

# BREAKBUK

AMERICAS OCT 15-17 2024

## EXHIBITOR MANUAL

Dear Exhibitor,

We're delighted that you will be exhibiting with us at Breakbulk Americas from October 15 to 17 at George R. Brown Convention Center in Houston, USA.

Breakbulk Americas brings industry professionals together from across the supply chain and at the heart of our community are the decision-makers; EPCs, manufacturers, logistics and procurement executives.

We understand it takes a lot to co-ordinate your booth, for this reason that we've created this Exhibitor Manual; a one-stop-guide containing all the vital information you need to exhibit at the show.

Please take time to read through all the information and instructions provided including important deadlines listed on page 5 and official show partner and supplier contacts on page 6.

A little time spent now coordinating your participation will save you last minute inconvenience and unnecessary expense. Please keep an eye out for the ordering deadlines as the prices do increase significantly after the deadlines have passed.

Please feel free to contact Breakbulk Support at any time if you have any queries regarding exhibiting.

Their contact details are:

Email: [breakbulksupport@breakbulk.com](mailto:breakbulksupport@breakbulk.com)

Telephone: +44 20 3545 9408

We look forward to working with you over the coming months and to welcoming you to the event in Houston for the October 2024 edition.

Best wishes,

Jessica Dawnay  
Portfolio Director  
Hyve Group Plc



## CONTENTS

<b>CONTENTS</b>	<b>3</b>
<b>TIMETABLE</b>	<b>4</b>
<b>KEY INFORMATION</b>	<b>4</b>
<b>IMPORTANT DEADLINES</b>	<b>5</b>
<b>OFFICIAL SHOW PARTNER AND SUPPLIER</b>	
<b>CONTACTS</b>	<b>6</b>
EMERGENCY NUMBERS IN AMERICA	6
<b>GENERAL SHOW INFORMATION</b>	<b>7</b>
VENUE	7
VENUE FLOORPLAN	7
GETTING TO THE VENUE	8
SHOW WEBPAGE	8
ACCOMMODATION	8
BADGES AND PASSES	8
LATE WORKING SYSTEM	8
LEAD RETRIEVAL	9
PROMOTIONAL MATERIAL	9
PUBLIC RELATIONS AND SOCIAL MEDIA	9
SECURITY	9
TEMPORARY STAFF	9
VISA INFORMATION	9
<b>LOGISTICS SERVICES</b>	<b>10</b>
DELIVERIES AND SHIPPING	10
FORKLIFTS	10
LOADING AND UNLOADING	10
MATERIAL HANDLING AND FREIGHT SERVICES	11
OUTBOUND SHIPPING	11
STORAGE OF EXHIBITOR	
CASES/TRAILERS/CONTAINERS	11
<b>VENUE FACILITIES AND SERVICES</b>	<b>12</b>
AIR CONDITIONING	12
ATM	12
AUDIO VISUAL EQUIPMENT	12
BUSINESS CENTRE	12
CAR PARKING	12
CATERING	12
CLEANING AND WASTE DISPOSAL	13
COATROOM	13
DILAPIDATIONS	13
DISABLED ACCESS	13
ELECTRICS	14
EXHIBITION LICENSE - ALCOHOL	14
FLOORCOVERINGS AND CARPET	14
FLOOR LOADING	14

