

# Exhibitors' Frequently Asked Questions

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- **What is the size of the show and who attends?**

The average attendance at Display Week is approximately 6,500-7,000 professionals. Display Week is North America's #1 event for companies that want to meet, connect and do business with the growing display industry value chain. More display innovations are introduced year after year at Display Week than at any other display event in the world. Display Week is where the world got its first look at technologies that have shaped the display industry into what it is today; that is, liquid crystal display (LCD) technology, plasma display panel (PDP) technology, organic light emitting diode (OLED) technology, and high definition TV, just to name a few. Display Week is also where emerging industry trends such as 3D, touch and interactivity, flexible and e-paper displays, solid state lighting, digital signage, and plastic electronics are brought to the forefront of the display industry. If your company is involved in any aspect of displays, including display electronics, components, systems, services, manufacturing equipment, or applications, Display Week 2018 is the place to garner worldwide recognition and grow your business on a global scale.

- **I am interested in exhibiting at Display Week. What should I do?**

You can complete the online exhibit contract with payment at [www.displayweekexhibition.org](http://www.displayweekexhibition.org). For more information please contact Jim Buckley (Americas/Europe Sales) at 203-502-8283 or [jbuckley@pcm411.com](mailto:jbuckley@pcm411.com) or Sue Chung (Asia Sales) at (408) 489-9596 or [schung@sid.org](mailto:schung@sid.org)

- **What comes with my booth?**

Each booth comes with the following items:

- Hard back and side wall dividers (white): 8’ high in back, 3’ high on sides (Linear booths only)
- SID Corporate Members receive discount pricing on booth space

<u>Rate Cycle</u>	<u>Gold Member</u>	<u>Silver Member</u>	<u>Corporate Member</u>	<u>Non Member</u>
On-Site	\$35 per sq. ft.	\$37 per sq. ft.	\$38 per sq. ft.	\$40 per sq. ft.
Early Bird (until Feb 1, 2018)	\$37 per sq.ft.	\$39 per sq. ft.	\$40 per sq.ft.	\$42 per sq.ft.
Regular (After Feb 1, 2018)	\$39 per sq. ft.	\$41 per sq. ft.	\$42 per sq. ft.	\$44 per sq. ft.

- Free or discounted technical event participation (individual membership is required):

**100-300 sq feet of booth space:** One (1) complimentary Tuesday– Friday Symposium registration plus choice of (pick one): 1 complimentary registration for either one of the Sunday Short Courses, the Monday Seminars, or a \$300 credit the Investors' Conference, to the Business Conference or a Market Focus Conference.

**400-700 sq feet of booth space:** Three (3) complimentary Tuesday– Friday Symposium registrations plus choice of: 3 complimentary registrations for either one of the Sunday Short Courses, the Monday Seminars, or a \$300 credit the Investors' Conference, to the Business Conference or a Market Focus Conference. (the three passes need not be for the same event, but each pass is only good for one of the events)

**800+ sq feet of booth space:** Five (5) complimentary Tuesday– Friday Symposium registrations plus choice of: 5 complimentary registrations for either one of the Sunday Short Courses, the Monday Seminars, or a \$300 credit the Investors' Conference, to the Business Conference or a Market Focus Conference. (the five passes need not be for the same event, but each pass is only good for one of the events)

- Complimentary exhibit hall only registration code for unlimited booth staff/personnel.
- Complimentary exhibit hall only registration code unlimited for guests.
- Organization listing and booth number on the live website Display Week floorplan (<https://www.expocadweb.com/18sid/ec/forms/attendee/index5.aspx#exhPanel>)
- Organization listing, description, and booth number in official printed Display Week Exhibit and Product Guide.
- **FREE Products on Display** listing in the Show (May/June) issue of Information Display magazine, distributed to all attendees during Display Week.
- An opportunity to present your products and services to attendees at the **Exhibitors’ Forum**. The format allows more detail than is often available at your booth.
- An opportunity to display your product in the Exhibitor Product Showcase prominently located on the exhibit floor.

- Access to Display Week Press Room for press conferences and media interviews (fees apply).
- An opportunity to nominate and be reviewed for the **Best in Show** award.

