

## NPE2024 Show Rules & Regulations

### IMPORTANT NOTES:

- NPE2024 Show Rules & Regulations appear in alphabetical order.
- Rules denoted in **green** have been updated for NPE2024.
- “Booth Rules” now replaces “Guidelines for Display & Column Specifications.”
- Show hours can be found under “**Exhibit Hours**” rather than “Admission to Exhibit Floor & Exhibit Hours.”
- Mandatory participation for Exhibitors requiring drayage – **refer to Drayage rule.**
- Exhibitors displaying hanging signs are requested to pay particular attention to **Hanging Displays, Signs, Banners & Trusses rule**, and to include all hanging elements when submitting their stand drawings.
- Exhibitors displaying operating machinery are requested to pay particular attention to **Machinery, Robots & Equipment Placement** and **Safety: Machinery, Robot & Exhibit** rules.
- Companies that require anchoring of machinery **MUST** contact Show Management to review anchoring requirements and the Orange County Convention Center (OCCC) policy.

For questions, contact: NPE2024 Exhibitor Services at [exhibit@npe.org](mailto:exhibit@npe.org).

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## NPE2024 SHOW RULES & REGULATIONS (continued)

- Reduction of Space
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- Relocation of Booth
- **Safety: Machinery, Robot & Exhibit**
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- Solicitation, Costumes & Promotion
- Storage
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- Utility Package Pricing
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- Videotaping & Photography
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### Principal Purpose

NPE2024: The Plastics Show is produced by and is the property of the Plastics Industry Association (herein referred to as PLASTICS) and the word “management” and phrase “show management” refers in either case to PLASTICS, its directors, officers, committees, agents, or employees acting for PLASTICS in management of the show. The principal purpose of the show is to stimulate interest in and demand for plastics-industry-related products and services in general, herein referred to as “Principal Purpose.” No company shall engage in any activity inconsistent with this Principal Purpose, including, but not limited to interference with and/or disturbance and/or damage to another exhibitor’s display, technology, networking, or promotional/sponsorship opportunities. Company shall cease any activity determined to be inconsistent with the Principal Purpose immediately upon notification by management to do so. Management, at its discretion, may take any action it deems appropriate (including, but not limited to issuing written warnings, removal of company from NPE2024, expulsion from any future show(s), and/or suspension or elimination of NPE show history points) against a company for conduct detrimental to NPE2024.

### Amendment to Rules

Any matters not specifically covered by the NPE2024 Show Rules & Regulations may be amended at any time by show management and all amendments so made shall be binding on exhibitor equally with the stated rules.

### Access to Exhibit Floor

All persons on the exhibit floor must have proper registration credentials.

Booth personnel will be permitted to enter the exhibit hall up to two hours before the scheduled opening time each day of the show.

Booth personnel will be permitted to remain in the exhibit hall two hours after show closing.

Exceptions must be requested in writing by submitting the [Booth Events & Hall Access Request Form](#) available on the Exhibitor Dashboard by the **April 8, 2024, deadline**.

Booth visitors will not be permitted to enter the exposition during non-show hours unless invited by exhibitor to a booth event pre-approved by show management ([Booth Events, Games & Contests](#)).

### Aisles

All aisle space belongs to PLASTICS. Obstruction of aisles or booths is not permitted. No exhibit or advertising will be allowed to extend beyond the booth space assigned to the exhibitor. All demonstration equipment to include machinery, machine **monitors/screens (HMI's)**, keypads, rotating extensions, demonstration, and operators' position must be located inside the rented booth space 1 ft / .304M from the aisle line. **TV monitors are exempt from the 1 ft / .304M set back rule.**

Exhibitors with live shows or any other activity meant to draw attendees must occupy exhibit space to accommodate not only the show but also the audience. Furthermore, the stage for the show, or central floor plan for the booth activity must be located inside the booth and directed to an audience inside the booth not to an audience that would congregate in the aisles or in neighboring booths.

## NPE2024 SHOW RULES & REGULATIONS (continued)

Exhibitors must plan their booth events so that all guests and catering elements are fully enclosed within their purchased exhibit space.

If any activity impedes the flow of traffic in the aisles, the show or activity will be terminated immediately by show management and/or the OCCC Fire Marshal. No warning will be issued to re-position the stage or activity to accommodate an audience.

To expedite the movement of freight in and out of the exhibit halls, certain aisles (highlighted in red) have been designated as **Freight aisles**. Exhibitors are not permitted to place any freight or display materials in the aisles during move-in or move-out. These aisles must be kept clear at all times. [View NPE2024 Floor Plan here](#) to review designated No Freight aisles.

### Americans with Disabilities Act

Exhibitors are advised of their obligations related to the Americans with Disabilities Act (ADA) Title III. The ADA requires that the exhibitor's display must be accessible to persons with disabilities, and exhibitor acknowledges that it is solely responsible for assuring its display complies with the ADA.

Exhibitor hereby warrants that it will provide auxiliary aids and services to individuals with disabilities suitable for effective communications between all parties in accordance with requirements of the ADA. Exhibitor further agrees to indemnify and hold PLASTICS harmless for any claims arising out of or in connection with the exhibitor's failure to comply with the ADA.

### Anchoring Machinery

Some exhibits require anchoring to set up operating machinery demonstrations. Anchoring is permitted, but **MUST** be approved by the OCCC in advance and must comply with OCCC facility specifications and guidelines. OCCC staff must do all in **booth anchoring/drilling**. The exhibitor must submit a copy of their floor plan for prior approval a minimum of **60 days prior to move-in**.

**A maximum of 4 holes / points – Available in West Exhibit Halls B-E & entire South Hall.**

**NOTE: NO anchoring is permitted in West Hall A.**

### Balloons, Air Devices & Drones

Any exhibitor intending to utilize balloons, air devices and/or drones are required to obtain approval from show management and the OCCC in advance. All exhibitor promotional activities, balloons, air devices and/or drones must remain within the confines of exhibitor's contracted space. The use of drones, or other airborne recording devices will **NOT** be permitted during show hours. Exhibitors must complete and submit the [OCCC NPE2024 Balloons & Other Lighter-Than-Air Objects Agreement](#) for prior approval by **April 2, 2024**.

### Booth Events, Games & Contests

Exhibitor must submit the [Booth Events & Hall Access Request Form](#) to show management for prior approval by **April 8, 2024**, for any events, including, but not limited to shows, presentations, hospitality, press conferences, contests, operation of games of chance or lottery devices, and/or the actual or simulated pursuit of any recreational pastime to be held within its booth.

If a booth event is scheduled to be held before or after show hours, exhibitor must retain booth security guards for the event and is responsible for escorting invited guests directly to/from the show entrance and the exhibitor's booth. Exhibitor booth personnel and invited guests must remain in exhibitor's booth during the event.

No admission will be permitted to the show floor more than two hours prior to the show opening, and the show floor must be cleared two hours following the show's close. Exhibitor is responsible for all clean up necessary (vacuuming and trash removal) at the end of each event.

## NPE2024 SHOW RULES & REGULATIONS (continued)

Any activity deemed by show management, in its sole discretion, to be objectionable, unsafe, or disruptive to neighboring exhibitors or attendees is prohibited and will be halted immediately upon the request of show management.

***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 **written warnings**, expulsion from the show and/or suspension or elimination of NPE show history points) against an exhibitor for conduct detrimental to the show.

### Booth Personnel

Exhibitor's booth personnel shall be exhibitor's employees who are staffing the exhibitor's booth. All booth personnel must maintain a professional appearance. All staff hired for the event (defined as any booth personnel who are not a full-time employee of the exhibiting company) must wear business professional attire. Show management considers as inappropriate apparel and/or costumes that are not normally worn by business professionals in offices or factories.

Booth personnel are not permitted to promote the exhibiting company outside the contracted exhibit space. This rule applies to company personnel and any exhibit personnel hired for the show period. Show management reserves the right to remove said individuals. Exhibitor's employees not acting as booth personnel during the show must register as attendees.

### Booth Rules

The following guidelines for display rules and regulations have been established by the International Association of Exhibitions and Events (IAEE). The guidelines were created to promote continuity and consistency among exhibitors.

It is PLASTICS' goal that the display rules and regulations provide exhibitors with the information necessary to properly design and build exhibits, as well as plan their booth's layout and content.

Please note that all exhibitors in booths 400 sq ft or over must [submit their complete stand drawings in advance for approval by April 8, 2024](#). Drawings must include all hanging elements (ex: signage, truss lighting, etc.). Multi-level and covered booths must also be approved by the OCCC.

## Linear Booth

Linear booths, also called “inline booths,” are 10-ft by 10-ft booths that are 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 pipe and drape booths.**

**Drape at NPE2024 is black.**

### Dimensions

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

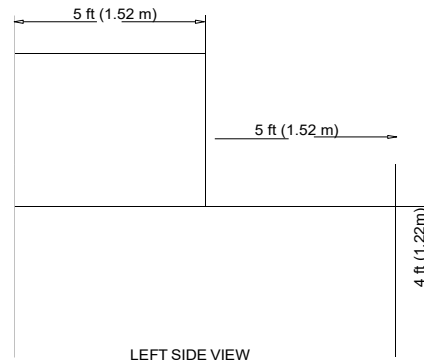
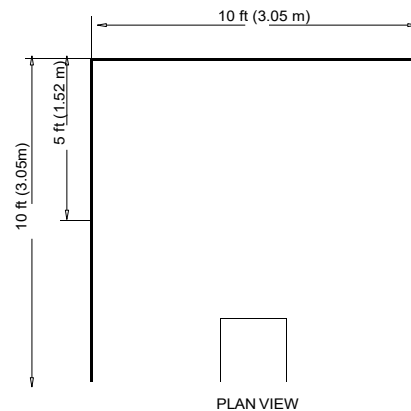
### Use of Space

Regardless of the number of Linear Booths utilized (ex: 10 ft by 20 ft or 3.05m by 6.10m); 10 ft by 30 ft or 3.05m by 9.14m); or 10 ft by 40 ft or 3.05m by 12.19m), display materials should be arranged so as not to obstruct sight lines of neighboring exhibitors.

