

ISTFA / 2025

Exhibitor Service Manual

Important Document

Please read the general show information carefully and keep as a reference.
All Exhibitors are contractually required to abide by these rules.

Organized By:



ISTFA / 2025

General Information

LOCATION:

Pasadena Convention Center, 300 E Green St., Pasadena, CA, 91101
Exhibit Halls A&B

Exhibitor Move-In

Sunday, November 16, 2025.....10:00 a.m. to 4:00 p.m. (BY REQUEST ONLY)
Monday, November 17, 2025.....8:00 a.m. to 3:00 p.m.
(*FIRM close at 3:00 p.m. for private Tools of the Trade Tour*)

Tuesday, November 18, 2025*9:30 a.m. to 6:30 p.m.
Morning Refreshment Break.....9:30 a.m. to 10:00 a.m.
Lunch on the Exhibit Floor.....12:00 p.m. to 1:00 p.m.
Afternoon Refreshment Break.....2:50 p.m. to 3:20 p.m.
Welcome Reception with Exhibitors.....5:00 p.m. to 6:30 p.m.

Wednesday, November 19, 2025*9:30 a.m. to 4:00 p.m.
Morning Refreshment Break.....9:40 a.m. to 10:00 a.m.
Lunch on the Exhibit Floor.....11:40 a.m. to 1:00 p.m.
Poster Session / Dessert Reception.....2:30 p.m. to 3:30 p.m.

Exhibit Move-Out

Wednesday, November 19, 2025.....4:00 p.m. to 9:00 p.m.

**Times are subject to change*

Show Colors

Drape: 8ft. black back drape & 3ft. black side rails

Aisle Carpet: None

PLEASE NOTE - Exhibit Hall Carpet

The exhibit floor is **not** carpeted. ISTFA Show Management requires that **ALL** booths have floor covering. Rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in Freeman Online if you choose to source your flooring through Freeman.

ISTFA / 2025

Contacts

Exhibit / Sponsorship Sales

Kelly "KJ" Johanns

Phone: 440-671-3851

ExpoSales@asminternational.org

Exhibit Logistics

Lindy Good

Phone: 440-671-3806

Lindy.good@asminternational.org

General Service Contractor

Freeman

Phone: 888-508-5054

ExhibitorSupport@freeman.com

Exhibit Transportation

Freeman

Phone: 800-995-3579

exhibit.transportation@freeman.com

Exhibitor Registration

RCS

Phone: 805-677-4297

ISTFA2025@rcsreg.com

Lead Retrieval

RCS

Phone: 805-654-0171

Email: exhibitorserv@rcsreg.com

Online Ordering:

www.rcsreg.com/leads/istfa2025

Exhibitor Catering

OVG Hospitality

Lanese Cotton

Phone: 626-817-5635

Lcotton@pasadenacenter.com

Air, Electrical, Water & Plumbing

Edlen Electrical Exhibition Services

Sona Soghomonian

Phone: 626.844.0785

ssoghomonian@edlen.com

pasadena@edlen.com

Audio Visual & Internet

Encore Presentation Services

George Ortiz

george.ortiz@encoreglobal.com

Exhibitor Cleaning

Freeman

Phone: 888-508-5054

ExhibitorSupport@freeman.com

Rigging

Encore Presentation Services

George Ortiz

george.ortiz@encoreglobal.com

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IMPORTANT DATES TO REMEMBER

DESCRIPTION	DEADLINE DATE
Submit Show Directory Listing Click HERE	September 19, 2025
Submit Final Program Ad Submit to: lindy.good@asminternational.org	September 19, 2025
Lead Retrieval Early Bird Discount Deadline	September 26, 2025
1st Day for Advanced Shipments to Warehouse	October 17, 2025
Freeman Services Discount	October 20, 2025
Hotel Discount Deadline https://book.passkey.com/go/ASMInternational2025	October 13, 2025
Lead Retrieval Advance Discount Deadline	October 31, 2025
Deadline for Advanced Shipments to Warehouse	November 12, 2025
Last Chance to Pre-Register Exhibitors https://register.rcsreg.com/r2/istfa2025/ex/clear.html	November 14, 2025
1st Day for Direct to Show Site Shipments	November 16, 2025



Exhibitor Badge, Rental Information & Complimentary Expo Only Passes

EXHIBITOR BADGES AND WORK PASSES:

Exhibitor badges and work passes are acceptable during specified exhibit move-in and move-out hours. Only exhibitor badges, not work passes, are acceptable during show hours.

EXHIBITOR BADGES:

Exhibitors are **highly encouraged to pre-register your exhibit personnel** online using the registration links below. All exhibit and conference attendees who are not pre-registered by November 14, 2025 will incur a \$100 onsite registration fee.

