

## **SHOW RULES AND REGULATIONS**

### **A. EXPLANATION OF SHOW RULES AND REGULATIONS**

Rules and Regulations are formulated to minimize the competition for visual impact between neighboring exhibitors. Show Management reserves the right to make any final decisions regarding booth structure and display based on the Rules and Regulations, which each exhibiting company agreed to adhere to based on the signing of the exhibit space contract.

#### **ADHERENCE TO SHOW HOURS**

All exhibitors are required to staff their booth(s) during the posted show hours. Exhibitors will not be allowed to dismantle their booth prior to the official close of the show at 2:00 p.m. on Saturday, May 19th. This includes any kind of tear down activity including the packing of promotional materials, the removal of signs, etc. There are no exceptions to this rule. Early dismantle of an exhibit will result in forfeiture of priority points for future events.

#### **ANIMALS**

Live animals or pets are not allowed on the show floor at any time. Individuals who have disabilities may be accompanied by their service or assistance animal.

#### **BADGES**

All exhibitors must have an exhibitor badge to gain admittance to the exhibit hall during move-in, show days and move-out. Other workers entering the hall during move-in or move-out must obtain a work wrist band from security at the show floor entrance or dock entrance. Security will have a liability form for workers to complete and a different colored wrist band for each day of move-in & move-out.

#### **BALLOONS/INFLATABLE OBJECTS**

Helium balloons and similar objects are strictly prohibited. Distribution of balloons or any other helium-filled object is not permitted. Helium balloons used to decorate a booth must be pre-approved, tethered and must be securely fastened to the booth. There is a charge for retrieval of helium-filled balloons. Helium tanks are not allowed inside the Center. The use of inflatable exhibits is prohibited.

#### **BOOTH REGULATIONS**

Any and all booth activity must remain within the confines of the exhibitor's booth. Demonstration areas must be located within the exhibitor's space and may not interfere with aisle traffic. Sampling or demonstration tables must be placed a minimum of 2'-0" from the numbered aisle. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Show Management will require that the presentation or sampling be stopped. At no time are demonstrations, handouts, or sales allowed in any public area including aisles, corridors, concourses, lobbies, outdoors, etc. The distribution of handouts, souvenirs, promotional literature, etc. must be done from inside your booth. Non-compliance to this policy may be cause for dismissal from the building and will result in forfeiture of priority points for future events.

#### **CANOPIES AND CEILINGS**

Canopies, including ceilings, umbrellas, and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies are only allowed in perimeter and island booths, and they must comply with the sight-line requirements described in the Rules and Regulations. The base of

a Canopy is not to be lower than eight feet (8' – 0") from the floor within five feet (5' – 0") of any aisle. Canopy supports are to be no wider than three inches (0' – 3"). This applies to any booth configuration with sight-line restrictions. Fire and safety regulations strictly govern the use of canopies, ceilings, and other similar coverings.

The following Booth Configurations require prior approval:

1. Raised platforms exceeding 500 square feet in area.
2. Exhibition booths with canopies.
3. Single-level covered exhibition booths.
4. Multi-story booths: any booth designed with a second level. Plans must be certified by a licensed professional engineer before floor plans are submitted. Maximum occupancy of the load-bearing area in a multi-story exhibit is limited to one person per fifteen square feet of floor space, not to exceed a total of 25 persons. The maximum occupancy must be posted.

All requests must be sent to Show Management 45 Days prior to the event.

Please send any request for approval to:

[KThornton@HanleyWood.com](mailto:KThornton@HanleyWood.com)

Fax: 972-536-6307

Subject Line: AIA Booth # \_\_\_\_\_ Request for Approval

#### **CHILDREN**

All children must be registered as a 'Guest' or 'Expo Only', must have a badge, and must be accompanied by an adult at all times. Regardless of age, all fee event or tour attendees must have a ticket. For safety reasons, strollers are not permitted on the show floor at any time; baggage check will be available to store strollers at a nominal fee. Infants may be carried by backpack or sling. Children under 18 are not allowed on the exhibit floor during installation and dismantle.

#### **DAMAGE TO THE FACILITY**

Exhibitors are responsible for returning the space they have leased from Show Management in the same condition they received it. Damage to leased space or surroundings by an exhibitor during move-in, show days or move-out is the responsibility of that exhibitor. Costs of repairing damages will be billed to the exhibitor.

#### **DEMONSTRATIONS DEFINITION**

The part of the exhibitor's program involving the interaction of exhibit personnel and an audience through presentations, product demonstrations, or sampling.