The **maximum height of 8 ft (2.44m)** is permitted only in the rear five feet of the booth space, with a **4 ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.**

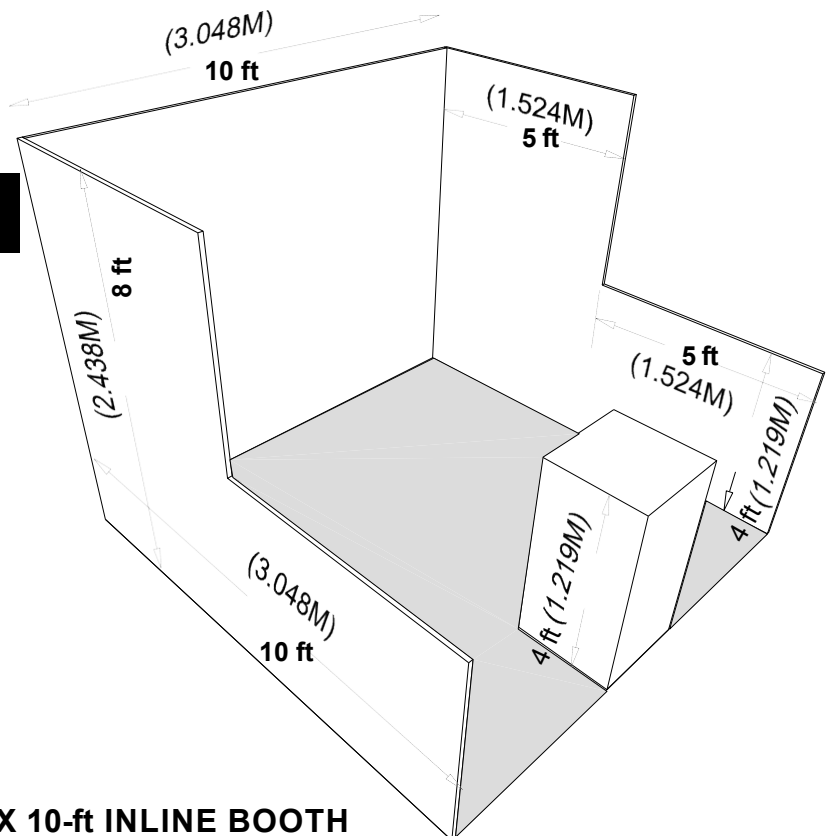
**Note:** When three or more Linear Booths are used in combination as a single exhibit space, the 4 ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10 ft (3.05m) of an adjoining booth.

### INLINE BOOTH



## Corner Booth

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



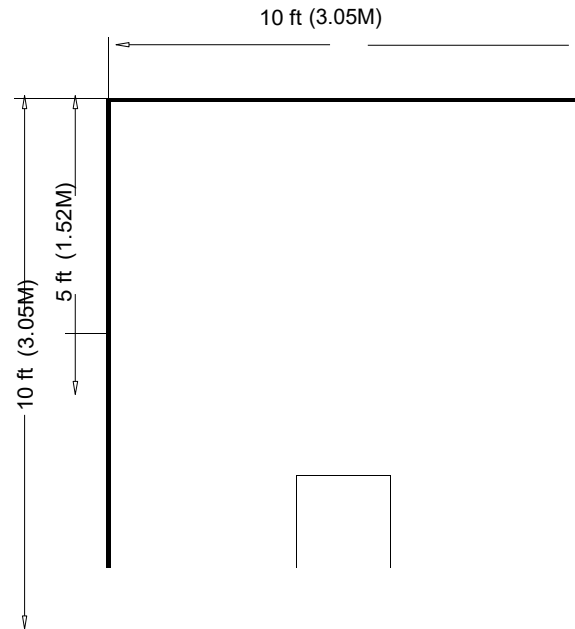
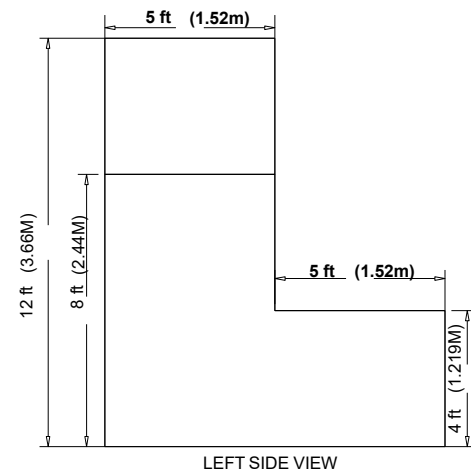
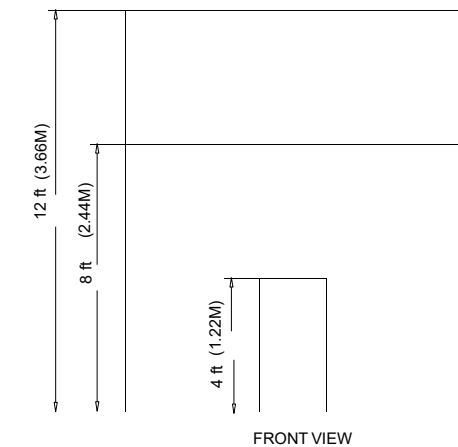
# Perimeter Inline Booth

A Perimeter Inline 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 pipe and drape booths.**

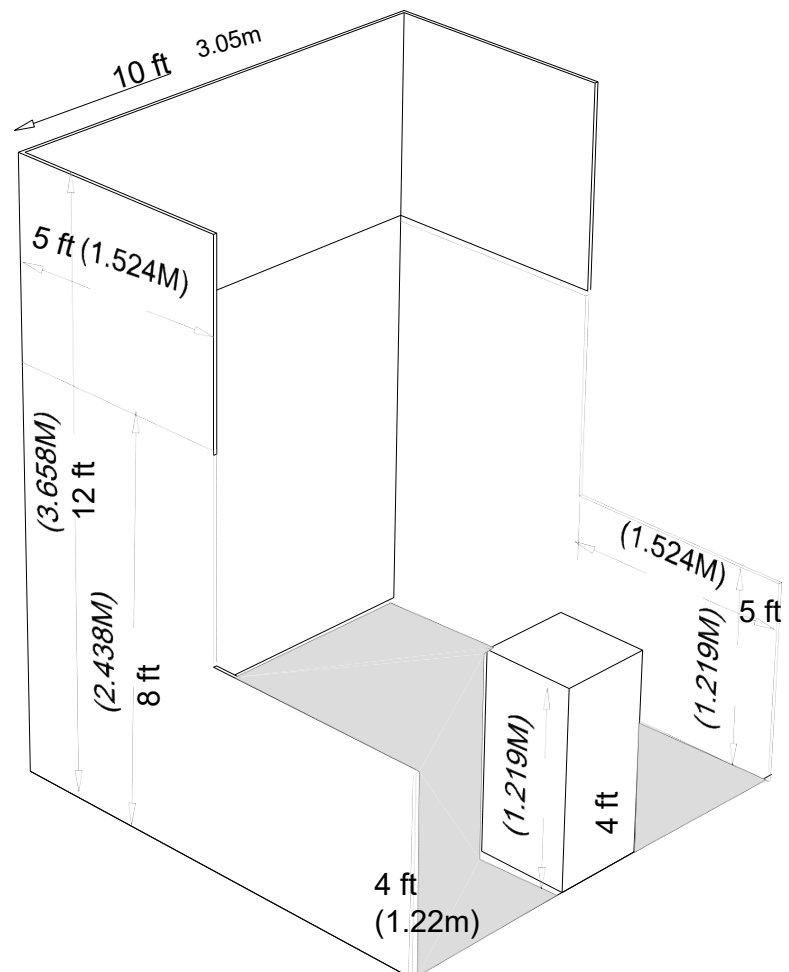
Drape at NPE2024 is black.

## Dimensions and Use of Space

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



PLAN VIEW



10-ft X 10-ft PERIMETER INLINE 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.

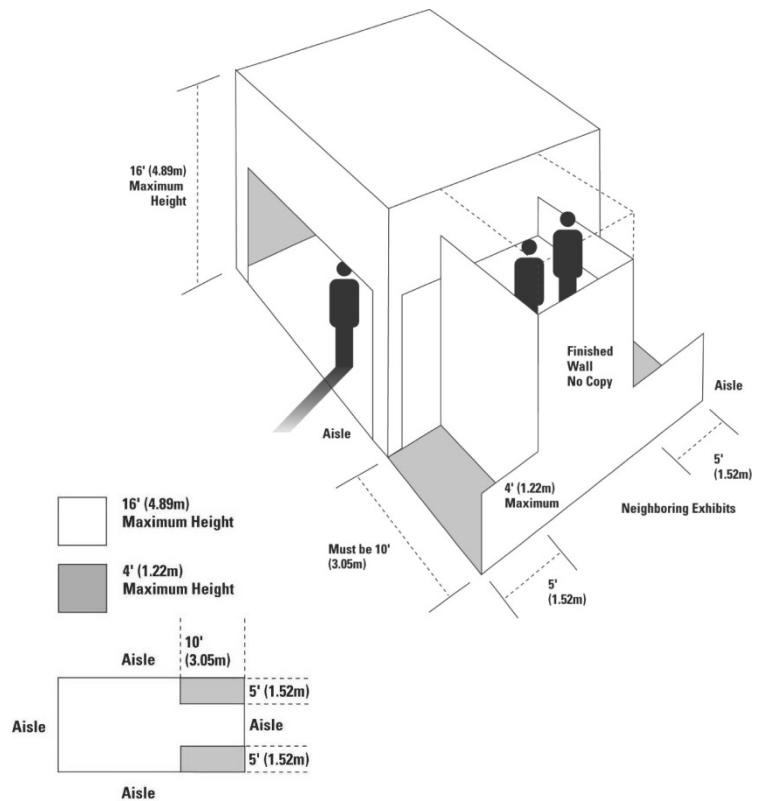
## Dimensions

A Split Island Booth is 20 ft by 20 ft (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 4 ft (1.22m) high within 5 ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining booth. A maximum height allowance is 16 ft (4.88m), excluding hanging signage. **Refer to Hanging Sign Rule. The entire cubic content of the space may be used up to the maximum allowable height for the display except for the mandatory 5 ft x 10 ft corner set back.**

Double-sided signs, logos and graphics shall be set back 10 feet (3.05m) from adjacent booths. **Refer to Machinery, Robots & Equipment Placement Rule.**



## SPLIT ISLAND BOOTH

## Island Booths

An Island Booth is a booth that is exposed to aisles on all four sides.