ISTFA: <https://register.rcsreg.com/r2/istfa2025/ex/clear.html>

**All pre-registered badges are to be picked up onsite at Registration.*

Questions? Exhibitor Registration questions can be sent to: ISTFA2025@rcsreg.com

10' X 10' BOOTH RENTAL INCLUDES:

- 10' x 10' Booth with draped 8' high back wall and 3' side rails
- (2) DISCOUNTED Full Technical Conference Badge to Technical Program (\$500 each)
- UNLIMITED Exhibitor Booth Personnel Badges
- UNLIMITED Expo-Only e-Invite Passes for Your Customers
- 11"x17" Booth ID sign (*company name & booth number*)
- Company Listing in Online Show Directory with Link to your Website
- Post-Event Attendee List Following Event (*mailing address, name, and title – No email addresses*)
- Mobile App Listing with Full Company Description

COMPLIMENTARY EXPO ONLY PASSES:

The exhibitor registration page offers you the ability to invite guests to visit you at your booth with a Complimentary Expo Pass by clicking on the "Invite a Guest" button. You may also distribute your company's complimentary guest pass code or URL located under the button. Either way allows you to easily track who has responded to your invitation. This pass enables your guest to enter the exposition without paying the "Expo Only" registration charge.

Complete directions on registering exhibitor personnel or inviting customers is listed in your custom email from the registration company, Registration Control System (RCS).

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Hotel & Visa Information

OFFICIAL CONFERENCE HOTEL:

The Westin Pasadena
191 North Los Robles
Pasadena, CA 91101

A negotiated guestroom rate of **\$215/night plus taxes and fees** for single/double occupancy is available to ISTFA 2025 attendees and exhibitors until **October 13, 2025**, or until the room block is sold out.

HOTEL RESERVATIONS:

To make your hotel reservations online, please click [HERE](https://www.asminternational.org/istfa-2025/registration/event-info/travel/) or copy/paste into your web browser:
<https://www.asminternational.org/istfa-2025/registration/event-info/travel/>

Beware of Room Poachers!

Unauthorized third-party housing companies have been contacting members to get them to reserve their sleeping room through them. *This is a scam!* You will NEVER receive a phone call directly from ISTFA organizers or vendors on their behalf. To make a legitimate sleeping room reservation with the Headquarters Hotel, please use the link above.

Reservations made through any housing services company cannot be guaranteed by ASM International and could result in additional charges, incorrect hotel placement, or inflated room rates for ASM International participants.

VISA INFORMATION:

Meeting attendees from countries that require a visa to enter the USA are reminded that the process of obtaining a visa may take **several months**. You are strongly encouraged to plan and begin the application process early. Please note, the event organizers do not have any influence over the issuance of a Visa. The determination is at the sole discretion of the Embassy/Consulate. Should your application be denied, the event organizers cannot change the decision of the governmental agency.

For more information on requesting a visa letter, please click on the following link or copy/paste into your web browser:

ISTFA: <https://www.asminternational.org/istfa-2025/registration/visa/>

If you have any questions, please contact Fatima Sajjad at Fatima.sajjad@asminternational.org

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Exhibitor Work Pass Badges

 **ISTFA / 2025**

EXHIBITOR WORK PASS

This badge permits the bearer to enter the exposition hall for the purpose of installing and dismantling his exhibit.

**VALID ONLY DURING OFFICIAL
INSTALLATION/DISMANTLING PERIODS**

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ISTFA EXPOSITION RULES & REGULATIONS

This section includes general show policy as well as installation, dismantle, and operational rules, display rules, exhibit hall rules, and booth configuration guidelines. Most misunderstandings can be avoided by reading this section carefully. Show Management is ASM International and is used interchangeably.

Age Limit

Children under 18 years of age will not be allowed in the Exhibit Hall; including set-up and tear-down.

Alcoholic Beverages

Alcoholic beverages are prohibited in the Exhibit Hall during setup and dismantle for safety and insurance reasons. Alcoholic beverage service (bars) can be arranged during the event by contacting Show Management. Show Management reserves the right to limit alcohol consumption by exhibitors and remove exhibitors as necessary from the show floor.

Amendments

These regulations have been formulated for the best interest of the exhibitors as well as this exposition, Show Management and the cooperating groups. All matters and questions not covered by these regulations are subject to the decisions of Show Management. The regulations may be amended at any time by Show Management and all amendments that may be so made shall be equally binding on all parties affected by them as by the original regulations.

Anti-Harassment Policy

ASM International is dedicated to providing harassment-free events for everyone, regardless of age, race, religion, disability, gender, gender identity or sexual orientation. We do not tolerate harassment in any form from anyone attending an ASM event.

Harassing behaviors include: offensive verbal comments related to age, race, religion, disability, gender, gender identity or sexual orientation; the use or display of sexual images, activities or commentary in public spaces; deliberate intimidation; stalking or following; harassing photography or recording; sustained disruption of events; or inappropriate physical contact.

