



## PRODUCT DEMONSTRATION & AUDIENCE PARTICIPATION SAFETY FORM

The Audience Participation Safety Form is due Friday, September 29.

### Instructions

1. Go to [www.IAAPA.org/IAEprofile](http://www.IAAPA.org/IAEprofile)

A screenshot of the IAAPA login page. On the left, under 'Log in today to:', there are three instructions: 1. Update your eBooth to take full advantage of your online presence. 2. Verify your contact information so attendees can connect with you. 3. Review your program guide listing for accuracy. On the right, there is a password field with a lock icon, a 'Sign me in automatically' checkbox, and a green 'Login' button. Below the password field, there is a link for 'Forgot your password?' and a note: 'No worries. We can retrieve your password.'


2. Login using the password on the booth confirmation. You can also retrieve by clicking "Forgot your password?" link and using the booth contact's e-mail address.
3. Once logged in click "Exhibitor Required Documents".

### Booths

A screenshot of the IAAPA Central booth management dashboard. The header shows 'IAAPA Central' on the left and '#3731' on the right. There are eight main menu items, each with an icon and a brief description: 'Edit Booth Info' (manage information), 'Purchase Digital Booth Upgrade' (increase traffic), 'Manage Products' (upload pictures), 'Manage Press Releases' (enter news), 'Show Specials' (announce specials), 'eBooth Promotion Widget' (advertise presence), and 'Exhibitor Required Documents' (submit information). A red arrow points to the 'Exhibitor Required Documents' item.

4. Click "Audience Participation Safety Form" link.

WELCOME	EXPO HALL ▾	EXHIBITORS ▾	ATTENDEES ▾	Educational Seminar Program ▾	In-depth Le
---------	-------------	--------------	-------------	-------------------------------	-------------

Booth	Custom Form
3731	Insurance Certificate – Due Sept. 1
3731	Booth Layout Form – Due Sept. 15
3731	Audience Participation Safety Form – Due Sept. 29 
3731	Exhibitor Awards - Best New Product Application #1 (optional) – Due Aug. 1
3731	Exhibitor Awards - Best New Product Application #2 (optional) – Due Aug. 1
3731	Exhibitor Awards - Best Exhibit Application (optional) – Due Nov. 3

5. Complete the information requested.
- No devices in booth:** Click Submit
  - Devices in booth, but items will be static:** Provide the manufacturer and device name.
  - Devices in booth, dynamic:** Complete the entire form. In addition, e-mail to [exhibitors@IAAPA.org](mailto:exhibitors@IAAPA.org) the device operational manual and other required documents noted below.

#### DEMONSTRATION OF AMUSEMENT RIDES AND OTHER INTERACTIVE EQUIPMENT

IAAPA Show Management must be notified and approve of any plans to operate rides/attractions or operationally demonstrate rides/attractions to buyers and attendees of the trade show. This applies to all participant interactive attractions, including but not limited to rides, climbing walls, or virtual reality attractions/rides, batting cages, involving Trade Show attendees, contracted participants, or employees.

The exhibitor is solely responsible for compliance with federal, state and local laws governing the attraction or ride. An independent *Safety Consultant* will conduct a pre-show/on-site Safety Inspection. This inspection will review, inspect and approve all product demonstrations. This inspection will continue throughout the trade show and this *Safety Consultant* is authorized to stop any demonstration, any time during the show, that is not inspected, has safety concerns, inconsistencies with industry standards and applicable safety ordinances, codes and regulations relating to the construction or presentation of the exhibits, or is not in compliance with IAAPA guidelines.

1. Include ASTM compliant fencing in the booth design and send a sketch of their booth design to IAAPA. All exhibitors displaying amusement rides and devices shall comply with all applicable ASTM F-24 Group of Standards.
2. Fencing is required for all moving rides that are not coin-operated. Fencing must be 42 inches high with an opening no more than 4 inches wide, and should include entry and exit gates.
3. Multi-perspective photographs or overhead and side view renderings (photos or drawings) with this form (APSF-CS).

4. Send a copy of a liability insurance form including a total combined aggregate policy of US\$3,000,000 and US\$2,000,000 per occurrence as outlined in the [Insurance](#) document.
5. Provide operational standard procedures or guidelines including emergency and/or evacuation plan.
6. Provide participant or rider requirements or limitations.
7. Supply copies, photos, rendering or descriptions of safety signs or audio spiels.
8. Provide operator and attendant training records or verification of completed training.
9. Provide a copy of the device or attraction opening inspection checklist.
10. Supply copies of prior government or private design, manufacturing or construction approvals. This would be from any private certification firm or engineering firm and also governmental approvals.
11. If the device or attraction is a prototype the required documentation extends to the major componentry. If the ride is a prototype a written history of the ride or its major componentry and the reasons why IAAPA should grant approval for its demonstration to the public must be included.
12. Supply any documents which would answer any questions by the Safety Consultant about safety concerns, inconsistencies with industry standards and applicable safety ordinances, codes and regulations relating to the construction of your exhibit and the demonstration of the device, attraction, game, product, service or promotion.
13. Attend one of the Dynamic Exhibitor Operation Review Sessions that take place on-site, Monday, Nov. 13 from 10:00 – 10:30 a.m. or 3:00 – 3:30 p.m. Room location TBD.
14. During the Expo Days, complete your Daily Pre-Opening Inspection Form after your inspection and have this form available for the Safety Consultant to pick-up by show opening each day.

**Note:** If you are demonstrating a product including a virtual reality (VR) face fitting equipment, as a measure of health safety, please provide a cleaning procedure to sanitize each VR viewer prior to use.