- **Who are my points of contact when making preparations for exhibiting at Display Week?**

For exhibit, sponsorship and promotional sales:

Jim Buckley, Americas/Europe Sales

Direct: 203-502-8283

[jbuckley@pcm411.com](mailto:jbuckley@pcm411.com)

Sue Chung, Asia Sales

Direct: (408) 489-9596

[schung@sid.org](mailto:schung@sid.org)

For all questions regarding invoicing, payment, billing, scheduling, sponsorship art requirements and overall exhibit hall logistics.

Danielle Rocco

Exhibit and Sponsor Sales Coordinator Direct:

646-226-7592

[drocco@pcm411.com](mailto:drocco@pcm411.com)

For general convention questions.

Mark Goldfarb

Director of Operations

Direct: 212-460-8090 x202

[mgoldfarb@pcm411.com](mailto:mgoldfarb@pcm411.com)

- **Can I share my booth with another company?**

An exhibitor shall not permit any other person/company to booth-share. If you do Show Management has the right to remove your exhibit or have the other company sign their own exhibit agreement and purchase their own booth at that time.

- **I am a first-time exhibitor. Are there any trade show terms I should be familiar with?**

Yes. Several key terms are listed below.

**Drayage** – Delivery of materials to your exhibit space after materials have been off loaded at the delivery dock; removal and storage of empty boxes and crates during the Convention; returning of boxes and crates at end of show to your booth space for you to pack up materials; delivery of those packed up materials to the carrier loading zone for shipping back to your home office. There is a fee for this mandatory service based on the weight of your freight. (Drayage fees do not normally apply to those using the POV dock.).

**Show Decorator** – A company (contractor) providing services on site in the Exhibit Hall for Display Week exhibitors through the service desk. Exhibitors also work with the

Show Decorator through the Exhibit Service Kit to order booth furniture, carpeting, etc. For Display Week, the Show Decorator is **GES Exposition Services**.

**Service Desk** – Located in the Exhibit Hall and manned by the Show Decorator. The staff at the desk handles all inbound and outbound exhibit materials. They are available to answer questions and handle any exhibitor concerns.

**Skid or Pallet** – Wooden frame used as a platform for objects or materials of significant weight that can be moved and transported by forklift.

**Bill of Lading** – Document that contains the terms between the shipper (exhibitor) and the transportation company for delivery of materials between specific points and for a predetermined charge.

- **Are meeting rooms available to rent on the show floor or at the convention center?**

Yes, Display Week exhibitors are able to rent private meeting rooms during the event. Each meeting room comes with a complimentary 1-foot x 2-foot sign with company name and room number. All large meeting rooms are 16'x18' and include the following: 10-amp electric outlet, Conference table 96" x 42" x 29", 12 padded side chairs, carpet, and a locked door. **Minimum 200 sq. ft. of exhibit space required to secure a large meeting room.** All small meeting rooms are 10'x10' and include the following: carpet, round table, 4 chairs, a locked door and 1-foot x 2-foot sign with company name and room number mounted next to the door. **Small meeting room option is for exhibitors who only occupy 100-300 square feet of exhibit space.**

**New for 2018:** Convention Center Meeting Rooms (non-exhibit hall). Rooms are available for two-hour (minimum) or (1) four-hour session. Four-hour daily session may be split into two separate two-hour sessions. Full day rentals are not available. Rental open to exhibitors and non-exhibitors. Rooms can accommodate a maximum of eight people. Table and chairs are provided. No electrical or AV available. Catering is not available in these rooms. Rooms are for meetings only, not presentations or seminars. Rooms and times will be reserved on a first come first serve basis.

- **What is the Exhibitors' Forum?**

The forum features scheduled presentations by Display Week 2018 exhibitors. It will be located in the rear of the exhibit hall and will be conducted very much like the ongoing Symposium of Technical Papers and will run concurrent with the exhibition. The forum can provide exhibitors with greater exposure to attendees who want to know more about your company's goods and services.

Presentations can cover technology, products, services, as well as other issues. We ask that you include technical content to attract the widest attendance. We will group the presentations by subject matter and conduct the forum very much like the other technical sessions, with speaker introductions and a Q&A period as part of the 15-minute presentation. Exhibitors must submit the presentation title along with a 35-50 word description, as well as the name and full contact information of the presenter. Submissions must be sent to Sam Tola (stola@pcm411.com) no later than March 23, 2018.

- **Tell me more about the hard wall construction for a linear booth.**

Display Week will once again offer a "hard wall" system for all linear booths 10x10 through 10x30 booths in place of the standard pipe and drape. For 2018 all the hard wall panels will be a solid white color to work more seamlessly as a background with your booth designs. The hard wall system provides a more high tech look for the show. There is no additional cost for this feature but it does allow you to order and secure shelving from GES should you choose this feature. See below for more

information regarding the hard wall system.