GRAPHICS / SIGNS	14
INTERNET / WIFI	14
PA SYSTEM	15
RIGGING / SUSPENDED SIGNS	15
VEHICLE DISPLAYS	15
<b>HEALTH AND SAFETY</b>	<b>16</b>
ACCIDENTS	16
ALCOHOL	16
ANIMALS	17
BALLOONS	17
CHILDREN	17
DAMAGES	17
EMERGENCY AND FIRE PROCEDURES	17
EVACUATION PLAN AND PROCEDURES	17
FIRE SAFETY	18
FIRST AID	18
INSURANCE PUBLIC LIABILITY	18
METHOD STATEMENTS	19
NAKED OR OPEN FLAMES	19
NOISE LEVELS	19
PPE	19
RISK ASSESSMENTS	19
STROBE LIGHTING	20
WORKING AT HEIGHT	20
<b>RAW SPACE BOOTHS</b>	<b>20</b>
BOOTH TYPE REGULATIONS	21
LINEAR OR IN-LINE BOOTH	21
CORNER BOOTH	21
PERIMETER BOOTH	21
ISLAND BOOTH	22
COMPLEX STRUCTURES AND MULTI-STOREY	
BOOTHS	22
BACK WALLS TO BOOTHS / NEIGHBOURING BOOTHS	23
BOOTH DECORATION	23
BOOTH DISMANTLING	23
BOOTH LOCATION, NUMBER AND SIZE	24
BOOTH REGULATIONS	24
CONTRACTOR ACCESS	25
CONSTRUCTION MATERIALS	25
GANGWAYS	25
SUBMISSION OF DRAWING	25
WALLING IN ON OPEN SIDES	25
<b>PIPE AND DRAPE BOOTHS</b>	<b>26</b>
BOOTH REGULATIONS	26

## TIMETABLE

Dates - Move In	Hall Access Times	Contractor & Exhibitor Access Information
Saturday, October 12, 2024	10am - 6pm	Contractor access for Raw Space booths.
Sunday, October 13, 2024	8am - 6pm	Contractor Access for Raw Space booths.
Monday, October 14, 2024	8am - 6pm	Raw Space booth construction to be completed by 6pm.
	12pm - 6pm	Access for Pipe & Drape exhibitors.
Tuesday, October 15, 2024	8am - 12pm	Booth dressing only - no construction permitted.
	<b>Hall Closed 12pm - 4.30pm</b>	Halls to be clear of all personnel in advance of the opening to allow for exhibitor booth and hall cleaning.
Dates - Registration	Registration Open Times	
Monday, October 14, 2024	12pm - 6pm	
Tuesday, October 15, 2024	8am - 8pm	
Wednesday, October 16, 2024	8am - 6pm	
Thursday, October 17, 2024	8am - 2pm	
Dates - Exhibition Open	Exhibitor Access Times	Show Open & Visitor Access Times
Tuesday, October 15, 2024	4.30pm - 8pm	5pm - 8pm (Welcome Reception in exhibition halls)
Wednesday, October 16, 2024	9am - 7pm	10am - 6pm
Thursday, October 17, 2024	9am - 2pm	10am - 2pm
Dates - Move Out	Move Out Access Times	Contractor & Exhibitor Access Information
Thursday, October 17, 2024	2.30pm - 8pm	Breakdown commences once permitted. All Pipe & Drape exhibits must be clear by 6pm.
Friday, October 18, 2024	8am - 12pm	Raw Space breakdown continues. All contractors and exhibits to be clear of halls by 12pm.

**Exhibitors and contractors must ensure their booth build can be completed and dismantled to the above timetable.**

**All booth construction must be complete by 6pm on Monday, October 14, 2024.** Any late working will only be approved in emergency situations, depending on Health and Safety approval. This may be subject to charges for extra lighting, traffic marshals, security, and Health & Safety personnel.

**All exhibitors/contractors must complete decorating their booths by 12pm on Tuesday, October 15, 2024.**

**On Tuesday, October 15, ONLY hand-held items can be carried into and through the halls. No trolleys, pump trucks or rubbish should be left during this time. Any empty containers must be removed and moved to storage before this time.**

**For move out, all exhibitors and contractors must clear their exhibit space by 12pm by Friday, October 18, 2024.**

Please ensure you do not leave materials or personal items unattended during move in or move out. The organizer will not accept any responsibility for items left unattended during or after this time. Any equipment/materials left behind will be removed at the exhibitors or contractors' expense.