Participants asked to stop any harassing behavior are expected to comply immediately. Participants violating this policy may be sanctioned or expelled from the event or the membership at the discretion of ASM leadership.

ASCAP

ASCAP (American Society of Composers, Authors and Publishers) Licensing:” Under the United States Copyright Law, public performances of copyrighted musical works, including performances during a convention, exposition, industrial show, meeting, trade show or similar event, require a license from the copyright owners of the musical works performed or their representative. Copyright Permission

and Indemnification: Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either "live" or "mechanical" means by or on behalf of the Exhibitor unless exhibitor has notified Show Management of such intent and is willing to pay the associated ASCAP fees for such use. Exhibitor further represents and warrants that it shall be fully responsible for the performance of all obligations under any agreement permitting the use of such music, including but not limited to all obligations to report data and to pay royalty fees. Exhibitor agrees to indemnify, save, and hold harmless the ASM Events and its directors, officers, agents, employees, and each of them, from and against any and all claims, costs, and expenses (including legal fees and expenses), demands, actions and liabilities of every kind and character whatsoever with respect to any breach of the foregoing representations and warranties.

Attendee Lists

The list of Event Attendees ("Attendee List") is a confidential trade secret wholly owned and controlled by ASM International. The Attendee List is shared with your company ("Exhibitor") purely for temporary usage and solely for the purpose of sending mailers to such attendees (no electronic). The Attendee List is THE CONFIDENTIAL AND EXCLUSIVE PROPERTY OF ASM, and that NO RIGHTS to the Attendee List has been conferred Exhibitor or any of Exhibitor's agents, beyond the brief usage described above. Exhibitor may not duplicate, distribute, sell, or attempt to sell the Attendee List, or any other property owned by ASM International. Misuse of the Attendee List shall constitute a breach of this Agreement and ASM retains all rights to associated legal action(s) and recovery. Such misuse will additionally result in Exhibitor's expulsion from future ASM Events, without refund of any prepaid deposits.

Badge Control

Exhibit Hall attendance is restricted to qualified exhibitors, attendees, and service suppliers as monitored by Show Management. In the Exhibit Hall, Badges are required at all times. Any person(s) on the exhibit floor who are not registered as stated above will be promptly evicted. Without prior consent from Show Management, only exhibitors and service suppliers will have access to the exhibit floor on move-in and move-out days, and be allowed entrance one hour prior to show opening on show days. Exhibitor badges and work passes are acceptable during the specified exhibit move-in hours and exhibit move-out hours. Only exhibitor badges are acceptable during show hours.

False certification of any individual as an exhibitor's representative, misuse of exhibitor badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be just cause for expelling the exhibitor and its representatives from the exhibit hall and/or banning them from future entrance to the exhibit floor and/or removing the exhibitor's exhibit from the floor without obligation on the part of the event for refund of any fees. The exhibitor, its employees, agents, and anyone claiming a right to be on the exhibit floor through the exhibitor, waive any right or claims for damages arising out of the enforcement of this rule. Any exhibit staff requiring admittance to the exhibit hall at any other time must make prior arrangements with Show Management.

Balloons/Blimps

Balloons/blimps of any kind will not be allowed on the show site. See Decorations for additional restrictions.

Banners/Signs

Banners/Signs of any kind will not be allowed on the show site. See Decorations for additional restrictions. See IAEE Guidelines for hanging signs.

Booth Display

Show Management has the authority to determine whether placement, arrangement, and appearance of all items displayed by the exhibitor are in compliance with show standards, and may require the replacement, rearrangement, or redecoration of any item or of any booth, and no liability shall be held against Show Management for costs that may thereby be incurred by exhibitor.

All exposed areas of the display must be finished surfaces, including back and sides. Show Management reserves the right to drape any visible unfinished portions of an exhibitor's booth at the expense of the exhibitor. Please review the IAEE Guidelines for additional information regarding the specific restrictions for your booth. Any displays not conforming to the exhibit specifications outlines in the IAEE Guidelines must have Show Management approval in writing 60 days prior to show move-in.

Cameras/Photography

Photography and/or the recording of the exhibit hall or contents of any exhibitor booth are strictly prohibited at all times. Photography inside any exhibit space is limited to only the company that has contracted for the exhibit space or to ISTFA (or its contracted agent) with the consent of the exhibitor. Violation of the photography policy may result in penalties which will be decided upon by Show Management; these penalties may include expulsion from the event, bans from future ISTFA events and confiscation of film, cameras and/or other recording equipment.