Q. Does the booth come with shelves?

A. No, shelves do not come with the booth. You may order accessories (shelves) for the panels through GES.

Q. I would like to add graphics to the panels. What size are the panels?

A. **3' high sidewall panel dimensions are:**

Insert size: 117"W x 35-3/8"H

Visual Opening: 116-1/4"W x 34-1/2"H

**8' high backwall panel dimensions are:**

Insert size: 38-1/8"W x 91-3/8"H

Visual Opening: 37-9/16"W x 90-1/2"H

Q: What do I need to know about adding graphics to my booth on the panels?

A. You can use double sided tape or male/female Velcro to affix things like posters. The walls are NOT push pin compatible. You can order the shelves as well, or order full graphics panels from GES (or bring your own graphics of course). You can't do anything that would permanently damage the panels (i.e. hammer, nails or screws in the walls). You will be charged for any damage caused to the panels.

Q. I have a corner booth. Will there be a side panel on the corner aisle of my booth?

A. No, there will not be a panel on the corner aisle of your booth. Should you want it onsite, you can go to the ServiCentre and let them know. The panel will be put up at no charge.

Q: Where will the electrical cords be located?

A. The panels sit up off the floor a couple of inches so the electrical cords can fit through.

- **What is the Exhibitor Product Showcase?**

The Exhibitor Product Showcase will once again be held at Display Week 2018 – Los Angeles. This feature at Display Week is an opportunity for all exhibitors to place their 2018 products in a dedicated area, to allow all show attendees to preview the 2018 product(s) before visiting the booths. The 2018 Exhibitor Product Showcase is a quick overview of what attendees will be able to see as they walk the entire show floor. This is an excellent opportunity for every exhibitor to gain additional exposure. This opportunity does not require any additional exhibitor staff as it is an unmanned presentation area. This area is for products only. Only literature that accompanies the actual 2018 product will be permitted.

#### EXHIBITOR PRODUCT SHOWCASE DISPLAY PACKAGES

Table Display: this display provides an opportunity for buyers and media to get an up close look at your new product by viewing it for an added impact. Each tabletop space measures 2'D x 4'W and is free to all exhibitors for the first entry. Electricity is available (free of charge) upon request. Please contact Danielle Rocco if your product requires more space than 2'D x 4'W

You can reserve your spot at the Product Showcase by modifying your Cvent exhibitor record. Click [here](#) to login. Please email Danielle Rocco if you need your confirmation number and/or login resent to you (drocco@pcm411.com).

- **What is the Product on Display section of Information Display magazine?**

A feature article in the Display Week Show Issue of Information Display magazine will be devoted to products on display at Display Week 2018. This is an excellent opportunity to showcase a special product that you will be showing, or perhaps introducing, at Display Week 2018 and is included as part of your exhibition fee at no additional cost.

A product description of 100 words or less and a 300 dpi product photo must be sent to Jenny Donelan ([jdonelan@pcm411.com](mailto:jdonelan@pcm411.com)) no later than March 27, 2018.

- **How do I register my booth staff?**

Display Week registration information and discount codes will be emailed in February.

**No children under the age of 16 are permitted in the Exhibit Hall during move in and move out.** Children under 16 will not receive a badge and must be accompanied by an adult to all official Display Week Convention events and when entering the Exhibit Hall during open hours.

- **Where can I find the exhibit floorplan, application and terms and conditions?**

[Click here](#) to view the 'live floorplan

[Click here](#) to complete the 2018 Display Week booth/meeting room/sponsorship contract

[Click here](#) to view the 2018 Display Week terms and conditions.

- **How can I get my clients and customers to visit my booth?**

Your time and success as an exhibitor during Display Week can be greatly enhanced through pre-convention planning and taking advantage of strategic marketing opportunities to drive attendees to your booth. Pre-convention and onsite promotion of your organization and its products and services is the greatest way to increase traffic to your booth and afford you enhanced brand recognition. By using a combination of marketing opportunities you will ultimately garner more face-to-face contact with potential clients. Please visit the [2018 Display Week Sponsorship and Branding Brochure](#) to view available opportunities.

