

demonstration or operation of Exhibitor's display, in which case identification of such articles shall be limited to the nameplate, imprint, or other identification which in standard practice normally appears on them. Should the wording on any sign be deemed by Show Management, in its sole discretion to be contrary in any way to the Principal Purpose, Exhibitor shall, at Show Management's request and at its own expense, immediately remove said sign or make such changes as are requested. If Exhibitor refuses Show Management's request, Show Management reserves the right to remove the sign at Exhibitor's expense. Management approval is required by **April 8, 2024** for all hanging signs and requires Exhibitor submission of the NPE2024 Booth Design Approval Form and design plans. Also see **Rule 31, Hanging: Displays, Signs, Banners & Trusses**.

52. Solicitation, Costumes & Promotion

Exhibitor Booth Personnel may conduct discussions, answer questions, explain Exhibitor's products or services, or engage in sales solicitation or order taking, but such activities shall not be conducted in any manner which is inconsistent with, or derogates from, the Principal Purpose. Exhibitor shall cease any activity determined to be inconsistent with the Principal Purpose immediately upon notification by Show Management to do so. Exhibitor Booth Personnel wearing distinctive costumes or carrying banners or signs separately or as part of their apparel must remain in their own Exhibitor booth.

Distribution of any materials or performing of any other solicitations in the aisles or public areas is prohibited. Show Management, at its discretion, may take any action it deems appropriate (including, but not limited to issuing written warnings, the expulsion from a show, and/or suspension or elimination of NPE show history points) against an exhibitor for conduct detrimental to the show.

Selling is permitted on the exhibit floor provided Exhibitor abides by Florida state laws, is solely responsible for collection and remittance of all applicable sales or other taxes and conducts business in a professional manner. However, Exhibitor may not exhibit, offer for sale, give as premium, or advertise articles not manufactured or sold in Exhibitor's name, except where such articles are required for proper demonstration or operation of Exhibitor's display, in which case identification shall be limited to the nameplate, imprint, or other identification which in standard practice appears normally on them.

53. Storage

Exhibitors may keep a one-day supply of literature in their booths but cannot store empty cartons in or behind booths. Freeman will temporarily remove your empty skids, crates, cartons, containers (including plastic), and packaging materials labeled with stickers marked empty. These empty containers will be returned to you during the dismantling period. Arrangements for storage and delivery of materials can be made through Freeman.

54. Subleasing

Company may not sublet its space, nor any part thereof, nor exhibit, offer for sale, give as premium, or advertise articles not manufactured or sold in its Company's name, except where such articles are required for proper demonstration or operation of Company's display, in which case identification shall be limited to the nameplate, imprint, or other identification which, in standard practice, appears normally on them. Company may not permit non-exhibiting company representatives to occupy or sell non-exhibiting company services or products in its booth. Rulings of Management shall, in all instances, be final with regard to use of exhibit space.

55. Target Dates

Move-in (inbound) target dates will be assigned to each Exhibitor by Freeman. If you have any questions or concerns regarding your assigned target dates, please contact Freeman immediately. All shipments must arrive on the assigned target date and time for check-in at the Freeman Marshaling Yard. Off-target freight will incur an additional charge over and above the NPE Bundle Package pricing.

56. Trusses

If you plan to install trusses over your booth, (see **Rule 31, Hanging: Displays, Signs, Banners & Trusses**). Show Management approval is required by **April 8, 2024**, for all hanging signs and requires Exhibitor submission of the NPE2024 Booth Design Approval Form and design plans.

57. Unoccupied Space

Show Management reserves the right to use any exhibit space unoccupied at 4:00 p.m. Eastern Time on Sunday, May 5, 2024.

58. Utility Package Pricing

PLASTICS and OCCC have worked diligently to create an inclusive utility services package to assist Exhibitors in projecting budgets and controlling expenses. **A utility fee of \$1.33 per square foot will be assessed to all Exhibitors which includes unlimited service and labor for 120V electrical power.**

➤ What Is Included When I Order a Utility Package?

- When you pay for any of the utility packages offered by the OCCC, the following is included:
 - **An unlimited number of items in that package.** For example, if you pay for the 208V-480V Electrical Service Package, you can order as many 208V-480V outlets as you need for your booth.
 - Please keep in mind to expedite the placement of your order, while also keeping safety in mind, it is best to order the amount of power your equipment requires not the maximum that you can order.
- **Labor and placement.** Exhibitors will not be charged additional labor if your finalized booth diagram is received by **April 8, 2024.**
- **Taxes.** The package price includes all applicable local, state, and federal taxes.

(Refer to the OCCC – Exhibitor & Utility Ordering Guide section of the Exhibitor Dashboard for complete information and order forms).