Cancellation of Exhibit Contract

a.) Exhibitor qualifies for a 25% refund on final payment if (1) Exhibitor has paid-in-full and (2) Exhibitor notifies ASM International® of cancellation, in writing, by May 16, 2025. No other refunds will be granted to Exhibitor.

b.) NO REFUNDS WILL BE GRANTED FOR ANY CANCELLATION RECEIVED AFTER MAY 16, 2025 AND EXHIBITOR WILL REMAIN LIABLE FOR THE TOTAL SPACE RENTAL FEE, INCLUDING ANY REMAINING SUMS OWED TO ASM INTERNATIONAL®.

If in the sole opinion of ASM International®, which shall be conclusive, the presentation of the Exposition is prevented either prior to or during the period of the Exhibitor's occupancy, or use or access to the facilities and equipment of the Exposition is impeded by fire, strikes, other than strikes of the Exhibitor, acts of God, national emergency or for any other cause beyond the control of ASM International®, ASM International® may cancel this contract and Exhibitor waives any claim against ASM International® for damages by reason of such cancellation except that ASM International® shall return to the Exhibitor the amount already paid for space in the Exhibit Hall for this specific event or such portion thereof as shall represent the proportionate part of said Exposition not held, less a pro-rata share of the pre-Exposition expenses. In no event shall ASM International® be liable for any lost profits or incidental, consequential, or punitive damages, even if advised of the possibility of same.

Communicable Disease Assumption of Risk:

By participating in ISTFA 2025, as well as events and activities connected to it, there are certain risks to Exhibitor arising from or related to possible exposure to communicable diseases including, but not limited to, the virus Severe Acute Respiratory Syndrome Coronavirus 2, which is responsible for the Coronavirus Disease (also known as COVID-19) and/or any mutation or variation thereof (collectively referred to as "Communicable Diseases"). Exhibitor is fully aware of the hazards associated with such Communicable Diseases and knowingly and voluntarily assumes full responsibility for any and all risk of personal injury, illness or other loss that Exhibitor or its agents may sustain in connection with such Communicable Diseases.

Exhibitor expressly releases, holds harmless, and discharges ASM and its agents from any and all claims, demands, suits, causes of action, losses and liability of any kind whatsoever, whether in law or

equity, arising out of or related to illness, injury, disability, death, or other damages incurred due to or in connection with any Communicable Diseases, whether arising from the negligence of the released parties or otherwise, to the fullest extent permitted by law.

Construction of Exhibits

Exhibits shall be constructed and arranged so that they do not obstruct the general view, nor hide the exhibits of others. Complete exhibit construction information and guidelines can be found in the "Guidelines for Display Rules and Regulations" provided by the International Association of Exhibitions and Events (IAEE), which will be followed by all exhibitors and Show Management. Exhibitors desiring to use anything other than standard booth equipment, signs or materials conflicting in any way with any rules and regulations should submit two copies of a detailed sketch of the proposed layout at least 60 days before the show to Show Management for written approval. No glass containers are permitted on the exhibit floor.

Crates

Crates should be well-constructed to prevent damage in transit or during handling, and labeled with exhibitor name. Due to the no-storage policy behind exhibitor booths, empty crates and boxes will be removed and stored by the decorator, and returned at the conclusion of the show. "Empty" stickers are available at the decorator service counter for your use. Store smaller boxes inside larger crates to keep your materials together and allow for timely delivery during breakdown. Crates used internationally must comply with the recent regulation changes implemented by the United States Customs and Department of Agriculture with respect to treatment for harmful insect infestations. See "Import Regulation Change-Wood Packaging Materials" in this section for more information.

Decorations

All decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials used in exhibits shall be non-combustible or flame resistant to the satisfaction of the local Fire Marshal. In addition, decorations, signs, banners, etc., may not be taped, nailed, stapled, or otherwise affixed to any building surface, including, but not limited to, ceilings, walls, painted surfaces, and columns. Exhibitors may not bring or permit any decorative material in or about the Exhibit Hall including, but not limited to: balloons, crepe paper; cellophane; confetti; cotton; cornstalk; leaves; evergreen boughs; sheaves of grain; glitter, streamers; straw; paper; vines or moss. Oilcloth, tarpaper, sisal paper, nylon and certain other plastic material that is not flame retardant is prohibited.

Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with show standards, and may require the replacement, rearrangement, or redecoration of any item or of any booth, and no liability shall be held against Show Management for costs that may thereby be incurred by the exhibitor.

Floor Covering: All booths MUST be covered. Carpeting enhances your corporate image and continues the overall professional look of the show. If the exhibit hall is not carpeted, you may supply your own carpeting or rent carpeting from the decorator. All carpet must be fire- retardant in compliance with local fire department regulations.