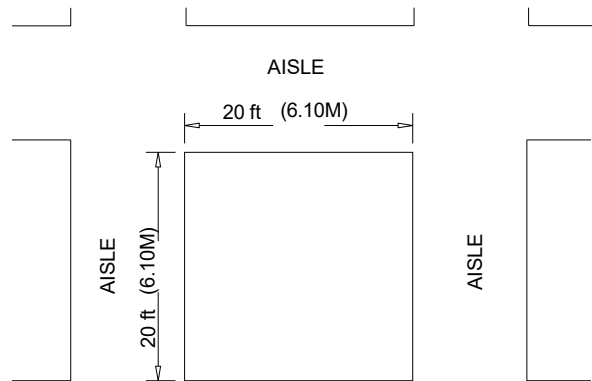
### Dimensions

An Island Booth is typically 400 sq ft or larger, although it may be configured differently.

### Use of Space

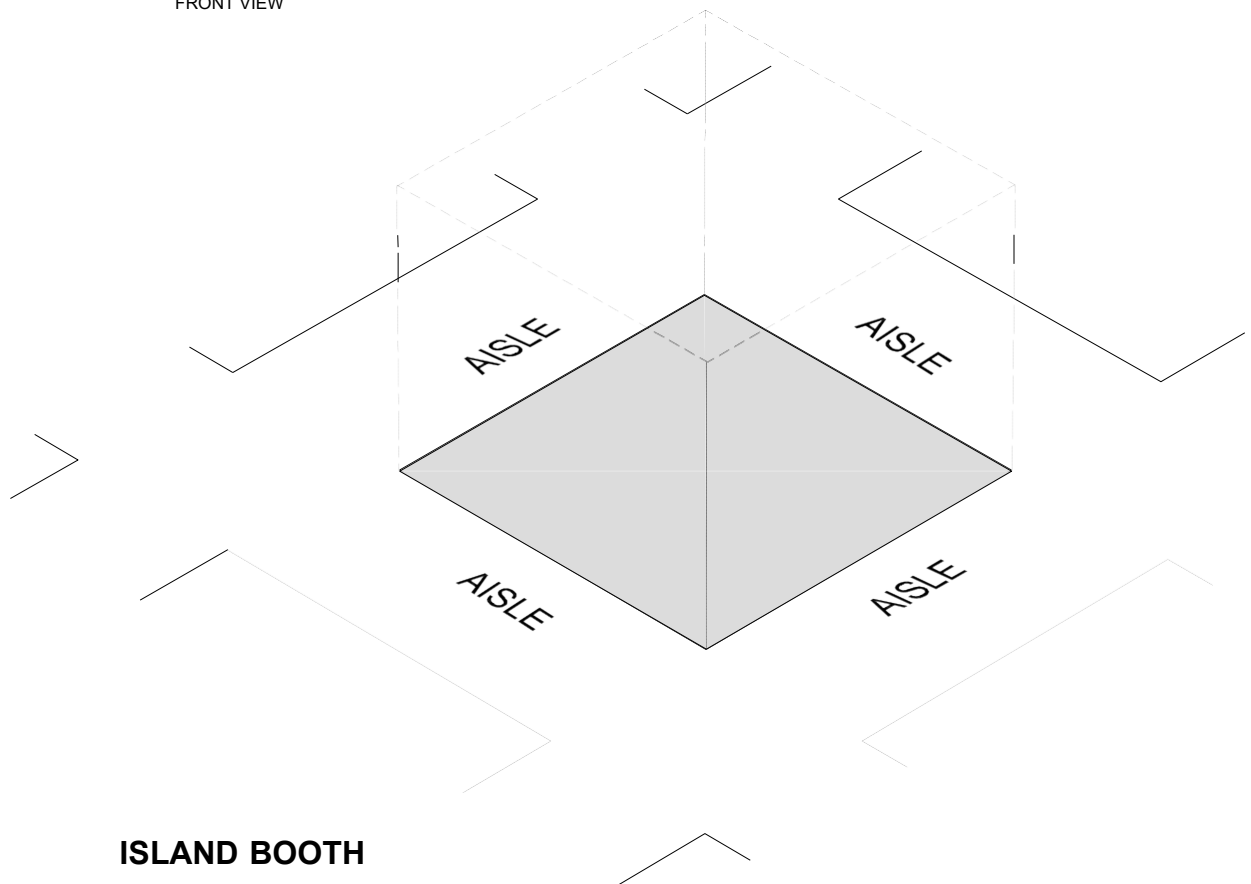
The entire cubic content of the space may be used up to the maximum allowable height of 20 ft, (6.10m), display and signage, excluding hanging signage .

Refer to Hanging: Displays, Signs, Banners & Trusses Rule and refer to Machinery, Robots & Equipment Placement Rule.



**ISLAND BOOTH**

FRONT VIEW



**ISLAND BOOTH**

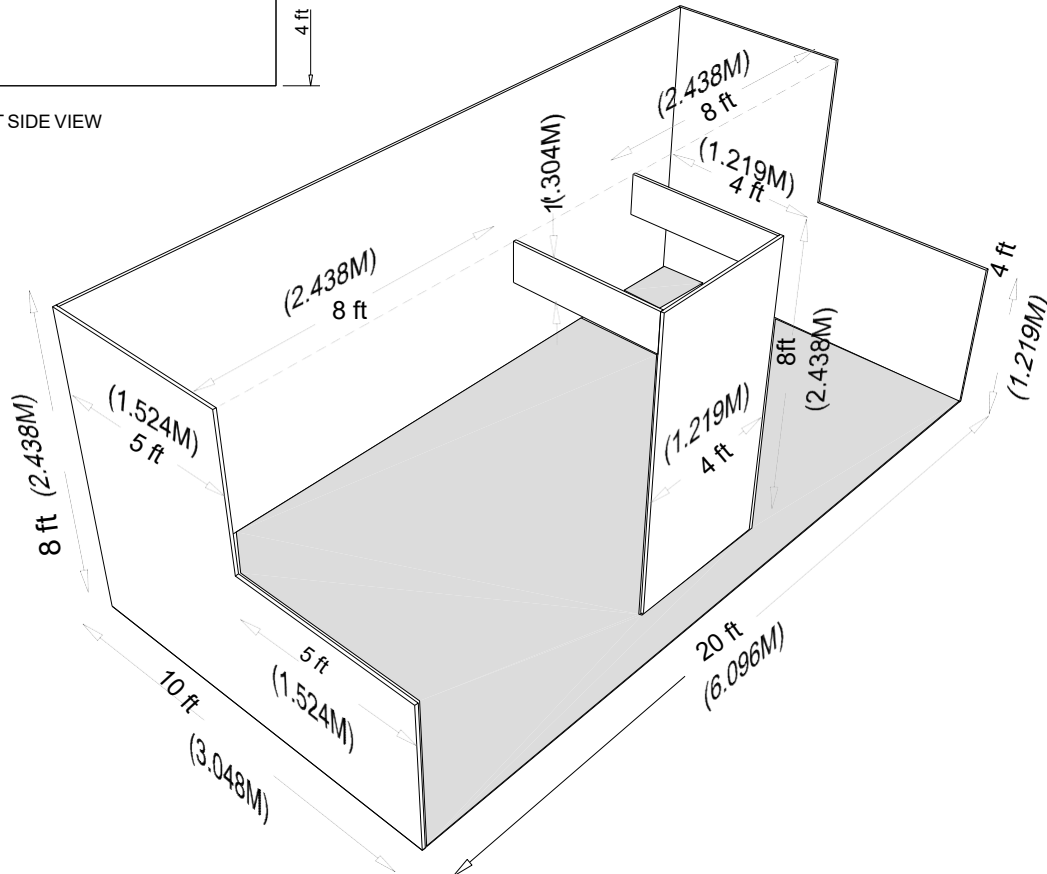
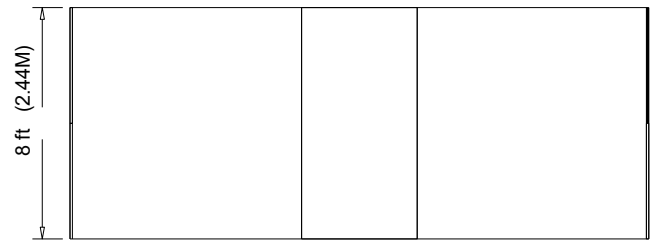
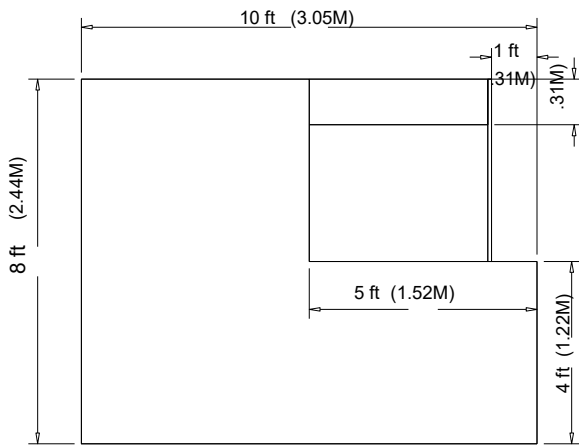
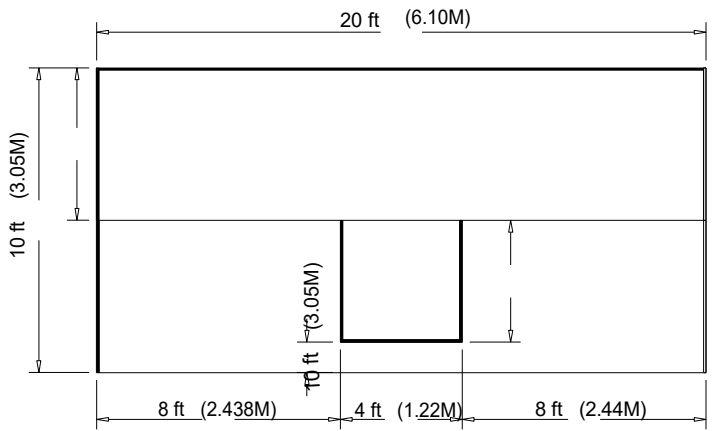


# Extended Header Inline Booth 20 ft (6.10m) or Longer

An Extended Header Inline Booth is a Linear Booth 10 ft x 20 ft (6.10m) or longer with a center extended header.

