FAN EXPO
NEW ORLEANS

JANUARY 8 – 10, 2027
ERNEST N. MORIAL CONVENTION CENTER

OPERATING GUIDELINES

FANEXPONEWORLEANS.COM

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SHOW MANAGEMENT

Show Manager	Lexie Doyle	Lexie@FanExpoHQ.com
Operations Manager	Marnie Diehl	Marnie@FanExpoHQ.com
Exhibitor Sales Account Manager	Rich Capobianco	Rich@FanExpoHQ.com
Exhibitor Sales Account Coordinator	Niko Harris	Niko@FanExpoHQ.com
Sponsorship Relations Coordinator	Aric Luoma	Aric@FanExpoHQ.com

SHOW WEBSITE

www.fanexponeworleans.com

SHOW LOCATION

New Orleans Ernest N. Morial Convention Center
900 Convention Center Blvd
New Orleans, LA 70130
504-582-3000
www.mccno.com

FREIGHT/WAREHOUSE

Material handling by Evolving Productions LLC

ADVANCE WAREHOUSE LABEL:
Between December 2, 2026 – December 30, 2026

Fan Expo New Orleans 2027
EVOLVING PRODUCTIONS LLC
Company Name, Booth #, # of Pieces
3847 Desire Parkway
New Orleans, LA 70126
(#) of (#) pieces

DIRECT TO FACILITY LABEL:
January 5, 2027 onwards*

Fan Expo New Orleans 2027
Company Name, Booth #, #of Pieces
Ernest N. Morial Convention Center
900 Convention Center Blvd,
New Orleans, LA 70130
(#) of (#) Pieces

Packages sent prior to January 5, 2027 will be refused

NOENMCC EXHIBITOR SERVICES

Exhibit Services Coordinator
Elizabeth "Lizzy" Squires
Phone: (504) 582-3036
Mathompson@mccno.com

OFFICIAL SHOW DECORATOR

Evolving Productions LLC
PO BOX 24687
New Orleans, LA, 70184
Tel: 504.576.1444
info@evolvingpro.com
Early Bird Price Deadline: December 23, 2025

MOVE-IN / MOVE-OUT

Evolving Productions LLC
Tel: 504.576.1444
info@evolvingpro.com

FIRST AID

Lobby H – Level 1

SECURITY

COMING SOON

SECTION 2 IMPORTANT DEADLINES

Wednesday, November 11, 2026	Full Payment due
	Rigging & Sign Hanging request deadline
TBD	Show Decorator Kit Online
Wednesday, December 2, 2026	Advance warehouse opens for delivery See Section 6 – Shipping, Deliveries & Storage for details
Wednesday, December 9, 2026	Move-In Schedule & Booth Assignments sent
	Booths 20'x20 or larger floor plan submission deadline.
	Line-of-Sight / Height Variance submission deadline.
	Food Sampling Authorization Request Form submission deadline.
Wednesday, December 16, 2026	Convention Center advance pricing deadline (Power, Internet, Rigging, Parking)
TBD	Show Decorator advance pricing deadline (Tables, Chairs, Draping)
Wednesday December 23, 2026	Additional security request submission deadline.
Wednesday, December 30, 2026	Advance warehouse shipment deadline
Wednesday, January 6, 2027	Early Retailer Exhibits Move-In (by appointment only)
	Direct shipment to facility permitted See Section 6 - Shipping, Deliveries & Storage for details
Thursday, January 7, 2027	8:00 AM – 8:00 PM Retailer exhibits move-in & setup
Friday, January 8, 2027	**7:00 AM – 12:00 PM**: All exhibitors move-in, Advance shipment ends
	12:30 PM: Exhibit Hall setup complete
	1:00 PM – 3:00 PM: Special Preview (VIP/Ultimate/3-Day)
	3:00 PM: Open to All Ticket Holders
Saturday, January 10, 2027	**8:00 AM – 9:00 AM**: Exhibitor Restock
Sunday, January 11, 2027	**8:00 AM – 9:00 AM**: Exhibitor Restock
	5:01 PM - 11:00 PM: Exhibitor Move-out
	6:00 PM: 2028 Rebook application & payment due for discounted rate

SECTION 3 **EXHIBITOR ACCESS HOURS** (Move-In/Out, Registration, Restock, etc.)

IMPORTANT: Move-in times will be emailed 2-6 weeks prior to show start.

EXHIBITOR MOVE-IN / RESTOCK

Wednesday, January 6, 2027	12:00 PM – 5:00 PM	Exhibitor Move-In (By Appointment Only)
Thursday, January 7, 2027	8:00 AM – 8:00 PM	Exhibitor Move-In (Retailers, Corporate)
Friday, January 8, 2027	7:00 AM – 12:00 PM*	Exhibitor Move-In (Artist Alley, Community, Cosplay, Comics, Corporate, Retailers)
	11:00 AM	Loading dock closes, all vehicles must be cleared
Saturday, January 10, 2027	8:00 AM – 9:00 AM	Exhibitor Restock
Sunday, January 11, 2027	8:00 AM – 9:00 AM	Exhibitor Restock

Exhibit space must be paid in full before exhibitors are permitted to move-in. If you have any questions regarding your account balance, please contact the Exhibitor Team at exhibitors@fanexpohq.com.

EXHIBIT HALL / SHOW HOURS

Friday, January 8, 2027	1:00 PM – 3:00 PM	Special Preview (VIP, Ultimate, 3-Day)
	3:00 PM – 8:00 PM	Show Hours
Saturday, January 10, 2027	9:30 AM – 7:00 PM	Show Hours
Sunday, January 11, 2027	9:30 AM – 5:00 PM	Show Hours

Attendees will be removed from the Exhibit Hall after this time. Please complete final transactions prior.

EXHIBITOR MOVE-OUT

Sunday, January 11, 2027	5:01 PM – 11:00 PM	Show Hours
	~6:00 PM*	Loading dock re-opens for exhibitor move-out

*Loading dock doors will not open until all celebrity guests have exited the property.
Additional charges apply for any exhibitor moving out after 11:00 PM.

