

Garan-Beadagio, LLC

Exhibitor Handbook

General Rules & Requirements

Version 2026.2 · Effective September 10, 2026

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A. PURPOSE & SCOPE

1. This Exhibitor Handbook (“Handbook”) is incorporated into and forms part of the Garan-Beadagio, LLC Exhibit Space Rental Agreement (“Contract”). By signing or otherwise accepting the Contract, Exhibitor acknowledges that it has read this Handbook and agrees to comply with its rules and requirements.
2. This Handbook contains rules and requirements generally applicable to Garan-Beadagio, LLC events (“Events”) and is intended to provide information concerning event operations, logistics, safety, and exhibit space use.
3. Information specific to an individual Event—including schedules, move-in and move-out instructions, ordering deadlines, shipping and receiving information, parking and loading instructions, Facility requirements, and other Event-specific procedures—may be provided separately by Promoter through the Exhibitor Account, Event website, email, or other written communication. Such Event-specific instructions are incorporated into

this Handbook and must be followed by Exhibitor.

4. If Event-specific instructions differ from a general operational provision of this Handbook, the Event-specific instructions will control for that Event. Nothing in Event-specific instructions will modify the Contract unless expressly stated in writing by Promoter.
5. This Handbook contains additional rules, responsibilities, and safety requirements that supplement the Contract. The Contract governs the parties' principal legal and financial obligations, including provisions concerning payment, cancellation, insurance, liability, indemnification, and enforcement.
6. Promoter may establish additional reasonable rules, requirements, or procedures when necessary for the safe and orderly operation of an Event, compliance with Facility requirements or applicable law, or the protection of exhibitors, attendees, staff, or property. Exhibitor agrees to comply with such additional rules after they are communicated by Promoter.
7. Promoter reserves the right to enforce the Contract, this Handbook, Event-specific instructions, and applicable Facility requirements. Exhibitor may be required to correct or remove any condition, display, merchandise, activity, or conduct that violates those requirements. Failure by Exhibitor or its staff to comply may result in closure of the exhibit space, removal from the Event, forfeiture of exhibit space, or other action permitted by the Contract.
8. Promoter may provide the Contract, this Handbook, Event-specific instructions, updates, notices, forms, and other exhibitor information electronically, including through beadagio.com, Event websites, Exhibitor Account, or email.
9. Exhibitor grants Promoter permission to photograph or record Exhibitor's booth, displays, merchandise, representatives, and activities at an Event and to use such photographs or recordings, together with Exhibitor's business or trade name, for the promotion, documentation, and publicity of Garan-Beadagio, LLC and its Events, including use on websites, social media, email, printed materials, and advertising.
10. Exhibitor is responsible for arranging and paying for the transportation, shipping, receiving, handling, drayage, and storage of its merchandise, displays, equipment, and other property, except to the extent Promoter expressly agrees otherwise in writing.
11. Exhibitor must keep its exhibit open and staffed through the published closing time on the final day of the Event and may not begin packing, dismantling, or removing merchandise or display materials before that time. All property must be removed and the exhibit space vacated by the move-out deadline specified for that Event.

B. LIABILITY & RESPONSIBILITY

1. Exhibitor is responsible for maintaining the insurance required by the Contract for itself, its staff, property, operations, and participation in the Event. Promoter does not provide insurance for Exhibitor, its staff, merchandise, displays, equipment, or other property.
2. Promoter is not responsible for the safekeeping or security of Exhibitor's merchandise, displays, equipment, personal property, or other belongings, whether located in the exhibit space, elsewhere within the Facility, in guest rooms, in loading or storage areas, or elsewhere in connection with the Event. Any security services provided at an Event are intended as a general precaution and do not constitute a guarantee against theft, loss, or damage.
3. Promoter will make reasonable efforts to have the exhibit area and any equipment or furnishings supplied by Promoter available for Exhibitor's scheduled move-in. Promoter is not responsible for delays in access, installation, delivery, or move-in caused by the Facility, outside service providers, circumstances beyond Promoter's reasonable control, or other Event operations.
4. Promoter does not control or guarantee Facility environmental conditions, including heating, air conditioning, ventilation, temperature, humidity, or similar building conditions, and is not responsible for variations, interruptions, or conditions outside Promoter's reasonable control.
5. Exhibitor is responsible for any damage caused by Exhibitor or its staff to the Facility, exhibit space, floors, walls, furnishings, equipment, or other property. Exhibitor may not attach, fasten, tape, tack, nail, screw, drill, paint, or otherwise affix anything to Facility property except as expressly permitted by Promoter or Facility. Any resulting repair, cleaning, replacement, or other charges may be assessed to Exhibitor under the Contract.
6. Information in this Handbook concerning fire, safety, health, accessibility, electrical, or other legal or regulatory requirements is intended as general guidance and is not a complete statement of applicable law or Facility requirements. Exhibitor remains responsible for complying with all applicable laws, codes, ordinances,

regulations, and Facility rules as provided in the Contract.