## Dimensions and Use of Space

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



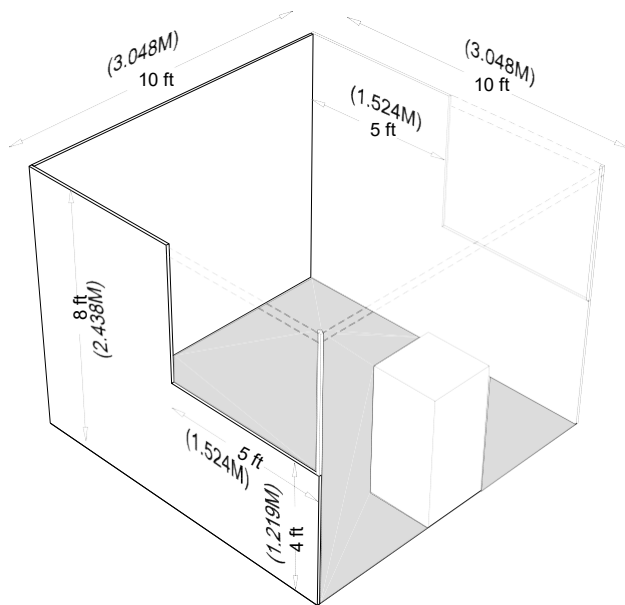
10-ft x 20-ft EXTENDED HEADER INLINE BOOTH

## Other Important Booth Considerations

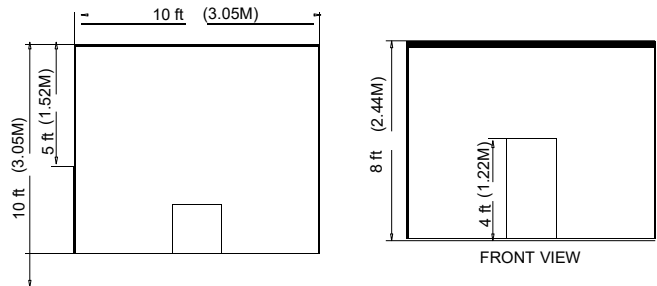
### Canopies & Ceilings

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 7 ft (2.13m) from the floor within 5 ft (1.52m) of any aisle. Canopy supports should be no wider than three inches (.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.

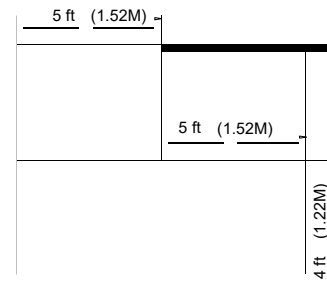


**CANOPIES AND CEILINGS**



PLAN VIEW

FRONT VIEW



LEFT SIDE VIEW

### 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 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 2-A, 10-BC portable, dry chemical fire extinguisher. Fire extinguishers must always be mounted in a visible location and be accessible.

- B. Guidelines for Multi-level Exhibits (regardless of size) and Covered Exhibits with Larger than 300 Covered Square Feet. **Requests for construction of multi-level (regardless the size) or covered exhibits (larger than 300 square feet) must be reviewed in advance 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 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 300 square feet, two stairways are required, remote from each other. If second level is to be occupied and less than 300 square feet, one set of stairs is permitted. All stairs must be a minimum of three feet in width, equipped with a handrail on at least one 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 1,000 square feet.
  - e. If the upper deck, or covered area, is greater than 1,000 square feet, a clear fire break (unobstructed aisle), of not less than 10 feet must be provided on all four sides of each 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 10 foot clear space may be spanned by an overhead bridge or canopy which must not exceed four feet 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 2-A, 10-BC portable type fire extinguisher must be provided for each 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 must be included on stand drawings submitted for show management approval, and may be installed to a maximum of 26 ft.**
2. Some areas of the West Hall have a reduced ceiling height and may not have hanging elements.
3. Split islands and island displays may have hanging elements to a maximum of 20 ft.
4. All overhead trusses may be installed above the height limit of 26 ft.
5. A 2-ft vertical opening is mandatory from the top of the ground-supported structure to the bottom of all overhead structures. This 2-ft vertical opening applies to the entire booth footprint.
6. Individual spotlights may be installed overhead above the 26-ft limit with special permission, and must be included on stand drawings.

## NPE2024 SHOW RULES & REGULATIONS (continued)

### Booth Staffing

All booths must be staffed during all show hours. Failure to comply will be subject to removal of its exhibit from the show at exhibitor's expense.

Exhibitors are not permitted to dismantle or remove their exhibits prior to the official show closing at 3:00 pm on Friday, May 10, 2024, without prior written permission from show management.

### Cancellation of Company Participation & Space Changes

Both PLASTICS and company acknowledge that in the event of company's cancellation of participation, PLASTICS will sustain substantial monetary losses that cannot precisely be determined. If company cancels its participation in the NPE2024 Space Draw by Friday, February 24, 2023, at 5:00 PM Eastern Time, NPE2024 deposits paid are refundable, NPE2021 credits applied are non-refundable. Due to the difficulty of determining and detailing said losses for cancellation after the February 24, 2023, deadline, company agrees to pay exhibit space fees in accordance with the following schedule if company cancels participation in the show and/or fails to occupy the exhibit space contracted/assigned:

- a) If company cancels its participation February 25, 2023, through March 31, 2023, company shall be obligated to pay 20% of its total exhibit space fees; NPE2021 credits applied are non-refundable.
- b) If company cancels its participation April 1, 2023, through June 30, 2023, company shall be obligated to pay 50% of its total exhibit space fees; NPE2021 credits applied are non-refundable.
- c) If company cancels its participation July 1, 2023, through May 11, 2024, company shall be obligated to pay the entirety of its total exhibit space fees.
- d) NPE2021 credits applied are non-refundable.

Notwithstanding anything herein to the contrary, in the event company cancels its exhibit participation in the show and subsequently purchases exhibit space through a PLASTICS-authorized agent, such company will remain liable to PLASTICS for all deposits and payments due for contracted exhibit space assigned to the company's PLASTICS/NPE2024 contract, in addition to any deposits and payments company is contracted for to the PLASTICS' authorized agent.

To be effective, all company cancellations of participation in the show must be received by management in writing (return receipt requested). The date of cancellation shall be the date management received the written cancellation. All cancellation fee(s) are payable immediately upon cancellation. The cancellation fee(s) terms shall apply regardless of the execution date of this contract. In such event, and without further notice to company, management shall have the right to use the space cancelled/defaulted by the company to suit its own convenience, including assigning all or a portion of such space to another company. Management assumes no responsibility for inclusion of the cancelled/defaulted company or descriptions of its products on [www.npe.org](http://www.npe.org), in the show directory, brochures, news releases, or other materials. Company remains liable for any and all balance payments due on the cancelled/defaulted space contracted/assigned.

Company has the option to change its assigned exhibit space by submitting a request for booth changes to management and is required to relocate its space based on inventory available at the time the space is being changed. If company is reducing its contracted/assigned exhibit space, the company remains financially obligated for the amount set forth for the originally contracted/assigned space. If company is increasing its contracted/assigned exhibit space, company becomes financially obligated and contracted for the amount set forth for the reassigned exhibit space. If payments are not received by date(s) due, management reserves the right to relocate the space contracted/assigned to the company, and the company remains financially obligated for the originally contracted/assigned space.

Any company with an outstanding financial obligation to PLASTICS will not be eligible to exhibit at an NPE show until all past financial obligations are paid in full to PLASTICS.

### Cancellation of Show

If the show is cancelled by management in whole, as the result of riot, strike, civil disorder, act of war, act of nature, epidemic, pandemic, increased risk of harm or death from infectious disease, acts of terrorism, or any reason of any

## NPE2024 SHOW RULES & REGULATIONS (continued)

kind whatsoever not within management's control, company shall receive a return of, or relief from paying, 25% of its total exhibit space fees, and shall be obligated to pay 75% of its total exhibit space fees. The company's NPE2021 credit would be applied as a payment towards the company's 75% obligation. The parties understand that company shall still owe 75% of its total exhibit space fees in this instance because space fees are paid in exchange for the services and costs associated with planning the show and with running the association in addition to the physical space itself. Therefore, if the show is cancelled under this clause, the parties understand that the non-refundable portion of its total exhibit space fees represents consideration for efforts and services already rendered.

In all cases, applied credits from NPE2021 are non-refundable.

The term cancellation shall not include any change to the show for any cause identified above that results in a change to show dates, a reduction in the number of show dates, and/or a change in venue from Orlando to any other location.

### Catering: Booth & Meeting Space

Exhibitors requiring food and beverage must use the services of the exclusive in-house caterer Sodexo Live, formerly Centerplate, for all in-booth and OCCC meeting space catering. No food or beverage may be brought on to the OCCC premises without prior written authorization from Sodexo Live. (Refer to [Food & Beverages](#))

### Children

No person **under the age of 16** will be admitted in the exhibit halls during the installation and dismantling periods.

Students 14-16 years of age will be permitted in the exhibit halls during official show hours under the supervision of an adult with proper credentials.