59. Vehicle Displays

Motorized vehicles within the exhibit halls are permissible, provided that each vehicle can be defined as a vehicle that is propelled by an internal combustion engine using a Class I or Class II fuel, such as, but not limited to automobiles, trucks, motorcycles, aircraft, watercraft, and lawnmowers.

When placing motorized vehicles inside any area of the OCCC, occupancy levels must be considered regarding exits and exit access, so that these areas remain free of any obstructions, thereby ensuring a clear path for emergency egress. Vehicles must be positioned prior to the opening of the NPE2024 exposition on Sunday, May 5, 2024, 4:00 p.m.

Each vehicle will be subject to inspection for compliance with the following items: 1) all fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than one-half capacity or ten (10) gallons of fuel whichever is less; 2) At least one battery cable must be removed from the batteries used to start the vehicle engine. The disconnected battery cable must be taped; 3) Batteries used to power auxiliary equipment are permitted to be kept in service; 4) Fueling or de-fueling of vehicles within the OCCC is prohibited; 5) Vehicles may not be moved during official show hours; and 6) Vehicles that will be running during show hours must be approved prior to the show by the OCCC Fire Marshal.

Vehicles, boats, and similar exhibited products with over 100 square feet of covered area must be protected with a listed smoke alarm.

60. Videotaping & Photography

No photograph or video of a booth, equipment and/or display material will be permitted without the express permission of Exhibitor. Should an Exhibitor object to its display being photographed (still or in motion), photographs/videos of that display will be prohibited. Show Management has appointed Official Photographers to provide commercial photographs of exhibits. No other commercial photographer/videographer will be admitted to the exhibits without the approval of Show Management and unless special arrangements are made as required by Show Management, including, but not limited to, hiring approved security to escort such photographer while inside the exhibition halls. Please refer to the Security Guard Order Form in the NPE2024 Exhibitor Dashboard.

Anyone found to be taking unauthorized photography (still or in motion) within the exhibit halls and/or registration areas, will be ejected from the show and have their photography equipment confiscated. If the violator of this policy is an Exhibitor, Show Management reserves the right to remove the exhibit and Exhibitor from the show at the Exhibitor's expense.

61. Walls & Backgrounds

Exhibitors building background or side dividers for their displays ascertain that the surfaces of such dividers are finished in a manner as not to be unsightly. If any surfaces remain unfinished or in any way in violation of other display rules, Show Management shall authorize the official decorator to affect the necessary finishing, and the Exhibitor in violation agrees to pay all related expenses. This regulation also applies to curved displays whether they are constructed of cloth or wire. Exhibitors must order drape or provide some other display component(s) to conceal wires or other unsightly materials behind curved displays.

62. Guidelines for Display and Column Specifications

The following guidelines for display rules and regulations have been established by the International Association of Exhibitions and Events (IAEE). The Guidelines are created to promote continuity and consistency among exhibitors. It is PLASTICS's goal that the display rules and regulations shall provide exhibitors with all the information necessary to properly design and build exhibits as well as plan their booth's layout and content.

Linear Booth - Constructed of Drape

Linear Booths, also called “in-line” booths, are generally arranged in a straight line, and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. **These booths are NOT constructed of hard wall. These are cloth/drape booths.**