#### **Exhibitor Client and Guest Registrations**

In order to allow your customers, clients, or guests to visit your booth during the convention, Display Week offers exhibitors the use of a promotional code to send to guests, clients, and friends for a complimentary exhibit hall registration. The promotional code will allow guests free access to the exhibit hall only. The exhibit badge does not allow access to any Convention events taking place outside of the Exhibit Hall. Your company's unique guest code will be emailed February 2018.

- **Can I invite guests? How do I get guest-of-exhibitor invitations?**

By mid-February all paid exhibitors will receive an email from Danielle Rocco offering you the opportunity to request (free of charge) a custom customer invitation. The invitation will contain a guest discount code which will allow your customers and prospects to register for a complimentary

badge to attend the Display Week Exhibit Hall. The exhibit hall only badge will give your guest access to the industry leader Keynote address, the Women in Tech forum, the CEO Panel, Exhibitor Forum presentations and the cutting-edge technologies in the Innovation Zone and the Exhibitor Product Showcase.

- **How do I nominate myself for a Display Week Best in Show award?**

For 2018, an independent panel of display experts will once again review those products, prototypes, and processes nominated for the awards on the show floor, and the winners will be selected for their ability to excite not only display experts, but the general public and press as well. SID will promote local, national, and international press coverage for the prize winners

This competition will be open to all exhibitors on the show floor during Display Week 2018. Prizes will be awarded regardless of exhibit size. This will allow exhibitors of all sizes to compete. Self-nominations are encouraged! Details of the awards criteria follow.

Self-Nomination forms are due no later than May 1, 2018. [Click here](#) to download the nomination form for the Best in Show Award.

**Award Evaluation**

The Best in Show award is intended to honor the most significant advances in display technology and systems, products, prototypes, and manufacturing processes presented by exhibitors during Display Week.

The following factors will be used by the award committee to evaluate the exhibit material:

Timeliness and significance to the display industry of the products, prototypes, processes, and technologies exhibited

**Selection and Presentation**

The Display Industry Awards committee of SID will select the 2018 Best in Show award winners based on the self-nomination forms available to all organizations exhibiting during Display Week 2018 and on an onsite review of the nominated exhibits. Final selection will be made at the actual exhibition. Blue Ribbons will be presented to the winners at the SID Awards Luncheon on Wednesday during Display Week. (The winners will be informed on Tuesday night, prior to the luncheon on Wednesday). Winners will be encouraged to mount the blue ribbons in a visible location in their exhibit booths. Engraved plaques will be provided to the winners after Display Week.

- **What is the exhibitor point assignment process?**

An organization’s exhibit points are determined as follows:

For each consecutive year of exhibiting during the past 10 years (2009-2018) including the current year.	3 points/year
For each additional 100 square feet purchased after the first 100 square feet for the current year	3 points/100 square feet
Company membership in SID (corporate membership as listed in the March/April issue of Information Display Magazine)	Gold: 8 points, Silver: 3 points, Corporate: 1 point

- **When will I receive my Exhibitor Service Kit (forms for placing orders for my booth furniture, carpet, electrical, IT needs, etc.)?**

The link to the Exhibitor Service Kit will be emailed to all exhibitors and will be available online by mid-February. This kit contains all necessary forms and information on preparing your booth for the exhibition. Included in the Exhibitor Service Kit are order forms for renting carpeting, furniture, audio/video, internet connection, electrical as well as shipping info and labels, rigging of signage, and much more.

- **What guidelines, if any, will I need to follow in constructing my linear booth?**

It is the exhibitor's responsibility to follow these guidelines in booth construction and it will be at the exhibitor's expense to comply with these should their booth be in violation of such.

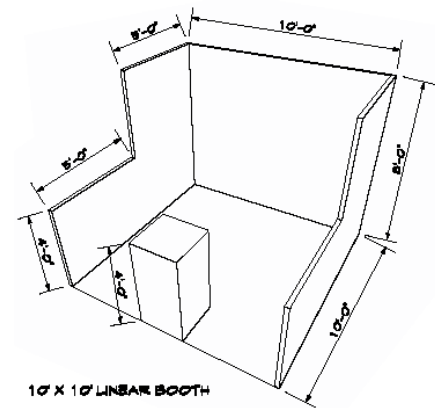
For purposes of example on the most common booth at the show, below are the specifications for a 10'x10' linear booth. Please consult the online guidelines for other booth configurations and guidelines beyond the linear booth listed below.

### **Linear Booth**

Linear booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths.