Show management reserves the right to host student groups of any age on the show floor with appropriate supervision and guidance during show hours.

All persons on the exhibit floor must have proper registration credentials. No individual exceptions will be made.

### Columns

If a column containing fire hose cabinets, fire strobe light warnings, and/or fire alarm pull stations is located within an exhibitor's booth, exhibitor must always follow OCCC facility regulations and fire and safety regulations requiring that fire safety supports be visible and accessible. **To view columns with fire cabinet, fire strobe light warnings, and/or fire alarm pull stations, visit the [NPE2024 floor plan](#) and the Facility Legend.**

### Compliance

Exhibitor agrees and warrants as follows:

- A. The design, construction, transport, delivery, assembly, erection, installation (including placement and utility hook-ups) and condition of all machinery exhibited at the show by exhibitor will at all times comply with all applicable national, state, and local laws and regulations; and,
- B. The operation, use, demonstration, adjustment, inspection, maintenance, servicing, setting up, modification, cleaning, unjamming, repairing, disassembly/breakdown and removal of the machinery, equipment, displays, and other materials exhibited at the show by exhibitor will, at all times, comply with all applicable national, state, and local laws and regulations.

The phrase "all applicable national, state, and local laws and regulations" includes, but is not limited to all laws and regulations relating to the provisions and maintenance of adequate safety devices and conditions for the installation and operation of machinery and equipment displays.

All machinery, equipment, displays, and other materials exhibited at the show by the exhibitor must be reasonably located and protected (e.g., by safety guards, fireproofing, and other fire safety measures) to prevent fire hazards and accidents (Refer to [Safety: Machinery, Robot & Exhibit Rule](#) for more information). Adequate fencing and/or shielding

## NPE2024 SHOW RULES & REGULATIONS (continued)

of all operating machinery displays shall be installed to prevent attendees from coming into contact with the operating machinery and/or its movement by reaching over, under or around such protection.

Show management reserves the right, in its sole and absolute discretion, to reject, prohibit, or cease operation of any exhibit in whole or in part for non-compliance with what it deems to be safety requirements without prior notice to exhibitor or without offering exhibitor an opportunity to cure, and exhibitor acknowledges and accepts such right.

### Copyright, Patent & Trademark Infringements

Show management's trademarks, logos, and service marks are and will remain the sole property of show management. Nothing in these show rules and regulations confers upon exhibitor any right of ownership in show management's trademarks, logos, or service marks ("PLASTICS IP"). Exhibitor shall not use PLASTICS IP without the express written consent of show management. Exhibitor hereby grants show management a non-exclusive, non-transferable, and non-sublicensable license right to use its trademarks, logos, and service marks ("Company IP") subject to any restrictions specified in these show rules and regulations.

Show management shall not involve itself in any exhibitor-related patent infringements or trademark disputes before, during or after the show related to exhibitor's company IP. Exhibitor should seek legal counsel to resolve any infringement issues. At any time, company shall not involve itself in any PLASTICS related patent infringement or trademark disputes unless formally requested by PLASTICS in writing.

### Crate Storage

Special care will be necessary in unpacking merchandise for display. Cardboard cartons will not be accepted for storage unless they are broken down flat and securely tied into bundles and properly tagged. Empty crates are required to be taken from the building as soon as possible. This will make it necessary to remove everything from the crate once it is opened and place an "empty" label (available from the Exhibitor Service Centers) on it immediately for removal. Be sure to remove all old labels first. No boards or skids will be accepted for storage unless securely tied into bundles and tagged. Materials not in accord with these regulations will be considered refuse and will be disposed of by the cleaners. It is suggested that small crates be nested into larger ones to reduce the number of pieces to be stored and thereby hasten their return during dismantling. To facilitate re-packing merchandise at the end of the show, some exhibitors have found it convenient to remove broken-down cartons to their cars and/or hotel rooms for ready access.

### Damage to Property

Exhibitor is liable for any damage caused by it and/or its agents, including but not limited to exhibitor booth personnel, to building floors, walls, or columns, or to standard booth equipment, or to other exhibitors' property.

Exhibitor may not apply paint, lacquer, adhesive, or other coating to building columns, floors or to standard booth equipment.

Exhibitor is responsible for damage to its uncrated or improperly packed shipments, concealed damage, for loss or theft of its material after delivery to its booth, or before material is picked up for return movement.

It is expressly understood and agreed that exhibitor will make no claim of any kind against show management and/or Freeman, the general contractor, for any loss, damage, or destruction of goods, or for any damage of any nature to NPE2024 by reason of the failure to provide space for any exhibit and/or for the delivery or removal of the exhibit.

### Decoration

To be consistent with the Principal Purpose ([Refer to Principal Purpose rule](#)) and present a professional business environment, booth decoration must include floor covering and appropriate display. Show management shall have full discretion and authority in the placing, arrangement, and appearance of all items displayed by exhibitor. Show management may require the replacing, rearrangement, or redecorating of any item or of any booth which show management deems inconsistent with the Principal Purpose or inappropriate for any other reason and no liability shall attach to show management for costs incurred by exhibitor to comply with Principal Purpose.

## NPE2024 SHOW RULES & REGULATIONS (continued)

### Default in Payment

Any exhibitor failing to pay exhibit space fees called for in the contract on or before the due date(s) for such payment(s) shall be deemed to be in default and shall be deemed to have cancelled its participation in subject to the obligations ([Refer to Cancellation of Company Participation & Space Changes rule](#)).

### Divisions/Subsidiaries

Divisions/subsidiaries of an exhibitor may be eligible for representation in the exhibitor's booth upon verification of eligibility and approval by show management. The fee for each division/subsidiary is \$1,000 and includes a listing in the online and printed show directories as a separate entity in the same booth location. Divisions/subsidiaries are defined as two or more companies that are legally related entities (i.e., parent company and subsidiary; subsidiaries of the same parent company; a corporation and division or a controlled company). If exhibitor is a member of PLASTICS and receives NPE benefits, the exhibitor's membership status must include and be associated with the divisions/subsidiaries represented in the booth or the divisions/subsidiaries must independently maintain a continuous membership in PLASTICS associated with the exhibitor's membership.

Application for division/subsidiary listings must be submitted online through the Exhibitor Dashboard in the exhibitor's profile update section by **February 16, 2024**.

### Electrical Safety

**The OCCC is the exclusive provider of electric service at the OCCC.** Refer to the [Orange County Convention Center](#) section of the Exhibitor Dashboard to place orders or for additional information .

All wiring on displays or display fixtures must conform to the National Fire Protection Association NFPA 70 and Electrical Standard for Industrial Machinery or superseding standards and the Orlando Electrical Code. All display wiring must exhibit the seal, and/or such other seals of official approving agencies as may be required at the exposition complex. Wiring laid across floors shall be guarded by wood, metal, or other acceptable covers. All wiring for machines and displays must include one wire for ground.

### Eligible Exhibits

Management has sole right to determine the eligibility of any company or product for inclusion in the exposition. (Also see [Principal Purpose rule](#))

### Exhibit Hours

The NPE2024 official show hours are:

| DATE             | SHOW HOURS        |
|------------------|-------------------|
| Monday, May 6    | 9:00 am – 5:00 pm |
| Tuesday, May 7   | 9:00 am – 5:00 pm |
| Wednesday, May 8 | 9:00 am – 5:00 pm |
| Thursday, May 9  | 9:00 am – 5:00 pm |
| Friday, May 10   | 9:00 am – 3:00 pm |

### Exhibitor-Appointed Contractors (EAC)

Exhibitors shall not contract for or use any services in connection with their exhibit while in the exhibit halls except those that have received prior approval by show management. The names of any persons or organizations other than those designated as official contractors who are proposed for the performance of any services for your booth at NPE2024 must be submitted on the [Third Party Authorization form](#) by **March 18, 2024**, for show management approval.



## NPE2024 SHOW RULES & REGULATIONS (continued)

EAC registration is available in the Exhibitor Dashboard.

### Exhibitor Dashboard

Exhibitor forms, checklist, deadlines, service partner contacts and more can be found in the [NPE2024 Exhibitor Dashboard](#). A Username and Password are required to access the Exhibitor Dashboard. If you do not have your login credentials, contact NPE2024 Show Management at [exhibit@npe.org](mailto:exhibit@npe.org).

### Fire Hose Cabinets, Alarms & Exits

**Firefighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes.** All emergency exits, hallways and aisles leading from the OCCC must be kept clear and unobstructed. Fire lanes must always be maintained on the loading docks (also see [Columns rule](#)).

### Floor Load Capacity

The floor load capacity is 400 pounds per square foot in the South and North exhibit halls and 400 pounds per square foot in the West halls **except in a designated area within West Hall A where the floor load is 300 pounds per square foot**. [View the NPE2024 floor plan](#) to review designated areas.

To determine the pound per square foot criteria, divide the total weight in pounds of your machine by the square foot contact area of the machine on the exhibit floor. If the result is greater than the designated floor load capacity, please contact show management at [exhibitorservices@npe.org](mailto:exhibitorservices@npe.org).

#### Example:

|                     |  |
|---------------------|--|
| Machine weight:     | 20,000 lbs   |
| Length of machine:  | 15 ft  |
| Width of machine:   | 5 ft   |
| Total contact area: | $20,000 \text{ lbs.} \div 75 \text{ sq ft} = 267 \text{ psf (pounds per square foot)}$ |

**Under no circumstances may the weight of any equipment or exhibit material exceed the hall's maximum floor load capacity.** Exhibitor accepts full and sole responsibility for any injury or damage to property or person resulting from failure, knowingly or otherwise, to distribute the load of their exhibit material in conformity with the maximum floor load specifications.

### Food & Beverages

Catering and concessions are exclusive services provided by the OCCC's exclusive food service partner Sodexo Live, formerly Centerplate.

No food or non-alcoholic/alcoholic beverages may be brought onto the premises without prior written authorization from Sodexo Live or sold by exhibitors.