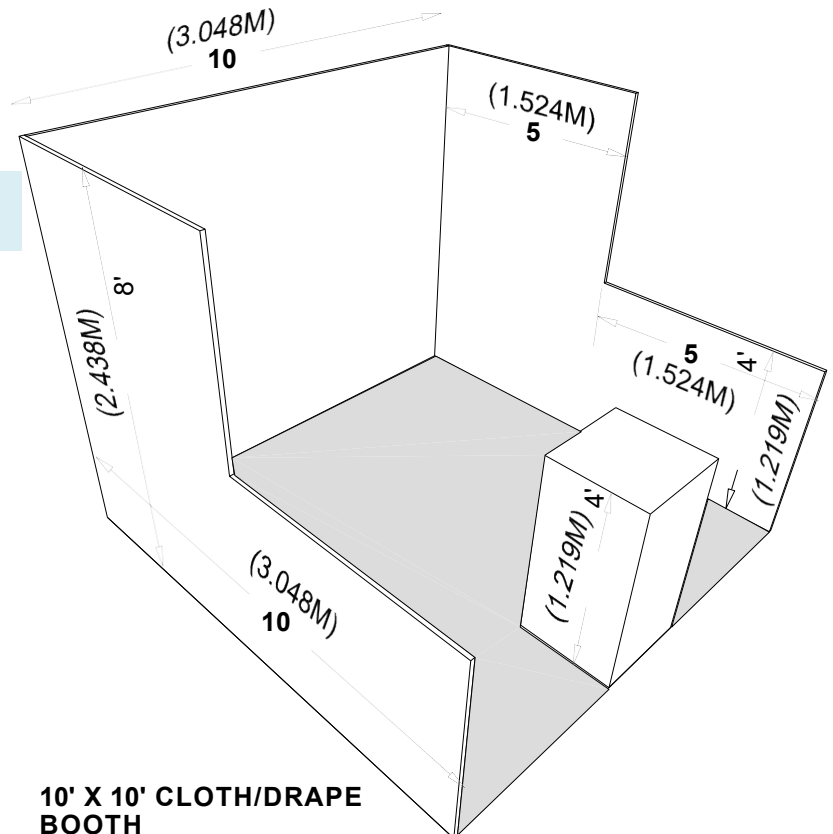
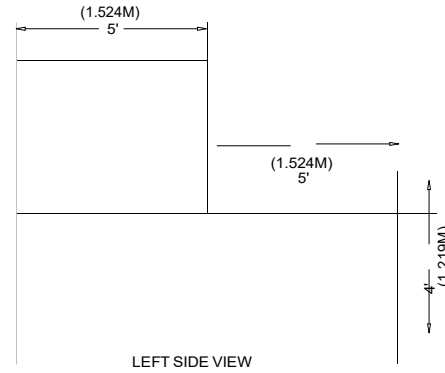
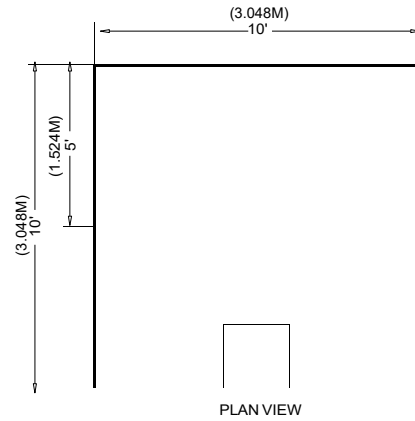
Dimensions

Linear Booths are 10ft (3.05m) wide and 10ft (3.05m) deep, i.e., 10ft by 10ft (3.05m by 3.05m). **A maximum back wall height limitation of 8ft (2.44m) is permitted for display material.**

Use of Space

Regardless of the number of Linear Booths utilized, e.g., 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The **maximum height of 8ft (2.44m)** is permitted only in the rear half of the booth space, with a **4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.** **Note:** When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



10' X 10' CLOTH/DRAPE BOOTH

Corner Booth

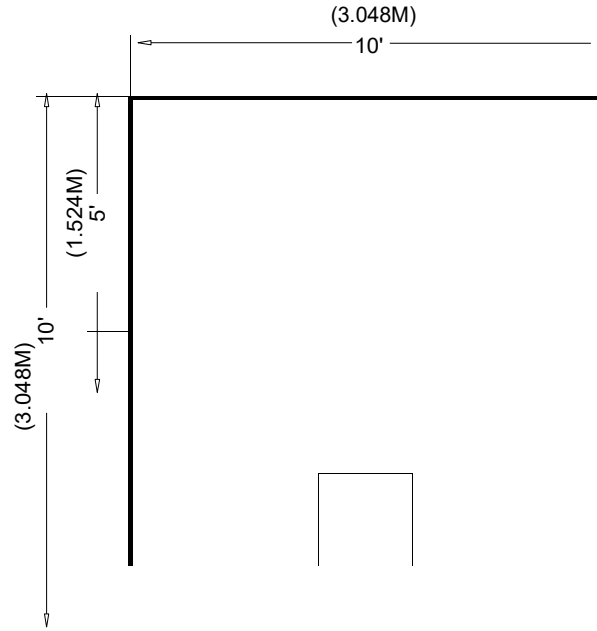
A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.

Perimeter Booth

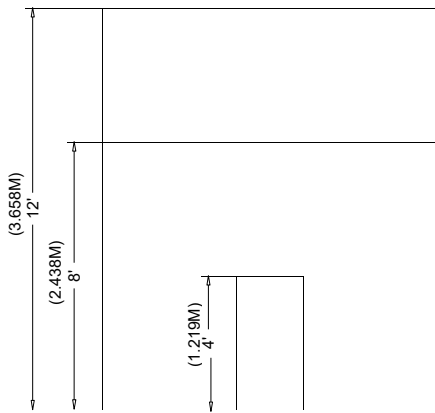
A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. **These booths are NOT constructed of hard wall. These are cloth/drape booths.**

