

## PRODUCT DEMONSTRATION & AUDIENCE PARTICIPATION SAFETY FORM

The Audience Participation Safety Form is due 1 May.

### Instructions

1. Go to [https://s15.a2zinc.net/clients/IAAPA/iea2020/Public/e\\_Login.aspx?FromPage=e\\_ ExhibitorConsol e](https://s15.a2zinc.net/clients/IAAPA/iea2020/Public/e_Login.aspx?FromPage=e_ ExhibitorConsol e)

2. Login using the password on the booth confirmation. You can also retrieve by clicking the “retrieve” link and using the company contact’s e-mail address.
3. Once logged in click “Exhibitor Required Documents”.

### Booths



- 4. Click "Audience Participation Safety Form" link.

Booth	Custom Form	Form Status	Due Date
250	Booth Layout Submission – Due 17 April	NOT SUBMITTED	4/17/2020
250	Audience Participation Safety Form – Due 1 May 	NOT SUBMITTED	5/1/2020
250	Best Exhibit Awards – Due 22 May	NOT SUBMITTED	5/22/2020

- 5. Complete the information requested.
  - a. **No devices in booth:** Click the button and submit the form.
  - b. **Display Only (Static).** There will be devices in booth, but items will be static. Click the button plus state the manufacturer and device name/description, then submit the form.
  - c. **Audience Participation (Dynamic).** There will be devices in your booth which will be dynamic. Dynamic is defined as a device or combination of devices or elements that carry, convey or direct a person(s) over or through a fixed or restricted course or within a defined area, for the primary purpose of amusement or entertainment. Complete the entire form, upload the requested documents, and submit.

## 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 all China 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. Submit multi-perspective photographs or overhead and side view renderings (photos or drawings).
4. Carry and provide proof of coverage of liability insurance including a total combined aggregate policy of US\$3,000,000 and US\$2,000,000 per occurrence as outlined in the [Key/Important Show Information](#) 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. 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.