#### **DISTRIBUTION OF SAMPLES, BROCHURES, FLYERS, SOUVENIRS, ETC.**

The distribution of samples, brochures, flyers and/or souvenirs from your booth is permitted provided they pertain to the architectural and/or building professions and there is no interference with other exhibitors. If you have questions about what is permitted for giveaways on the show floor, please contact Show Management prior to any purchase. The distribution of handouts, souvenirs, promotional literature, etc. may only be conducted from inside your booth in conformance with the regulations explained with regard to Demonstrations. Such items may not be distributed nor placed in public areas, inside or outside the building, beyond the boundary of your booth. This restriction includes the sidewalks outside WCC. Non-compliance to this policy may be cause for dismissal from the building and will result in forfeiture of priority points for future events.

## **EDUCATION AT CONVENTION**

The AIA National Convention is the Provider of Record for all educational activities at the convention. As such, AIA/CES Registered Providers may not offer continuing education programs in the host city independent of the AIA National Convention in conjunction with the convention during the run of the show (Wednesday-Saturday).

Many Approved Providers erroneously advertise their organizations or courses as AIA/CES Accredited or AIA/CES certified. Because the AIA is neither a certifying nor accrediting body, Approved Providers and courses are neither accredited nor certified. It is important to understand this distinction so you can advertise your organization and courses appropriately. Providers and provider courses should be advertised only as AIA/CES Registered or AIA/CES Approved. Please do not advertise or market your organization or courses as AIA/CES accredited or AIA/CES certified.

Platform provider - An umbrella provider that charges other companies or organizations a service fee for developing, maintaining, or hosting its online continuing education courses. A platform provider takes responsibility (on behalf of the companies or organizations it serves) for adhering to all AIA/CES guidelines, which include registering courses, reporting participant credit, and all record keeping. A platform provider is authorized to offer only its own branded face-to-face and distance learning courses nationally and internationally; however, it cannot allow a separate entity to utilize its provider status.

## **EXHIBIT SHOW MANAGEMENT**

If your exhibit has any variations from the Rules and Regulations, you must contact Show Management for written approval a minimum of 60 days prior to move-in. Questions or requests for an exception to the Rules and Regulations must be directed to:

Kevin Thornton

Operations Manager

Hanley Wood

6191 N. State Highway 161, Suite 500

Irving, TX 75038

Phone: 972-536-6397

Email: [KThornton@HanleyWood.com](mailto:KThornton@HanleyWood.com)

Fax: 972-536-6307

## **EXHIBITOR ACCESS TO THE EXHIBIT HALL**

Only registered exhibitors, approved vendors, Show Management and AIA staff members will be admitted to the exhibit hall during set-up hours. Exhibitors should plan to leave the exhibit hall by the stated closing times on set-up and show days. Please advise Show Management no later than 3:00 p.m. if you have reason to remain in the hall after the set closing time on show days so appropriate security arrangements can be made for you. If you have reason to be in the exhibit hall prior to 7:30 a.m. on any day during the event, please bring a list of personnel to Show Management the night before and special arrangements will be made with security to accommodate you. All persons in the exhibit hall must be wearing a badge at all times during installation, show days, and dismantle. Persons under the age of 18 are not allowed on the exhibit floor during installation and dismantle.

## **EXHIBITOR APPOINTED CONTRACTOR (EAC)**

Exhibitors using the services of an Exhibitor Appointed Contractor (EAC) must submit the Designation Form to Show Management by March 21. Exhibitor Appointed Contractors will be sent the EAC Agreement form to complete and submit to Show Management with payment by April 13. Exhibitor Appointed Contractors must send a certificate of insurance to:

Tina Brinkley

AIA Expo2012

P.O. Box 612128, Dallas, TX 75261-2128

972-536-6337 Fax: 972-536-6307

Email: [TBrinkley@hanleywood.com](mailto:TBrinkley@hanleywood.com)

## **FACILITY INFORMATION**

Floor Load Capacity: 350 lbs./sq. ft.

Walter E. Washington Convention Center

Halls A-C

801 Mount Vernon Place, NW

Washington, DC 20001

## **B. FIRE & SAFETY REGULATIONS**

A fire marshal will be inspecting the facility during the show making sure exhibitors and Show Management are in compliance with fire code regulations. Please make sure that you have not stored any loose trash, empty boxes or literature behind your booth. Please do not clutter the aisles with similar materials. All materials within your booth must meet local, state and federal fire retardation levels. If a violation is found, Show Management will inform the exhibitor and the materials in violation must be removed immediately. If the exhibitor cannot be found, Show Management will remove the materials in violation at the exhibitor's expense. Carefully read the Fire & Safety Regulations section.

## **HANGING SIGNS**

The Center has designated its service partners Projection/TeamPro and Hit-Tech Electric as exclusive providers for all rigging except for lightweight loads such as banners and signs under 200 pounds. Hanging signs and graphics are permitted only above island booths that are 400 square feet or larger. The top of the hanging sign may not be more than 20' above the floor and the bottom must be at least eight feet (8') above the floor. The sign(s) must comply with all other use-of-space requirements. Please refer to the 'Rules and Regulations' section for additional information, specific to the hall in which your exhibit will be located. Requests for the use of hanging signs and graphics must be received no later than April 27, 2012. Requests are to be completed by submitting the "Hanging Sign Request Form" found under Labor. Detailed renderings must be submitted for approval prior to the deadline specified. Notice of approval must be received prior to installation.

