

**FANEXPO**

**PHILADELPHIA**

**MAY 3 - 5, 2024**

**PENNSYLVANIA CONVENTION CENTER**

**OPERATING GUIDELINES**

**FANEXPOPHILADELPHIA.COM**

## TABLE OF CONTENTS

### SECTIONS

1.	Important Contact Information	Page 4
2.	Important Deadlines	Page 5
3.	Exhibit Hall Hours (Including Move-In/Out, Set Up, Registration, Restock)	Page 6
4.	Exhibitor Badges & Access	Page 7
	41 Exhibitor Badges	Page 7
	42 Purchasing Additional Badges	Page 7
	43 Exhibitor Badge Pick-Up	Page 8
	44 Exhibitor Access	Page 8
5.	Payment for Space	Page 8
	51 General	Page 8
	52 Advance Payment	Page 8
6.	Shipping, Deliveries & Storage	Page 9
	61 Shipping & Deliveries	Page 9
	62 Indoor On-Site Storage	Page 9
7.	Exhibitor Eligibility & Responsibilities	Page 9
	71 Staff Hours	Page 9
	72 Breakdown	Page 9
	73 Character of Exhibits	Page 9
	74 Verbal Agreements	Page 9
	75 Space/Placement Guarantee	Page 9
8.	Display Regulations	Page 10
	81 Neighboring Exhibits	Page 10-11
	82 Booth Terminology & Configurations (diagrams)	Page 10-11
	83 Cleaning of Exhibit Hall	Page 12
	84 Booth Floor Plan	Page 12
	85 Flooring	Page 12
	86 Lights	Page 12
	87 Draping	Page 13
	88 Display Safety	Page 13
	89 Covered Booths	Page 13
	8.10 Motorized Display Vehicles	Page 13
	8.11 Signage	Page 13
	8.12 Maintenance	Page 14
9.	Banners & Booth Signage	Page 14
10.	Height & Line-of-Sight Variance	Page 14
11.	Electrical Compliance	Page 14
	11.1 Code	Page 14
	11.2 Noise	Page 14
12.	Liability	Page 14
13.	Force Majeure	Page 15
14.	Sound	Page 15
	14.1 Levels	Page 15
	14.2 Interference	Page 15
	14.3 Devices	Page 15

CONTINUED ON NEXT PAGE...

## TABLE OF CONTENTS

### SECTIONS

15.	Exhibitor Off-Site Events	Page 15
16.	In-Booth Events	Page 15
	16.1 Signing Events	Page 16
	16.2 Aisle Interference	Page 16
	16.3 Prizes	Page 16
	16.4 Giveaways and Flyer Distribution	Page 16
	16.5 Stickers	Page 16
166	Security	Page 16
17.	House Rules	Page 16
	17.1 Clear Aisles	Page 16
	17.2 Fasteners	Page 16
	17.3 Damages	Page 17
	17.4 Food and Drink	Page 17
	17.5 Booth Cleaning & Garbage Disposal	Page 17
	17.6 Smoking/Vaping	Page 17
	17.7 Handcarts/Dollies	Page 17
	17.8 Helium	Page 17
	17.9 Pyrotechnics and Lasers	Page 17
	17.10 Fog/Smoke machines	Page 17
	17.11 In-booth Storage	Page 17
18.	Licensing / Anti-Bootleg	Page 18
19.	Exhibitor Staff	Page 18
	19.1 Appearance	Page 18
	19.2 Exhibitor Badges	Page 18
	19.3 Compliance	Page 18
	19.4 Responsibility	Page 18
	19.5 Transferability	Page 18
	19.6 Children	Page 18
20.	Additional Security	Page 19
	20.1 Management Security	Page 19
	20.2 Security Staff	Page 19
	20.3 Authorized Security Officers	Page 19
	20.4 Off-hours Set-up and Teardown	Page 19
	20.5 Security Tips	Page 19
21.	Display Review	Page 20
	21.1 Standards of Conduct	Page 20
	21.2 Enforcement Procedure	Page 20
	21.3 No Refund	Page 20
22.	General Safety	Page 20
23.	Amendments	Page 20
24.	Show Management's Exclusives Policy	Page 20
25.	Exhibitor Appointed Contractors (EAC)	Page 21
26.	Exhibitor Health & Safety Compliance Reminder	Page 21
27.	FAN EXPO Philadelphia™ Show & Floor Managers	Page 21