## KEY INFORMATION

1. Please review Important Deadlines on page 5 as prices significantly increase after the deadlines have passed.
2. Carpet/Floorcovering - this is mandatory to order and not included for pipe & drape or raw space booths.
3. Power - if you require power this is to be ordered separately however not mandatory.
4. If your booth is raw space, you will need to submit documentation (this can be found on page 5) with booth drawings to Essential Events for assessment. **You cannot build onsite until build approval received.**

## IMPORTANT DEADLINES

Shepard		
Audio Visual Equipment Floorcoverings and Carpet Fascia (Nameboard) Forklift Services and Storage Furniture Graphics Logistics and Freight Material Handling and Shipping Pipe and Drape Booths Rigging/ Hanging Signs	<p>Early Bird Deadline for Custom Shepard Rentals <b>Monday, September 16, 2024</b></p> <p>Exhibitor Appointed Contractor Notification Deadline <b>Monday, September 16, 2024</b></p> <p>First Day for Warehouse Deliveries without a surcharge <b>Monday, September 16, 2024</b></p> <p>Discount Price Deadline for Standard Shepard Orders <b>Tuesday, September 24, 2024</b></p> <p>Last Day for Warehouse Deliveries without a surcharge <b>Saturday, October 5, 2024</b></p> <p>Last Day for Warehouse Deliveries* <b>Wednesday, October 9, 2024</b></p> <p>* Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in</p> <p>First Day Freight Can Arrive at Show Site <b>Monday, October 14, 2024 from 8:00AM</b></p>	<a href="#">Shepard Exhibitor Webshop</a>
<b>George R. Brown Convention Center - Facility Services</b>		
Booth Cleaning	<b>Sunday, October 13, 2024</b>	<a href="#">GRB Cleaning Service Form</a> Scan QR Code
Smart City Networks		
Electrics Internet Plumbing Services - water, air & gas Telephone	<b>Saturday, September 28, 2024</b>	Email Directly: <a href="#">Smart City Networks</a>  <a href="#">Smart City Order Form</a> <a href="#">Smart City Exhibitor Order Guide</a>
Levy Restaurants		
Catering	<b>Wednesday, September 25, 2024</b> <i>Any orders received within 21 days of the show may incur a 25% late fee</i>	<a href="#">Exhibitor Catering Menu</a> <a href="#">Exhibitor Catering Order Form</a>
Essential Events		
Raw Space Booth Assessment	<b>Friday, August 30, 2024</b>	<a href="#">Raw Space Contractor Undertaking Form</a> <a href="#">Method Statement</a> <a href="#">Risk Assessment</a>  Each form to be submitted booth designs Email Directly: <a href="#">Essential Events</a>
onPeak		
Accommodation	<b>Friday, September 27, 2024</b>	<a href="#">onPeak Hotel Booking Link</a>
Visit by GES		
Lead Retrieval	<b>Pre-show or onsite registration available</b>	A unique login link will be sent from Visit by GES.
Burnett Specialists		
Temporary Staff	<b>Tuesday, September 17, 2024</b>	<a href="#">Email Directly: Michelle Waldron</a> <a href="#">Email Directly: Tammera Allaway</a>
Kay Resources		
Security	<b>Friday, September 27, 2024</b>	<a href="#">Special Security Order Form</a>
InEvexco		
Insurance	<b>Pre-show</b>	A unique link will be sent by InEvexco to upload insurance certificate to portal.