EXHIBITOR REGISTRATION

Wednesday, January 6, 2027	12:00 PM – 5:00 PM	FX Exhibitor Services, inside Hall J loading dock door *Exhibitors with approved early move-in*
Thursday, January 7, 2027	8:00 AM – 8:00 PM	FX Exhibitor Services, inside Hall J loading dock door *Corporate, Retailers Exhibitors*
Friday, January 8, 2027	7:00 AM – 12:00 PM	FX Exhibitor Services, inside Hall J loading dock door *Artist Alley, Comics, Corporate, Retailer* TBD *Community, Cosplay*
	1:00 PM – 7:30 PM	Fan Expo HQ, Exhibit Hall I1, Fan Entrance *All exhibitors*
Saturday, January 10, 2027	8:30 AM – 6:30 PM	Fan Expo HQ, Exhibit Hall I1, Fan Entrance *All exhibitors*
Sunday, January 11, 2027	8:30 AM – 6:30 PM	Fan Expo HQ, Exhibit Hall I1, Fan Entrance *All exhibitors*

EXHIBITOR ACCESS HOURS

Exhibitor staff must always wear an Exhibitor Badge during Move-In, Show and Move-Out.

Wednesday, January 6, 2027	12:00 PM – 5:00 PM
Thursday, January 7, 2027	8:00 AM – 8:00 PM
Friday, January 8, 2027	7:00 AM – 8:30 PM
Saturday, January 10, 2027	8:00 AM – 7:30 PM
Sunday, January 11, 2027	8:00 AM – 11:00 PM

Exhibitors are not permitted to remain in the hall after access hours have ended.

CHILDREN
Exhibitor staff must be age 16 or older. Children are NOT allowed on the exhibit floor (including inside your booth space) during move-in, restocking, and/or move-out. Please make other arrangements for your children.

DAMAGE INSTPECTION
Upon removal of each booth, Facility and Show Management will inspect each space for any damages incurred by the exhibitor and to check that all materials including tape residue left on the floor, are properly removed. Any charges to make good the exhibit space will be passed on to the exhibitor.

HAND CARRY INFORMATION
Moving in from the parking lot is NOT permitted. Materials may not be moved via hand truck, cart, or dolly through the public facing doors. To hand carry, you must use the loading dock entrance during regular operating hours.

MOVE-IN / MOVE-OUT INFORMATION
Coming Soon

MOVE-IN & MOVE OUT GUIDELINES:

1. Loading in / out with carts or dollies through the lobby glass doors is prohibited. All movement of freight is permitted through the loading docks only. Only hand carry may enter or exit through the lobby glass doors.
2. Freight is not permitted on any passenger elevators or escalators within the Ernest N. Morial Convention Center (hand-carry items only in these areas). Only freight elevators may be used to move freight.
3. Vehicle parking outside of designated parking lots or parking areas is not allowed. The facility reserves the right to ticket and tow, at the owner's expense, any vehicle that is parked outside of *designated* parking lots or spots. Security will be positioned to help re-direct you to proper move-in and move-out areas and we ask for your full cooperation in helping our staff fulfill their responsibilities.
4. CHILDREN aged 16 and under are STRICTLY PROHIBITED on the Show floor during move-in & move-out.
5. Badges MUST always be worn during move-in and move-out.
6. Excessive waste including table, bulk garbage, booth materials, and literature not labeled for outbound shipment, left in the booth after the exhibitor move-out will be considered abandoned trash. Exhibitor will incur charges for the removal and disposal of such items including but not limited to labor, dumpster fee, etc.
7. Please make every effort to re-use, remove, and recycle your booth materials.
8. Smoking & Vaping are prohibited in all areas, including exhibit halls, loading docks, lobbies, food services areas, public and private restrooms. Exhibitors and attendees are only allowed to smoke or vape outside the front of the building within the designated smoking areas.
9. Service animals as defined by the ADA and under the state / local disability law are permitted at Fan Expo New Orleans. Any other live animals, including but not limited to, pets, emotional support animals, therapy animals and animals used for demonstration are prohibited. Show management / NOENMCC management reserves the right to exclude service animals that pose a direct threat to the health and safety of attendees. (i.e. aggressive behavior, not housebroken, or handler does not or cannot maintain control of the animal.)
10. If you are absent or have not begun tearing down your booth by 10:00 PM Sunday, the show decorator will force freight at your expense.

Please visit the Exhibitor Service Desk located just inside of the loading dock doors and the back of Hall J) or the Show Office (Room I119) if you have any questions.

SECTION 4 EXHIBITOR BADGES & ACCESS

4.1 EXHIBITOR BADGES (ALLOTMENT, ADDITIONAL BADGES, PICK UP LOCATION)

All exhibitors and their booth personnel must wear their badges during setup and dismantle. Exhibitor badges will be available at Fan Expo Exhibitor Services near column I-9 and I-10. Security will NOT allow anyone in the loading dock area who does not have an exhibitor badge or official setup credentials. Exhibitor badges are for the use of booth personnel who will be staffing your booth during the convention.

Two (2) Exhibitor badges come with each 10 ft. x 10 ft. booth (Retailer, Corporate)
Two (2) Exhibitor badges come with each Artist Alley and/or Premium Artist Alley booth

Exhibitors are responsible for their booth staff. Exhibitor badges are non-transferable. The exhibitor is responsible for all actions of his or her booth staff or anyone wearing their company exhibitor badge. Exhibitor booth personnel found in violation of policies will be removed, having their badge confiscated. Exhibitor staff misconduct can lead to the removal of the exhibitor from the exhibit floor without refund. Exhibitors removed in this way will NOT be allowed to return to future shows.