7. Exhibitor is responsible for the safe setup, operation, maintenance, dismantling, movement, loading, unloading, and transportation of its merchandise, displays, equipment, and other property, and for injury or damage resulting from Exhibitor's actions, omissions, property, equipment, or operations, subject to the terms of the Contract.
8. If Promoter is authorized under the Contract or this Handbook to remove merchandise, display materials, equipment, or other property from an exhibit space, Promoter may arrange for such property to be moved or stored at Exhibitor's expense. Exhibitor is responsible for reasonable labor, handling, transportation, storage, and related costs. Promoter does not assume custody of such property as a bailee, trustee, or insurer, and the liability and indemnification provisions of the Contract remain applicable.

C. SAFETY RESPONSIBILITIES

1. Exhibitor is responsible for conducting all loading, unloading, move-in, setup, operation, dismantling, and move-out activities in a safe manner and must use reasonable care when transporting merchandise, displays, equipment, carts, or other materials within the Facility.
2. Exhibitor must exercise appropriate care when assembling, erecting, securing, using, or dismantling shelving, display fixtures, signs, banners, lighting, or other booth equipment. Displays and equipment must remain stable and safe throughout the Event.
3. Exhibitor must keep its exhibit space and surrounding area free from hazards. Boxes, merchandise, electrical cords, packing materials, carts, display components, and other items must not create tripping hazards or obstruct aisles, walkways, entrances, exits, fire equipment, electrical equipment, or other required access. Exhibitor should promptly correct hazards within its control and report other unsafe conditions to Promoter or Facility staff.
4. Electrical, heating, cooking, demonstration, and other equipment must be used safely and in compliance with this Handbook, Event-specific instructions, Facility requirements, and applicable fire and safety rules. Open flames, torches, hot plates, ovens, cooking appliances, kilns, soldering equipment, heat-producing devices, or similar equipment may not be used unless expressly permitted by Promoter and Facility and, when required, approved by the applicable fire or other regulatory authority.
5. Exhibitor may not block, cover, disconnect, alter, or interfere with fire extinguishers, fire alarms, sprinkler equipment, emergency exits, electrical panels, utility controls, or other Facility safety equipment.
6. Exhibitor is responsible for the safety of its exhibit space, equipment, property, operations, staff, and activities. The liability, insurance, and indemnification provisions of the Contract remain fully applicable.

D. OPTIONAL SERVICES & EXHIBITOR ORDERS

1. Optional services and add-ons may be available in connection with an Event, including electricity, tables, chairs, display equipment, pipe and drape, advertising, signage, promotional materials, and other services. Such services may be provided by Promoter, Facility, or designated third-party contractors. Availability, pricing, ordering procedures, and deadlines may vary by Event and Facility.
2. Exhibitor must follow the ordering instructions published for the applicable Event. Certain services may be ordered directly from Facility or an outside provider, while others may be ordered through Promoter. After a published deadline, late orders may be unavailable, subject to additional charges, or handled through a different ordering procedure.
3. Exhibitor is responsible for reviewing its Event information and Exhibitor Account for applicable ordering deadlines, service details, and instructions. Promoter may also provide such information by email or other written communication.
4. Exhibitor badges, company signs, website listings, promotional materials, and other Event-related items must be requested, submitted, or updated by the deadlines published for the applicable Event.
5. Information submitted by Exhibitor for public listings or promotional use may be edited by Promoter for spelling, formatting, length, clarity, consistency, or suitability for the applicable Event or publication.
6. Promoter does not guarantee the availability of any optional service or add-on unless the applicable order has been accepted by Promoter, Facility, or designated provider and, when required, payment has been received. Additional services used or provided without advance payment may be charged as permitted by the Contract.