## OFFICIAL SHOW PARTNER AND SUPPLIER CONTACTS

Service	Contact Information
<b>Shepard</b> Audio Visual Equipment Floorcoverings and Carpet Fascia (Nameboard) Forklift Services and Storage Furniture Graphics Logistics and Freight Material Handling and Shipping Pipe and Drape Booths Rigging/ Hanging Signs	Email: <a href="mailto:orders@shepardes.com">orders@shepardes.com</a> Telephone: +1 832 799 5700  Raw Space and Custom Exhibits Email: <a href="mailto:exhibits@shepardes.com">exhibits@shepardes.com</a> Telephone: +1 404 720 8657
<b>George R Brown Convention Center</b> Booth Cleaning	Email: <a href="mailto:grbexhibitorservices@houstonfirst.com">grbexhibitorservices@houstonfirst.com</a> Telephone: +1 713 853 8907
<b>Smart City Networks</b> Electrics Internet Plumbing Services - water, air & gas Telephone	Email: <a href="mailto:customerservice@smartcitynetworks.com">customerservice@smartcitynetworks.com</a> Telephone: +1 888 446-6911
<b>Levy Restaurants</b> (Exclusive Venue Vendor) Booth Catering	Kalli Tuma Email: <a href="mailto:ktuma@Levyrestaurants.com">ktuma@Levyrestaurants.com</a> Telephone: +1 713 853 8043
<b>Essential Events</b> Raw Space Booth Assessment	Lynn Hanstock Email: <a href="mailto:lhastock@essentialevents.co.uk">lhastock@essentialevents.co.uk</a> Telephone: +44 1926 470 100
<b>onPeak</b> Accommodation	Email: <a href="mailto:breakbulk@onpeak.com">breakbulk@onpeak.com</a> Telephone: +1 312 527 7300
<b>Visit by GES</b> Lead Retrieval	Email: <a href="mailto:visitconnect@ges.com">visitconnect@ges.com</a>
<b>Burnett Specialists</b> Temporary Staff	Michelle Waldron Email: <a href="mailto:michellew@burnettspecialists.com">michellew@burnettspecialists.com</a> Telephone: +1 713 375 3104  Tammera Allaway Email: <a href="mailto:tammera@burnettspecialists.com">tammera@burnettspecialists.com</a> Telephone: +1 713 375 3158
<b>Kay Resources</b> Security	Danny Kay Email: <a href="mailto:danny@kayresources.com">danny@kayresources.com</a> Telephone: +1 281 989 7740
<b>InEvexco</b> Insurance	Email: <a href="mailto:exhibitor@inevexco.co.uk">exhibitor@inevexco.co.uk</a> Telephone: +44 173 275 7630 Website: <a href="https://www.inevexco.co.uk/">https://www.inevexco.co.uk/</a>

### EMERGENCY NUMBERS IN AMERICA

GRB Security Dispatch 24-hours +1 713 853 8087 (Use this number for Emergencies)