All exposed areas of the display must be finished surfaces, including the back and sides. Show Management reserves the right to drape any visible unfinished portions of an exhibitor's booth at the expense of the exhibitor. Please review the IAEE Guidelines included in the Exhibitor Service Manual for additional information regarding specific restrictions for your booth. Any displays not conforming to the exhibit specifications outlines in the IAEE Guidelines must have Show Management approval in writing 60 days prior to move in.

Demonstrations

Exhibitors may not conduct any demonstration or activity that results in the obstruction of aisles or impedes the easy access to neighboring exhibitor's booths. Demonstrations must be straightforward, professional, and relative to the displayed product. The use of demonstrations, gimmicks, pantomimes, magicians, robots, etc., in the aisles is prohibited at all times. Products or demonstrations may be placed near the aisle provided they are inside the booth boundaries. Equipment, including furniture, may not be in the aisle at any time. Show Management reserves final decision on all demonstrations.

Display Move-in/Move-out

Information on installation and dismantling of exhibits has been provided in detail in the Exhibitor Service Manual. The Exhibitor understands that all exhibit equipment and/or displays must be completely set by published opening of the show and that no exhibitor shall dismantle or start to dismantle their exhibit equipment and/or displays prior to the published closing of the show, without prior permission from Show Management. Colored wristbands may be distributed and must be worn upon entrance of the exhibit hall.

All dismantling must be finished, and all exhibit materials must be out of the exhibit area no later than the specified date and time, which will be communicated in the Exhibitor Service Manual. It is the responsibility of the Exhibitor to arrange for the return shipment of properly labeled exhibit material before departure. Otherwise, it will be necessary to store such material at the expense of the Exhibitor or return by common carrier at Exhibitor's expense. The Exhibitor is responsible for notifying the respective service contract in advance.

Electrical Wiring

All electrical wiring on booths or display fixtures must be UL approved and must meet local fire department regulations. This applies to all booth construction and equipment used in the exhibit. Please ensure these specifications are met before sending your booth to the show. Electrical services are provided through the convention center facility and require a written order – see the Electrical Service Form in the Exhibitor Service Manual.

Use of another exhibitor's electrical hookup is **strictly prohibited** due to the potential fire and hazard risks. In the event that the Exhibit Hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency and fire and hazard regulations, the exhibitor is responsible and liable for all damages incurred.

Equipment Displays

Any display using heat-producing equipment (welding equipment, soldering devices, ovens, hot plates, etc.) may require a permit from the Fire Marshal. All demonstrations, using heat-producing equipment and placed in the front half of the booth, must be protected with an 18" high, thick, clear plastic shield. This shield must protect the front and sides of the demonstration area. Approved welding screens are required for any welding equipment. Any display using electrical, mechanical, or dust producing equipment that incorporates moving parts may require a permit from the Fire Marshal. A safeguard may also be required for the attendee's protection. Permits will not be required for normal electrical appliances such as lamps, computers radios, etc. Any equipment that emits vibrations, fumes or noise above normal conversational levels as to disturb neighboring exhibitors or attendees is prohibited. Show Management reserves the right to shut-down operating equipment on the show floor which is the source of disruption and complaints. Specific demonstrations of operation equipment can be scheduled with Show Management during off-show hours. This policy is strictly enforced. For additional permit information, please contact Show Management.

Exhibitors' Personnel and Other Considerations

Distribution of advertising matter and souvenirs must be confined to the exhibitor's booth (trade publications excepted) and shall not be distributed in the aisles, areas outside of the immediate booth boundaries, or elsewhere inside or outside the convention center's property. In keeping with the technical education purpose of the event, giveaways such as balloons, TV sets, sporting equipment, etc., will not be permitted. Giveaways such as metric rulers, pens or pencils, imprinted with the display sponsor's name are permitted. Questions as to the eligibility of giveaway items should be directed to Show Management for approval before the event.

Undignified methods of attracting attention will not be permitted. Show Management reserves the right to prohibit an exhibit or part of an exhibit, which in its judgment, may detract from the character of the exposition. This restriction includes persons, side-show tactics, conduct, printed matter, or anything of a character which might be considered objectionable to the exposition as a whole. Canvassing in exhibit halls or distribution of advertising matter or souvenirs by representatives of non-exhibiting firms is strictly forbidden. Personnel recruiting in any form are not permitted.

Failure to Occupy Space

Space not occupied by the close of the exhibit installation period as specified in the accompanying materials will be forfeited by exhibitor and this space may be resold, reassigned, or used by Show Management. This clause shall not be construed as affecting the obligation of the exhibitor to pay the full space rental under the terms of the contract.

Failure to Pay

Exhibitor booths will not be allowed to be erected unless full payment for the booth space has been received by Show Management prior to the final payment date stated on the contract. In addition, inclusion in the Final Program and any other promotional show material will be at Show Management's discretion for unpaid exhibitors.

