

ALL EXHIBITORS ARE REQUIRED TO READ AND FAMILIARIZE THEMSELVES WITH THESE RULES

Administrative Policies

1. Show management shall have sole control over admission policies at all times.
2. WCSFP reserves the right to resell any booth space canceled by an exhibitor.
3. Sub-contracting of booth space is not permitted.
4. WCSFP, Hilton SF Union Square staff, office staff or volunteers are not responsible for the safety or the property of the participants from theft, damage, accident or other causes.
5. Public service announcements will be made for emergencies only.
6. Sample food/beverage products may not be distributed or sold by exhibiting organizations except upon written authorization. Exhibitors requiring catering of any kind must comply with the rules and regulations set by the Hilton SF Union Square, and fill out the appropriate forms (provided upon request).
7. Exhibitors operating a contest or giveaway must fill out the Exhibitor Contest Consent Form and submit to WCSFP before **October 15, 2017**.
8. Hospitality suites must not be opened until the conference sessions and trade show have closed, and must be approved by WCSFP.
9. All Exhibitors must show proof of Exhibitor Insurance that includes The World Congress of Science and Factual Producers and Hot Docs as additionally insured, with a limit of liability bodily injury & property damage in the amount of \$1,000,000.00. Exhibitors to submit the Certificate of Insurance to WCSFP by **October 15, 2017**.
10. The exhibitor must leave the booth space in the same condition as it was at the time of occupation. Any material left in the booth/trade show floor that requires additional cleaning will be billed to the exhibitor.
11. Booth Representatives: All representatives of Exhibitor, including models or demonstrators, must be properly registered, wearing badges, and properly and appropriately attired. Exhibitor's complimentary registration will permit entrance to the exhibit hall during move-in, show hours, move-out, and all exhibit hall functions. Those wishing to attend additional sessions and social events must register as a Full Conference Participant as part of the Attendee Conference Registration which is expected to be made available online starting in or around August 2017. Only authorized personnel or representatives of the Exhibitor will be permitted in the hall during installation or dismantling of the Show.

Display Specifications

1. Alterations to any part of the structure of the Hilton San Francisco Union Square, to furniture or equipment forming part of it may not be made without prior written authorization from the Vice-president of Customer Services. This includes drilling holes, insertion of nails, screws, hooks and push pins, or attaching in any manner of decals, promotional literature or items, or affixing any form of unapproved tape. Failure to comply will result in a monetary penalty per occurrence.
2. Booth displays and equipment shall not extend into the aisles, including all signs, banners, furniture, etc. All demonstrations must be confined within the exhibit space.
3. Exhibits must not block any exit doorways.
4. Show management must approve any structures that exceed 8 feet in height, including signs, lighting, displays, balloons, etc.
5. Exhibitors are allowed to showcase inside their booth to the maximum height of 8 feet (back wall only). Side walls cannot come out more than 5' from the back wall. The maximum height for the final 5' to the aisle is 3'. Pop-Up Banners that are placed towards the front half of the booth must be approved by immediate neighbours or be pushed to the back 5'. This will be enforced strictly on-site.
6. Booths will have an 8' draped back wall. On each side, a draped side rail will extend from the back of the booth to the front of the booth at the height of 3', with the exception of double corner booths that will not have any side drape. If you have an open corner booth, it will not have a draped side rail.
7. Island booths: A sketch of each exhibit plan must be submitted to WCSFP for approval in advance of construction.
8. Materials used for display or decorative purposes must be flameproof. The following materials are prohibited: acetate fabrics, corrugated paperboard, no-seam paper and paperbacked foil (unless glued securely to a suitable backing).
9. Helium balloons, animals, birds or pets of any description require prior written authorization.
10. Flammable liquids or gases shall not be stored inside the building.
11. No food (including popcorn) or beverages may be distributed by any exhibitors unless approval has been obtained from show management/Hilton San Francisco Union Square

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Exhibitor Etiquette

1. Show management reserves the right to restrict sounds from any source that interface with activities in neighbouring booths.
2. Exhibitors are not allowed to distribute any literature or promotional items, from their company or any other company, beyond their contracted exhibit space. Failure to comply will result in immediate booth closure.
3. Exhibitors are not allowed to sell any products or services directly from their exhibit space. Order forms are acceptable for future fulfillment.
4. All exhibitors are expected to be in their booths during all published show hours.

Move-In And Move-Out Procedures

1. Exhibitors with "hand carry" items who do not need to utilize the marshaling yard or loading dock are permitted to personally carry goods to their booth via a main entrance. However, these items are defined by being able to be carried in one hand, or under one arm. Two wheel dollies and hand carts are forbidden through the street entrance.
2. Exhibitors must adhere to move-in and move-out schedules.
3. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes chairs, tables, etc.
4. Exhibitors are not permitted to off load, or load personal vehicles at the parking garage entrance to the Hilton SF Union Square. Pedestrian access must be safely maintained at all times.

Move-In And Move-Out Procedures Cont'

5. All vehicles that need to use the docks, must first report to the Vehicle Marshalling Yard (location TBC). The Yard will be open one hour before move-in and move-out times. All exhibitors must strictly adhere to their scheduled move-in and move-out times. Vehicles will be ushered from the Marshalling Yard to the docks at the Hilton SF Union Square by Hilton union staff.
6. Exhibitors requiring use of the loading docks can opt to use material handling services from the WCSFP preferred provider. A material handling form outlining their services can be found in the exhibit kit and on the conference website.
7. There will be NO equipment available to be used or rented at the show.
8. Exhibit halls, loading dock areas and "back of the house" service areas are considered hazardous work areas. There shall be no drinking of alcoholic beverages, no horseplay and any unsafe conditions or activities. It is recommended that no one under the age of 16 be allowed in these areas.

Protective footwear must be worn during move-in and move-out.
9. All materials must be removed from the Hilton SF Union Square by 8:00 pm on Friday, November 30, 2017. WCSFP reserves the right to have materials left on the trade show floor after this deadline removed at the exhibitor's expense. If forced removal of exhibitor materials is necessary, materials will be removed from the floor by the official show services contractor, and delivered to their warehouse. The exhibitor will be contacted to make arrangements for pick-up or delivery. The above-mentioned handling of materials will be charged directly to the exhibitor.