps with a grade of not more than one inch to one foot. The maximum rise for any run is 30 inches. Ramps with a rise of more than six inches, or a run longer than six feet, should have railings on both sides. Ramps must have edge protection in the form of curbs, walls or railings, and must have level landings at the bottom and top of each ramp. Rough or unfinished edges are not permitted. Landings should be at least as wide as the ramp and should be at least five feet in length. Raised corners should be marked to avoid tripping.

Exhibitors shall also indemnify and hold harmless Taffy Event Strategies, ASPE and its agents, Freeman, and the Indianapolis Convention Center against cost, expense, liability or damage which may be incident to, arise out of, or be caused by Exhibitor's failure to have their booth comply with requirements under the Act.

SPECIAL WORK PERMITS

Exhibitors that must have access to the exhibit hall outside the published hours must be issued a Special Work Permit from the Show Management Office. Please come to the Show Management Office no later than 4:00pm to obtain your Special Work Permit. Additional security **MAY** be required at the exhibitor's expense if late work permits are required. We encourage exhibitors to complete your exhibit installation/dismantling during specified hours. **No permits are issued to work on the show floor before show opening, only after show closing.**

USE OF AN EXHIBITOR APPOINTED CONTRACTORS (EAC'S)

An **Exhibitor Appointed Contractor (EAC)** is any company, other than the designated official contractors listed in this manual that an exhibitor wishes to use and which requires access to the exhibit hall before, during or after the show. These include independent display/installation & dismantle companies or anyone who is not an employee of your company that you will have working on your equipment and products.

Also included are delivery personnel, technicians, photographers, florists, A/V companies, and anyone hired by the exhibitor who needs access to the exhibit hall. Permission to use an Exhibitor Appointed Contractor cannot be given for utilities, booth cleaning or material handling services, as these are exclusive to the convention center and/or the general contractor. **Exhibitors who plan to use Exhibitor Appointed Contractors must read and act on the remaining pages of this section, and submit this [Notification of the Use of an EAC](#).**

HOW TO OBTAIN AUTHORIZATION TO USE AN EAC

There are three principal steps for obtaining authorization to use an Exhibitor Appointed Contractor:

1. **Exhibitor MUST make a request in writing:** Exhibitors who wish to use an EAC **MUST** fill out the [Notification of Intent to Use Exhibitor Appointed Contractor](#) and submit this form no later than the August 26, 2022.
2. **EAC's must provide a Certificate of Insurance:** Copies by email aspeinfo@taffyevents.com will be accepted. **Every person** needing access to the show floor must be covered by insurance. (**Exhibiting companies are required to insure their own personnel.**) Any person, who is not a direct employee of the exhibiting company, must provide his/her own proof of insurance before being allowed access to an exhibitor's booth on the show floor.
3. **Written acceptance of show rules from the EAC:** Written acceptance on the [Notification of Intent to use an Exhibitor Appointed Contractor form](#), specifying that the EAC will abide by all show Rules and Regulations Governing EAC's including those contained herein for exhibitor approved contractors. This written acceptance must be received by Show Management by no later than August 26, 2022.

Show Management will authorize the exhibitor to use an EAC to provide services to the exhibiting firm, upon receipt of the following:

- a. Certificate of Comprehensive General Liability insurance in the amount of \$1,000,000 including coverage for Independent Contractors who have been authorized by Show Management to enter the premises of the show site as exhibitor appointed contractors hired by Exhibitor, with Single Limit Bodily Injury and Property Damage Coverage for each occurrence, Contractual Liability coverage, Products Liability coverage, and with completed operations coverage included.
- b. Comprehensive Automobile Liability coverage, including hired and non-owned auto for not less than \$500,000.
- c. Workers' Compensation, Employee and Employers' Liability coverage in full compliance with all laws covering clients' employees.
- d. **Taffy Event Strategies, ASPE, Indianapolis Convention Center, and Freeman shall be named as additional insured on all policies of insurance coverage**, followed by the statement: "This coverage is primary to all other coverage of the additional, named insured with respect to (Exhibitor's) contract for exhibition space with Taffy Event Strategies/ASPE, and preparation and use of the show premises for exhibitions." **The certificate Holder is Taffy Event Strategies, 2300 Clarendon Blvd. Suite 305, Arlington, VA 22201.**
- e. Written notice of cancellation of any coverage must be given to Show Management, and proof of replacement coverage meeting the same conditions as expressed above before entering the premises of the show site.
- f. Any other coverage as may be required by Show Management from time to time shall be obtained on demand.

RULES & REGULATIONS

Exhibitor utilizing EAC's agrees to indemnify and hold harmless Taffy Event Strategies, ASPE and the Indianapolis Convention Center from any and all liability, including attorney's fees, which may arise due to the third-party contractor's (EAC's) presence or actions. Exhibitors will be notified directly only if authorization is **NOT** approved. Therefore, unless the exhibitor is so informed by Show Management, and if the listed conditions are met, approval to use an EAC is implied.