All Emergencies: 911

Police: 911

Ambulance: 911

Fire department: 911



## GENERAL SHOW INFORMATION

### VENUE

**Venue Name:** George R Brown Convention Center

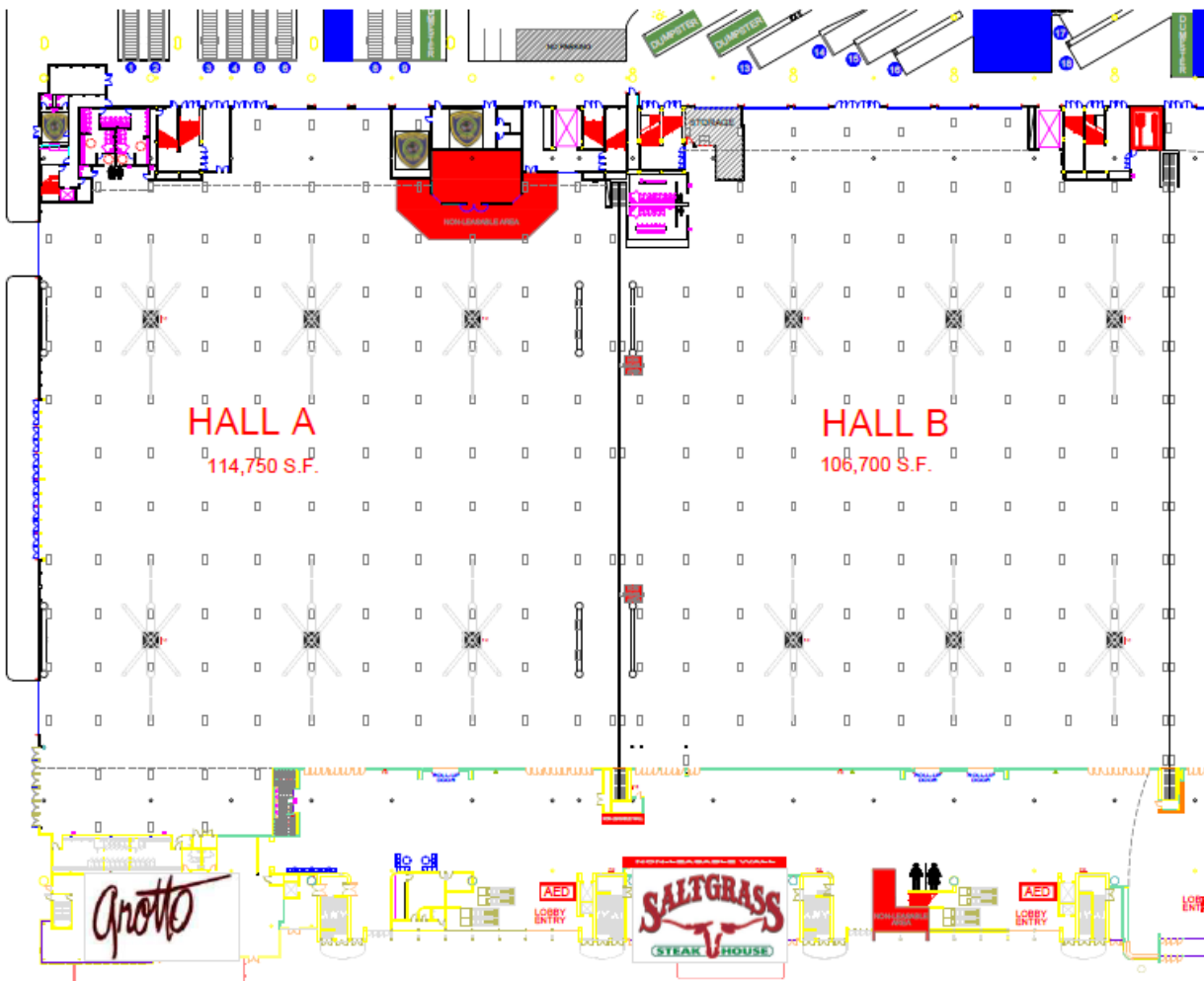
**Address:** 1001 Avenida De Las Americas, Houston, TX 77010, United States