Sampling of food or non-alcoholic/alcoholic beverages offered by exhibitors must be approved in writing by Sodexo Live in advance of the show date and requires exhibitor to be a distributor or manufacturer of the products to be sampled; and such samples must be show related. Sampling portions for food are limited to three-ounce servings and non-alcoholic/alcoholic beverages are limited to four-ounce servings.

### Food Distribution

Exhibitors are not permitted to distribute popcorn or shelled peanuts from their booths.

All food and/or beverages brought on premises must receive prior written authorization from the exclusive OCCC food service partner, Sodexo Live. (Refer to [Food & Beverages rule](#))



## NPE2024 SHOW RULES & REGULATIONS (continued)

### Handouts & Giveaways

Exhibitors may distribute promotional items such as samples, souvenirs, publications, sales literature, buttons, stickers, lapel pins, etc., within their purchased exhibit space. The distribution of any articles that interfere with the activities in or obstruct access to neighboring booths or that impedes aisles, is prohibited. ***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**, expulsion from the show, and/or suspension or elimination of NPE show history points) against an exhibitor for conduct detrimental to the show.

### Hanging: Displays, Signs, Banners & Trusses

Show management permits ceiling-hung corporate identification for exhibiting companies occupying island or split island space of 400 square feet or more in the South and West Halls, except in a limited area in the West Hall, provided the guidelines listed below are followed. No variances will be permitted.

- Hanging elements must be included on complete stand drawings submitted to show management for approval.
- Hanging signs, trusses, and graphics must be set back 10 ft from adjacent booths and be hung directly over an exhibitor's contracted space only.
- Bottoms of hanging signs must be a minimum of 18 ft from the ground and no more than 26 ft from the ground to the top of the sign.
- Overhead trusses may exceed the 26-ft height limit.
- A 2-ft vertical distance must separate hanging signs from all floor-supported displays/structure. The 2-ft vertical distance applies to the full footprint of the booth space, regardless of placement of banners and displays. The 2-ft vertical distance does not apply to machinery in its original form.

Should an exhibitor's hanging sign be in violation, or the content on any sign be deemed by show management to be contrary in any way to the Principal Purpose, exhibitor shall immediately be required to make changes requested by show management and assumes responsibility for any expense incurred (also refer to [Rule 51, Signs](#)). Show management reserves the right to deny any hanging structure on site (truss or signage) if the hanging sign is in violation of said rules. It is imperative that all procedures be followed properly:

#### Ceiling Heights:

|                    |               |
|--------------------|---------------|
| West Hall A, B, D: | 40 ft to beam |
| West Hall C:       | 33 ft to beam |
| West Hall E:       | 30 ft to beam |
| South/North Hall:  | 40 ft to beam |

**Prior approval is required by April 8, 2024, for all hanging signs or elements.** Exhibitors must submit their [NPE2024 Booth Design Approval Form](#) and complete stand drawings, including any/all hanging elements, along with elevation plans. The stand drawing should include the relationship of the hanging sign to the perimeter of booth, views of all four sides of the booth and a front elevation view showing sign height over booth to include truss. **NO VARIANCES WILL BE PERMITTED.**

Please review Hanging Items requirements in the [OCCC section of the Exhibitor Dashboard](#).

### Hazardous & Prohibited Material

Exhibitors shall not bring upon the premises of the OCCC any exhibit, equipment, product, material, or vehicle that, in the judgment of show management or the OCCC, would be, or might be, dangerous to persons and/or property and/or otherwise incompatible with the structure, systems, and furnishings of the OCCC. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, and chemicals (including oxidizers) are prohibited inside the OCCC.

Compressed inert gases may be used provided the vessels are stored in a safe manner. Demonstrations involving inert gases must comply with all federal and local regulations. Gasoline, kerosene, diesel fuel, combustible gases, or other flammable liquids may not be stored (permanently or temporarily) in the OCCC during the show or during move-in and

## NPE2024 SHOW RULES & REGULATIONS (continued)

move-out. Exhibitors are responsible for removal of hazardous waste and must comply with all applicable federal, state, and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic, or biohazards (as defined under 40 CFR 261 subpart C and D).

### Hydraulic Oil Usage

Exhibitor agrees to notify show management of their [intent to use Hydraulic Oil](#). Hydraulic oil usage is permissible provided show management is notified in advance by **April 2, 2024**, of the quantity and anticipated delivery date to the exhibit floor based on the scheduled move in/out dates shown on the [Target Floor Plan](#).

Exhibitors are not permitted to place containers of hydraulic oil in the aisles during installation or dismantling periods of the show. Aisles must be kept clear at all times.

Exhibitor agrees that their exhibit shall meet and remain in compliance with the safety requirements specified. Show management reserves the right to reject, eject, prohibit, or cease operation of any exhibit in whole or in part for non-compliance with safety requirements. Management does not assume liability for any injury that may occur to show visitors, exhibitors or their agents and employees, or others. Exhibitor agrees to carry and provide proof of insurance to show management by **January 31, 2024**. Management reserves the right to hold exhibitor's booth personnel registration, show badges, exhibit freight, refuse the installation of utilities, etc., if proof of insurance is not submitted by exhibitor.

### Indemnification

Exhibitor agrees to indemnify and hold harmless show management from and against any and all claims, losses, liabilities, actions, suits, demands, damages, costs, and expenses (including, without limitation, reasonable attorney's fees), made by anyone including but not limited to exhibitor's employees (including booth personnel), NPE2024 attendees, and/or other exhibitors arising out of or relating to any alleged personal and/or economic injury while attending or working at the show arising out of, caused or allegedly caused, by exhibitor's machinery, exhibit and/or activities at exhibitor's booth, any breach of these rules, and/or any alleged wrongful acts or negligence of exhibitor or its agents or employees.

### Installation & Dismantle Labor

Freeman has an agreement with the Local IATSE Union to provide labor for display installation and dismantling. **Full-time employees of exhibiting companies may set their own exhibits without assistance from this local union.** Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by union labor. Labor can be ordered in advance through Freeman in advance through the Freeman exhibitor service kit or on site at the exhibitor service center.

### Insurance

Exhibitor shall, at its sole cost and expense, procure and maintain insurance as required by PLASTICS and subject to its [NPE2024 Exhibitor Certificate of Insurance Guidelines](#), comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from activities conducted on the premises leased by PLASTICS. Such insurance shall not contain a waiver of subrogation and shall include coverage for contractual liability, compensatory damages, and special, indirect, consequential, and punitive (where allowed by applicable law) damages with combined single limits of liability of not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate. **Insurance shall name Plastics Industry Association (PLASTICS), Freeman and the Orange County Convention Center (OCCC) as additional insureds.**

Exhibitor agrees to provide show management acceptable evidence of insurance coverage meeting the required terms prior to delivering/shipping any equipment to the OCCC. All property of exhibitor is understood to remain under its custody and control in transit to and from the confines of the exhibit hall and during the show. Show management will not assume liability for any injury that may occur to show visitors, exhibitors, or their agents and employees, or others.

## NPE2024 SHOW RULES & REGULATIONS (continued)

Exhibitor agrees to carry and provide proof of insurance to show management no later than **January 31, 2024**.

Exhibitors should submit valid COIs via email to [exhibitorservices@npe.org](mailto:exhibitorservices@npe.org). Please do not send mailed hard copies.

Show Management reserves the right to withhold exhibitor's booth personnel registration access, show badges, and/or other show services as it deems appropriate, if proof of insurance is not submitted by Exhibitor to Show Management by **January 31, 2024**.

### International Shipments

Shipments initiating from outside the United States to the show may not reference, NPE, PLASTICS or show management as the consignor or recipient. Shipments must be consigned to the exhibitor, C/O Freeman.

### Limitation of Liability

Exhibitor agrees to make no claim for any reason whatsoever against PLASTICS, Freeman, Orange County Convention Center, City of Orlando, and/or State of Florida, for loss, theft, damage, or destruction of goods; or for any injury to himself/herself or employees while in the exposition complex; or for any damage of any nature, including damage to their business by reason of failure to provide space for their exhibit; or for any action of any nature of PLASTICS, Freeman, Orange County Convention, City of Orlando, and State of Florida, for failure to hold the show as scheduled, or any other claim as it relates to NPE2024.

### Machinery, Robots & Equipment Placement

No height limitation (other than ceiling height limitations of the exposition halls) shall apply to machinery or equipment placed in position comparable to actual utilization for industrial purposes. All aisle space belongs to PLASTICS. Obstruction of aisles or booths is not permitted.

- No exhibit or advertising or portion of a machine, product or display piece may extend beyond the boundaries of the exhibitor's assigned exhibit space.
- All demonstration equipment to include machinery, machine monitors/screens (HMI's), keypads, rotating extensions, demonstration, and operators' position must be located inside the rented booth space with a one-ft (.304 m) set back from the aisle for safety purposes.
- TV monitors are exempt from the one-ft (.304 m) setback rule.
- Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to a nearby exhibitor's space shall be suspended for a period specified by show management.
- Exhibitors who require high pressure compressed air for their exhibit must include the air compressor within their purchased exhibit space. Air compressors will not be permissible in the parking lots of the OCCC or beneath the exhibit halls.

### Material Handling

Material handling is defined as "the movement of show materials from shipping dock to booth for show set up and back to dock for return shipment at end of show." It is also referred to as "drayage." Refer to the [Freeman - General Services Contractor section](#) of the [Exhibitor Dashboard](#) for further details or to place orders.

PLASTICS and Freeman have created an NPE2024-exclusive Material Handling Bundle package to assist exhibitors in projecting budgets and controlling expenses. Each exhibitor is required to order a booth package if they will have material handling. Exhibitors who do not have material handling do not need to order the "NPE Bundle Package."

The "NPE Bundle Package" includes:

- Show site material handling, machinery, and display in/out
- One-time spotting/placement of machinery at the time of unloading from delivering carrier
- Empty removal and storage
- Nightly vacuuming

## NPE2024 SHOW RULES & REGULATIONS (continued)

Note: Certified weight tickets must accompany each individual shipment, including those multiple shipments arriving on one truck.