\*\*Permission to hang signs will be considered based on the size of your booth as well as your location on the show floor.

## **INSURANCE**

Exhibitors are encouraged to obtain a rider on an existing policy protecting them against damage, loss or theft of their materials or displays during move-in, show days and move-out. It is good practice to keep a copy of the company's insurance policy with you while you are at the show, but you do not need to provide a copy to Show Management. The General Service Contractor is responsible for exhibitor's materials only while they are handling them. The contractor is not responsible for damage to uncrated material, improperly packed material or loss/theft after material has been delivered to the booth space or before material has been picked up at the end of the show. The General Service Contractor has limited liability for damaged freight; it is the exhibitor's responsibility to insure their materials.

## **INTENT**

Aisles and neighboring booths must not be obstructed at any time.

## **INTERNATIONAL FREIGHT: WOOD PACKAGING MATERIAL REGULATIONS**

Please see Freeman regulations for wood materials.

## **MATERIALS AND EQUIPMENT HAND CARRIED TO/FROM THE EXHIBIT HALL**

To reduce the occurrence of theft, we discourage exhibitors from hand-carrying materials and equipment out of the exhibit hall. Security will require a "Property Pass" from all persons hand-carrying materials and will stop them from exiting the exhibit hall. Property passes can be obtained in the Show Management Office.

## **MOTORIZED CARTS/SCOOTERS**

The use of motorized carts or scooters (e.g. Cushman, Segway, etc.) as well as bicycles and non-motorized scooters is strictly prohibited during show hours and in all public space at all times. Such vehicles may not be operated in the aisles, nor used in public space during the event. Bicycles and Segways will not be allowed on the exhibit floor during installation or dismantle.

## **MULTI-STORY/COVERED DISPLAYS**

All booth installations must be underway by 3:00 p.m. and set-up must be complete by 5:00 p.m. on Wednesday, May 16, 2012. Should a booth not be set by this time, Show Management reserves the right to have the booth set at the exhibitor's expense. Anyone wishing to work late must contact Show Management for approval. After hours work may incur additional charges for labor and security.

Exhibit booths that are multi-story or contain covered assembly areas are permitted in providing they meet the following minimum life safety requirements:

- Each enclosed or covered area/exhibit must be protected by an audible smoke detector. This includes storage closet(s) built into the exhibit.
- Each enclosed or covered area must display a charged fire extinguisher with a minimum rating of 3A40BC.
- Maximum occupancy of the load-bearing area in a multi-story exhibit is limited to one person per fifteen square feet of floor space, not to exceed a total of 25 persons. The maximum occupancy must be posted.
- There must be at least two means of egress from each load bearing area(s) in excess of 200 square feet.
- A fire prevention attendant who has been trained to operate fire extinguishers must be on duty at all times that the exhibit hall is closed, from the time that the enclosure is completed until the time that the enclosure is dismantled.
- Exhibits may not be installed without approval. The DC Fire Prevention Division has the authority to stop work and

prohibit occupancy of booths that are not in compliance.

- Four (4) copies of the exhibit plan must be submitted to the Center at least 45 days prior to the installation. The plans must be certified and sealed by a licensed structural engineer or licensed architect. Plans will be reviewed by the Center and the DC Fire Department Fire Prevention Division for approval.

**Submit Four (4) copies to:**

Walter E. Washington Convention Center  
Halls A-C  
801 Mount Vernon Place, NW  
Washington, DC 20001

**And**

**Submit One (1) copy to Show Management:**

Kevin Thornton  
Hanley Wood Exhibitions  
P.O. Box 612128  
Dallas, TX 75261-2128  
Or email: [KThornton@HanleyWood.com](mailto:KThornton@HanleyWood.com)

**NOISE LEVEL**

Sound levels will be closely monitored in the Washington Convention Center. In general, exhibitors may use sound equipment in their booth as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers, monitors and other devices must be positioned so as to direct sound into the booth rather than out to the aisle. Show Management will enforce the following AIA rule: sound and noise may not exceed 75 decibels. If the noise level is still disruptive after three warnings, Show Management reserves the right to disconnect or remove the source of the noise violation for the duration of the event. The AIA appreciates your cooperation.

**NON-SMOKING POLICY**

Smoking is not permitted.

**RAFFLES, GAMES & GIVEAWAYS**

Gambling equipment such as roulette wheels or craps tables to raffle off items is not permitted. Exhibitors may use tickets or business cards for drawings by placing the items in bowls to conduct giveaways at their booth. If you have additional questions, please contact Show Management.