E. EXHIBIT SPACE DIMENSIONS & ASSIGNMENT

1. Exhibit space assignments, dimensions, and locations are subject to the terms of the Contract. Requested or preliminary booth locations are not final until assigned by Promoter.
2. Exhibit space dimensions are nominal and may vary slightly because of Facility dimensions, walls, columns, utilities, fire and safety requirements, floor-plan adjustments, or other site conditions.
3. Promoter reserves the right to adjust the location, dimensions, configuration, or assignment of an exhibit space when reasonably necessary for Event operations, Facility requirements, safety, floor-plan considerations, merchandise placement, avoidance of conflicting or competing displays, or to maintain a balanced and appropriate presentation of the Event.
4. Exhibitor may not move, enlarge, reduce, exchange, reconfigure, or otherwise alter the assigned boundaries of its exhibit space without Promoter's approval.

F. EXHIBIT SPACE RULES

1. Exhibitor must keep all merchandise, displays, furnishings, signs, equipment, storage, packaging, and activities within the assigned boundaries of the exhibit space at all times, except as expressly authorized by Promoter.
2. Exhibitor may not alter, expand, relocate, exchange, or otherwise modify the exhibit space, booth boundaries, aisle markings, pipe and drape, or other Event-provided booth components without Promoter's approval.
3. Exhibitor must maintain safe and reasonable access into and out of the exhibit space and may not arrange merchandise, furnishings, displays, or equipment in a manner that obstructs required access, aisles, walkways, neighboring exhibit spaces, or emergency routes.
4. Exhibitor must not allow merchandise, signs, racks, tables, chairs, display components, cords, storage, or other property to extend into aisles, walkways, neighboring exhibit spaces, or other areas outside the assigned exhibit space.
5. Promoter may require Exhibitor to move, modify, or remove any merchandise, display, equipment, sign, furnishing, or other item that extends beyond the exhibit space, creates a hazard, obstructs access or visibility, interferes with another Exhibitor, or otherwise conflicts with the Contract, this Handbook, Event-specific instructions, or Facility requirements.
6. If Exhibitor does not promptly correct a condition described above, Promoter may move or remove the affected item as reasonably necessary. Exhibitor remains responsible for any resulting costs and for injury or damage arising from Exhibitor's failure to keep its exhibit and property within the assigned space or otherwise maintain a safe exhibit.

G. EXHIBIT SPACE RESTRICTIONS

1. Exhibitor must comply with all applicable Facility rules and requirements, including requirements concerning accessibility, public access, safety, and use of the exhibit space. Exhibitor must arrange its booth, merchandise, furnishings, and activities so that required accessible routes and access to goods or services are not obstructed.
2. Exhibitor may distribute advertising, promotional literature, business cards, catalogs, or other materials relating to Exhibitor's own business or merchandise only from within the assigned exhibit space, unless Promoter expressly authorizes otherwise.
3. Exhibitor and its staff may not solicit, survey, interview, recruit, petition, distribute unrelated promotional materials, or conduct other promotional or commercial activity outside the assigned exhibit space without Promoter's prior approval. Exhibitor may not use the Event to promote another event, organization, business, or activity in a manner that interferes with the Event or conflicts with Promoter or Facility requirements.
4. Food and beverage rules vary by Facility. Exhibitor must comply with all applicable Facility restrictions concerning the sale, sampling, distribution, possession, or consumption of outside food and beverages. Food or beverages may not be sold, sampled, distributed, or given away without prior approval from Promoter and Facility and compliance with any applicable health, concession, catering, licensing, or permit requirements. Some Facilities may also restrict or prohibit Exhibitor and its staff from bringing outside food or beverages into the Facility.
5. Exhibitor's access to the Event area and other portions of the Facility used for the Event is limited to the published Event hours, authorized exhibitor access periods, and designated move-in, setup, dismantling, and move-out times. Access outside those periods requires authorization from Promoter or Facility.

6. Exhibitor may not use or enter portions of the Facility that are not designated for Event or exhibitor use unless authorized by Facility or Promoter.
7. Animals are not permitted in the Event or Facility except as allowed by applicable law or expressly permitted by Promoter and Facility. Service animals accompanying individuals with disabilities are permitted as required by applicable law. Exhibitor is responsible for the supervision and control of any permitted animal.