**Event Halls:** Halls A & B



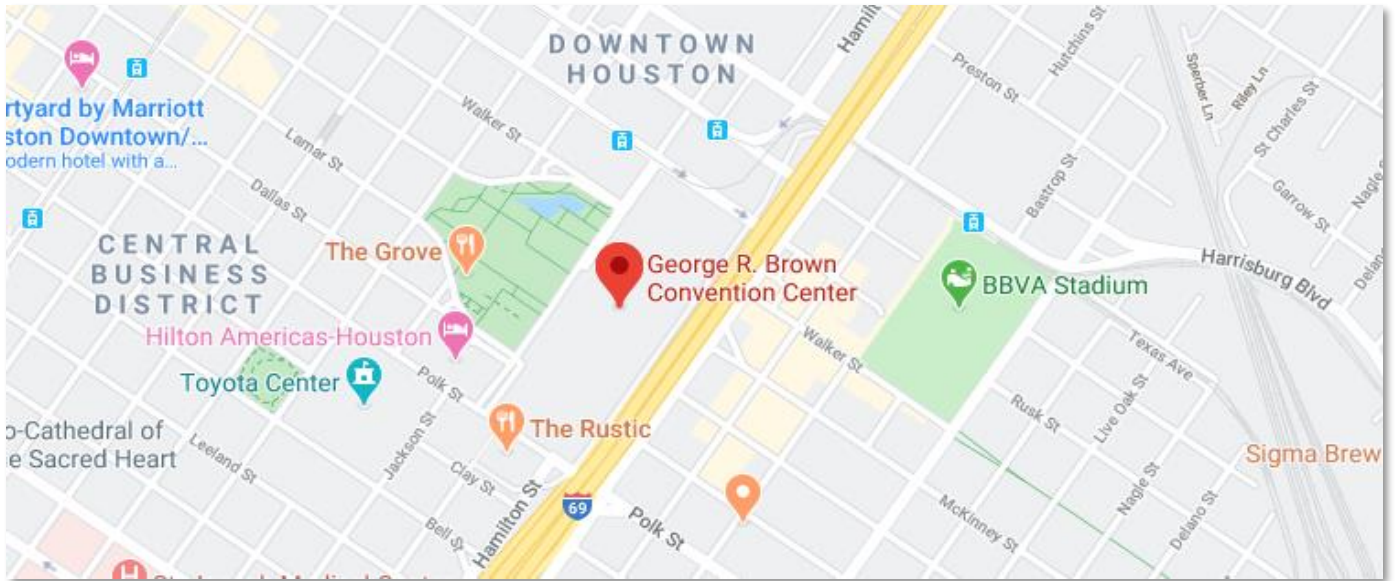
### VENUE FLOORPLAN

Please click [GRB Floorplan](#) to view online floorplan.



## GETTING TO THE VENUE

George R Brown Convention Center is located downtown on the Avenida Houston. George Bush International Airport is 23 minutes by car, please visit [GRB Parking, Maps & Directions](#) for more details. Loading docks can be accessed from Chartres Street on the left at Walker Street.



## SHOW WEBPAGE

Please visit our [Breakbulk Americas Show Webpage](#) for the latest event news and updates.

## ACCOMMODATION

Our exclusive accommodation partner onPeak will provide discounted hotel rates in and around Downtown Houston. Please visit the [onPeak Hotel Booking Link](#) page for available hotels.

Deadline to book discounted hotel rooms through onPeak is **Friday, September 27, 2024**. After this date, room allocation rates may be subject to additional charges.

For any assistance with booking please contact onPeak at [breakbulk@onpeak.com](mailto:breakbulk@onpeak.com) or call +1 312 527 7300.

## BADGES AND PASSES

During show days badges must always be worn to gain access to the exhibition halls, badges can be printed onsite from Monday, October 14, 2024. **A unique login link will be sent from Visit by GES for exhibitor registration.**

Exhibitors receive an allocation of passes based on their booth/sponsorship, anything outside of this will need to be purchased. During the exhibition, for security and health and safety reasons it is imperative exhibitor badges are only allocated and worn by the staff that are working on your booth and should not be given to anyone else including visitors to your booth.

Only attendees who require access to show floor during show days are required to register. For build-up and breakdown, coloured wristbands will be provided to contractors/ booth builders by security personnel once booth details are confirmed. Contractors and booth builders do not need to register for a badge.

## LATE WORKING SYSTEM

Hyve are committed to safe working and aim to minimize the number of persons working outside the timetabled hours.

Exhibitors and contractors should plan to ensure that late working is not required. It may be allowed in exceptional circumstances with approval from the organizer. A mandatory form is required to be completed, please visit the organizers office when onsite to complete paperwork.



## LEAD RETRIEVAL

A unique login link will be sent from Visit by GES at [no-reply@registration.breakbulk.com](mailto:no-reply@registration.breakbulk.com). For assistance, please email [visitconnect@ges.com](mailto:visitconnect@ges.com).

## PROMOTIONAL MATERIAL

Please be sensitive to the content of any promotional material that you are planning to use at the exhibition. If in doubt about any material that you are considering of using, please send an enquiry to our Breakbulk marketing team and they will be able to provide guidance.

## PUBLIC RELATIONS AND SOCIAL MEDIA

Breakbulk would like to support your PR initiatives. We would be happy to post your press releases on our website (subject to Marketing Director's approval). Please contact Leslie Meredith on [Leslie.Meredith@breakbulk.com](mailto:Leslie.Meredith@breakbulk.com).