### Meeting Rooms at Orange County Convention Center (OCCC)

A limited number of meeting rooms are available at the OCCC exclusively to exhibitors. Rental fees and additional charges for AV, catering, re-sets, etc. associated with the use of meeting rooms are the responsibility of the exhibitor and will be billed directly to exhibitor by OCCC and/or other contractors utilized.

Meeting rooms may be rented pre-show, during show, and post-show based on availability. Meeting room assignments are made on a first-come, first-served basis. Meeting room utilization is for food functions, meetings, and staff offices only. Show management will take into consideration the nature of the meeting and the overall benefit to the show in its assignment of meeting space.

**Product displays and hospitality events are prohibited in meeting rooms during official show hours.** Violation of this policy will result in the immediate closure of the room and may result in the Exhibitor's loss of NPE show history points earned for NPE2024.

### Move-in & Move-Out Schedules

**Exhibitors' move-in and move-out are targeted by booth.** Please refer to the [Move-Out Target Floor Plan](#) in the [Exhibitor Dashboard](#) for your assigned move-out date and time. Any request for target date changes should be received Freeman by March 25, 2024.

| MOVE-IN SCHEDULE         |                       |
|--------------------------|-----------------------|
| Thursday, April 25, 2024 | 8:00 a.m. – 5:00 p.m. |
| Friday, April 26, 2024   | 8:00 a.m. – 5:00 p.m. |
| Saturday, April 27, 2024 | 8:00 a.m. – 5:00 p.m. |
| Sunday, April 28, 2024   | DARK DAY*             |
| Monday, April 29, 2024   | 8:00 a.m. – 5:00 p.m. |
| Tuesday, April 30, 2024  | 8:00 a.m. – 5:00 p.m. |
| Wednesday, May 1, 2024   | 8:00 a.m. – 5:00 p.m. |
| Thursday, May 2, 2024    | 8:00 a.m. – 5:00 p.m. |
| Friday, May 3, 2024      | 8:00 a.m. – 5:00 p.m. |
| Saturday, May 4, 2024    | 8:00 a.m. – 5:00 p.m. |
| Sunday, May 5, 2024      | 8:00 a.m. – 4:00 p.m. |

| MOVE-OUT SCHEDULE       |                        |
|-------------------------|------------------------|
| Friday, May 10, 2024    | 3:00 p.m. – 11:59 p.m. |
| Saturday, May 11, 2024  | 8:00 a.m. – 5:00 p.m.  |
| Sunday, May 12, 2024    | DARK DAY*              |
| Monday, May 13, 2024    | 8:00 a.m. – 5:00 p.m.  |
| Tuesday, May 14, 2024   | 8:00 a.m. – 5:00 p.m.  |
| Wednesday, May 15, 2024 | 8:00 a.m. – 5:00 p.m.  |
| Thursday, May 16, 2024  | 8:00 a.m. – 5:00 p.m.  |
| Friday, May 17, 2024    | 8:00 a.m. – 5:00 p.m.  |
| Saturday, May 18, 2024  | 8:00 a.m. – 5:00 p.m.  |
| Sunday, May 19, 2024    | 8:00 a.m. – 5:00 p.m.  |

*\*Dark Day: Exhibitors are allowed to work within their booth spaces. Freeman services will only be available if ordered in advance.*

## NPE2024 SHOW RULES & REGULATIONS (continued)

### Move-Out/Material Removal from Premises

Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from OCCC before the conclusion of the move-out period as specified by show management.

### Music, Video, Photo & Copyrights

Exhibitors using music in their booth, either live or mechanical, must provide show management with a copy of the exhibitor's licensing agreement with ASCAP, BMI, SESAC, or other such licensing organization or must expressly warrant in writing to show management that no such license is required due to exemption under 17 U.S.C. 110 (5) or other specified exemption.

Show management reserves the right to remove from the exhibit halls, at exhibitor's expense, all or any part of any booth or display which incorporates copyrightable material for which exhibitor fails to produce proof that exhibitor holds all required licenses. Exhibitor shall remain liable for and shall indemnify, and hold show management, their agents, and employees, harmless from all loss, claims, causes of action, suits, damages, liability, expenses, and costs, including reasonable attorney's fees, arising from or out of any violation or infringement (or claimed violation or infringement) by exhibitor and/or exhibitor's agents.

### Noise Levels

Exhibitors operating sound reproducing, or sound amplifying equipment are required to operate in such a manner that a maximum 85 dB reading on the "A" scale of a sound level meter may be read at the aisle(s) space adjacent to their booth or measured at a neighboring booth in an area bordering that of the sound equipment user. No noisy or obstructive work will be permitted during show hours, nor will loudly-operating displays be allowed. Show management shall be the sole arbiter of acceptability of sound levels and may require reduction of sound level or elimination of sound reproducing devices in those instances where in the judgment of show management such sound is in violation of these standards or otherwise objectionable.

Equipment or machinery producing excessive vibration of building components or exhibits, or excessive noise may be subject to limited or no operation if, in the judgment of show management, it interferes with neighboring exhibits or with the show. OSHA's Occupational Noise Exposure Standard, 29 C.F.R. 1910.95 establishes maximum permissible noise levels tied to the time of exposure. In addition to complying with that rule, exhibitors operating equipment during the show must operate the equipment so that peak and/or continual noise levels do not interfere with other exhibitors or the show. Generally, PLASTICS strives to maintain ambient noise at a level not to exceed 85 decibels and to minimize the magnitude and frequency of noise peaks that exceed that level.

Sound level violations should be reported directly to show management.

NBAA noise policy enforcement procedure is as follows:

- An exhibitor in violation of this policy will receive a verbal warning from the NPE team.
- If a second infraction occurs, the exhibitor will receive a written warning delivered by the NPE team.
- If the exhibitor continues to violate the policy, the electrical power for the sound producing elements will be shut down.

### Official Partner Logo



Exhibitors should look for the NPE2024 official partner logo on official service partner order forms before ordering service, as well as on their emails and websites to ensure they are working with an NPE-approved service provider.

## NPE2024 SHOW RULES & REGULATIONS (continued)

### Official Service Partners

To ensure orderly and efficient installation, operation, and removal of displays and to eliminate confusion, PLASTICS has designated Freeman and other firms listed on the [NPE2024 Official Contractors list](#) on the Exhibitor Dashboard, as official service contractors. PLASTICS holds these firms responsible for quality service and fair prices and will intercede on behalf of an exhibitor in the event of faulty work or unfair charges. PLASTICS encourages all exhibitors to place orders with these firms unless a permanent arrangement has been established with a display house or outside contractor to set up and dismantle exhibits.

### NPE2024 Logos

Various versions and formats of [the NPE2024 logo can be downloaded online here](#). The logos are the property of PLASTICS and may not be used unless it is the intent of exhibitor to use the logos for the sole purpose of promoting their participation in NPE2024 in appropriate form. The NPE2024 logos or any other trademark of PLASTICS or NPE that exhibitor has expressly been granted specific use shall not be altered, modified, or incorporated with any other words, logos, or symbols without the express written consent of PLASTICS. (Also refer to [Copyright, Patent & Trademark Infringements rule](#).)

### Odors

No exhibit producing objectionable odors is permitted. Show management reserves the right, in its sole discretion, to order the immediate removal of an exhibit that produces objectionable odors or to have such an exhibit removed at exhibitor's expense.

### Outdoor Exhibit Space

The outdoor exhibit space will be in the North/South building parking lot of the Orange County Convention Center. As this space is outside, several additional requirements must be met, and rules will apply to companies participating in this offering.

#### **Eligibility Requirements:**

- Exhibitor must contract for and occupy a minimum of 2,000 net square feet of indoor exhibit space to be considered for outdoor exhibit space.
- Exhibitor must contract for a minimum of 2,000 net square feet of outdoor exhibit space in addition to the indoor exhibit space.

#### **Additional Requirements:**

- Exhibitor is responsible for building, outfitting, and promoting attendance to its outdoor exhibit space.
- Exhibitor is responsible for all costs involved, including but not limited to construction of outdoor building, utilities, climate control, booth furnishings and decorations, and promotion of booth location to NPE2024 attendees.

#### **Rules & Regulations:**

All [NPE2024 Show Rules & Regulations](#) apply to and must be complied with by all NPE2024 exhibitors – including exhibitors in indoor and outdoor space. Additionally, the following criteria must be met and will be enforced for outdoor exhibit space:

- A complete stand drawing to include floor plan with utility requirements must be received and approved in advance by show management and the Orange County Convention Center.
- No aerial rigging services will be provided by the OCCC in outdoor exhibit space.
- Due to environmental protection, there will be no water drains available. Each exhibitor will need to be self-contained.
- There will be no anchoring, staking, or drilling into the pavement. Securing tents, machinery or display items requires the use of ballasts. Any fees due to damages will be incurred by the exhibitor.
- Any propane needed must be ordered from the OCCC.
- All machines/equipment with power requirements must be submitted and reviewed by show management and OCCC in advance to ensure the required power is available in the outdoor exhibit space.



## NPE2024 SHOW RULES & REGULATIONS (continued)

- Exhibitors will not be able to fuel any equipment on site.

### Pets

No pets, except for service animals, will be permitted in the exhibit halls at any time.

### Plastics Industry Association (PLASTICS) Member Benefits for NPE2024

PLASTICS members are entitled to NPE benefits including a discount on exhibit space rates and selection of exhibit space prior to non-member companies during the NPE2024 Space Draw.

Exhibit space is assigned in order of PLASTICS members with the highest show history designation to PLASTICS members with the lowest show history designation, followed by non-members with the highest show history designation to non-members with the lowest show history designation.

To be eligible for NPE benefits, PLASTICS members must maintain *continuous membership show to show in good standing for each show in which Company receives NPE member benefits*. In addition, company agrees that all membership dues for 2022, 2023, and 2024 will be paid in full and in a timely manner by the membership payment due date(s) for eligibility to receive NPE member benefits for NPE2024.