RULES & REGULATIONS GOVERNING EAC'S

- The EAC will refrain from placing an undue burden on the Official Contractor by interfering in any way with the Official Contractor's work.
- The EAC will not solicit business on the show floor at any time.
- The EAC will share with the Official Contractor all reasonable costs incurred in connection with his operation, including overtime pay for stewards, security if necessary, restoration of exhibit space to its initial condition, marking of exhibit floor, etc.
- The EAC will cooperate fully with the Official Contractors and will comply with existing labor/union regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the Official Contractors.
- **ALL** EAC's and their labor must be badged through Show Management by using the form in this section of the manual. No one will be allowed on the show floor without proper identification.
- EAC's will not be permitted to store equipment in the Convention Center. Due to limited space and fire regulations, all equipment must be stored off the premises. If found, equipment will be removed from building.
- The EAC, under no circumstances, will be allowed to remove floor-marking tape until the close of the exposition.

EXHIBITOR VIOLATION POLICY

The Rules and Regulations for the 2022 ASPE Convention & Expo are intended to promote a successful and safe show. ASPE shall have the right to enforce the rules and regulations and amend them, without notice.

VERY IMPORTANT: Exhibitors and/or their agents who are in violation of the rules and regulations of the ASPE exposition will receive an initial verbal notification of the infraction. If the violation is not corrected after subsequent warnings, the ASPE Management Team will issue a written violation notice and the priority point penalty will be enforced.

PRIORITY POINT PENALTY: Noncompliance of rules and regulations or the removal from the Exposition floor during show hours of any attendee such as by the scheduling of conflicting events (i.e., hospitality suites open, meetings, tours, or transportation) for attendees, will result in the loss of priority point status.


Failure to occupy the contracted space or to comply with these Rules and Regulations and the terms of the agreement, shall result in ASPE's right, without notice to the Exhibitor, to rent such space or any part thereof to another party. The Exhibitor, failing to occupy said space or to comply with any of the provisions of the agreement, must pay all consequential loss or damage suffered by ASPE.

Exhibitors may not begin dismantling their exhibit until the close of the show. Any exhibitor who begins to dismantle or pack part of their exhibit before the close of the show will incur a loss of priority points.

In all interpretations of the rules and regulations, the decision of ASPE is final. ASPE shall have the right to determine the eligibility of any company, product or exhibit. ASPE reserves the right to restrict or dismiss, at any time, for any reason and without recourse any exhibit which it deems undesirable. Exhibitors are subject to penalty for violations occurring at the 2022 ASPE Convention & Expo. The penalty will be the loss of show seniority. Penalties are assessed by Show Management and approved by ASPE.

RULES & REGULATIONS

Violations – These penalties are assessed if the exhibitor fails to make the necessary correction on-site after being informed by Show Management of the violation. The following violations may result in a loss of priority points:

1. Damage to the facility, to another exhibitor's property or property belonging to the contractor without adequate remuneration or a promise to pay the aforementioned damages.
 2. Serving alcoholic beverages.
 3. Use of an unauthorized contractor, one not approved by Show Management.
 4. Display of products or equipment in violation of Show rules and regulations.
 5. Not adhering to all rules and regulations as they are written in the exhibitor services manual, including but not limited booth display heights, floor covering requirements and other booth display specifications.
 6. Illegal display, fixture or sign, including promotional flags in linear booths.
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7. Labor Union Policy violation.
 8. Paying of gratuities to receive preferential treatment.
 9. Entering the Show during restricted hours without permission of Show Management, and/or after being told by security or Show Management not to enter.
 10. Entering an un-staffed exhibit booth of a competitive exhibitor during non-Show hours.
 11. Photographing or videotaping the products or exhibit of another exhibitor without permission, and failure to give Show Management film or video taken in violation of show policy.
 12. Distribution of materials, samples, literature or advertising/promotion outside the assigned exhibit space, after being told to cease the illegal activity.
 13. Late set-up. Failure to set up exhibit according to show rules and regulations and within the assigned set-up time.
 14. Exhibitors shall not initiate tear-down or abandon their exhibits prior to 3:00pm, Tuesday, September 15th.
 15. Sub-leasing of contracted exhibit space will result in the loss of all Show seniority points earnable for the current year's show and the subsequent year's show.

Exhibitor Liability & Insurance – Exhibitors and, or any of their officers, agents, employees, or other representatives shall maintain Commercial General Liability with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate and name ASPE, its agents, and employees, TAFFY EVENT STRATEGIES, its agents, and employees, and the Indianapolis Convention Center or its employees as Additional Insureds. Exhibitors and, or any of their officers, agents, employees, or other representatives shall maintain Worker's Compensation as required in Indiana and/or by Facility. Exhibitor or any of its officers, agents, employees or other representatives shall be responsible for their own property. ASPE will provide security guard service throughout the entire meeting, including the official periods of exhibit installation and dismantling. The furnishing of such service is in no case to be understood or interpreted by exhibitors as guaranteeing them against loss or theft of any kind. See Rules & Regulations for further details as stated above. Should you choose to submit a Certificate of Insurance, go to your exhibitor portal to upload. This insurance must be in force during the lease dates of the event, September 16-21, 2022.

If you prefer to purchase a policy to cover this event only, you can apply online to Buttine Insurance, a Risk Strategies Company. [Apply online here.](#) Please Contact: Kendra Reilly Monahan at 212-867-3642 or kmonahan@risk-strategies.com