4.2 PURCHASING ADDITIONAL BADGES

If you need to purchase additional badges, please visit Exhibitor Services Wednesday – Friday 12:00 PM located inside Hall J loading dock door, Friday 1:00 PM – Sunday 6:00 PM near columns I-9 and I-10.

Any lost badges can be replaced at full price. Please note that under no circumstances will this fee be waived. Please remember to keep all badges in a safe place to avoid any onsite problems.

4.3 EXHIBITOR BADGE PICK-UP

Exhibitors who have paid in full for their space may pick up their badges starting Thursday, January 8, 2026.
See Section 3, Exhibitor Access Hours for complete badge pick up locations and times.

4.4 EXHIBITOR ACCESS

ENTERING THE HALL (DAILY)

While the loading dock is open (move-in or restocking hours), exhibitors may enter the hall through the front doors using the authorized entrance or at the loading dock. The Exhibit Hall entrance will be staffed by security guards, so please be prepared to show your exhibitor badge prior to entry.

Once the loading dock has closed, Exhibitors may only enter the exhibit hall from the front lobby, using the Authorized Entrance. Be prepared to show your exhibitor badge. A security screening may be required upon entry.

EXITING THE HALL (DAILY)

The hall closes to the public Friday 8:00 PM, Saturday 7:00 PM, and Sunday 5:00 PM. Please make your final transactions before that time. We will begin clearing attendees from the Exhibit Hall at the advertised closing time for the night. No exhibitor will be allowed to remain in the hall after hours.
See Section 3, Exhibitor Access Hours for more information.

SECTION 5 PAYMENT FOR SPACE

5.1 GENERAL

All monies paid shall be retained by Show Management and are non-refundable and non-transferable in the event that the exhibitor fails to fulfill or violates their contract. If the exhibitor fails to submit booth payments by the specified times Show Management is handed the right to take possession of the space and sell it to another party.

5.2 ADVANCE PAYMENT:

Exhibitors are required to pay in advance for all space requested.

SECTION 6 SHIPPING, DELIVERIES & STORAGE

6.1 SHIPPING & DELIVERIES

Direct shipments must be made during the exhibitor's designated move-in day and time. **Every crate or carton must be marked with appropriate shipping labels.**

Direct shipping address:
Evolving Productions – FAN EXPO New Orleans
Ernest N. Morial Convention Center
Halls I & J
900 Convention Center Blvd,
New Orleans, LA 70130
Company Name & Booth #
(#) of (#) Pieces

Please ensure that a representative from your company is present when your shipment arrives to ensure the material handling on move-in days runs smoothly and efficiently and minimize security hold ups. If an exhibitor's representative is not present, Show Management reserves the right to order equipment and/or move materials from the loading dock to the exhibitor's booth area, or to order the removal of the truck from the loading dock area. Charges for this service will be invoiced to the exhibitor.

6.2 IN-BOOTH & ON-SITE STORAGE

Due to the size of the show and the number of exhibitors, on-site storage and dock parking options are limited. All exhibitors are expected to make their own parking arrangements. Limited trailer storage is available and can be arranged through Show Management. Applicable rates will be applied for all storage.

For additional on-site storage, email Operations Manager, Marnie Diehl, at Marnie@FanExpoHQ.com and Show Decorator, Evolving Productions, at info@evolvingpro.com.

SECTION 7 EXHIBITOR ELIGIBILITY & RESPONSIBILITIES

Only companies with products and/or services relating to comic, sci-fi, horror, anime, or gaming culture are eligible to exhibit. **No adult materials or illegal weaponry** may be displayed or sold without prior written permission through Show Management. All material must be original or licensed appropriately. Bootleg or copied materials may not be sold. For questions / to request approval email Exhibitor Sales Account Manager, Rich Capobianco at Rich@FanExpoHQ.com.

*Subletting: The subletting of exhibit space without the prior written permission of Show Management is prohibited. For questions or to request permission email Exhibitor Sales Account Manager, Rich Capobianco at Rich@FanExpoHQ.com.

7.1 STAFF HOURS:
An authorized representative or dealer of the exhibitor must staff each exhibit during all open, public convention hours. This includes all set-up and tear down hours in which the exhibitor has a display in place. Exhibitors are asked to make sure the booth is staffed during these times, as this is when booth theft tends to occur.

7.2 DISMANTLE:
Exhibitors may not dismantle their display before the Show closes on the last day of the Show without permission from Show Management. **If there is an emergency and you require an early breakdown, please contact:** Rich Capobianco, Rich@FanExpoHQ.com.

7.3 CHARACTER OF EXHIBITS:
Character of exhibits is subject to approval from Show Management, and all decisions regarding the display of materials shall rest solely with Show Management.

7.4 VERBAL AGREEMENTS:
All agreements concerning exhibit space must be in writing. No verbal agreements — including those involving space confirmation, placement, and payment – will be honored.

7.5 SPACE/PLACEMENT GUARANTEE:
Filling out an application for exhibit space does not guarantee requested or specific space or placement. Placement of your booth and/or table is at Show Management's sole and absolute discretion although we will do our best to accommodate requests.

SECTION 8 DISPLAY REGULATIONS

8.1 NEIGHBORING EXHIBITS:
No exhibit may block or interfere with a neighboring exhibit.

8.2 BOOTH TERMINOLOGY & CONFIGURATIONS:
Based on a 10 ft. x 10 ft. exhibitor space.

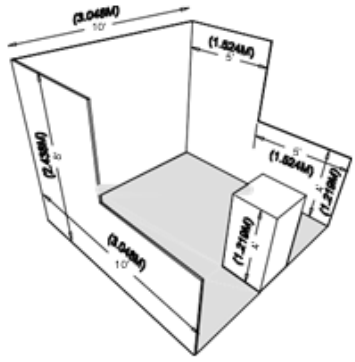
LINEAR BOOTH

Linear Booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Regardless of the number of Linear Booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. **The maximum height of 8 ft. is allowed only in the back half of the booth space, with a 4 ft. height restriction 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 4 ft. height limitation is applied only to that portion of exhibit space which is within 10 ft. of an adjoining booth.