H. BADGES, SIGNAGE, ADVERTISING & PROMOTIONAL MATERIALS

1. Exhibitor and its authorized staff must wear or display the Exhibitor credentials issued or approved by Promoter during Event hours and during designated move-in and move-out periods when required.
2. Signs, banners, flags, display graphics, and similar materials must be contained within the assigned exhibit space and may not extend into aisles, walkways, neighboring exhibit spaces, or other common areas unless expressly approved by Promoter. Promoter may designate certain locations outside exhibit spaces for approved signage or promotional displays, which may be subject to separate fees, placement rules, or availability.
3. Signage must be securely installed, maintained in a safe condition, and must not obstruct exits, fire or safety equipment, required access, Facility signage, or the visibility or operation of neighboring exhibit spaces.
4. Promoter may require the modification or removal of signage, banners, lighting, or promotional displays that are unsafe, disruptive, misleading, inconsistent with the character or presentation of the Event, interfere with another Exhibitor or attendee, or otherwise violate the Contract, this Handbook, Event-specific instructions, or Facility requirements.
5. Promoter may prohibit oversized or prominently displayed signs using terms such as “clearance,” “closeout,” “liquidation,” “bargain,” or similar language when Promoter determines that such signage is inconsistent with the presentation or character of the Event.
6. Flashing, rotating, strobing, excessively bright, noisy, or otherwise distracting signs, lighting, or display devices are not permitted unless specifically approved by Promoter.
7. Audio, video, electronic displays, demonstrations, or other promotional presentations must be operated at a volume and intensity that do not unreasonably disturb attendees, neighboring Exhibitors, or Event operations. Promoter may require such presentations to be reduced, modified, relocated, or discontinued.
8. Any sign, banner, display, or promotional material placed outside Exhibitor’s assigned exhibit space, whether provided by Exhibitor or placed pursuant to a paid or complimentary promotional opportunity, remains the property and responsibility of Exhibitor. Promoter does not guarantee the security, continued placement, condition, or return of such materials and is not responsible for loss, theft, damage, removal, or relocation, except as otherwise required by applicable law.

I. EXHIBITOR PRIZE CONTRIBUTIONS

1. At certain Events, Promoter may conduct free opportunity drawings, giveaways, or similar promotional programs featuring merchandise or other prizes provided by participating Exhibitors or Event partners. Participation by Exhibitors may be complimentary or may require payment of a separate participation, advertising, or promotional fee, as specified for the applicable Event.
2. Submission of merchandise or other property for use as a prize constitutes authorization for Promoter to display, promote, award, distribute, or otherwise use the submitted item in connection with the applicable Event drawing or promotional program. Submission does not guarantee that the item will be displayed, individually promoted, announced, awarded, or distributed during the Event.
3. Promoter may determine the timing, presentation, grouping, selection, and distribution of submitted prizes and may modify or discontinue any drawing or promotional program as circumstances require.
4. Promoter will make reasonable efforts to return unused or undistributed prize items to Exhibitor when practical. Exhibitor is responsible for retrieving any remaining items before leaving the Event or within any pickup period designated by Promoter. Promoter is not responsible for storing, shipping, replacing, or compensating Exhibitor for prizes that are unused, unclaimed, left behind, lost, damaged, or not retrieved.
5. Merchandise or other property submitted for a drawing or promotional program is provided for use in that program and does not entitle Exhibitor to compensation from Promoter. Any applicable participation, advertising, or promotional fee is separate from the value of the prize provided and is subject to the terms and conditions published for the applicable Event.

J. DISPLAY CONFIGURATION & OPERATION

1. Unless otherwise stated in the Event-specific information or approved in advance by Promoter, displays, signs, banners, shelving, fixtures, and other booth components may not exceed eight feet (8') in height.
2. Tents, canopies, awnings, pop-up structures, enclosed overhead coverings, or similar structures may not be erected inside the Event unless specifically approved by Promoter and Facility and permitted under applicable fire and safety requirements.
3. Displays must be constructed, installed, maintained, and operated in a safe and stable manner. Exhibitor is responsible for securing shelving, walls, racks, signs, lighting, and other booth components so they do not tip, fall, collapse, or create a hazard.
4. Aisles, walkways, entrances, exits, fire exits, and required access areas must remain clear at all times. Displays, merchandise, signs, boxes, chairs, carts, packing materials, and other property may not extend into or obstruct such areas.
5. Displays, demonstrations, lighting, audio, video, electronic equipment, or other activities must not unreasonably disturb attendees, neighboring Exhibitors, or Event operations. Promoter may require the volume, brightness, placement, operation, or other characteristics of a display or activity to be modified.
6. Combustible, flammable, explosive, pressurized, hazardous, or noxious materials, substances, gases, liquids, equipment, or processes may not be used, stored, or displayed except as specifically permitted by Promoter, Facility, and applicable fire or regulatory authorities. Open flames and heat-producing equipment are subject to the approval requirements stated elsewhere in this Handbook.
7. Forklifts, pallet jacks, motorized material-handling equipment, vehicles, or other heavy equipment may not be brought into or operated within the Event area unless specifically authorized by Promoter and Facility.
8. Promoter may require Exhibitor to modify, secure, relocate, discontinue, or remove any display, equipment, merchandise, demonstration, or activity that Promoter reasonably determines is unsafe, disruptive, interferes with another exhibit or common area, violates Facility requirements, or otherwise conflicts with the Contract, this Handbook, or Event-specific instructions.
9. Exhibitor is responsible for injury, damage, or loss arising from the construction, installation, maintenance, operation, or condition of its exhibit, displays, equipment, merchandise, or activities, subject to the liability and indemnification provisions of the Contract.