## SECTION 1 - IMPORTANT CONTACT INFO

### SHOW MANAGEMENT



Show Director	Missy Morris	<a href="mailto:melissam@fanexpohq.com">melissam@fanexpohq.com</a>
Operations Coordinator	Alejandra Anderson	<a href="mailto:alejandra@fanexpohq.com">alejandra@fanexpohq.com</a>
Exhibitor Sales	Rich Capobianco	<a href="mailto:rich@fanexpohq.com">rich@fanexpohq.com</a>

### SHOW WEBSITE

[www.fanexpophiladelphia.com](http://www.fanexpophiladelphia.com)

### SHOW LOCATION

Pennsylvania Convention Center  
1101 Arch St  
Philadelphia, PA 19107  
215-418-4700  
[www.paconvention.com](http://www.paconvention.com)

**FAN EXPO Philadelphia 2024**  
**(Your Company Name/Booth #)**  
**c/o General Exposition Services**  
**Pennsylvania Convention Center**  
**Hall C, D & E**  
**Vine Street Ramp**  
**1101 Arch Street**  
**Philadelphia, PA 19107**

**\*\*Shipments sent directly to the facility will be turned away if arrive before May 1st.**

### FREIGHT / WAREHOUSE

Material handling by the Show Decorator

### ADVANCE WAREHOUSE

(Between May 7 - May 29) Label

**FAN EXPO Philadelphia 2024**  
**General Exposition Services**  
**(Company Name & Booth #)**  
**205 Windsor Rd**  
**Limerick Business Center**  
**Pottstown, PA 19464**

### DIRECT SHIPPING TO FACILITY

(May 1th onwards) Label\*\*

**SPONSORSHIP**

Liam Fleming  
Sponsorship &  
Partnership Director Tel:  
917-502-8862  
[liam@fanexpohq.com](mailto:liam@fanexpohq.com)

**OFFICIAL SHOW  
DECORATOR**

Joe Boyle  
General Exposition  
Services  
205 Windsor Rd  
Pottstown, PA 19464  
Tel: 610-495-8866  
[jboyle@generalexposition.com](mailto:jboyle@generalexposition.com)  
[www.generalexposition.com](http://www.generalexposition.com)

**EXHIBITOR SERVICES**

Mary Ann Torres  
Director of Event Management & Business  
Analysis Phone: 215-418-4785  
Mobile: 267-969-0721  
[mtorres@paconvention.com](mailto:mtorres@paconvention.com)

**MOVE-IN & MOVE-OUT**

Joe Boyle  
General Exposition Services  
[jboyle@generalexposition.com](mailto:jboyle@generalexposition.com)

**FIRST AID**

Location: In Hall D by pillar D4

**SECURITY**

Edward Aponte-Luigi  
Imperial Events Security Services, LLC  
[edward@iessevents.com](mailto:edward@iessevents.com)

## SECTION 2 - IMPORTANT DEADLINES

January 10, 2024	Show Decorator Kit Online
March 8, 2024	Move-In Schedule & Booth Assignment emailed out
March 8, 2024	On-site Show program ad material deadline
March 14, 2024	Convention Center Exhibitor Approval Deadline (Food Sampling)
March 14, 2024	Convention Center Exhibitor Discount Rate Deadline (Parking)
April 3, 2024	Full Payment due
April 3, 2024	Advance Show Decorator Warehouse opens for delivery
April 3, 2024	Exhibitor Appointed Contract Form due
April 3, 2024	Booth 20'x20' or greater, Floor Plans, Line-of-Sight Variances & Towers submitted
April 17, 2024	Convention Center Exhibitor Discount Rate Deadline (Plumbing and Electrical)
April 17, 2024	Internet Service Discount Rate Deadline
April 19, 2024	Show Decorator Advance Price Deadline
April 29, 2024	Advance Shipment Deadline to have your materials at the Show Decorator's Warehouse
May 1, 2024	Early Retailer Move-In Begins (by appointment only) Direct shipment allowed to facility - Handled by Show Decorator
May 2, 2024	Retailer Exhibit Installation Begins 8:00 am - 7:00 pm
May 3, 2024	Artist Alley Installation Begins 7:00 am; Retailer installation continues
May 3, 2024	Exhibit Installation Complete by 1:30 pm
May 3, 2024	Doors open to the public: 2:00 pm VIP/Premium/Three-Day Pass 4:00 pm Open to All Ticket Holders
May 5, 2024	Show Closes 5:00 PM
May 5, 2024	2023 Rebook Applications and Payments due for Discounted Rate by 6:00 PM
May 5, 2024	Exhibits and all Material removed by 10:00 PM