Dimensions and Use of Space

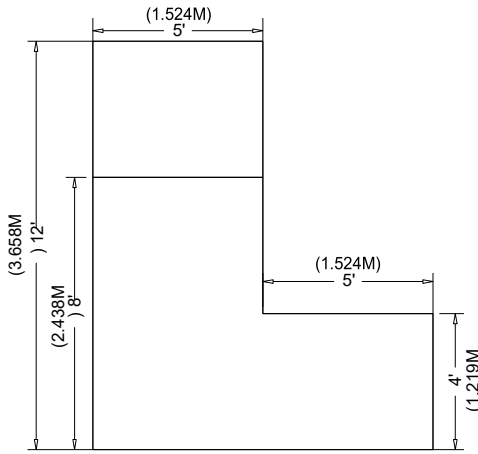
All guidelines for Linear Booths apply to Perimeter Booths. **The maximum back wall height permitted is 12ft (2.44m) where facility allows.**



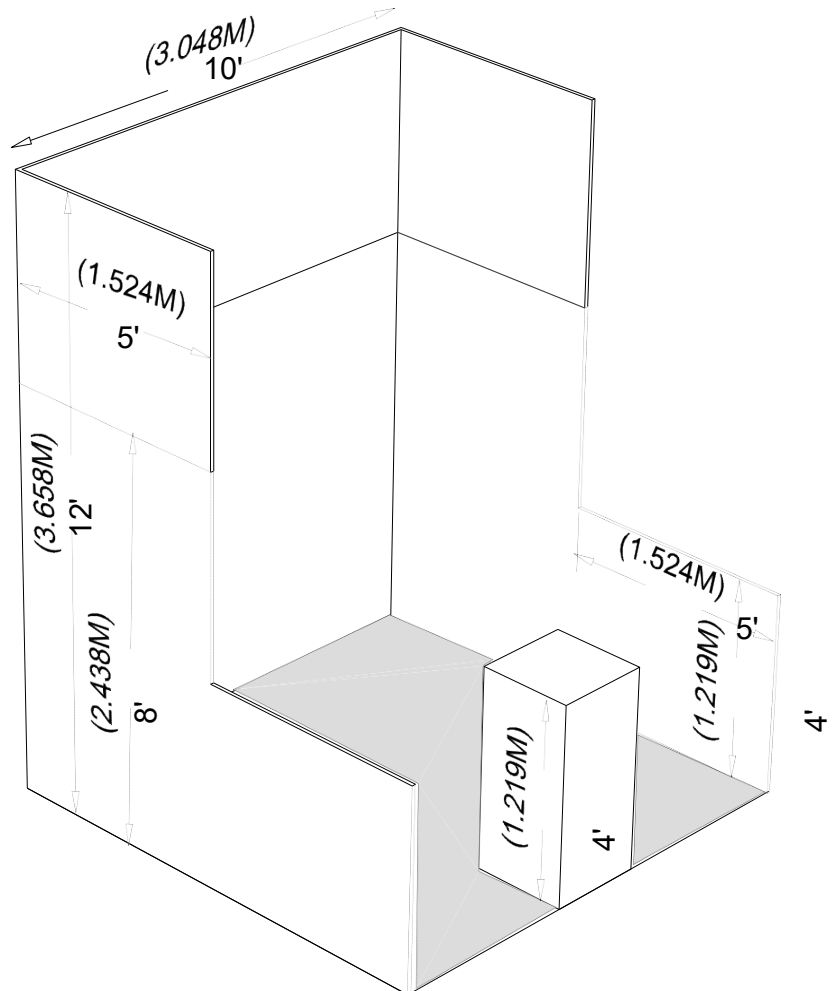
PLAN VIEW



FRONT VIEW



LEFT SIDE VIEW



10' X 10' CLOTH/DRAPE PERIMETER BOOTH

Split Island Booth

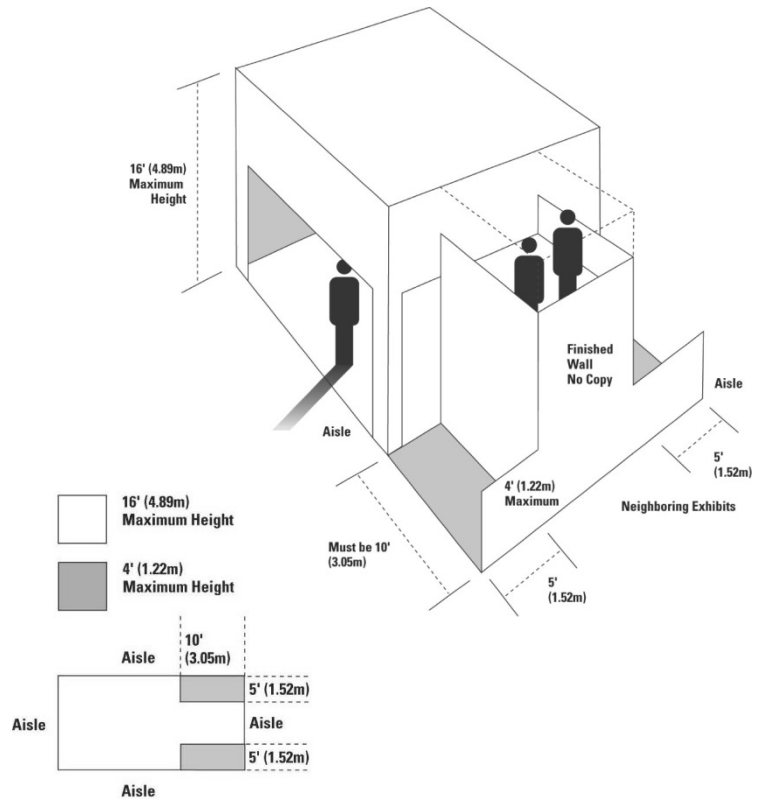
A Split Island Booth is a booth exposed to aisles on three sides which shares a common back wall with another Split Island Booth.