K. DISPLAY MATERIALS & FIRE SAFETY

1. All display materials, decorations, drapes, fabrics, signs, banners, coverings, and similar materials must comply with applicable Facility and fire-safety requirements. Where flame-resistant, flame-retardant, or other certified materials are required, Exhibitor is responsible for using compliant materials and providing documentation or labels when requested.
2. Exhibitor is responsible for knowing and complying with all applicable fire, safety, Facility, and regulatory requirements affecting its display materials. Information provided by Promoter is intended as general guidance and does not replace applicable codes, ordinances, Facility rules, or instructions from the applicable authority.
3. Combustible, flammable, or otherwise prohibited materials may not be used in an exhibit except where specifically permitted by Promoter, Facility, and applicable fire or regulatory authorities.
4. Empty cartons, wrapping materials, packing materials, combustible storage, and similar items must be removed from the exhibit area or stored only in locations and in a manner permitted by Promoter, Facility, and applicable fire-safety requirements.
5. Displays, merchandise, fixtures, and equipment must not have exposed sharp edges, points, projections, or other hazardous conditions that could injure attendees, exhibitors, or staff.
6. Lighting must be selected and installed so that the exhibit is adequately illuminated without creating unsafe heat, glare, electrical hazards, or interference with neighboring exhibits or Event operations.
7. Display structures, shelving, walls, fixtures, and other components must be suitable for their intended use, maintained in stable condition, and capable of supporting the loads placed upon them. Exhibitor may not use any display that is unstable, overloaded, improperly secured, or otherwise presents a risk of tipping, falling, collapse, or injury.

L. ELECTRICAL POWER

1. Electrical service is not included with exhibit space unless expressly stated in the Contract or Event-specific

information. Where available, electrical service must be ordered according to the procedures established for the applicable Event.

2. Electrical service may be provided by Promoter, Facility, or a designated third-party contractor. Exhibitor must follow the applicable ordering instructions, deadlines, payment procedures, and service limitations. Late orders may be unavailable, subject to additional charges, or handled through a different ordering process.
3. Exhibitor may use only the amount and type of electrical service ordered, assigned, or otherwise approved for its exhibit space and may not exceed circuit, outlet, equipment, or Facility capacity.
4. Additional or upgraded electrical service may be available only by advance arrangement and is subject to availability, Facility requirements, applicable fees, and approval by the electrical service provider.
5. Promoter, Facility, and electrical service providers will make reasonable efforts to have ordered electrical service available for the Event, but Promoter does not guarantee installation or uninterrupted availability and is not responsible for delays, interruptions, outages, equipment failures, overloads, Facility utility conditions, or other circumstances beyond Promoter's reasonable control.
6. Electrical outlets, floor boxes, utility panels, cords, covers, ramps, distribution equipment, or other electrical infrastructure may be located within or adjacent to exhibit spaces. Exhibitor may not block, cover, alter, disconnect, move, repair, or interfere with such equipment and must maintain safe access to it when required. Suspected damage, malfunction, or unsafe conditions involving Facility electrical equipment must be promptly reported to Promoter or Facility personnel.
7. Exhibitor is responsible for accurately identifying its electrical requirements and for using only equipment that is compatible with the service provided. Promoter is not responsible for damage to Exhibitor's equipment or merchandise resulting from improper electrical use, incompatible equipment, overload, outage, voltage fluctuation, or interruption of service, except as otherwise required by applicable law.