## SECTION 3 - EXHIBIT HALL HOURS (including Move-In/Out, Set Up, Registration, Restock)

IMPORTANT: Information will be emailed to you regarding your Move-In times 2-6 weeks prior to show start.

### EXHIBIT HALL / SHOW HOURS

Friday	May 3	2:00 PM – 4:00 PM 4:00 PM – 9:00PM	Preview (3-day, Ultimate, & VIP pass holders ONLY) Show Hours
Saturday	May 4	10:00 AM – 7:00 PM	Show Hours
Sunday	May 5	10:00 AM – 5:00 PM	Show Hours

### MOVE-IN/REGISTRATION/RESTOCK

Wednesday	May 1	12:00PM – 5:00PM	Exhibitor Move-In (By Appointment Only)
Thursday	May 2	8:00 AM – 7:00 PM	Exhibitor Move-In (Retailers, Corporate, Community)
Friday	May 3	7:00 AM – 1:30 PM	Exhibitor Move-In (Artist Alley, Cosplay, Pro Comic Guests) Exhibitor Move-In (Retailers, Corporate, Community continued)
Saturday	May 4	8:00 AM – 9:00 AM	Exhibitor Restock
Sunday	May 5	8:00 AM – 9:00 AM	Exhibitor Restock

### PLEASE NOTE:

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](mailto:exhibitors@fanexpohq.com).

### MOVE-OUT

Sunday	May 5	5:01 PM – 11:00 PM	Breakdown and Move-out*
--------	-------	--------------------	-------------------------

**\*Please note that extra charges apply for any move-out after 10:00 PM for all exhibitors.**

### Damage Inspection

Upon removal of each booth, Facility and Show Management will inspect each space for any damage 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.

### ADDITIONAL INFORMATION

Once you reach the loading docks, you will receive an info sheet from the dock staff who will assign your spot/dock number. Please proceed to the Exhibitor Service Desk (located on the show floor) to pick up all badges for your booth.

Please note that between the hours of 7:00 AM and 1:00 PM on Friday, May 3, 2024 dock access will be available for move-in. You will NOT have dock access after 1:00 PM and will only be allowed in by foot.

**Children:** All exhibitor staff must be age 16 or older. For their safety, children will NOT be allowed on the exhibit floor during move-in and move-out hours. Children may not stay in your booth during this time either. Please make other arrangements for your children.

## **The following guidelines MUST be followed during move-in and move-out:**

1. No movement of freight on any passenger elevators or escalators within the Pennsylvania Convention Center (hand-carry items only in these areas).
2. Vehicle parking outside of designated parking lots or parking areas is not allowed.
3. NO flat-bed dollies will be allowed through the Exhibit Hall doors.
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. 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.
7. Please do not leave any tape or bulk garbage on the floor after dismantling your booth or you may incur additional charges. Please make every effort to re-use, remove, and recycle your booth materials.
8. Please visit the Show Office or the Exhibitor Service Desk if you have any questions.

The facility reserves the right to tag and tow, at the owner's expense, any vehicle that is parked outside of any designated parking areas. 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.