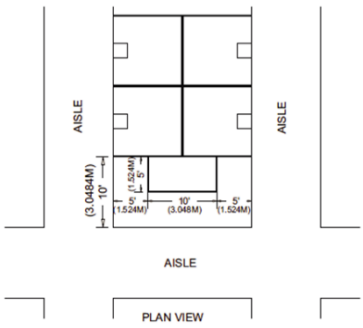
LINEAR BOOTH 3D VIEW



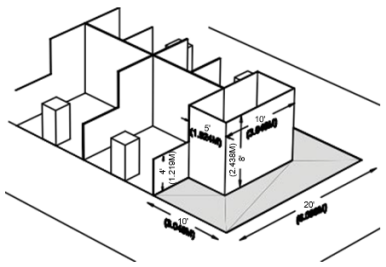
END CAP BOOTH

An End-cap Booth is exposed to aisles on three sides and comprised of two booths. The maximum back wall height of 8 ft. is allowed only in the rear half of the booth space and within 5 ft. of the two side aisles, with a 4 ft. height restriction imposed on all materials in the remaining space forward to the aisle.

END CAP BOOTH PLAN VIEW



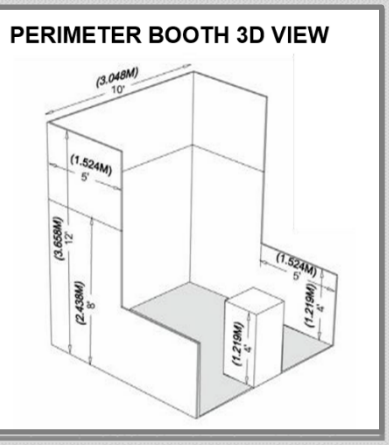
END CAP BOOTH 3D VIEW



PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12 ft.

PERIMETER BOOTH 3D VIEW

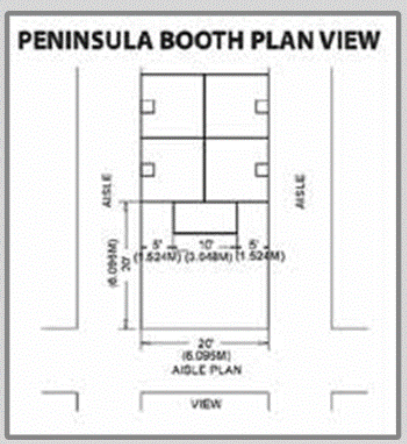


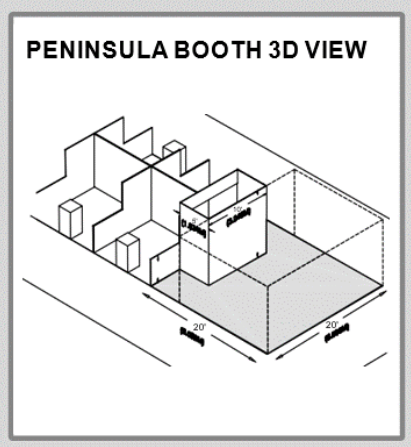
PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides and comprised of a minimum of four booths. There are two types of Peninsula Booths:
(a) one which backs to Linear Booths

(b)) one which backs to another Peninsula Booth and is referredto as a "Split Island Booth."

When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft high within 5ft of each aisle, permitting adequate line of sight for the adjoiningLinear Booths.

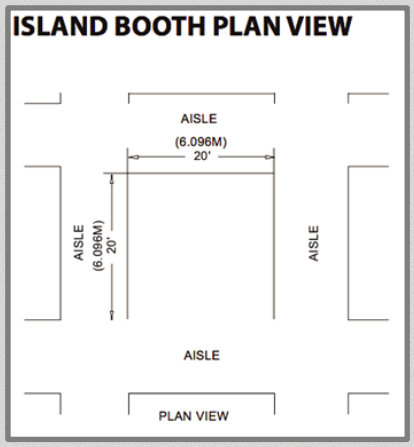


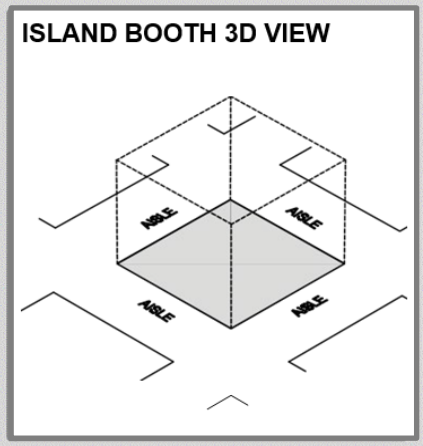


Double-sided signs, logos and graphics shall be set back 10ft from adjacent booths.

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides. The entire cubic content of the space may be used up to the maximum allowable height.

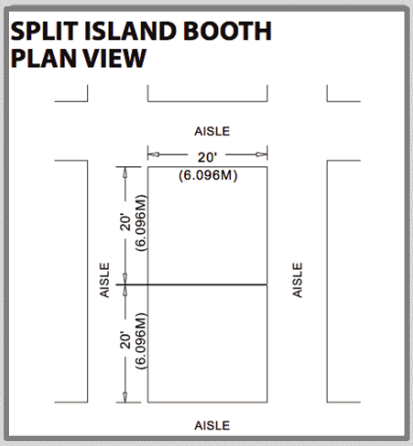


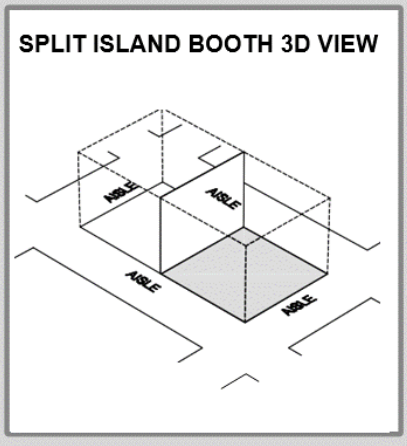


SPLIT ISLAND BOOTH

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, without any back wall Line-of-Sight restrictions.