**RECYCLING/SUSTAINABILITY PRACTICES**

The Convention Center actively works to reduce its carbon footprint and are engaged in sustainable practices in everything from our cleaning products to the farms that supply food for our kitchen. It is the first center in the country to offer color-coded resource recovery stations in exhibit halls to improve separation at the source to divert waste from landfills. The Center also has a food composting program and actively utilizes a combination of energy-efficient materials, technology and employee-managed programs to minimize the environmental impact of the physical, 2.3 million square foot building and its more than one million visitors each year. High-efficiency lighting is used in the Center's public spaces and all restrooms use compact fluorescent bulbs and automatic controls on the fixtures to

conserve electricity and water. Additionally, the exterior walls are comprised of clear low-emission glass that control heat gain and loss in order to boost the building's energy efficiency and maximize opportunities for natural lighting.

### **SAFETY PERCAUTIONS**

All product demonstrations involving moving parts or potentially hazardous machines must have hazard barriers to prevent injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency. All demonstrations involving potentially hazardous by-products such as dust, fumes, or sparks, must request written approval from Show Management a minimum of 60 days prior to set-up.

### **SECURITY**

Security guards will be stationed around the perimeter of the exhibit hall 24 hours a day during installation, show days, and move-out. However, each exhibitor is responsible for the security and protection of their product, display materials, and personal items at all times. Due to the need for Show Management, facility personnel, construction and utilities personnel, exhibitor personnel, and others to have access to the exhibit hall at various times, it is not possible for Show Management to guarantee full security, regardless of the number of guards. Problems most commonly occur when exhibitors leave valuables in plain view, "hide" valuables under a table, or leave the booth unstaffed for even short periods. Losses are most prevalent during the first few hours after the show ends and tear-down begins. Please be particularly careful and make sure your booth is staffed until all your goods are safely packed and prepared for outbound shipping. Exhibitors are urged to take whatever precautionary measures they feel necessary to protect their property, such as insuring their goods or hiring private security guards. The AIA, Hanley Wood, The WCC, and the service contractors and official vendors will not be held responsible for theft, loss, vandalism, and fire or water damage. Order forms for Security Personnel can be found in the Additional Show Services section.

### **SOUND/MUSIC**

The use of music or other sounds, generated by equipment or created live, is allowed in exhibitor booths as long as the sound level does not disrupt other exhibitors. Note the use of live music must be approved by Show Management in advance of the event. Additionally, speakers and other devices must face inside the booth rather than out toward the aisles. Sound level is judged on its interference with normal conversation in adjacent areas and the distance that it projects. Under no condition may sound exceed 75 decibels. Noncompliance to this policy maybe cause for dismissal from the building and will result in forfeiture of priority points for future events. After three warnings or complaints of disruptive sound, Show Management may disconnect and/or remove the source of the sound violation for the remainder of the show.

### **STRUCTURAL INTEGRITY**

All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 8'-0" in height must have drawings submitted for approval. Drawings are to be available on the show floor for the installation and dismantling contractor, the governmental authority, during the time the exhibit is being erected, exhibited, and dismantled. The drawings shall have the current certification or stamp of a structural engineer who has reviewed the display with regard to its proposed use, and the signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set

forth on the drawings. Signs must be posted indicating the maximum number of people the structure will accommodate. Fire and safety regulations strictly govern the use of multi-story exhibits with prior approval.

**TARGETED FREIGHT MOVE-IN\*: FOR DIRECT SHIPMENTS ONLY!**

We are targeting the move-in of all freight that is shipped directly to the Washington Convention Center. You must coordinate the installation of your booth with the targeted freight move-in schedule. Please refer to the "Targeted Move-In Plan" located under Shipping & Freight Handling, as you have been assigned a specific move-in time based on your location on the show floor. [Click here](#) to download the Targeted Plan.

Following are the dates, times, and corresponding colors indicated on the Move-In Plan:

Yellow, Sunday,	May 13	8:00 a.m. – 12:00 p.m.
Purple, Sunday,	May 13	1:00 p.m. – 5:00 p.m.
Orange, Monday,	May 14	8:00 a.m. – 12:00 p.m.
Green, Monday,	May 14	1:00 p.m. – 5:00 p.m.
Blue, Tuesday,	May 15	8:00 a.m. – 12:00 p.m.
Brown, Tuesday,	May 15	1:00 p.m. – 5:00 p.m.
Red, Wednesday	May 16	LAST IN/FIRST OUT - 8:00 a.m. – 5:00 p.m.

- Morning delivery times (8:00 a.m.-12:00 p.m.) check in at the marshalling yard between 6:30 a.m.-10:00 a.m.
- Afternoon delivery times (1:00 p.m.-5:00 p.m.) check in at the marshalling yard between 10:30 a.m.-2:30 p.m.

\*Important: If your freight arrives prior to your assigned targeted move-in time, your freight will not be accepted until all of the assigned targeted exhibitors' freight has been brought into the facility.