## **SECTION 4 - EXHIBITOR BADGES & ACCESS**

### **41 Exhibitor Badges (Allotment, Additional Badges, Where to Get Them)**

All exhibitors and their booth personnel must wear their badges during set-up and teardown. Exhibitor badges will be available at the Exhibitor Service Desk in the ticketing hall. Security will NOT allow anyone in the loading dock who does not have an exhibitor badge or official set-up 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)
- Two (2) Exhibitor badges come with each Artist Alley, Premium Artist Alley and Cosplay Alley table.

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.

### **42 Purchasing Additional Badges**

If you need to purchase additional badges, please fill out the Extra Exhibitor Passes Order Form available online and send full payment to KNECT365 US.

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.



43 **Exhibitor Badge Pick-up**

Exhibitors who have paid in full for their space may pick up their badges starting Thursday, April 7th, 2024, at the locations listed below during the specified times.

Thursday	May 2	8:00 AM – 7:00 PM	Exhibitor Service Desk
Friday	May 3	7:00 AM – 8:00 PM	Exhibitor Service Desk
Saturday	May 4	8:30 AM – 8:00 PM	Exhibitor Service Desk & Ticketing Hall
Sunday	May 5	8:30 AM – 4:00 PM	Exhibitor Service Desk & Ticketing Hall

44 **Exhibitor Access**

**Entering the Hall (Daily)**

Exhibitors may enter the hall through the front doors or loading dock of the venue during scheduled move-in or restocking times. The Exhibit Hall entrance will be staffed by security guards, so please be prepared to show your exhibitor badge.

**Exiting the Hall (Daily)**

The hall closes to the public at 9:00 PM Friday, 7:00 PM Saturday, and 5:00 PM on Sunday. 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.

Thursday	May 2	8:00 AM – 7:00 PM	Exhibitor Move-in
Friday	May 3	7:00 AM – 9:00 PM	Exhibitor Access
Saturday	May 4	8:00 AM – 9:00 AM	Restock
Sunday	May 5	8:00 AM – 9:00 AM	Restock

**SECTION 5 - PAYMENT FOR SPACE**

51 **General:**

All monies paid shall be retained by Show Management and are non-refundable and non-transferable if 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.

52 **Advance Payment:**

Exhibitors are required to pay in advance for all space requested. Acceptance of payment with the exhibitor application should not be construed to mean payment has been made in full. Any discrepancies in balance will be billed.

## SECTION 6 - SHIPPING, DELIVERIES & STORAGE

### 61 **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.**

Please ensure that a representative from your company is present when your shipment arrives. This will ensure that 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.

### 62 **In Booth and 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, please contact the Show Decorator.

## 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.

\*Subletting: The subletting of exhibit space without the prior written permission of Show Management is prohibited.

### 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 **Breakdown:**

Exhibitors may not break down 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: Alejandra Anderson at [alejandra@fanexpohq.com](mailto:alejandra@fanexpohq.com).

### 7.3 **Character of Exhibits:**

The 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

81

### Neighboring Exhibits:

No exhibit may block or interfere with a neighboring exhibit.

All Corporate Booths 20 ft. x 20 ft. or larger must submit a floor plan no later than 30 days prior to Show start.

Please see page 5 for the deadline to submit.

82

### Booth Terminology & Configurations:

Based on a 10 ft. x 10 ft. exhibitor space.

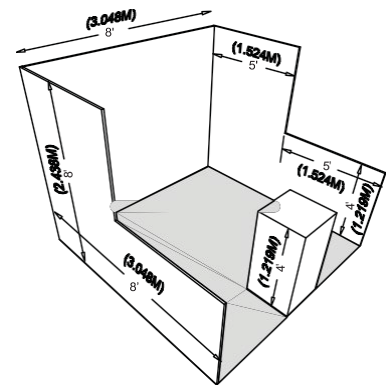
#### LINEAR BOOTH

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 the front 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.