Film, Sound Devices and Lighting

If moving pictures are used, the exhibitor agrees to comply with union requirements for the operation of the equipment. If, sound movies, loud speakers or sound devices are used, they should be tuned to conversational level and must not be objectionable to neighboring exhibitors. Show Management reserves the right to restrict the use of glaring lights or objectionable lighting effects. Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either "live" or "mechanical" means, (by or on behalf of exhibitor) at the exposition unless exhibitor has notified ASCAP International of such intent and is willing to pay the associated ASCAP fees for such use. See ASCAP Rules and Regulations.

Fire Regulations

Exhibitors, service contractors and event promoters must comply with all Federal, State and local fire and building codes that apply to places of assembly. Displays are subject to inspection, and any exhibits judged to be unsafe, for any reason, may be summarily shut down until sufficient corrective modifications have been made. However, acceptance of the exhibit does not constitute a guarantee that the exhibit meets all safety standards or is safe under all conditions.

All materials used in the construction and decoration of an exhibit must be flame-retardant. All carpeting and floor covering must have a Class 1 flame spread rating and UL between 0 and 25. No storage of any material is allowed in the utility area behind individual displays. A maximum of one day supply of operational and advertising material may be stored in a closed container within the booth. Booth must be cleaned of combustible rubbish on a daily basis.

Written authorization is required for display and operation of any heater, barbecue, heat-producing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of an exhibit. Written authorization is also required for display and operation of any electrical, mechanical, or chemical devices which may be deemed hazardous by the local fire authority, and for all toxic and hazardous materials, including flammable liquids, compressed gas, dangerous chemicals and any fireworks or pyrotechnics used in the facility. Please speak with Show Management regarding this authorization procedure.

Handouts

No adhesive-backed (stick-on) decals or similar items may be distributed in, or used on, any part of the convention facility. All handouts must be distributed from the exhibitor's booth only; nothing may be distributed from aisles, areas outside of immediate booth boundaries, or elsewhere inside or outside the Hotel property. All items, samples, souvenirs, etc., distributed by the exhibitor must be from within the confines of the exhibitor's booth and approved by Show Management. Show Management reserves the final decision on what can or cannot be distributed from an exhibitor's booth.

Hanging Signs

Hanging Signs must follow the IAEE Guidelines. See Decorations for additional restrictions.

Hazardous Materials

All hazardous items used in displays must be properly safeguarded, protected, and registered in accordance with applicable City, State, and Federal regulations. Submission of required documentation is the sole responsibility of the exhibiting company. Hazardous items include, but are not limited to, the following: evacuated containers or components, radioactive material, x-ray producing equipment, high-voltage equipment, particle accelerators, flammable and explosive materials. Equipment demonstrations must not, in the judgment of Show Management, pose a radiation hazard. If the equipment has energy beams that might be hazardous, such energy beams must be deviated or made inoperable before installation. Any hazardous items that will be present in a display must be approved by the local fire department/agencies in writing with copies to Show Management 60 days prior to the show.

Hospitalities/Social Functions/Special Events

Any company scheduling a hospitality suite/social function/special event MUST be an exhibitor. Hours for any social function, special event or hospitality must be approved by Show Management. A Hospitality Form, located in the Exhibitor Service Manual, must be filled out prior to the exposition and sent to Show Management for approval 30 days prior to the event. Social functions are allowed only during Non-Exhibit hours and must not conflict with technical sessions or other event functions. Exhibitors wishing to hold hospitality functions are required to coordinate the scheduling of these events with Show Management. Any Exhibitor who fails to comply with said policies relating to hospitality suites and/or social functions risks immediate removal from the exhibition.

Import Regulation Change-Wood Packaging Materials

Exhibitors who are importing equipment or exhibits material should be informed that a new requirement has been implemented by United States Customs and the Department of Agriculture requiring any wood packaging materials (WPM) such as pallets, crates, and boxes, used in international trade to support or brace cargo, be treated to prevent harmful insect infestations in the United States. The new regulation further requires WPM to be marked with the approved International Plant Protection Convention (IPPC) logo.

Unmarked WPM will be considered untreated and non-compliant and will be turned away if the Port Director determines it is not feasible to separate merchandise from the volatile WPM. For more information, please visit <http://www.aphis.usda.gov/>.

Inability to Perform

If the Management should be prevented from holding the exhibition by any cause beyond its control (such as fires, strikes, Acts of God, etc.) or if it cannot permit the exhibitor to occupy his space due to circumstances beyond its control, the Management will refund to the exhibitor the amount of the rental paid, less a proportionate share of the exposition expenses, and Show Management shall have no further obligation or liability to the exhibitor. If the exhibitor shall have made no rental payment, he nevertheless shall be obligated to pay his proportionate share of such expenses.