**TOWERS**

A tower is a freestanding exhibit component. The height restriction is the same as that which applies to the exhibit space and hanging sign restrictions for a particular booth/size location. Towers in excess of eight feet (8' - 0") in height are only allowed in island booths and are restricted to a maximum height of 20'-0", depending on the location of your booth in the exhibit hall.\* Towers must have drawings submitted for approval. Fire and safety regulations strictly govern the use of towers. Any required building permit(s) are the exhibitor's responsibility.

**VEHICLES**

Liquid-or gas-fueled vehicles must be maintained in the following condition when displayed or stored inside of the Center:

- Batteries must be disconnected
- Fuel in fuel tanks cannot exceed one-quarter tank or 5 gallons (19 L) (whichever is least)
- Fuel tanks and fill openings must be closed and sealed to prevent tampering (tape maybe used)
- Vehicles, fueled equipment or other motor craft equipment cannot be fueled or defueled within the building.



**Exhibitors must submit a vehicle request to show management at least 45 days out for approval.**

## **Fire & Safety Guidelines**

The National Fire Protection Association Life Safety Code is the established safety standard for events. The Code, as well as standard operating procedures established in cooperation with District of Columbia safety agencies included in the following fire and safety guidelines:

### **A. Cables Across Doorways**

Cables or hoses larger than ¼” that are required for power, audio, video, lighting or any other applications are not permitted on the floor across doorways or entrance thresholds. Cables may be positioned in the cable trays installed above some service entrances, such as the Ballroom.

### **B. Candles**

Under no circumstances is open flame devices such as lighted candles, lighters or sparklers permitted in exhibit booths.

Lighted candles may be used at special events such as banquets and only under the following conditions:

- Candles must have a solid base and flames must be enclosed in a fire resistant vessel. Votive candles and “hurricane lamp” candles are examples of acceptable candles.
- Candles must be placed on tables or other stable surfaces.
- Samples of all candles proposed for use must be submitted in advance to the event manager for approval.
- Tapered candles, candelabras, and votives hanging from décor are examples of candles which are not permitted.

### **C. Compressed Gases/Flammable Liquids/Aerosols**

The use, display or storing of compressed gasses, flammable liquids or dangerous chemicals is prohibited without prior written authorization. Pressurized containers having flammable propellants (aerosols) are prohibited without prior written authorization from the District of Columbia Fire Marshall.

### **D. Cooking in Exhibit Booths**

Cooking is permitted in exhibit booths when food or food equipment products are featured in the event, and with advance written approval from the Center and the Fire Marshall.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. In addition, Proper containers, such as grease barrels must be provided for disposal of oil and grease and other excess wastes. Disposal of cooking residue into Center’s drainage system is strictly prohibited.

Our service partners are able to provide portable sinks and grease barrels at prevailing rates. Consult your event manager for further information.

### **E. Crate and Boneyard Storage**

Empty crate storage is permitted only with prior approval and within specific guidelines.

### **F. Decorations**

All materials used for decorating including drapes, curtains, table coverings, skirts, carpet or any other materials must be constructed of flameproof material or treated with an approved fire-retardant solution. Random testing may be performed at any time by the District of Columbia Fire Marshal. Please have fire retardancy certificates for the materials on site.

### **G. Gasoline and Diesel Fuel**

Gasoline-powered equipment such as industrial vacuum cleaners for show carpet cleaning is permitted. Refueling is not permitted inside the Center. Please see Subsection T, Vehicles on Display, for in-Center storage requirements. Gasoline, kerosene, combustible gases or other flammable liquid containers may not be stored inside the Center. Use of diesel fuel in the Center is prohibited.

### **H. Electrical Equipment**

Electrical equipment must meet applicable National Electrical Codes. Electrical fixtures and fittings must be U.L. listed. 14-gauge wire or better is required for all connections. All extension cords must be 3-wire grounded. Only Walter E. Washington Convention Center staff and authorized service partners are authorized to move the Center's electrical equipment. Utility panels and mechanical equipment rooms may not be blocked under any circumstances.

### **I. Exits**

Exit doors may not be obstructed, locked or held open. Nothing may be placed within 15 feet of a means-of-egress doorway. Exit signs may not be obstructed from view by booths, decorations or any other objects or hanging materials. Temporary illuminated exit signs, or large exit signs of dimensions approved by the Center, must be installed at/near any exit whose view of the exit is obstructed by drape, decoration or structure, such as within a room constructed in an exhibit hall. These signs should be illuminated by electrical or battery power.

### **J. Fire Fighting and Emergency Equipment**

Fire fighting and emergency equipment may not be blocked or obstructed under any circumstances. Fire hose connections, extinguisher cabinets, fire alarm call stations, strobe lights, automatic external defibrillators, adaptive escape chairs, and First Aid Rooms must be visible and accessible at all times.