The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft from adjacent booths.

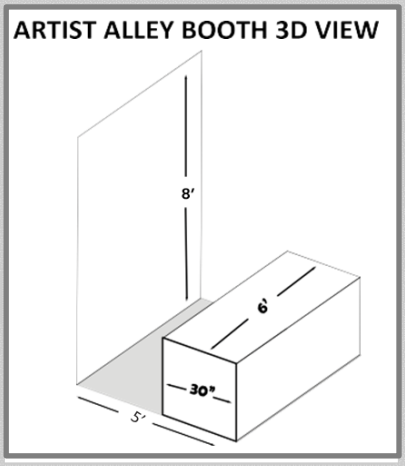




ARTIST ALLEY

Artist Alley spaces include a 6 ft. by 30 inch skirted table. The entire Artist Alley space provided is 5 ft. x 6 ft. including the table. Artist Alley exhibit spaces must be set up so that the long edge of the skirted table remains parallel to the aisles and 5 feet from the front of the table to the back of the space. Exhibit fixtures, components, and identification signs will be permitted to a **MAXIMUM HEIGHT OF 8FT**. Artist Alley spaces may not be set up like booth space. No sidewalls are allowed. No overhead arches or display space for merchandise will be permitted. No portion of the table may protrude into any aisle during show hours.

Please Note: Premium Artist Alley spaces are 12 ft. wide x 5 ft. deep, including 2 skirted tables and a 3 ft. pipe and drape across the rear of the space.



8.3 CLEANING OF EXHIBIT HALL:

Your exhibit merchandise and ALL other items must be clear of the aisles **1 hour prior to show opening**.

Trash should not be placed in the aisles; it must be placed in one of the large gray wheeled receptacles located throughout the Show floor, not in trashcans. Aisles of the Exhibit Hall will be cleaned each night. The exhibitor is responsible for placing all trash in the appropriate container.

8.4 BOOTH FLOOR PLAN:

Floor plans for spaces larger than 20 ft. x 20 ft. (400 sq. ft.) must be submitted 30 days prior to show start. received after this deadline may be disallowed by the Fire Marshall with no recourse. Floor Plans must note any vehicles (functioning cars, motorbikes, etc.), lighting structures, canopies or covered portions of the booth. Booths will require Show Management's final approval. Some booth elements and designs may not be approved even though they meet Fire Marshall codes and regulations.

Submit floor plans to Exhibitor Sales Account Manager, Rich Capobianco at Rich@FanExpoHQ.com and Operations Manager, Marnie Diehl at Marnie@FanExpoHQ.com

8.5 FLOORING:

Painting, nailing or drilling of floor is not permitted. If two-sided tape is used, it must be completely removed by the exhibitor during move-out. Exhibitors must not use masking tape, clear packaging tape or duct tape to adhere the covering to the Show floor. The recommended tape is Scapa Tape which is a high-adhesion double-sided cloth tape commonly used at trade shows; it leaves almost no residue upon removal.

NOTE: Facility Management and Show Management will inspect each space for any damages incurred by the exhibitor and to check that all materials, including tape residue left on the floor, are properly removed. Any charges to repair the exhibit space will be passed on to the exhibitor.

8.6 LIGHTS:

No strobe or flashing lights are permitted as part of any exhibit display. Flash photography is permitted.

8.7 DRAPING:

Drape must hang at proper length and may not be pulled up to sell or display merchandise. No drape on an aisle table may be removed during the show. It is suggested that all aisle tables are draped.

8.8 DISPLAY SAFETY:

All materials, displays, and products must be safe, stable, and resistant to collapse and fire. Show Management reserves the right and sole discretion to decide whether an exhibitor meets this definition.

Furnishings, decorations, or other booth objects may not obstruct exits, access to exits, or visibility of emergency exits. The path of travel to exits may not be blocked by furniture or any other movable objects. Furnishings, decorations, or other booth objects may not obstruct emergency phones, alarms, sprinkler valves, hose connections.

8.9 COVERED BOOTHS:

No exhibit space may incorporate a tent, partial or full roof or overhead covering of any kind without prior written approval from Show Management. Partially covered booths must submit a Height and Line-of-Sight Variance request. **See Section 10, Height & Line-of Sight Variance for more information.** All partially covered booths are subject to additional rules and regulations.

8.10 MOTORIZED DISPLAY VEHICLES:

All vehicles must abide by the move-in and move-out schedules and procedures established by Show Management and are subject to inspection by the Fire Marshal prior to move in on the floor. Exhibitors will be billed for such inspections.

Any vehicle that drips oil or other staining solutions may not be operated within the venue without a drip pan or dry absorption powder. All vehicles being displayed in the venue must have drip pans underneath them and pads under all tires. Exhibitors will be charged cleaning costs for staining solutions not removed.

No motorized vehicle may be operated on carpeted areas under any circumstances. Exceptions may only be authorized by Show Management.

Fuel tanks (containing fuel or which have ever contained fuel) shall be maintained less than 1/8 full or 10 gallons whichever is less (petroleum engines), diesel engines may have 1/4 tank or less. Gas cap must be locked or sealed by tape. Gas caps for fuel tanks shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut to prevent escaping vapors.

The electrical system shall be de-energized by either:
a) removing the battery or
b) disconnecting both battery cables from the ignition system and covering them with electrical tape or other similar insulating material.

Vehicles will be escorted in order to be driven in and positioned. Turn ignition off. Vehicle keys must always remain within the building.

Key must be secured on-site by General Contractor for any emergencies. Key will be returned to the own at the end of the event.