Installation & Dismantle of Exhibits

The Exhibit Hall's closure date and time will be communicated in the Exhibitor's Service Manual. Packing crates/boxes will not be returned to the exhibit booth(s) until all visitors have left the Exhibit Hall floor and all aisle carpet has been lifted. No dollies or carts will be allowed on the floor until carpet is removed. All dismantling must be finished and all exhibit materials must be out of the exhibit area no later than the specified date and time communicated in the Exhibitor's Service Manual or Exhibitor may be liable to a penalty. It is the responsibility of the Exhibitor to arrange for the return shipment of properly labeled exhibit material before departure. Otherwise, it will be necessary to store such material at the expense of the Exhibitor or return by common carrier at Exhibitor's expense. The Exhibitor is responsible for notifying the respective service contractor in advance. Exhibits may not, to ANY extent, be dismantled before the specified date and time listed in the exhibitor Service Manual. Any early dismantling or packing shall be considered a breach of this agreement and may affect future contracts. No materials may be taken out through the main entrance unless they are carried by hand. ALL exhibitor freight and display materials must enter the exhibiting facility through the Loading Docks and be handled by the General Service Contractor. All items entering through the loading docks will be considered Material Handling (see Material Handling section of the service kit for applicable charges).

Liability and Insurance

The Exhibitor shall save and keep harmless and indemnify ISTFA and its members, officers, directors, employees and agents of and from all suits, claims, damages, loss or liability (including attorneys' fees) arising out of any bodily loss of, or damage to, products, equipment, or decorations due to fire, water accident, theft, or any other cause while they are on the premises or in any of its outbuildings or through any act, omission or negligent conduct of the Exhibitor, its agents, employees or contractors; and said Exhibitor agrees, at its own cost and expense, to defend and protect ISTFA and Exhibit Hall, their members, officers, directors, employees and agents against any and all such suits, claims, demands and expenses, including attorneys' fees. The Exhibitor shall maintain and have in full force and effect the following insurance policies:

a.) Policies of comprehensive general liability insurance including protective liability, contractual liability and product liability coverage with a single limit of liability of \$1,000,000.00.

b.) Policies of public liability and property damage insurance covering all motor vehicles owned by the Exhibitor and all motor vehicles not owned by the Exhibitor while such vehicles are being used in connection with the activities of the Exhibition with a single limit liability of \$1,000,000.00. ISTFA shall be named as an additional insured as its respective interests may appear in respect to all the aforementioned insurance policies. Prior to the date of the preparation of its display,

the Exhibitor shall furnish to Show Management evidence satisfactory confirming the Exhibitor's compliance in full with provisions of Section (a) and Section (b) hereof, and requiring 30 days' notice to ISTFA prior to any expiration of or change in coverage.

Exhibits and exhibit equipment are brought into the building, maintained, and removed from the building at the exhibitor's risk. Exhibitor shall indemnify the Show Management against and hold it harmless from any claims, suits or liabilities resulting from negligence of the exhibitor in or in connection with the exhibitor's use of exhibit space.

Labor Rules & Regulations

Labor rules and regulations for union labor are made by the local unions and these regulations may be changed at any time. Where union labor is required because of building or contract requirements, it will be necessary for the exhibitor to comply with the regulations.

Lighting

Overstatement in lighting design is to be avoided. Devices that flash, rotate, or blink (strobe lights, beacons, etc.) in an exhibit are strictly prohibited. Show Management will monitor exhibitor lighting displays and may ask that lighted displays be disabled if it becomes an annoyance to surrounding exhibitors or attendees.

Move-out

Exhibitors may not break down their booths until after the show closes on the final day. An exhibitor who has not left the premises by the appointed time may be liable to a penalty. No crates may be taken out of storage and no dollies will be allowed in the hall before the carpeting in the aisles has been removed by the decorator. No materials may be taken out through the Main Entrance Hall unless they can be carried by hand. (dollies are not allowed in the Main Entrance)

Music, Photographs and other Copyrighted Material

Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either "live" or "mechanical" means, (by or on behalf of an exhibitor) at the exposition unless exhibitor has notified Show Management of such intent and is willing to pay the associated ASCAP fees for such use. See ASCAP rules and regulations.

Noise

Disturbing noises of any kind should be avoided. Show Management will monitor noises and demonstrations and may ask the exhibitor to turn off the machine or device if noise levels become annoying to surrounding exhibitors or attendees. Use of microphones and noise enhancing devices will only be allowed if it is not disturbing to other exhibitors. Show Management reserves the right to determine whether or not an exhibitor may use such devices. At no time may the sound level exceed 70 decibels, four feet away from the source. This limit may not be exceeded by any machine, musical group or other source.