Dimensions

A Split Island Booth is 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

The back of the common wall must be finished and cannot display any graphics of company logos.

The back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Booth. A maximum height allowance is 16ft (4.88m), excluding hanging signage. **Refer to Hanging Sign Rule 31. The entire cubic content of the space may be used up to the maximum allowable height for the display except for the mandatory 5'x10' corner set back.** Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths. **Refer to Machinery, Robots & Equipment Placement Rule 38.**



SPLIT ISLAND BOOTH

Island Booth

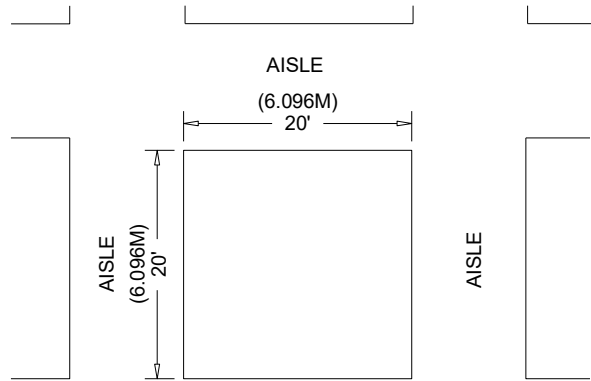
An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions

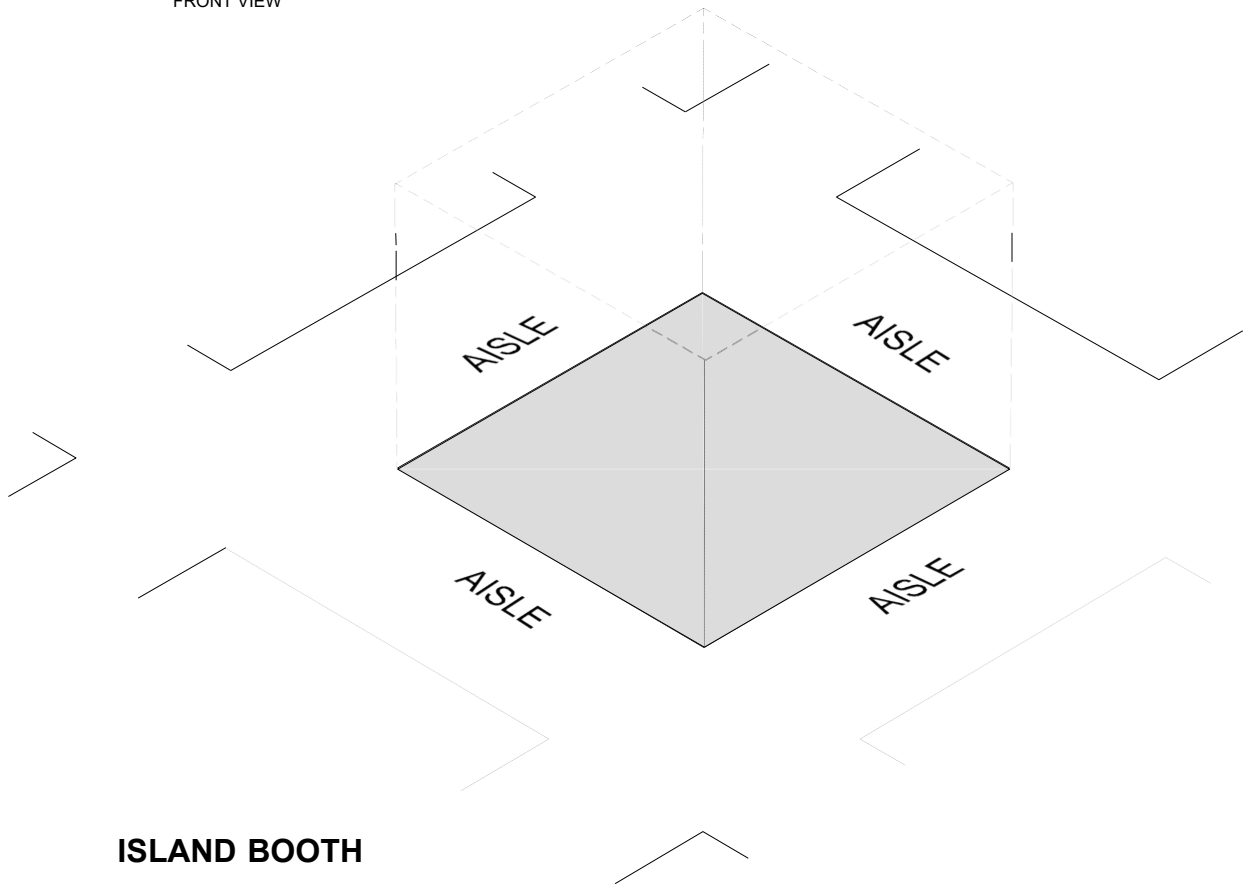
An Island Booth is 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height of 20', (6.10m), display and signage. Excluding hanging signage refer to **Hanging: Displays, Signs, Banners & Trusses Rule 31** and refer to **Machinery, Robots & Equipment Placement Rule 38**.