### **Dimensions**

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of ten feet (10') has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, linear booths will be ten feet (10') wide and ten feet (10') deep, i.e., 10'x10'.



Regardless of the number of linear booths utilized, (e.g., 10'x20', 10'x30', 10'x40', etc.) display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. No banners or other items may be suspended from the facility ceiling in linear booths in order to obtain heightened visibility.

Any structure exceeding the standard eight-foot (8') height restriction for linear booths must be submitted for approval by Show Management (Banners or other items not integral to booth structure will be refused above eight feet.) There is a four-foot (4') height restriction imposed on all materials in the front half (5 feet) of space forward to the aisle.

### **Corner Booth**

A corner booth is a booth exposed to aisles on two or more sides.



- **I have interest in having a custom booth that is packaged with labor and drayage. How can I do this?**

For your benefit, as an exhibitor with a booth space 400-sq. ft. or larger we are offering customized exhibit options that provide a smart, inviting exhibit environment with the cost of labor and material handling included. These opportunities can provide savings of over 40% to further help minimize exhibiting expense. As an added incentive, if you order with GES prior to January 31, 2018, you will receive an additional 10% off the total package price.

To personally assist you, GES has organized a team led by Chris Pullen. Chris gladly leads her team in presenting the perfect approach to complement your objectives and budget. The GES Team will be contacting you directly, however if you would like to immediately explore options while you plan your 2018 budgets, Chris's contact information is [CPullen@ges.com](mailto:CPullen@ges.com) (office) 562-356-3774 or (cell phone) 714- 981-3072. Examples of the program can be found in the [Display Week Premier Program Catalog](#), allowing you an initial visual experience prior to working with GES. Select one you like or GES can customize to specifically fit your needs.

- **What guidelines, if any, will I need to follow in constructing my island booth?**

Exhibit fixtures, components, banners and identification signs will be allowed to a maximum height of 20' (from the ground to the top of the booth/banner). The entire cubic content of the space may be used up to the maximum height. It is the exhibitor's responsibility to comply with Display Week's general terms and conditions. Show management has the right to amend these guidelines at any time, as necessary. If a booth does not comply with the Fire Marshall's safety rules, there is nothing GES, SID, PCM or the Los Angeles Convention Center can do to override the Fire Marshall decision.

- **I need help designing and constructing my booth. Do you have any recommendations?**

Yes. There are a number of sources you may look to for assistance in designing and constructing your booth. The Convention General Contractor (GES) can assist you in this area. There are also a number of other companies that provide such services on the web. You are not required to use any particular contractor.

We encourage you to shop around and receive bids on your booth design project before making a final decision. Begin that process as early as possible to avoid delays and time constraints as the Convention draws near.

- **I want to ship something for my exhibit space to arrive after I get there. How do I do this?**

The Exhibitor Service Kit contains specific shipping instructions, including date deadlines and mailing labels. You will incur additional costs and possible lost shipments if you DO NOT carefully follow the instructions.

In general, here is the procedure:

1. Properly crate and pack all shipments per guidelines to avoid extra fees.
2. Ship in advance (approximately 4 weeks prior to Convention) to a holding warehouse per address instructions and dates stated in the Exhibit Service Kit. Shipping labels are also furnished in the Kit for your use.
3. Select a freight carrier with experience in handling exhibition materials, such as GES Logistics,

All shipments sent in advance will be delivered directly to your exhibit space. If they are not there upon your arrival, the exhibitor service desk can assist you in tracking down the material.

The Exhibitor Service Kit also contains labels for “DIRECT Shipping” to the dock at the Convention Exhibit Hall. Direct shipping is date sensitive and the specific window of dates is printed on the labels.

- **Can I unload my vehicle by myself in the Exhibit Hall?**

You may use your own vehicle and unload in the Exhibit Hall if:

1. The vehicle is POV (Personally Owned Vehicle – a car, minivan, etc.), NOT a commercial vehicle such as a cargo van, bus, trailer, rented panel truck, etc.
2. Your materials can be unloaded within 20 minutes by your full-time employees ONLY (or secure Cart Service).
3. Your materials can be unloaded by hand while one person stays with the vehicle in case it needs to be moved while the others are still at the booth location.
4. You are transporting small items to your booth by hand, or with a personally owned, two-wheel cart. Personally owned four-wheel carts are not permitted.
5. All freight unloaded from a POV is coming in through the POV dock.