Obstruction of Aisles/Demonstrations

Exhibitors may not conduct any demonstration or activity that results in the obstruction of aisles or impedes the easy access to neighboring exhibitors' booths. Demonstrations are to be straightforward, professional, and relative to the displayed product. The use of demonstrations, gimmicks, pantomimes, magicians, robots, etc., in the aisles is prohibited at all times. Products or demonstrations may be placed near the aisle provided they are inside the booth boundaries. Equipment, including furniture, may not be in the aisles at any time. Show Management reserves the final decision on all demonstrations.

Official Contractors

Where an official contractor has been designated to perform services for an exhibitor such as the rental of furniture, erection of exhibits, electrical work, plumbing, labor, or any other service – no exhibitor or representative shall contract for such service with other than the said official contractor unless permission has been secured in writing from Show Management in advance of the event.

Operating Equipment

No exhibitor shall operate any such equipment that emits vibrations, fumes, or noise above normal conversational levels as to disturb neighboring lessees or the overall show.

Management reserves the right to shut-down operating equipment on the show floor which is the source of disruption and complaints. Specific demonstrations of operating equipment can be scheduled with Show Management during off-show hours. Show Management shall strictly enforce this regulation.

Security

General perimeter show security in the facility is provided during setup, show days, and dismantle; however, the primary responsibility for safeguarding your exhibit and merchandise is yours. Security personnel will monitor the Exhibit Hall at opening and closing each show day. Only exhibiting personnel will be allowed in the hall during pre-show hours. After the exhibit area closes, the doors will be locked, and if applicable, the area will be patrolled by a roving security guard. Access during pre-show hours will be controlled by a badge checker.

Arrangements to enter the Exhibit Hall prior to one (1) hour before show opening can be made through Show Management. Please report any thefts or damages immediately to both Security and Show Management. While Show Management will exercise reasonable care in safeguarding your property, neither Show Management, the facility, the security contractor, nor any of their officers, agents, or employees assumes any responsibility or liability for loss, damage, or theft. Exhibitors should therefore include in, or have a rider attached to, their insurance policies covering their merchandise during shipment to the exposition, the exposition period, and the return shipment from the exposition.

Smoking

This is a non-smoking building, and smoking is therefore not permitted in the Exhibit Hall, restrooms, corridors, etc.

Solicitation

Soliciting allows those individuals and companies who do not exhibit at the show to take advantage of the benefits. It also takes buyers' attention away from your products and encourages buyers to leave the show floor. We need your help to stop these practices.

Companies are not allowed to solicit business in the trade show aisles or other public areas of the show, in another company's booth and/or representing their services or soliciting participants for activities which conflict with the show. Additionally, Show Management does not permit the distribution of literature or marketing materials of any kind on the trade show floor without having purchased booth space. Please note that any exposition participant, who is observed to be soliciting any business in the aisles or other public space, including another company's booth, is in violation of the Exhibition Policy and will be escorted from the show. Additionally, conducting meetings with exposition participants off the show floor (in hotels, restaurants, parking lots and other venues) without having purchased booth space is a violation of the Exhibition Policy and will not be tolerated. We are committed to supporting our exhibitors. Please contact a Show Management representative or stop by the Show Office to report any violations that you observe.

Sound

Levels may not exceed 70 decibels, four feet away from the source. This limit may not be exceeded by any machine, musical group or other source.

Storage

Included in space rental is the storage of packing boxes and crates during the exhibit. Wherever possible, crates and boxes will be stored under cover. If it is necessary for outside storage, Show Management will endeavor to cover the packing boxes and crates with tarpaulin or other material. However, Show Management assumes no responsibility for damage or loss of boxes or crates. No storage is permitted behind the exhibitor booth/draping.

Subletting of Space

The exhibitor shall not assign, sublet, or apportion the whole or any part of the space as assigned or have representatives, equipment, or materials from other firms than his own in the exhibit space without written consent of Show Management. In the name of company divisions or affiliates, only one division or affiliate shall be considered the exhibiting company. Multiple divisions or affiliates will NOT be identified separately on signs and/or printed materials without previous permission from Show Management.

Union Jurisdiction

If applicable, please read the Union Jurisdiction information in the Exhibitor Service Manual.

Utility Areas

Utility areas, located behind every booth (with the exception of island configurations and some perimeter locations), are to be left completely free and clear at all times in accordance with the Fire Marshal regulations. Any items (empty or full) found in the utility area will be sent to empty storage. Additionally, exhibitor may be given – and will be held responsible for, a citation and/or fine from the Fire Marshal.

Utilities

It is mutually understood and agreed that Show Management shall use proper and reasonable care to have all utility services installed in time for the opening of the show. Proper and reasonable care shall be taken to prevent the interruption of these services during the exposition. However, Show Management shall not be held responsible for late installation or interruption of any service that may occur. Please note that utilities such as electric, gas, plumbing, etc., are not included in the exhibit rental fee and must be ordered separately if needed.