M. LIGHTING & ELECTRICAL EQUIPMENT

1. Exhibitor is responsible for the safe condition, installation, and use of all lighting, extension cords, power strips, adapters, transformers, chargers, appliances, tools, and other electrical equipment brought into or used within its exhibit space.
2. Electrical equipment, fixtures, cords, plugs, and wiring must be in good condition, suitable for their intended use, and comply with applicable Facility, fire, electrical, and safety requirements. Equipment must bear any listing, labeling, or certification required by the Facility or applicable authority.
3. Only LED lighting may be used for merchandise and display lighting unless another type of lighting is specifically approved by Promoter and Facility. Lighting and electrical equipment must be positioned and operated so that they do not create excessive heat, fire risk, electrical shock risk, glare, or other unsafe conditions.
4. Exhibitor must use properly rated electrical cords, power strips, adapters, and connections appropriate for the electrical service provided. Grounding or other protective features provided by the manufacturer may not be removed, bypassed, or altered.
5. Extension cords, power cords, and other electrical wiring may not cross aisles, walkways, entrances, or other traffic areas unless specifically approved and protected in a manner acceptable to Promoter and Facility.
6. Daisy-chaining, overloading, damaged cords or plugs, exposed wiring, makeshift connections, or other unsafe electrical practices are prohibited. Promoter, Facility, or the electrical service provider may require unsafe or noncompliant electrical equipment to be disconnected, removed, replaced, or otherwise corrected.
7. Exhibitor may not alter, open, repair, connect directly to, or otherwise interfere with Facility electrical panels, floor boxes, distribution equipment, wiring, or other electrical infrastructure except through authorized Facility personnel or the designated electrical service provider.
8. Electrical equipment and service, whether provided by Exhibitor, Promoter, Facility, or a third-party service provider, may present inherent risks of electrical shock, fire, equipment damage, or interruption if improperly installed, damaged, overloaded, or misused. Exhibitor is responsible for the safe use of electrical service and for equipment under Exhibitor's possession or control. Promoter is not responsible for loss, damage, or injury arising from Exhibitor's equipment, unauthorized electrical connections, misuse, overload, or failure to comply with electrical requirements, subject to the liability provisions of the Contract and applicable law.
9. Exhibitor must immediately discontinue use of electrical equipment that becomes damaged, overheated, emits smoke or unusual odors, repeatedly trips a circuit, produces sparks, or otherwise appears unsafe, and

must promptly notify Promoter or Facility personnel of suspected problems involving Facility electrical service or equipment.

N. OUTSIDE SERVICE PROVIDERS

1. Certain equipment, furnishings, utilities, labor, or other services used in connection with an Event may be provided by the Facility or by independent third-party contractors or service providers. Such services may include pipe and drape, tables, chairs, display racks or cases, electrical service, material handling, shipping or receiving services, internet service, audiovisual equipment, or other Event-related services.
2. Depending on the Event and service, Exhibitor may order directly from the applicable provider or may place an order through Promoter for services ultimately supplied by Facility or a third party. Exhibitor is responsible for applicable charges, deadlines, ordering requirements, and provider terms.
3. Promoter may identify, recommend, or provide contact information for Facility-approved, designated, or other service providers for Exhibitor's convenience. Except where expressly stated otherwise, such providers are independent from Promoter, and identification or referral does not constitute a guarantee or warranty of their services.
4. Promoter is not responsible for the acts, omissions, delays, errors, equipment condition, service interruption, loss, damage, or other performance of independent third-party providers, subject to the terms of the Contract and applicable law.
5. Exhibitor must obtain Promoter and, when applicable, Facility approval before bringing in or arranging services from an outside contractor, installer, rental company, or service provider that has not been designated or approved for the applicable Event. Facility exclusivity rules or other requirements may restrict the use of outside providers.