FRONT VIEW

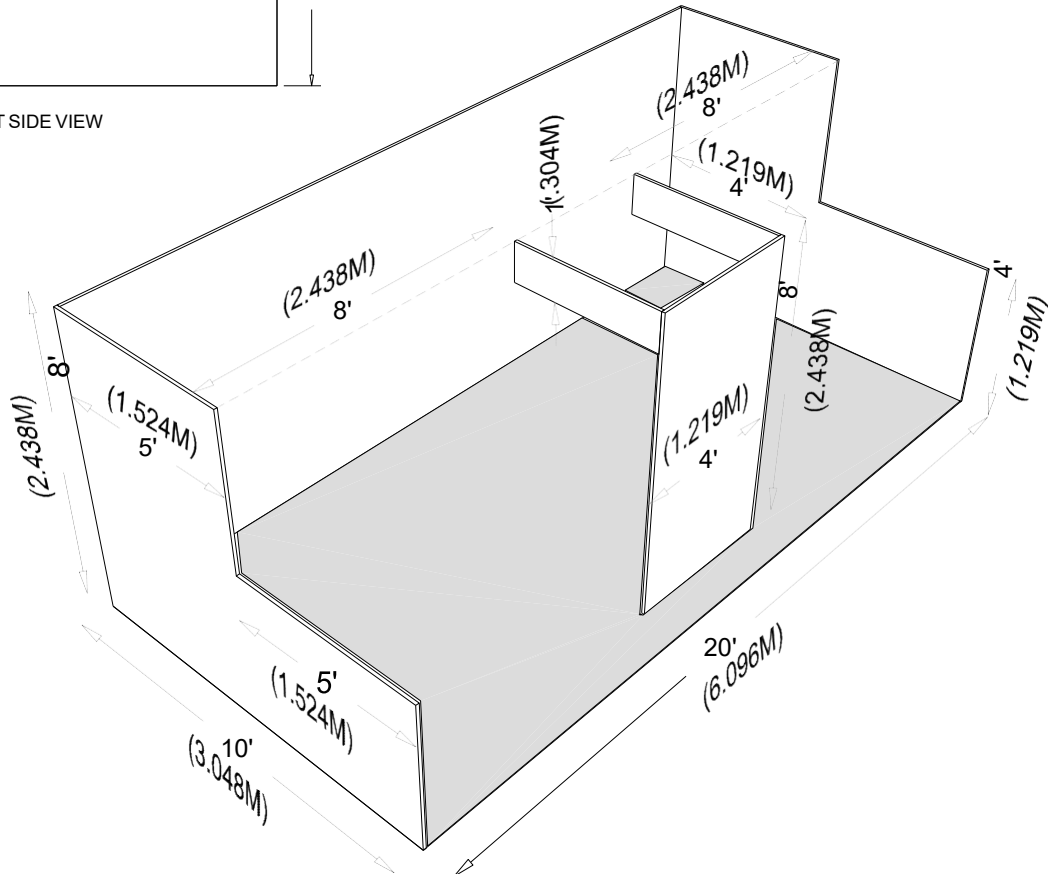
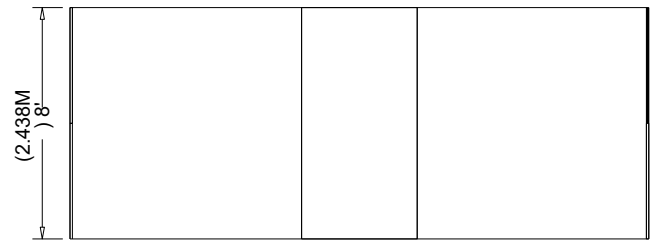
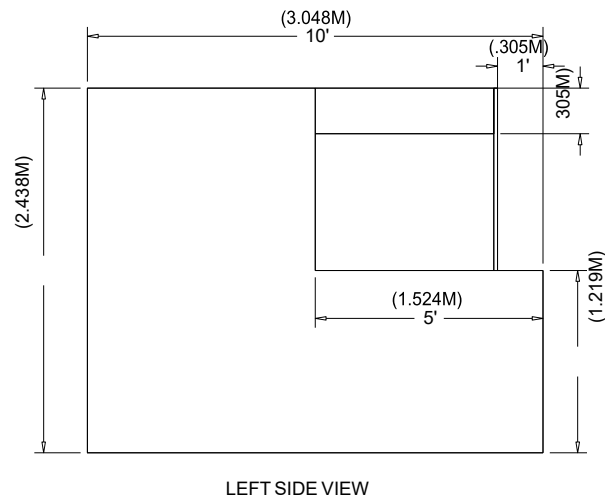
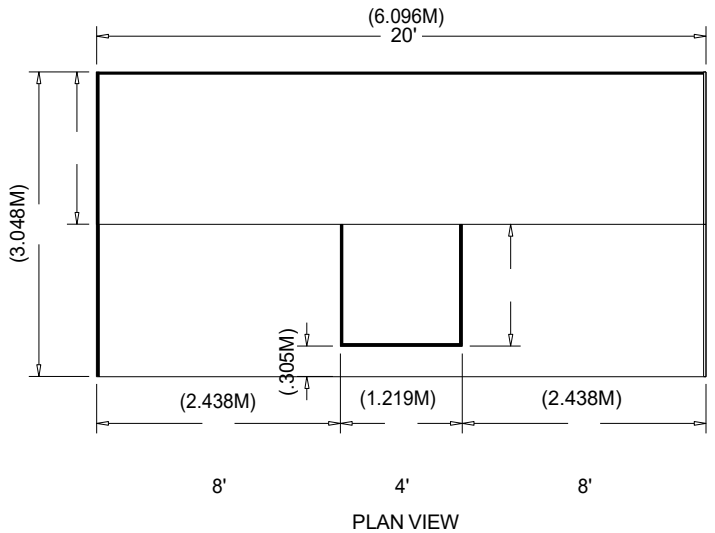