8.11 SIGNAGE:

The minimum exhibit space allowed for hanging banners is 20 ft. x 20 ft. (400 sq. ft.). All signs that will hang 10 ft. or higher from the floor must be approved by Show Management prior to installation. All exhibitors must order banner hanging through the venue. Nothing may be hung from the ceiling without prior written permission of Show Management. **See Section 9, Banners & Booth Storage for more information**.

If you feel that your display does not conform to the display rules, email Exhibitor Sales Account Manager, Rich Capobianco at Rich@FanExpoHQ.com.

8.12 MAINTENANCE:

The exhibitor shall maintain their display in a clean and orderly manner and shall take such action as may be necessary to prevent injury or damage to any person or exhibits in the Exhibit Hall.

SECTION 9 BANNERS & BOOTH SIGNAGE

All signs must be single-sided. The only exception will be for signs hung from the ceiling. Banners that are above and attached to your booth must be single-sided. Only exhibitors with a booth greater than or equal to a 20 ft. X 20 ft. island or peninsula exhibit may hang signs from the ceiling. Exhibitors with 10 ft. X 20 ft. end caps **MAY NOT** hang signs.

All signs greater than 10 ft. high must be approved by Show Management prior to installation.

Nothing may be hung from the ceiling without prior written permission from Show Management. Sign Hanging & Rigging requests must be submitted 60 Days prior to move-in.
See Section 2, Important Deadlines for deadline date.

SECTION 10 HEIGHT & LINE-OF-SIGHT VARIANCE

Show Management must approve all banners hung from the ceiling for content and size.

Please email an example or mock-up of your banner to email Exhibitor Sales Account Manager, Rich Capobianco at Rich@FanExpoHQ.com and Operations Manager, Marnie Diehl at Marnie@fanexpohq.com 30 days prior to installation. All banners **MUST** be hung by the show decorator's labor. To arrange for this service, contact show decorator, Evolving Productions at info@evolvingpro.com.

As a courtesy to you and your exhibiting neighbors, all linear booths have a maximum height of 8. This is to allow all exhibitors equal opportunity to have their booth seen and to conduct business on the floor. Height requirements include exhibit fixtures, signs and all components. If you do not comply with the line-of-sight rules, you will be asked to adjust on-site.

If you need to request a height and/or line-of-sight variance, you must do so no later than 30 days prior to move-in. Please send a copy of your floor plan, including elevation, and a brief description of the variance to the Operations Manager, Marnie Diehl at Marnie@FanExpoHQ.com Please include your company and contact info.
See Section 2, Important Deadlines for deadline date

SECTION 11 ELECTRICAL COMPLIANCE

11. 1 CODE:
Electrical wiring and equipment must meet the National Electrical Code.
Only NOENMCC personal are permitted to enter or plug into Floor Boxes. Electrical order forms are available on our website from the Exhibitor Order Forms page.

11.2 NOISE:
Any electrical or other mechanical apparatus must be muffled so that the noise does not bother the other exhibitors.

SECTION 12 LIABILITY

Exhibitor will hold harmless Show Management and Host Facility, or any of their respective officers, agents, employees, representatives or affiliates, from any liability, damage, loss, harm, claim, or injury to property or person of the Exhibitor, Exhibitor officer, agents, employees or other persons, whether caused by the negligence of the Show Management or Host Facility, or from theft, fire, water, accident or any other cause whatsoever.

SECTION 13 FORCE MAJEURE

If, due to circumstances beyond the reasonable control of Show Management:

(a) Event is postponed, canceled (in whole or in part) or moved to a different location
(b) The venue or its exhibitor area is unavailable (in whole or in part)
(c) The installation, exhibition or move-out time for exhibit booths is reduced. There will be no refunds (in whole or in part) of exhibitor or advertisement fees.

For purposes of this Section, the term circumstances beyond the reasonable control of Show Management shall include, but is not limited to: power outage, fire, earthquake, flood or other weather conditions, labor dispute or strike, war, riot, act of public enemy, acts of violence by third parties, governmental and municipal acts or ordinances, and other acts of God.

SECTION 14 SOUND

14.1 LEVELS:
Exhibitors must monitor their own booths to be sure that noise levels from sound systems or any other device/activity are kept to a minimum and do not interfere with others. Show Management will be monitoring the sound levels of all booths and may require that an exhibitor turn down the sound level in their booth. Failure to comply may result in any sound system in the booth being turned off.

14.2 INTERFERENCE:
Speakers and sound systems must be turned to the inside of the booth. The use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

14.3 DEVICES:
No megaphones, bullhorns, or microphones will be allowed. Exceptions may be made on a case-by-case basis. Please contact Show Management for more details.

SECTION 15 EXHIBITOR OFF-SITE EVENTS

Exhibitor off-site events that conflict with Show hours must have the approval of Show Management.

SECTION 16 IN-BOOTH EVENTS

Celebrity Signings can be a great way to get the attendees to your booth. However, because of the crowds at the event, we need to make sure these signings are as safe and well organized as possible. All Celebrity Signings must be coordinated with Show Management in advance. Not all booths will be able to accommodate all signings. The best way to get approval for your signing is to have a plan for controlling the lines in your booth during any signings. Please note that you may be required to hire security for high traffic events.

16.1 SIGNING EVENTS:

Exhibitors must space at least 30 minutes between signing events. Exhibitors may not have more than one signing event going on in their booth at any given time. All in-booth signings must be coordinated with Show Management. Certain restrictions will apply. Not all signings may be allowed on the exhibit floor. **Please contact Show Management for information pertaining to individual exhibitor specifics.** To coordinate an in-booth signing or for more information email Exhibitor Sales Account Manager, Rich Capobianco at Rich@FanExpoHQ.com.

16.2 AISLE INTERFERENCE:

Giveaway tables, autograph tables, video viewing tables, or demonstration tables must be placed a minimum of 2 ft. back from the aisle. Video games should be installed at the back of the booth to accommodate persons playing as well as onlookers. Should participants and/or onlookers interfere with the normal traffic flow of the aisle or overflow into the neighboring exhibits, Show Management may discontinue the activity.