O. SHIPPING, RECEIVING & DELIVERIES

1. Shipping, receiving, delivery, handling, and storage procedures vary by Event and Facility. Exhibitor must follow the shipping address, delivery dates, labeling requirements, carrier restrictions, receiving procedures, handling instructions, and other requirements established for the applicable Event.
2. Exhibitor must not ship merchandise, displays, equipment, supplies, or other property to the Facility unless the applicable Event information expressly permits such shipments. Shipments sent contrary to published instructions may be refused, returned, delayed, misplaced, or subject to additional handling or storage charges.
3. Exhibitor is responsible for accurately addressing and labeling all shipments and for providing any information required by Promoter, Facility, carrier, or service provider, including Exhibitor name, company name, Event name, booth number when available, contact information, and other identifying information.
4. Exhibitor is responsible for arranging and paying for all shipping, delivery, receiving, material handling, drayage, storage, return shipping, carrier charges, and related services unless Promoter expressly agrees otherwise in writing.
5. Promoter is not responsible for merchandise, displays, equipment, shipments, or other property that is lost, delayed, refused, misdelivered, mishandled, damaged, stolen, or otherwise affected during shipment, delivery, receiving, handling, or storage by Exhibitor, carrier, Facility, or third-party service provider, subject to the liability provisions of the Contract and applicable law.
6. Shipments must arrive only during the delivery window established for the applicable Event. Early, late, oversized, palletized, freight, or special-handling shipments may require advance arrangements and may be refused or subject to additional charges if applicable requirements are not followed.
7. Exhibitor is responsible for confirming whether the Facility or designated provider can receive the type, size, weight, or method of shipment contemplated. Pallets, skids, crates, freight shipments, or items requiring forklifts, lift gates, dock access, material-handling equipment, or special labor may be restricted or require advance approval and separate arrangements.
8. Promoter does not guarantee that Facility personnel, carts, loading equipment, storage space, receiving staff, or material-handling services will be available unless such services have been expressly arranged for the applicable Event.
9. Exhibitor is responsible for arranging all outbound or return shipments in accordance with the procedures established for the applicable Event and Facility, including carrier selection, labels, pickup arrangements,

required documentation, and applicable charges.

10. Property left for carrier pickup must be properly packed, labeled, documented, and placed only in the designated pickup or storage area. Promoter does not guarantee carrier pickup or continued storage of property left after the Event.
11. Exhibitor is responsible for any storage, handling, transportation, disposal, or other charges resulting from property that is not timely picked up, improperly labeled, or otherwise left at the Facility after the applicable pickup or move-out deadline.
12. Promoter is not responsible for outbound shipments or property left for pickup that is delayed, lost, damaged, misdirected, refused, abandoned, or not collected by the carrier, subject to the liability provisions of the Contract and applicable law.

P. CHECK-IN, MOVE-IN, SETUP & LATE ARRIVAL

1. Move-in, check-in, and setup must be completed according to the schedule and procedures established for the applicable Event.
2. Exhibitor must check in with Promoter before or during move-in as directed and must complete any required check-in documentation before occupying or operating from the assigned exhibit space.
3. By checking in and accepting the assigned exhibit space, Exhibitor acknowledges receipt of the exhibit space for the applicable Event, subject to the terms of the Contract, this Handbook, and any Event-specific instructions.
4. Exhibitor and its authorized staff must use the credentials, badges, or other identification required by Promoter during move-in, setup, Event hours, and move-out.
5. Exhibitor is responsible for the supervision and security of its merchandise, equipment, and property during move-in and setup and must ensure that its activities do not interfere with other Exhibitors, Facility personnel, or Event operations.
6. Exhibit setup must be substantially completed by the deadline established for the applicable Event and, unless Promoter specifies otherwise in writing, no later than the time required by the Contract.
7. Any final adjustments, merchandising, cleaning, or other preparation permitted before Event opening must be completed within the exhibitor access period established for the applicable Event and must not interfere with Event opening, safety inspections, Facility operations, or other Exhibitors.
8. Exhibitor must use only the loading, unloading, entrances, routes, parking areas, and access points designated for the applicable Event or Facility.
9. Exhibitor is responsible for unloading, transporting, handling, and moving its merchandise, displays, equipment, and other property into and within the Facility unless specific assistance or material-handling services have been arranged.
10. Carts, dollies, hand trucks, or similar equipment may be used only in a safe manner and in accordance with Facility requirements. Such equipment must not block aisles, entrances, loading areas, or interfere with other Exhibitors, Facility personnel, or Event operations.
11. Facility or Promoter personnel may direct or supervise loading, unloading, traffic flow, use of entrances, carts, or movement of materials when reasonably necessary for safety, Facility operations, or efficient move-in.
12. Any carts, labor, bell services, loading assistance, or other help that may be available from Facility, Promoter, or an outside provider are not guaranteed unless expressly arranged in advance.
13. Upon completion of setup, Exhibitor must remove or properly store shipping containers, boxes, wrapping materials, carts, unused display materials, and other move-in materials in accordance with this Handbook and Facility requirements.
14. Vehicles must be moved promptly from loading, unloading, fire-lane, or other restricted areas after unloading is completed or when directed by Promoter or Facility personnel.
15. Exhibitor must notify Promoter as soon as reasonably possible if Exhibitor expects to arrive after the designated move-in or check-in period or will be unable to complete setup by the applicable deadline. Notice of a late arrival does not guarantee that late access, alternate setup arrangements, or continued availability of the assigned exhibit space can be accommodated.
16. Failure to check in, occupy the assigned exhibit space, and substantially complete setup by the applicable deadline may result in forfeiture of the exhibit space as provided in the Contract. Promoter may reassign or otherwise use a forfeited exhibit space without liability or refund to Exhibitor as provided by the Contract.