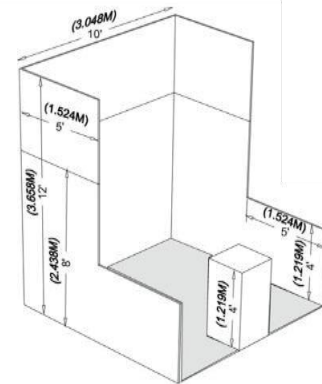
LINEAR BOOTH 3D VIEW



#### 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.

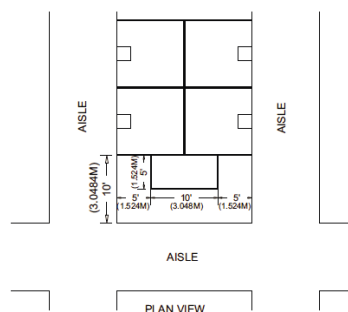
PERIMETER BOOTH 3D VIEW



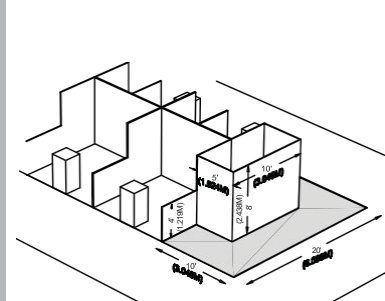
#### END CAP BOOTH

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



## SECTION 8 - DISPLAY REGULATIONS

### PENINSULA BOOTH

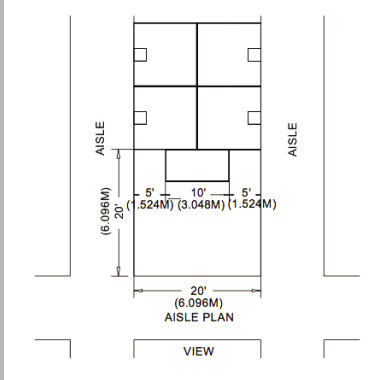
A Peninsula Booth is exposed to aisles on three sides and comprised of a minimum of four booths. There are two types of Peninsula Booths:

(a) one which backs to Linear Booths, and  
 (b) one which backs to another Peninsula Booth and is referred to as a "Split Island Booth."

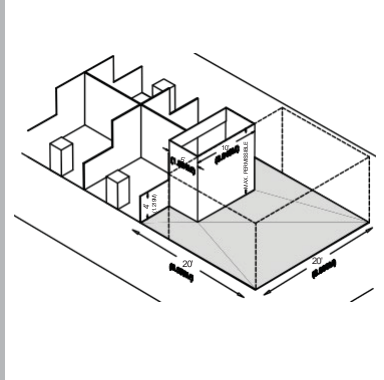
When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft high within 5ft of each aisle, permitting adequate line of sight for the adjoining Linear Booths.

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

**PENINSULA BOOTH PLAN VIEW**



**PENINSULA BOOTH 3DVIEW**

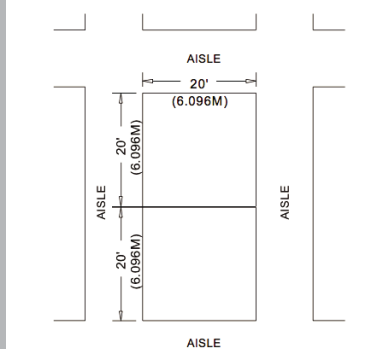


### SPLIT ISLAND BOOTH

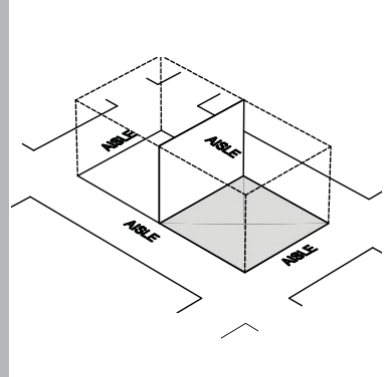
A Split Island Booth is a Peninsula Booth, which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back-wall Line-of-Sight restrictions.

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.