### **K. Fog and Smoke Machines and Lasers**

Water-based chemical fog and smoke machines are permitted with advance approval by the Center. Fog and smoke machines may not be operated in common areas where the effect could enter or affect a space used by another customer. Lasers are permitted with advance notification in locations where access to a water source. A schedule for use of fog and smoke machine use or laser use (to include rehearsal and event time) must be submitted to your event manager in advance so that appropriate inspections and ventilation measures are taken.

#### **L. Hazardous Chemicals and Materials**

The use of hazardous chemicals and materials are strictly prohibited without prior written approval. Most hazardous chemicals and materials, including but not limited to pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals including oxidizers are prohibited inside the Center.

#### **M. Hazardous Waste**

You are responsible for the removal of hazardous waste from the center and must comply with all applicable federal and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic, or bio hazardous. These products include paint, ink, certain chemicals, particularly petroleum-based and ketone-based, and certain medical supplies. A separate charge will be applied by the Center for fees and fines for the removal of hazardous waste. Should you require you require assistance please contact your event manager.

#### **N. Medical Testing and Waste**

Medical testing is permitted with advance written approval from the Center when in conjunction with an event. Medical tests must be performed by licensed practitioners. The use of animal or human organs or body parts must conform to federal and local regulations. All medical waste must be removed at the end of the event according to federal and local regulations.

#### **O. Propane**

Propane tanks may not be stored inside the Center. Propane tanks must be stored in locked storage cages on the loading docks. Contractors must provide their own storage cages. Contractors must contact the Manager of Transportation Services to ensure compliance with the Center's specific storage limits imposed by the District of Columbia Fire Marshall.

#### **P. Pyrotechnics**

The use of pyrotechnics is strictly controlled and monitored and must be approved in advance by the Center. Customers requesting the use of pyrotechnics must hire a federally licensed pyrotechnics contractor and must obtain all relevant permits from the DC Fire Department Fire Prevention Division. Consult your event manager for further information and guidelines.

#### **Q. Rigging / Overhead Hanging Procedures**

The Center has designated its service partners Projection/TeamPro and HiTech Electric as exclusive providers of all rigging except for lightweight loads such as banners and signs under 200 pounds. All rigging and hanging from hang points in the Center must conform to all national and local safety codes and is subject to mandatory approval by the Center.

The following general procedures have been established to ensure the safe installation of overhead rigging (including hanging of banners, signs or equipment), and to ensure the protection of the structure and finished surfaces of the building. We reserve the right to stop any installation of rigging if in our opinion the installation is not proceeding in a safe and prudent manner.

- a. All attachments to the interior or exterior building must be temporary, and of a type and process approved in advance by the Center.
- b. Overhead rigging or hanging of equipment may only be performed by persons who have been certified in all safe hanging procedures, including the use of OSHA-certified personal fall arrest systems, and the safe use and operation of overhead rigging, powered work platforms and man-lifts for overhead work.
- c. All equipment used for overhead rigging installations must be certified as safe for intended application.
- d. An effective two-way voice communication system between overhead installation crew and supervisor must be used during all overhead installations.
- e. All areas below overhead hanging installations must be properly protected from damage caused by overhead working platforms.
- f. Visible public notice of overhead work being installed in common areas, such as cautionary signage, barricades, orange traffic cones or similar systems must be in place before overhead work may begin.
- g. All crews performing overhead rigging installations must include at least one ground person to direct personnel away from the work area while overhead work is performed.
- h. All work performed on the Center's roof must be done under the supervision of Center personnel. Damage to the roof and other resulting damages is the responsibility of the customer.
- i. Each person working on the roof of the Center must walk or perform work only from the roof path system.
- j. Each person working on the roof of the Center must utilize an OSHA approved personal fall arrest system that is properly secured to the roof anchors and tie-off points.
- k. Exterior rigging installations on the L Street facades may be secured to the vertical aluminum truss work provided that the truss work is protected by approved protective padding.
- l. Lifts to be used for exterior hanging must be driven to and from the jobsites only from the M Street loading dock entrances. Lifts may not be driven through glass doors.
- m. Proposed installation schedule must be included in production schedule and submitted to your event manager for Center approval. The event manager will confirm the approved times for installation in writing.
- n. Restricted hanging points: Halls A, B, C: Conduit bundles, air ducts, all thread.

## **R. Smoking**

In accordance with DC regulations, the Walter E. Washington Convention Center is a non-smoking facility. We reserve the right to remove violators.

## **S. Temporary Structures**

There must be at least two (2) means of egress from any temporary hard wall structure in excess of 200 square feet built in the Center. Temporary structures may not have a cover or ceiling unless the sprinklers will be able to permeate it. This must be approved in advance by the DC Fire Department.

## **T. Vehicles / Watercrafts on Display**

Liquid- or gas-fueled vehicles, fueled equipment, boats or other motor craft must be maintained in the following condition when displayed or stored inside of the Center:

- Batteries must be disconnected.
- Fuel in fuel tanks cannot exceed one-quarter tank or 5 gallons (19 L) (whichever is least)
- Fuel tanks and fill openings must be closed and sealed to prevent tampering (tape may be used).
- Vehicles, fueled equipment, boats or other motor craft equipment cannot be fueled or defueled within the building.