16.3 PRIZES:

No drawings for prizes may be held that require the winner be present to win. This includes trivia contests, audience participation events, and scavenger hunts. Absolutely no games or contests where a fee is charged to participate are allowed. This includes bingo-type games, wheels of fortune, card picks, raffles, and grab bags as well as video games and other arcade style games. No contest will be allowed that involves the consumption of any food or beverage. Contests must comply with applicable provincial and federal regulations.

16.4 GIVEAWAYS AND FLYER DISTRIBUTION:

Giveaways and flyer distribution must take place from within an exhibitor booth only, and never in aisles, lobbies, outside Show site, or in any other part of the venue.

16.5 STICKERS:

No exhibitor may give away or distribute stickers. Exhibitors will be charged for removal of stickers found adhered to walls, furnishings, or any part of the venue**.**

Glitter and adhesive-backed decals are strictly prohibited and may not be distributed to attendees or used for any purpose within the NOENMCC.

16.6 SECURITY:

Exhibitors will be responsible for providing security from Show Management's official security service provider. Please contact Show Security at least 2 weeks prior to such in-booth events to ensure crowd safety and flow. If you have any questions, please contact the Operations Manager, Marnie Diehl at Marnie@FanExpoHQ.com.
See Section 2, Important Deadlines for deadline date.

SECTION 17 HOUSE RULES

17.1 CLEAR AISLES:
No walls, drapes, hooks or fixtures of any kind shall be permitted on or protruding into the aisle without prior written consent. All product/boxes/trash must be clear of the aisles 60 minutes prior to Show opening.

17.2 FASTENERS:
No nails or screws may be driven into the floor. No damage of any nature may be done to any part of the Exhibit Hall. Never staple, tape or deface drapes, materials or walls belonging to the venue or Show Decorator.

17.3 DAMAGES:
Any damage caused to the building by an exhibitor or their employee is the sole responsibility of the exhibitor and will be billed accordingly.

17.4 FOOD AND DRINK:
Alcohol is not allowed at the venue during move-in or move-out. In compliance with the Alcoholic Beverages and Tobacco laws, no alcohol may be brought on to or removed from the venue during the event except by the exclusive provider to the venue.

No food or beverage (including bottled water) may be sampled, sold, or given away from any exhibit at any time without prior written permission from the Show Management and the venue. Chewing gum also not permitted for sale or as a giveaway.
The Food Sampling Authorization Request Form found from the **Exhibitor Information & Order Forms page** must be submitted 30 days prior to move-in. **See Section 2, Important Deadlines for deadline date**

17.5 BOOTH CLEANING & GARBAGE DISPOSAL:
Trash should not be placed in the aisles; it must be placed in one of the large, wheeled receptacles located throughout the show floor, not in trashcans. Please break down all cardboard boxes.You must break down all cardboard boxes. Show Management will assess a cleaning charge to any exhibitors who do not break down their boxes.

To arrange in-booth cleaning services, or if you expect a high volume of empty boxes and need assistance breaking them down contact the show decorator Evolving Productions, info@evolvepro.com .

17.6 SMOKING/VAPING:
The venue is a non-smoking facility. Vaping and electronic cigarettes are also prohibited. Therefore, all public areas and rental space, including corridors, registration area, meeting rooms, the Exhibit Halls, parking garage, and the loading docks are designated non-smoking areas. Exhibitors and attendees are only allowed to smoke or vape outside the front of the building within the designated smoking areas.

17.7 HANDCARTS/DOLLIES:
No handcarts or dollies are permitted in the Exhibit Hall during show hours. Handcarts and dollies are not permitted in the lobby at any time. When off-loading heavy objects during move-in/out, the use of floor protection and extreme care are required outside the Exhibit Hall. Contact Show Decorator for assistance Evolving Productions, at info@evolvingpro.com

17.8 HELIUM:
Helium balloons are not allowed, including for distribution and sale.

17.9 DRONES, PYROTECHNICS AND LASERS:
Drones, pyrotechnics and lasers are strictly prohibited.

17.10 FOG/SMOKE MACHINES:
Strictly prohibited. Any device that produces any airborne particulate will not be allowed.

17.11 IN-BOOTH STORAGE:
Exhibitors may store a MAXIMUM of one day's worth of stock in their booth. Additional on-site storage is available at a cost through the Show Decorator.

SECTION 18 LICENSING/ANTI-BOOTLEG

Show Management does not permit or condone the sale of bootleg or unauthorized merchandise at the Show. The sale and/or display of ANY merchandise shall ONLY BE ALLOWED where the merchandise has been approved by the license holder for the property depicted and does not infringe on copyright or trademark laws.

By attending as an exhibitor, you are agreeing to follow these guidelines and any violation may result in immediate expulsion from the event without refund.

Show Management works with law enforcement authorities, licensees, and rights holders to act against the sale of bootleg and unauthorized merchandise at this event. Any exhibitor caught selling any bootleg or otherwise unauthorized material or merchandise may additionally be subject to prosecution by local, state, and federal authorities who will be given full access to this event.

SECTION 19 EXHIBITOR STAFF

19.1 APPEARANCE:
The exhibitor's staff personnel shall always during the Show hours be dressed neat and clean and maintain proper hygiene. To be courteous to co-workers and patrons, volunteers will practice clean personal hygiene. Please avoid using excessive amounts of perfumes, colognes and/or hairspray that may cause a problem for allergy sufferers.

Please note that any specialty personnel hired for in-booth promotions must be appropriately dressed and that partial nudity is not permitted. Please remember that this is a family event.

19.2 EXHIBITOR BADGES:
Show Management will provide the exhibitor's staff personnel with identification passes as they will be required for entrance to or exit from the Exhibit Hall. Exhibitor badges are non-transferable.