**SPLIT ISLAND BOOTH PLAN VIEW**



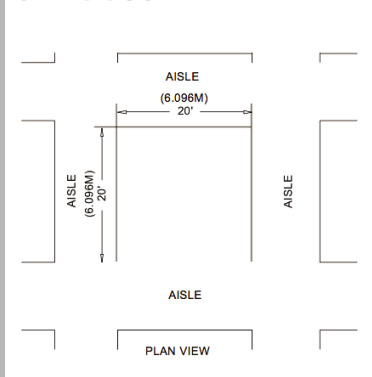
**SPLIT ISLAND BOOTH 3D VIEW**



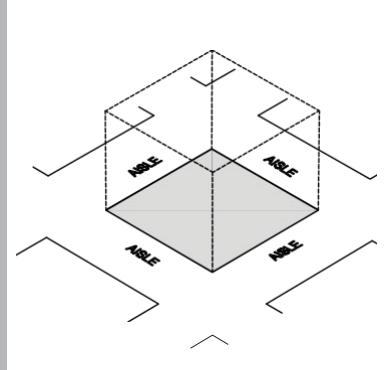
### ISLAND BOOTH

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.

**ISLAND BOOTH PLAN VIEW**



**ISLAND BOOTH 3D VIEW**



## SECTION 8 - DISPLAY REGULATIONS

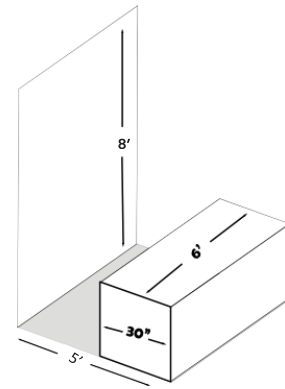
### ARTIST ALLEY

Artist Alley spaces include a 6 ft. by 30 in. skirted table. The entire Artist Alley space provided is 6 ft. x 5 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 4 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 8 ft. 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.

### PREMIUM ARTIST ALLEY

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

ARTIST ALLEY BOOTH 3D VIEW



### TOWERS

A tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Towers more than 8 ft. must submit drawings no later than 30 days prior to move-in. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required at the expense of the exhibitor.

- 83 **Cleaning of Exhibit Hall:**  
Your exhibit merchandise and ALL other items must be out of the aisle ways 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. The aisles of the Exhibit Hall will be cleaned each night. The exhibitor is responsible for placing all trash in the appropriate container.

- 84 **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. Plans 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.

- 85 **Flooring:**  
Painting, nailing or drilling of the 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: Upon removal of each booth, Facility Management and Show Management will inspect each space for any damage 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.

- 86 **Lights:**  
No strobe or flashing lights are permitted as part of any exhibit display. Flash photography is permitted.

87

**Draping:**

Drape must hang at proper length and may not be pulled up to sell or display merchandise.

No drape on the aisle table may be removed during the Show. It is suggested that all aisle tables are draped.

88

**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.

89

**Covered Booths:**

No exhibit space may incorporate a tent, partial or full roof or overhead covering of any kind without prior written approval. Partially covered booths must submit a Height and Line-of-Sight Variance request, please see Section 10.

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 Marshall prior to moving 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. 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.

- All vehicles being displayed in the venue must have drip pans underneath them and pads under all tires.

- Fuel tanks containing fuel, or which have ever contained fuel shall be maintained less than 1/4 full or 10 gallons full, whichever is the least. Caps for fuel tanks fill pipes 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.

- Tanks containing propane shall be maintained less than 1/2 full. Vehicles will be escorted in order to be driven in and positioned. Turn the ignition off. Vehicle keys must always remain within the building.

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. Please see Section 9 for more information.

If you feel that your display does not conform to the display rules, please contact the Operations team.

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.

Nothing may be hung from the ceiling without prior written permission from Show Management. All signs greater than 10 ft. high must be approved by Show Management prior to installation.

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 Alejandra Anderson at [alejandra@fanexpohq.com](mailto:alejandra@fanexpohq.com) prior to installation. All banners **MUST** be hung through the venue.

## SECTION 10 - HEIGHT & LINE-OF-SIGHT VARIANCE

As a courtesy to you and your exhibiting neighbors, we try to keep all linear booths at a consistent height. This is to allow all exhibitors equal opportunity to have their booth seen and to conduct business on the floor.

In a linear booth, exhibit fixtures, signs and all components, are permitted a maximum height of 8 ft. 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 team, Alejandra Anderson at [alejandra@fanexpohq.com](mailto:alejandra@fanexpohq.com). Please include your company and contact info.