Extended Header Draped Booth 20ft (6.10m) or Longer

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



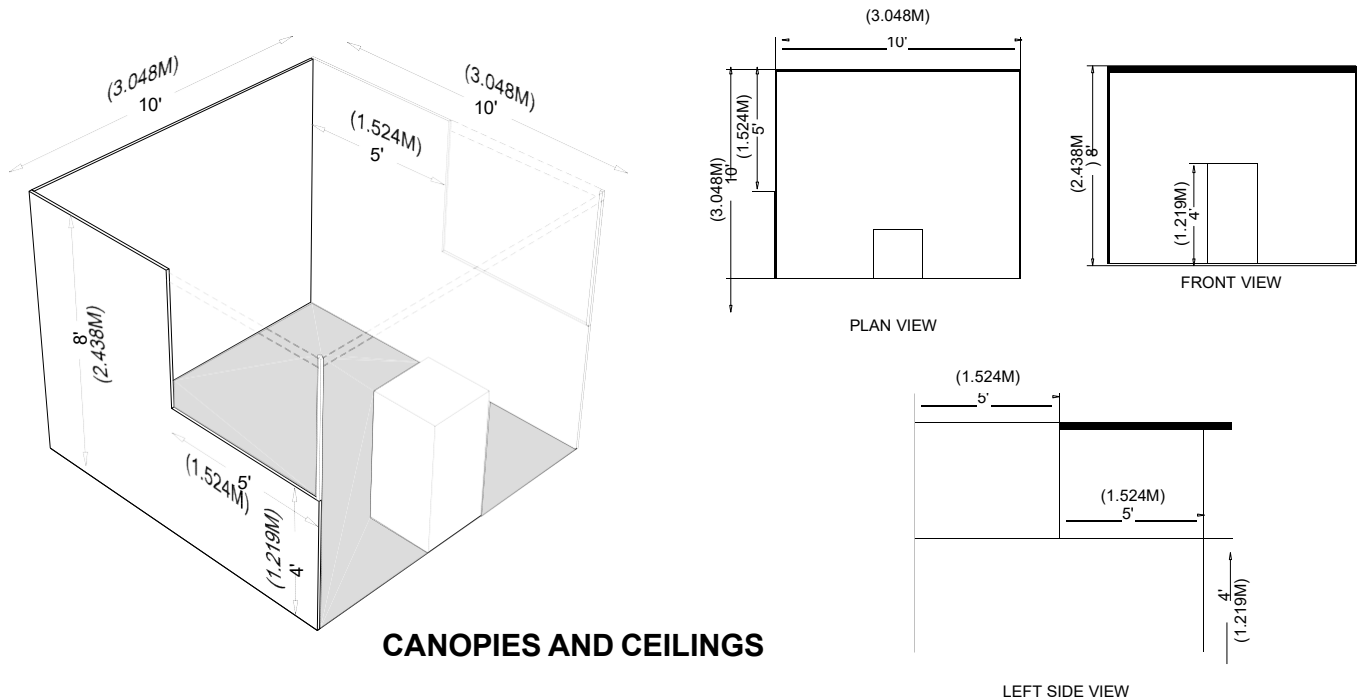
10' X 20' CLOTH/DRAPE PERIMETER BOOTH

Other Important Considerations

Canopies and Ceilings

Canopies, including ceilings, umbrellas, and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear, Perimeter, and/or Extended Header Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



Multi-Level & Covered Booth

Covered Booth Definition: To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a “covered” exhibit is not occupiable.

Multi-Level Booth Definition: To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more persons.

A. Guidelines for Covered Exhibits with Less Than Three Hundred (300) Covered Square Feet.

- 1) All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be noncombustible or limited combustible (flame-retardant) materials. Certification of flame-retardant treatment, along with samples of said materials, must be submitted if requested by the Orange County Fire Rescue Services Department. It is recommended certifications of flame-retardant treatments be available at show site. Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer’s instructions.
- 2) Exhibitor must provide at least one (1) 2-A, 10-BC portable, dry chemical fire extinguisher. Fire extinguisher(s) must always be mounted in a visible location and be accessible.

- B. Guidelines for Multi-level Exhibits (regardless the size) and Covered Exhibits with Larger Than Three Hundred (300) Covered Square Feet. Requests for construction of multi-level (regardless the size) or covered exhibits (larger than 300 square feet) must be reviewed by the OCCC Event Management department and the Orange County Fire Rescue Services Department. To ensure success of your exhibit, please read and comply with the following guidelines:
- 1) Plans should be submitted before exhibit construction begins and must adhere to the following:
 - a. They must be scaled, signed, and dated by a registered architect or engineer.
 - b. They must include the show name and dates.
 - c. They must include exhibitor's name and assigned booth number. They must include directional information (i.e., indicate neighboring aisles and/or booth numbers).
 - d. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by Show Management.
 - 2) Send two (2) copies of scaled, signed, and dated blueprints (with front and side elevations), by a registered architect or engineer, to: **Orange County Convention Center, Attn: Event Management**