PLASTICS membership renewal forms are released annually by November 15, and membership dues are to be paid in full by January 1 of the following year. Any company that fails to submit their dues payment by January 1 will be considered as *pending membership suspension* and will no longer be considered a member in good standing. Management reserves the right to relocate a company's space should their PLASTICS membership be terminated or suspended for non-payment of dues. Company agrees that the non-member exhibit space rate will be applied to its exhibit space fees should their PLASTICS membership be resigned, terminated, or suspended for non-payment of dues.

For membership information, please contact PLASTICS at +1.202.974.5212 or email [membership@plasticsindustry.org](mailto:membership@plasticsindustry.org).

### Reduction of Space

Exhibitors requesting a reduction of exhibit space shall remain liable for the released square footage and shall pay to PLASTICS all space fees for the current square footage and the released square footage (See **Cancellation of Company Participation & Space Changes rule** for more information).

### Rejected Displays

Exhibitor agrees that their exhibit shall be admitted and shall remain from day to day solely on strict compliance with the show rules and regulations, policies, and guidelines. Show management reserves the right to reject, eject, or prohibit any exhibit in whole, or in part, or exhibitor or exhibitor's booth personnel. If an exhibitor or exhibitor booth personnel is ejected for violation of these rules or for other stated reasons, exhibitor shall be deemed to have cancelled its participation in the show and would be subject to the cancellation policy (See **Cancellation of Company Participation & Space Changes rule**).

### Relocation of Booth

Relocation of exhibit space shall be accommodated based on availability as determined by show management. Once exhibit space is selected and/or assigned, an exhibitor interested in relocating its exhibit space may submit a request to show management detailing their maximum and minimum square footage requirements and location preference(s).

Available exhibit space fulfilling requirements of exhibitors on the booth relocation list will be offered to those exhibitors based on their NPE show history designation status (Members with highest show history to lowest prior to non-members with highest show history to lowest). If the exhibit space is not taken after being offered to exhibitors on the booth relocation list, the exhibit space will be assigned to new exhibitors on a first-come, first-served basis.

## NPE2024 SHOW RULES & REGULATIONS (continued)

Exhibitors that relocate to larger space will be financially obligated for the total space fees applicable to the new total square footage. Exhibitors that relocate to reduced space remain financially obligated for the full payment of the original contracted/assigned space.

### Safety: Machinery, Robot & Exhibit

Exhibitor is solely responsible for compliance with national, state, and local laws and regulations in the provision and maintenance of adequate safety devices and conditions for the installation and operation of machinery and equipment displays.

Robots mounted to any piece of plastic processing equipment shall reference the appropriate ANSI/PLASTICS B151 standard regarding guarding/safeguarding of said robot when mounted to the specific type of machinery referenced in the appropriate ANSI/PLASTICS B151 standard. If the robot is not mounted to a piece of plastic processing equipment, then the robot shall be guarded/safeguarded per ANSI/RIA 15.06.

Robots must be classified as "collaborative" if they are to be displayed without risk reduction measures (safeguarding) as discussed above. Collaborative operations may include one or more of the following methods (described in more detail below), any of which are permissible for exhibitors to use:

- Safety-rated monitored stop,
- Hand guiding,
- Speed and separation monitoring, and/or
- Power and force limiting.

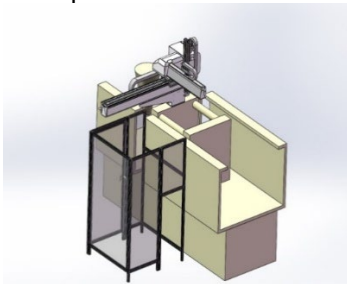
Robots designed for collaborative operation shall provide a visual indication when the robot is in collaborative operation and shall comply with one or more of the requirements listed in ISO 10218-1 section 5.10.2 to 5.10.5. The power and force limiting function of the robot shall be in compliance with ISO 10218-1 section 5.4. If any parameter limit is exceeded, a protective stop shall be issued. For questions regarding collaborative robots refer to ISO/TS 15066 which contains valuable guidance on risk assessment for the integration of collaborative robots.

Special caution should be taken when demonstrating machinery or equipment that has moving parts or any product that is otherwise potentially dangerous. All machinery and or equipment must be set back at least one foot (.304m) from all aisle ways for safety purposes. Demonstrations should only be conducted by qualified personnel. No portion of a machine, product or display piece may extend beyond the boundaries of the exhibitor's assigned exhibit space.

Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to a nearby exhibitor's space shall be suspended for any period specified by show management.

All displays, exhibit materials and equipment must be reasonably located and protected by safety guards and fireproofing to prevent fire hazards and accidents. Adequate fencing and/or shielding of all operating machinery displays shall be installed to prevent attendees from coming into contact with the operating machinery and/or its movement by reaching over, under or around such protection.

Example:





## NPE2024 SHOW RULES & REGULATIONS (continued)

### Security

While NPE exhibits are open, a limited number of perimeter security staff will be provided. Notwithstanding the foregoing, PLASTICS and the Orange County Convention Center will not be liable for loss or damage to exhibitor's property, as further provided in the [NPE2024 Exhibitor Contract Terms & Conditions](#). Exhibitors are advised to obtain additional insurance coverage in advance to cover losses such as theft and damage to property. Additional security may be ordered from Allied Universal, the exclusive provider of security at NPE2024. [Order forms can be found in the Exhibitor Dashboard](#). Exhibitors should ensure valuables are secured with lock and key.

### Signage

Signs involving the use of neon or similar gases are prohibited.

Exhibitor may not place signs promoting another company's name in their booth or on machinery in their booth, except where such signs are required for the proper 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.

Exhibitor must submit a [NPE2024 Booth Design Approval Form](#), including complete stand drawings that include all hanging elements by **April 8, 2024 for prior approval**. Also see [Hanging: Displays, Signs, Banners & Trusses rule](#).

### Smoking

In compliance with the Florida Clean Indoor Air Act (FCIAA), Florida Statutes Section 386.204 and other local, state, and federal regulations, smoking is not permitted with the OCCC. Smoking is also strictly prohibited during any show move-in or move-out activity. Exterior smoking areas have been designated outside the building at various locations.

### 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 within their purchased exhibit space, but such activities shall not be conducted in any manner which is inconsistent with or deviates 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 contracted exhibit space.

**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. Exhibitor may not, however 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.

## NPE2024 SHOW RULES & REGULATIONS (continued)

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### 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.

### 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 show management shall, in all instances, be final regarding use of exhibit space.

### Target Dates

Move-in (inbound) and move-out (outbound) target dates will be assigned to each exhibitor by Freeman. Please refer to the [Target Floor Plan](#) in the [Exhibitor Dashboard](#) for assigned move-in date and time. All requests to change target dates must be received by March 25, 2024. No changes will be approved after that date.

If you have any questions or concerns regarding your assigned target dates, please contact Freeman. All shipments must arrive on the assigned target date and time for check-in at the Freeman Marshaling Yard. Off-target freight will incur additional charges over and above the NPE Bundle Package pricing.

### Terms & Conditions

Exhibitors understand and agree that these show rules and regulations ("Rules") are an integral and binding part of the exhibit space contract ("Contract"). Exhibitors, on behalf of itself and its employees, agree to abide by all rules, including those previously issued and any updates and/or correspondence outlining revised and new policies. Abiding by the rules will lead to a successful experience for all.

"Booth personnel" refers to those employees of an exhibiting company who are assigned to work at exhibitor's booth during the "exposition," "show," "event" and "NPE2024" (in each case whether capitalized or not) refer to as the context requires.

"OCCC" refers to the Orange County Convention Center, the owner of the facility in which the exposition is located.

### Trusses

Exhibitors planning to install trusses over their booths should refer to [Hanging: Displays, Signs, Banners & Trusses rule](#). Exhibitors must submit [NPE2024 Booth Design Approval Form](#), including hanging signs and complete stand drawings, to show management for approval by **April 8, 2024**.

### Unoccupied Space

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

## NPE2024 SHOW RULES & REGULATIONS (continued)

### Utilities

PLASTICS and the OCCC have created an inclusive **Utility Services Package** to assist exhibitors in projecting budgets and controlling expenses.

**Utility Package Price:**

\$1.33 per sq ft and includes unlimited service and labor for 120V electrical power.

**What Is included in my 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 may order as many 208V-480V outlets as you need for your booth.
- Labor and placement: Exhibitors will not be charged additional labor if their finalized booth diagrams are received at the OCCC by April 2, 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).

### Vehicle Displays

Please refer to the following rules for all vehicles to be exhibited at NPE2024:

Motorized Vehicles

Motorized vehicles propelled by internal combustion engines using a Class I or Class II fuel, such as, but not limited to automobiles, trucks, motorcycles, aircraft, watercraft, and lawnmowers are permissible within the exhibit halls.

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 using a spotter from Freeman prior to Sunday, May 5, 2024, 4:00 p.m.

Each vehicle will be subject to inspection for compliance with the following items:

- All fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than one-quarter capacity or ten (10) gallons of fuel whichever is less;
- At least one battery cable must be removed from the batteries used to start the vehicle engine. The disconnected battery cable must be taped;
- Batteries used to power auxiliary equipment are permitted to be kept in service;
- Fueling or de-fueling of vehicles within the OCCC is prohibited;
- Vehicles may not be moved during official show hours; and
- Vehicles that will be running during show hours must be approved in advance by the OCCC Fire Marshal.

Electronic Vehicles (EV)

Electronic vehicle regulations are permitted on the show floor as display or stationary vehicles subject to the following regulations:

- Vehicle must have a kill switch and/or battery disconnect.
- If there is a fuel tank, it must comply with the existing display vehicle guidelines (gas cap taped, ¼ tank or 10 gallons, whichever is less] and battery disconnected).
- Charging batteries is prohibited in the building.

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

### **Videotaping & Photography**

No photographing or videotaping 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 Order Form](#) in the NPE2024 Exhibitor Dashboard.

Anyone found to be taking unauthorized photographs (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.

### **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 (masking) from Freeman or provide some other display component(s) to conceal wires or other unsightly materials behind curved displays.