



KEY SHOW RULES & VIOLATION PENALTIES

HANDOUTS, CATALOGS, SOUVENIRS - AISLE ACTIVITY PROHIBITED

Exhibitor literature and printed materials, including trade publications, may *only* be distributed from within an exhibitor's booth space and may not appear in any other public space of the Orange County Convention Center or that of the contracted IAAPA hotels. Certain sponsorship opportunities are exempt from this rule. Demonstrations, sales activities, and giveaways must take place within the exhibitors' booth space. Distribution of materials and sales efforts may not take place in the aisles or in any other location outside the contracted booth space. Street teams, mobile marketing, flash mobs, etc. that take outside of the contracted booth space is strictly prohibited. **This policy is strictly enforced!** *Companies found breaking these rules may have their booth at IAAPA Attractions Expo shut down, may forfeit accumulated priority points, and could be suspended from future exhibiting.*

ROBOTS, ENTERTAINERS, COSTUMED CHARACTERS AND WHEELED VEHICLES

Demonstration of any robot, entertainer, costumed character or mechanized product must take place within an exhibitor's contracted booth space. **Demonstration of any kind will not be permitted in the aisles or any other public area within the Orange County Convention Center during IAAPA Attractions Expo.** *Violation of this rule will result in immediate removal of the robot, entertainer, character or vehicle from the Orange County Convention Center for the duration of the Show.*

Demonstration of amusement park products, such as strollers, carts, buggies or any other product or device on wheels, must remain within the contracted booth space. **Operation of any device on wheels in the aisles or in any other public space within the Orange County Convention Center is strictly prohibited** (except for approved wheel chairs, carts for the disabled, and certain approved Show Sponsors). Any wheeled device operating outside the booth space will be removed from the Trade Show floor for the duration of the show.

SOUND LEVELS

NEW FOR 2018! Exhibitors must keep sound levels in their booth space to a reasonable level during the show. IAAPA reserves the right to determine when excessive sound, music, or other display activities interfere with other exhibitors' ability to conduct business. Sustained noise should be no higher than 75 decibels (db) with intermittent peaks up to 85 db. Failure to maintain a reasonable decibel level (**below 75db**) may result in IAAPA Show Management setting an appropriate level for a specific exhibitor. Decibel levels will be monitored on the trade show floor during all show days..

SELLING RULES AT IAAPA

Selling within your exhibit space in exchange for cash or credit card when the purchaser 'carries away' merchandise is strictly prohibited. Exhibitor signage offering in-booth sales of display merchandise, for take-away, is prohibited. **Exhibitors may only take orders for future delivery.**

SUBLETTING / RESALE OR SUBCONTRACTING OF EXHIBIT SPACE

Subletting or subcontracting of exhibit space to another member or non-member company is strictly prohibited. Staff from non-affiliated/non-exhibiting companies, present in a booth for “selling”, is strictly prohibited.

Resale of reserved or contracted exhibit space is prohibited, and will result in the loss of accumulated priority points and other penalties. **Exhibitors are prohibited from engaging in any exhibit activity in any space other than that which has been contracted.**

BOOTH STAFFING

Booth must remain intact and staffed during all open show hours. Any booths found unattended longer than 5 minutes will face penalties. No form of booth pack up should begin until the show closes Friday, Nov. 17 at 4:00 p.m. All personnel working in a booth must be employees of the exhibiting company.

PRODUCT LEGALITIES

Exhibitors with products, the sale of which may be illegal in certain jurisdictions, must display a sign in their booth space to that effect. Manufacturers and other exhibitors of equipment that may be considered to be gaming equipment, devices or other products are responsible for determining that they can legally exhibit such items in Florida and Orlando.

VIOLATIONS AND PENALTIES

In its sole discretion, IAAPA will be assessing penalties for rules and regulations violations on the show floor during IAAPA Attractions Expo. IAAPA will give exhibitors two warnings (when applicable) and then apply an appropriate penalty. Both the Manufacturers & Suppliers Committee and the Space Allocation Subcommittee have determined penalties in advance, which could range from mild (cessation of product demonstration) to severe (loss of exhibitor priority, seniority points, and a monetary fine).

Violations may be added or amended at any time as is seen necessary by committee members. Penalties include but are not limited to; loss of one to ten years of exhibit seniority, booth closure, exhibitor suspension, monetary penalty or a combination of penalties listed. Please read the [Exhibitor Services Guide](#) carefully and contact [Show Management](#) should you have any questions concerning show rules and/or this policy.

The following is a list of *booth and safety violations* and the suggested penalty that may be enforced. All fees are in U.S. dollars. Repeat violations from previous years will receive **double** the penalty and loss of seniority points.

| Violation | Loss of Exhibit Seniority | Penalty |
|--|---------------------------|---------|
| Late Set-up | One (1) Year | \$250 |
| Aisle Infringement | One (1) Year | \$250 |
| Late Submission of Required Documents (Insurance*, Booth Layout) | One (1) Year | \$250 |
| Setback / Visual Line of Site Infringement | One (1) Year | \$250 |
| Double-Sided Signage Infraction | One (1) Year | \$250 |
| Height Violation | One (1) Year | \$250 |
| Display Unfinished or Unsightly/No Floor Covering | One (1) Year | \$250 |
| Awning/Overhang beyond booth Boundaries | One (1) Year | \$250 |
| Customers in aisle due to booth design | One (1) Year | \$250 |
| Selling on the Trade Show Floor | One (1) Year | \$250 |
| Product Waste or Emissions in aisle | One (1) Year | \$250 |
| Booth Photography Without Permission** | One (1) Year | \$250 |
| Construction/Setup during Show Hours | Two (2) Years | \$250 |
| Underage (less than 18) Children in Booth during Move-In/Move-Out | Two (2) Years | \$250 |
| Product and/or Literature Displayed and/or distributed Outside of Booth (includes fog, lasers, confetti, etc.) | Two (2) Years | \$250 |
| Costumed Characters Outside of booth (unless in transit to enter/exit) | Two (2) Years | \$250 |
| Subletting Booth Space | Two (2) Years | \$250 |
| Use of Flammable Display Materials | Two (2) Years | \$250 |
| Hospitality Suites or Events Held Off Show Floor during Open Show Hours | Three (3) Years | \$500 |
| Noise Violation | Three (3) Years | \$500 |
| Early Tear-Down/Dismantle/No Show*** | Three (3) Years | \$500 |
| Booth Left Unstaffed Greater Than 10 Minutes | Three (3) Years | \$500 |
| Violation of ASTM F24 Standards applicable to Amusement Rides / Devices | Ten (10) Years | \$1000 |
| Static Ride Placed into Operation without Approval | Ten (10) Years | \$1000 |
| Mechanical devices and structures in the exhibit area are not properly assembled | Ten (10) Years | \$1000 |

*Does not apply to insurance policies that expire after the deadline.

**Would be waived when utilized for documentation of intellectual property rights, AND only if that company's intellectual property claim (complaint or defense) is found to be valid by the IP mediators.

***No Show violation includes any booth cancellations within one week of show move-in date.