Regular Mail: PO Box 691509, Orlando, FL 32869
Overnight: 9860 Universal Boulevard, Orlando, FL 32819
 - 3) All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Orange County Fire Rescue Services Department. It is recommended certifications of flame-retardant treatments be available at show site.
 - 4) The upper deck of multi-level exhibits, if larger than three hundred (300) square feet, shall meet the following requirements:
 - a. Upper level may not have a "cover" of any kind (e.g., roof, ceiling, tenting, lattice, fabric, and plastic).
 - b. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
 - c. If second level is to be occupied and greater than three hundred (300) square feet, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted. All stairs must be a minimum of three feet (3') in width, equipped with a handrail on at least one (1) side and constitute a "straight run" or be "squared off." Spiral stairs or winders are not permitted.
 - d. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
 - e. If the upper deck, or covered area, is greater than one thousand (1,000) square feet, a clear fire break (unobstructed aisle), of not less than ten feet (10') must be provided on all four (4) sides of each one thousand (1,000) square foot area. To avoid transfer of fire to another area, the firebreak (unobstructed aisle) shall not contain displays, furniture, or other materials.
 - f. The ten foot (10') clear space may be spanned by an overhead bridge or canopy which must not exceed four feet (4') in width. The bridge or canopy must be constructed of non-combustible materials.
 - g. Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure regardless of the square footage. The detector must sound an audible alarm and be installed per manufacturer's instructions
 - h. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and always accessible.

Signs, Trusses, and Height Limitations – Split Island and Island Booths Only

1. All overhead signs maybe installed to a maximum of 26'.
2. Split islands and island displays may be displayed to a maximin of 20'
3. All overhead trusses may be installed above the height limit of 26'.
4. A 2' vertical opening is mandatory from the top of the ground supported structure to the bottom of all overhead structures. This 2' vertical opening applies to the entire booth footprint.
5. Individual spotlights may be installed overhead above the 26' limit with special permission.