Source: Section 314.4 of the International Fire Code

Note: Show management is accountable for enforcement action by the Office of the Fire Marshal due to non-compliance with any facet of this requirement.

**Exhibitors must submit a vehicle request to show management at least 45 days out for approval.**

## **C. OTHER IMPORTANT REGULATIONS**

### **AIR FARE / CAR RENTAL**

Discounted air fare and car rental rates have been established for show participants. Toll-free numbers and discount identification codes are located in the Registration and Housing section.

### **AVAILABLE UTILITIES**

Water, drain, gas, electric, lighting, internet and telephone are available.

### **BOOTH CLEANING**

Nightly booth vacuuming services are available through Freeman along with additional cleaning services. Booth Cleaning Services found under Additional Show Services. If not ordered, exhibitors are responsible for booth cleaning prior to show opening.

### **BOOTH FURNISHINGS**

The official show decorator, Freeman, can provide you with any additional items you may need for your booth. Pipe, drape and an ID sign are included with your booth (ID signs are not available for island booths). The Standard ID sign is Free if ordered before deadline. After deadline there will be a charge. Please note that carpet is NOT included with your exhibit space.

The following "standard" booth furnishings will be supplied with your exhibit space:

- 8' high black back drape wall and 3' high black side draped side rails for in-line booths.  
The exhibit hall aisle carpet will be black.
- (1) 7" x 44" booth identification sign listing your company name and booth number.
- General exhibit hall lighting, heating and air conditioning.
- General exhibit hall security at entrances and exits.
- Daily aisle cleaning.
- Exhibitor personnel registration at no charge.

Note: All booths must be carpeted or covered with suitable floor-covering material. If you install your own carpet, you must use tape that can be easily removed. You are responsible for removing all tape and residue. Carpet tape can be purchased from Freeman.

## **CONVENTION OPERATIONS OFFICE**

The Convention Operations Office will be located in Salon F in the WCC.

Please visit this office should you have any questions or concerns once you arrive on-site.

## **DURING THE CONVENTION**

- **Make Yourself Approachable.** Avoid sitting, reading, eating or drinking in the booth. Smile and greet guests at the front of your booth.
- **Don't Over Staff Your Booth.** Staffing your booth with too many reps could send a message to attendees that your booth is overcrowded and might cause them to keep walking.
- **Be Prepared.** Have a short introductory speech ready with engaging questions to help investigate the prospect's needs. You may only get 10 seconds with the buyer so you will want to have a great opening line.
- **Generate Leads.** Order a lead-retrieval device prior to your arrival on site. Take the leads home with you for future contact.

## **ELECTRICAL**

The official show contractor for all electrical needs is the Hi-Tech Electric through the Washington Convention Center. Electricians (International Brotherhood of Electrical Workers) are provided by Hi-Tech Electric, our exclusive provider of temporary installations of electrical services, plumbing services and rigging. Go to the Order Services section to access the Electrical Services request form under Utilities.

## **EXPO EDUCATION STATEMENT**

Exhibitors may not offer Expo Education programs independent of the AIA National Convention on the Expo show floor as such programs are registered and reported under the AIA National Convention Education provider number. Exhibitors may request hospitality suites within the conference hotels. However the suites are intended for business meetings only and may not be used to offer Continuing Education Programming. Additionally, functions are not allowed during dedicated show hours, from 10:00 a.m. – 4:00 p.m. on show days. Business meetings within the hospitality suites may only be conducted outside of the aforementioned dedicated show hours. Hospitality suites are reserved for exhibiting companies only. Non-adherence to this rule may result in the loss of priority points or refusal by Show Management to accept or process an exhibit space application for subsequent exhibitions.

## **FIRST AID**

An EMT will be on duty during move-in, show hours and move-out. A First Aid office is located on Lower Level inside Hall A. If you have a medical emergency, please contact Show Management or security immediately and an EMT will be called to assist you.

## **FOOD SERVICE**

Centerplate/NBSE is the exclusive catering provider and must provide all food and beverages used or served by exhibitors from their booths. Catering information and order forms are located in the Additional Services Section.

## **GENERAL SESSION**

Ballrooms A-C.