## SECTION 11 - ELECTRICAL COMPLIANCE

11.1 **Code:**  
Electrical wiring and equipment must meet the National Electrical Code. Please see the venue's electrical forms for information and conditions of electrical services.

11.2 **Noise:**  
Any electrical or other mechanical apparatus must be muffed 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. \*

\*Special terms for 2024. If the 2024 event is cancelled, exhibitors may elect either transfer monies already paid to the next edition of the Event or receive a refund of any portion of the fees already paid.

## 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 or conference 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.



161

**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.

162

**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 people 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.

163

**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.

164

**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.

165

**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.

166

**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 Alejandra Anderson at [alejandra@fanexpohq.com](mailto:alejandra@fanexpohq.com)

## 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.

174

### **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 may be sampled, sold or given away from any exhibit at any time without prior written permission from the Show Management and the venue. No chewing gum will be allowed for sale or as a giveaway.

Food sampling (2 oz or less) and non-alcohol beverage sampling (2 oz or less) requires approval from the Facility and must comply with all local, provincial, and federal regulations on transport, storage, preparation and distribution.

For any on-site sampling, please see the Sampling Authorization Request Form on our website.

175

### **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 the cardboard boxes. Show Management will assess a cleaning charge to any exhibitors who do not break down their boxes. To avoid unexpected cleaning charges or if you expect a high volume of empty boxes and need assistance breaking them down, please call the Facility.

176

### **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. The exhibitor is required to enforce no-smoking rules.

177

### **Handcarts/Dollies:**

At no time when the Exhibit Hall is open to the public is any type of handcart allowed on the Exhibit Hall floor. No handcarts are allowed 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.

178

### **Helium:**

Helium balloons are not allowed, including distribution and sale.

179

### **Pyrotechnics and Lasers:**

A special permit is required for the use of pyrotechnics and/or lasers and must be pre-approved by the Fire Marshall. Stand-by personnel may be required at the cost of the exhibitor.

17.10

### **Fog/Smoke Machines:**

No fog/smoke machines will be permitted in the Exhibit Hall. Any device that produces smoke or any other 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.

### **PLEASE NOTE:**

To arrange in-booth cleaning services, please email the Show Decorator at [info@generalexposition.com](mailto:info@generalexposition.com) or call 610-495-8866.

## SECTION 18 - LICENSING & ANTI-BOOTLEG

Show Management does not permit or condone the sale of bootlegs 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 bootlegs 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 neatly 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 people 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 **Of-hours Set Up and Tear Down:**

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 your keys or valuables (such as purses, cash boxes, or stock) in your vehicle at any time.
- During Show hours, 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. This is the first place that is targeted.
- 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 prohibit 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 the Show Office immediately!**
- Do not leave your booth unattended. Be sure to be at your booth before the 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 REGULATIONS

### 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 of the display of any item that is not in keeping with the nature, character, or orderly conduct of the Show.

### 21.2 **Enforcement Procedure:**

If 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 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. If 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 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 CONTRACTOR

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
- A certificate showing general liability and property damage coverage.
- An Exhibitor Appointed Contractor Form signed by the exhibitor.

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

If you plan to use an Exhibitor Appointed Contractor, you must fill out the form found on our website and return it to Show Management by the deadline date indicated on the form. You may email it back to Alejandra Anderson at [alejandra@fanexpohq.com](mailto:alejandra@fanexpohq.com).

## SECTION 26 - EXHIBITOR HEALTH & SAFETY COMPLIANCE REMINDER

All Exhibitors are required to ensure the health and safety of everyone, including their on-site employees and suppliers/contractors retained to provide services on their behalf on the show floor. To ensure that everyone understands the importance of these requirements, all Exhibitors are required to read the "Exhibitor Health & Safety Compliance Reminder" which can be found on our website under the Exhibitor Info and Order Forms section.

## SECTION 27 - FLOOR MANAGER

Floor Managers can be identified by their badge and show t-shirts with the FAN EXPO Philadelphia™ logo. It is their job to make sure everyone complies with all rules and regulations so that you, the exhibitor, are not negatively impacted by your neighbors and that you have a great experience at FAN EXPO Philadelphia™.