There will be a designated dock area where all POVs will take turns unloading.

If you have need of extensive unloading beyond what is listed above, and are in a vehicle prohibited at the POV dock, you are required to use the drayage service within the hall, which will incur additional fees. (See material handling form in your Exhibitor Service Kit.) All POV rules are posted inside the POV dock doors for your reference on site.

- **Can I have the labor in the hall help me unload my own vehicle?**

Yes, there will be a designated “POV” (Privately Owned Vehicle) area where Cartload service is available to move your items to your booth. Please make sure that you take advantage of the “advance order” prices.

Below are the details for this service. Please note that the area will be monitored and the POV rules will be enforced.



## Cartload Service

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### Special Freight Services — Small Passenger Vehicles Only!

#### Maximum Weight 200 lbs

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, Global Experience Specialists, Inc. (GES) is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made one way from the dock to your booth or your booth to the dock.
- This service is for those who have small hand carry items all of which must fit on a 2' x 6' push cart, in one trip only. If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. There is one cartload allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling rates. No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- To receive this service watch for the Cartload Service signs. Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicenter.

- **Can I bring in my own food and drinks to give away from my booth?**

If your food or drink item is produced by your organization and does not directly compete with the facility food service exclusive provider, it may be acceptable. However, it is necessary to have approval from the facility food service exclusive provider prior to making it available at your booth. If you merely want to enhance your booth by serving pizzas or coffee, you would need to work directly with the facility.

- **What are the setup times?**

Island booths will have access to the hall for set up on Saturday, May 19<sup>th</sup>, starting at 1:00 pm and ending at 7:00 pm. All booths (island and linear) will have access to the hall for set up Sunday, May 20<sup>th</sup>, and Monday, May 21<sup>st</sup>, from 8:00 am – 5:00 pm. All exhibitors will be permitted to stay in the hall until 11:00 pm (with a work late pass) but no re-entry will be granted after a person departs the hall. The GES Service Desk, facility labor support and access to the loading dock ramps for large carriers will close at 5:00 pm each day. It is imperative that your materials are in your booth area prior to 5:00 pm should you plan on setting up your booth after 5:00 pm.

Access to the Exhibit Hall will be denied without proper credentials. If you did not pre-register your personnel, be sure to arrive in time to register them before accessing the show floor for set up.

- **Can I tear down early?**

No exhibitor is to begin teardown or packing process until the Exhibit Hall closes. If you are unable to keep to the exhibit schedule you should reconsider exhibiting. Early teardown of one's exhibit will result in booth selection penalties the following year. There is a two-part reason behind this policy. First, we still have clients entering the show and they have been promised that the full package of exhibitors will be present. You may be the one exhibitor they really wanted to visit by living early, you deprive them of that opportunity. Second, it impacts your fellow exhibitors. Early teardown not only creates a visual eyesore and a possible physical obstacle to accessing other exhibitors, but it also sends a psychological message to clients that time is up and they need to stop visiting other exhibitors.

Teardown begins once the show ends on Thursday, May 24<sup>th</sup>, at 2:00 pm.

- **I have my own carpeting and furnishings. Can I use these?**

Yes. You are not required to use the items available for rental through the decorator. If another vendor delivers these items to the dock, drayage or special handling labor fees will apply. The Convention Exhibit Rules & Regulations require ALL booths, regardless of size, to use carpet or an alternate professional floor covering to cover all concrete floor space within the booth. No bare floors – no exceptions. Occasionally “do-it-yourself” carpeting may cause tripping hazards and/or a fire hazard. In these circumstances it may be necessary to secure, for a fee (at exhibitor's expense), labor to better secure carpeting or replace it should it be a hazard to others.

- **Who is required to hire an Exhibitor Appointed Contractor and submit a Certificate of Insurance?**

As per the Los Angeles Convention Center rules, all booths that are 200 SF or larger require union labor for set up and dismantle. You may choose either GES labor (no Certificate of Insurance is required), or an Exhibitor Appointed Contractor (Certificate of Insurance for the EAC required). An exhibitor appointed contractor (EAC) is a company other than the general or official service provider on the show that requires access to a booth during installation and dismantling.

It is the exhibitor's responsibility to see that all appointed contractors or agents abide by the rules and regulations for the Society for Information Display's Display Week 2018, including Display Week's Exhibit Rules and Regulations and Guidelines for Exhibitor Appointed Contractors outlined below.