19.3 COMPLIANCE:
The exhibitor and their staff will be required to adhere to reasonable requests of Show Management.

19.4 RESPONSIBILITY:
The exhibitor is responsible for all actions of their staff/personnel.

19.5 TRANSFERABILITY:
Exhibitor badges are non-transferable. They may not be sold or used as prizes or giveaways.

19.6 CHILDREN:
During move-in and move-out, only persons over the age of 16 will be permitted on the Show floor.

SECTION 20 **ADDITIONAL SECURITY**

20.1 MANAGEMENT SECURITY:

Show Management will provide at least one security guard overnight after the Exhibit Hall closes to exhibitors but assumes no responsibility for the loss or damage to any items. Exhibitor must arrange for any desired extra security through Show Management and must hire from our designated security company.

20.2 SECURITY STAFF:

No exhibitor is permitted to employ security officers for services within the Exhibit Hall without prior written permission from Show Management. Unauthorized security personnel shall not be permitted into the show.

20.3 AUTHORIZED SECURITY OFFICERS:

An exhibitor who requires admission to the Exhibit Hall outside normal exhibitor access hours must hire a security officer contracted through Show Management.

20.4 OFF-HOURS SET-UP AND DISMANTLE:

The exhibitor must hire at least one show contracted security officer for every four staff personnel permitted into the Exhibit Hall outside normal exhibitor access hours. Exhibitors who are permitted access to the Exhibit Hall outside these hours shall vacate the Exhibit Hall with the rest of the exhibitors and shall then be permitted to re-enter the Exhibit Hall under the escort of a Show Management contracted security officer.

20.5 SECURITY TIPS:

Show Management will take all reasonable security precautions to safeguard the premises. While we provide security, exhibitors must be vigilant and aware of your possessions. We strongly suggest you take the following precautions:

- Wear your badge during set-up and tear-down to help us identify anyone who does not belong in the Hall.
- Do not leave keys or valuables (such as purses, cash boxes, or stock) in your vehicle at anytime.
- Keep personal items like purses and briefcases locked up and out of sight from the public. DO NOT leave them behind drapes or underneath tables.
- Do not leave any cash or credit card slips in your booth. Take them with you and make daily bank deposits.
- We strongly recommend that you close off the front of your booth each night with a cloth, mesh, netting, etc. that will inhibit anyone from entering your booth when you are not there.
- Walk to and from the Exhibit Hall with someone, especially if carrying large sums of money.
- Report suspicious behavior to Exhibitor Services or Security immediately.
- Do not leave your booth unattended. Be sure to be at your booth before Show opening. At Show closing do not leave immediately; wait until the public clears the floor.
- Always keep fire doors closed. Never prop open a fire door.

SECTION 21 DISPLAY REVIEW

21.1 STANDARDS OF CONDUCT:
The exhibitor shall not utilize any fixture, device, merchandise or activity that is illegal, in poor taste or detrimental to Show Management. Show Management reserves the right to disapprove the display of any item that is not in keeping with the nature, character, or orderly conduct of the Show.

21.2 ENFORCEMENT PROCEDURE:
In the event that Show Management determines that the exhibitor is in violation of these rules and regulations, Show Management will immediately notify the exhibitor. Failure to remedy or remove the item or activity in question may result in expulsion.

21.3 NO REFUND:
In the event an exhibitor is removed from the Show for failure to abide, all monies paid by the exhibitor will be retained by Show Management and no refund will be made.

SECTION 22 GENERAL SAFETY

Show Management's first priority is the safety of the attendees, exhibitors, staff, and visitors to our event. As an exhibitor, you are responsible for keeping your area safe for attendees, exhibitors, staff members, and visitors. In the event that any situation or activity is deemed to be unsafe by Show Management, the venue, the Fire Marshall or the Police, you agree to immediately make all necessary changes and corrective actions.

IF YOU DO NOT DO SO IMMEDIATELY, SHOW MANAGEMENT RESERVES THE RIGHT TO HAVE YOU AND YOUR MATERIALS REMOVED FROM THE FACILITY AT YOUR EXPENSE. IN SUCH CASE, YOU WILL NOT BE ENTITLED TO ANY REFUND.

SECTION 23 AMENDMENTS

Show Management has full power in the enforcement and amendment of all contract regulations.

SECTION 24 SHOW MANAGEMENT'S EXCLUSIVES POLICY

All limited-edition giveaways and/or Show Exclusives must be approved by Show Management. The exhibitor will be allowed to set the parameters of the Limited-Edition Giveaway and/or Show Exclusive: for example, every attendee may enter only once, a certain amount will be given away and/or purchased each day, etc.

No lines will be allowed to form outside of the exhibitor's booth and/or table. If a line impedes on aisle traffic or a neighboring exhibitor, the Show Exclusives sale will not be allowed to continue, and the exhibitor must stop all sales immediately.

Show Management will work with you to reschedule the sales of your Show Exclusives at a time when it will no longer impede traffic or other exhibits. No sales will be allowed either before or after public Exhibit Hall hours.

SECTION 25 EXHIBITOR APPOINTED CONTRACTORS

An Exhibitor Appointed Contractor is any non-official company you choose to utilize for move-in/set-up/move-out. Exhibitors are responsible for informing their appointed contractors of the below information/requirements to ensure a smooth transaction.

All outside contractors must fulfill the following:

- Current Workers Compensation Insurance Certificate
- An insurance certificate showing general liability and property damage coverage
- An Exhibitor Appointed Contractor Form signed by the exhibitor must be presented to Show Management. For more information, contact info@evolvepro.com.

SECTION 26 EXHIBITOR HEALTH & SAFETY COMPLIANCE REMINDER

Failure to fulfill the above requirements will jeopardize the contractor's ability to obtain proper badges/admission to the Show floor.

All Exhibitors are required to ensure health and safety of everyone, including their on-site employees and suppliers/contractors retained to provide services on their behalf on the show floor. In order to ensure that everyone understands the importance of these requirements, all Exhibitors are required to read the **Exhibitor Health & Safety Compliance Reminder** on the Exhibitor Information and Order Forms page.