17. Substantial setup outside designated move-in periods, including opening morning, is not permitted unless authorized by Promoter. Any permitted pre-opening access is intended primarily for final adjustments, merchandising, cleaning, or other finishing work unless Promoter expressly approves additional setup.
18. If Exhibitor fails to complete or correct its exhibit within the required time and Promoter determines that action is reasonably necessary for Event opening, safety, Facility requirements, or Event operations, Promoter may arrange for labor or other assistance to move, assemble, secure, modify, or remove exhibit materials. Exhibitor is responsible for the reasonable costs incurred as a result.

Q. DISMANTLING & MOVE-OUT

1. Exhibitor must keep the exhibit space open, staffed, and substantially intact until the published closing time on the final day of the Event. Packing, dismantling, removal of merchandise, or other move-out activity may not begin before that time unless specifically authorized by Promoter.
2. Dismantling and move-out must be completed during the schedule established for the applicable Event. Exhibitor must remove all merchandise, displays, equipment, signs, packing materials, refuse, and other property and fully vacate the exhibit space by the applicable move-out deadline.
3. Exhibitor and its authorized staff must use the credentials, badges, or other identification required by Promoter during dismantling and move-out.
4. Exhibitor must leave the exhibit space in substantially the same condition as received, ordinary wear excepted, and is responsible for removing refuse, debris, tape, packing materials, display remnants, and other items resulting from Exhibitor's participation.
5. If Exhibitor leaves excessive refuse, debris, abandoned materials, or other property requiring additional cleanup, handling, removal, or disposal, Exhibitor is responsible for the resulting charges under the Contract.
6. If Exhibitor fails to vacate the exhibit space by the applicable deadline, Promoter may arrange for labor, handling, transportation, storage, disposal, or other services reasonably necessary to clear the exhibit space or comply with Facility requirements. Exhibitor is responsible for the resulting costs as provided in the Contract.
7. Promoter may direct the order, timing, routes, loading areas, vehicle access, and movement of materials during move-out when reasonably necessary for safety, Facility operations, traffic control, or efficient dismantling.
8. Exhibitor is responsible for the supervision, security, handling, and removal of its merchandise, equipment, displays, and other property during dismantling and move-out. Promoter does not assume responsibility for property left unattended or remaining after the move-out deadline, subject to the liability provisions of the Contract.

R. EVENT-SPECIFIC INSTRUCTIONS, UPDATES & EFFECTIVE DATE

1. Promoter may issue Event-specific schedules, instructions, procedures, Facility requirements, deadlines, and other operational information for an Event. Exhibitor is responsible for complying with such information applicable to its participation.
2. Event-specific operational instructions may supplement this Handbook and, where they address matters that vary by Event or Facility, will control over a general operational provision of this Handbook for that Event. Nothing in Event-specific instructions modifies the Contract unless expressly stated in writing by Promoter.
3. Promoter may issue reasonable updates, clarifications, or additional requirements when necessary for Event operations, Facility requirements, safety, compliance with applicable law, or protection of persons or property.
4. This version of the Handbook applies to Contracts entered into on or after the effective date stated below, unless otherwise expressly agreed in writing. Contracts entered into before that date remain subject to the Handbook and terms applicable when the Contract was entered into, together with any Event-specific operational instructions or other requirements applicable under those existing agreements.
5. If any provision of this Handbook is determined to be invalid or unenforceable, the remaining provisions will continue in effect to the extent permitted by law.
6. Failure by Promoter to enforce a provision of this Handbook on one occasion does not waive Promoter's right to enforce that provision or any other provision thereafter.

Effective Date: September 10, 2026

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