## **HOUSING**

Rooms have been blocked at: the Beacon Hotel and Corporate Quarters, Capital Hilton, Comfort Inn Convention

Center, Courtyard by Marriott Embassy Row, Donovan House a Thompson Hotel, Doubletree Hotel Washington, Embassy Suites DC Convention Center, Fairmont Hotel, Grand Hyatt Washington, Hamilton Crowne Plaza, Hampton Inn DC Convention Center, Henley Park Hotel, Hilton Garden Inn Washington DC Downtown, Hotel George, Hotel Helix a Kimpton Hotel, Hotel Monaco, Hotel Rouge a Kimpton Hotel, Hyatt Regency Washington on Capitol Hill, JW Marriott Washington DC, Liaison Capitol Hill and Affinia Hotel, Marriott at Metro Center, Morrison Clark Inn, Renaissance Washington DC Downtown, Renaissance Washington DC Dupont Circle, Sofitel Lafayette Square, St. Gregory Luxury Hotel and Suites, The Madison Hotel, The Mayflower a Renaissance Hotel, W Washington DC, Washington Court Hotel, Washington Plaza, Westin Washington DC and Willard Intercontinental Hotel.

**Book your rooms only through our official housing company, Travel Planners. Do not double book rooms. Please only book those rooms that you will need.**

#### **POST SHOW**

- Follow Up on Leads. This is your chance to maintain communication with attendees who showed interest in your product(s).
- Consider Changes to Improve Exhibit. Consider what worked and what did not work on-site. Was your booth large enough? Did you ship enough hand-outs? Take notes on these items to better prepare for your next event.
- Tell Us about Your Experience. Complete the Exhibitor Survey that will be distributed post show.

#### **PRE-SHOW**

- Promote. Take advantage of the pre-show Attendee list (available for purchase) and send mailings, postcards or e-mail blasts to attendees. Inviting them to visit your booth.
- Focus on 'Green.' Include educational information about sustainability and how it relates to your company or product. Show what progress your company has made through greening initiatives.
- Generate Media Awareness. Contact media outlets to make them aware of your presence at the show and highlight new products or services you plan to exhibit.

#### **SALES OFFICE/EXHIBITOR LOUNGE**

The Sales Office/Exhibitor Lounge will be located on in Room 149.

#### **WATER**

Hi-Tech through the Washington Convention Center is the exclusive provider for water/plumbing. All orders for water needs must be made through Hi-Tech Plumbing Services. Ordering information for water is included in the Additional Show Services section.

#### **WIRELESS INTERNET**

The Washington Convention and Sports Authority along with Smart City Washington are happy to offer basic wireless access in several seating areas throughout the facility. Visit the complimentary "Convention Center Connect" Lounges in the Grand Lobby, Concourse A, Concourse B, Metro Entrance, L Street Entrance near rooms 156 and 140, across from 143C, Uptown Cafe and Downtown Cafe, 2nd and 3rd floor Wing seating areas. To have wireless in your booth you will have to order wireless internet through Smart City.

## HELP "GREEN" THE AIA Expo2012

AIA and AIA Expo2012 Show Management are committed to conducting an environmentally responsible show. The AIA supports energy efficiency and waste reduction in the built environment, encourages energy-conscious design and technology, and supports programs for efficient use of nonrenewable resources. Please help to support these goals, and participate in responsible tradeshow procedures and practices.

- Minimize Packaging Materials – Ship displays in reusable/recyclable crates and containers, using biodegradable shipping and packing materials.
- Printed Materials/Paper Reduction - Print materials with soy/vegetable-based ink on post-consumer recycled paper. Save paper by using the blank sides of used sheets and make two-sided copies whenever possible.
- Avoid Large Quantities of Collateral - Offer to send information upon request or bring samples or small amounts of materials. Avoid dated material.
- Environmentally Responsible Giveaways – Samples and giveaways must be made of recycled, responsibly grown natural fiber, must be non-toxic and biodegradable and must be products that are useful, not merely promotional in nature.
- Recycle – Participate in the recycling program available in the WCC by sorting cardboard, paper, plastic wrap, bottles and cans and by recycling your plastic badge holder in the bins available on-site.
- Walk to the Convention Center - If your hotel is only a short distance away, take a walk and enjoy the historic city of D.C. Shuttle Bus service will be limited.
- Turn off Electricity in your Booth - Turning off your display screens and computer helps reduce CO2 emissions and saves money.
- Save Money . . . Utilize Your Exhibitor Service Manual. The Exhibitor Service Manual is your key to saving money and getting the most out of the show by placing orders before the vendor's discount deadline dates.
- Awareness. Update your company listing/ description on the official AIA interactive floor plan.

## SHOW MANAGEMENT TEAM

The AIA Expo2012 is managed by Hanley Wood Exhibitions. All questions regarding AIA exhibit policies, regulations, and display guidelines should be addressed to Hanley Wood Exhibitions. We are available to assist you in any way to help you plan your participation and make your exhibit successful.

Kevin Thornton	Operations Manager	972-536-6397
Tina Brinkley	Associate Operations Manager	972-536-6337
Joy Williams	Sales Executive (A-K)	972-536-6314
Sue Pino	Sales Executive (L-Z, #s)	972-536-6347
Heather Gibke	Marketing Manager	972.536-6424

Customer Service	Customer Service	866-800-6162
Travel Planners	AIA Housing	800-221-3531



Hanley Wood Exhibitions

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