

## New Exhibitor Policy & Guideline

**To ensure a safe, professional, and enjoyable experience for all exhibitors and attendees, please review and adhere to the following guidelines:**

1. **Booth Boundaries:** All exhibitor personnel, displays, equipment, and promotional materials must remain within the boundaries of your assigned **8' x 10'** contracted booth space. Soliciting or distributing materials in the aisles or outside your assigned booth is not permitted. Displays may not obstruct the view of neighboring booths.
2. **Tents/Canopies – Designated Booth Area:** **Tents and canopies are permitted only in the designated booth area located along the back of the EXPO near the food area. This applies exclusively to Booths #1, #7, #14, #21, #27, #33, #39, #45, #51, #57, #64, and #71.** All tents and canopies must remain entirely within the exhibitor's assigned booth space, and only with the booth numbers listed above. They may not extend beyond the booth boundaries, encroach into neighboring booths or aisleways, or obstruct the visibility of adjacent exhibitors.
3. **Booth Setup & Teardown:** To ensure a smooth event experience, all exhibitors must complete booth setup and teardown during the designated times provided by GBRAR. Failure to comply with these scheduled timeframes may result in forfeiture of the opportunity to exhibit at the following year's Expo. The Event Compliance Team will monitor the exhibition floor during move-in, booth setup, and throughout EXPO hours to ensure compliance with all exhibitor guidelines and event policies. (Set up is Sunday, November 1<sup>st</sup>, starting at noon, until 6 pm) Take down cannot occur until 1:30 pm when the event closes on November 2<sup>nd</sup>.)
4. **Sound & Noise Levels:** Any sound equipment or music used within your booth must be maintained at a reasonable volume and may not interfere with neighboring exhibitors or disrupt the event.
5. **Prohibited Items:** For the safety of all participants, flammable, combustible, or explosive materials, as well as firearms or weapons of any kind, are strictly prohibited on the premises.