To promote your participation at Breakbulk Americas please use the following handles and hashtags:

- YouTube: <https://www.youtube.com/channel/UCKN2EemicqYNnbAM8r1VuCQ/videos>
- LinkedIn: <https://www.linkedin.com/showcase/breakbulk-events-&-media/>
- X (formerly Twitter): [https://twitter.com/Break\\_Bulk](https://twitter.com/Break_Bulk)
- Facebook: <https://www.facebook.com/breakbulkeventsmedia/>
- Instagram: [https://www.instagram.com/break\\_bulk/](https://www.instagram.com/break_bulk/)
- Hashtag: #BBAM2024

## SECURITY

Breakbulk Americas provides adequate security during move in, move out and show days.

It is the exhibitor's full responsibility for all items on their booth for the duration of the event. To ensure good security, please follow these points:

- Delegate one member of your staff to be responsible for your company's security at the exhibition.
- Do not leave cash, handbags, valuables, laptops, etc. in unlocked drawers, cupboards or in your exhibit space.
- Laptops or mobile phones should not be left unattended at any time.
- Please note that move in and move out days are high-risk periods. It is recommended that your exhibit space is always staffed.
- Make sure you arrive prior to the official opening time and do not leave your exhibit space before the hall is clear of visitors.
- Should you have small valuables that you wish to leave on your exhibit space, you are advised to arrange lockable cabinets or other safe storage areas.

To book additional security, please contact Danny Kay from Kay Resources at [danny@kayresources.com](mailto:danny@kayresources.com) or call +1 281 989 7740.

To order, submit the [Special Security Order Form](#) to above email, the booking deadline is **Friday, September 27, 2024**.

## TEMPORARY STAFF

Our temporary staff provider is Burnett Specialists. Please contact on the below details to discuss your temp staff requirements. Booking deadline is **Tuesday, September 17, 2024**.

Michelle Waldron  
Email: [michellew@burnettspecialists.com](mailto:michellew@burnettspecialists.com)  
Tel: +1 713-375-3104

Tammera Allaway  
Email: [tammera@burnettspecialists.com](mailto:tammera@burnettspecialists.com)  
Telephone: +1 713 375 3158

## VISA INFORMATION

Visa invitation letters will only be issued to registered exhibitors, please contact [Breakbulk Support](#) for more information.

## LOGISTICS SERVICES

Shepard are our official logistics partner for the show, to order services please visit [Shepard Exhibitor Webshop](#). For assistance, please contact Shepard at [orders@shepardes.com](mailto:orders@shepardes.com) or call +1 832 799 5700.

Due to liability concerns and/or labor jurisdictions, exhibitors or their Exhibitor Appointed Contractors (EACs) may not operate any type of mechanical or powered equipment including forklifts, manual or electric pallet jacks, overhead lifts, etc.

## DELIVERIES AND SHIPPING

Shipments can be made to Shepard Warehouse ahead of the show or direct to the exhibition at GRB. Below gives further information on sending via these two options:

### **Advance Warehouse - Deliveries can be accepted until Wednesday, October 9, 2024.**

Date indicated is the last day freight can arrive to advanced warehouse with guaranteed delivery to booth for exhibitor move-in. Shepard will direct any shipments from warehouse to your booth before the show commences.

#### *Address:*

Exhibiting Co. Name & Booth Number  
Breakbulk Americas  
c/o Shepard Exposition Services  
10001 Fannin Street Suite 100  
Houston, TX 77045

- Materials received after Saturday, October 5, 2024 will be subject to an additional surcharge.
- Warehouse hours are Monday to Friday, 8:00am - 4:00pm.

### **Direct Shipments to George R Brown Convention Center - Deliveries can be accepted from Sunday, October 13 to Thursday, October 17, 2024.**

- Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments.

#### *Address:*

c/o Shepard Exposition Services  
Exhibiting Co. Name & Booth Number  
Breakbulk Americas  
George R. Brown Convention Center  
1001 Avenida de las Americas  
Houston, TX 77010

## FORKLIFTS

Forklift services to install or dismantle booths can be ordered in advance or onsite. Please order this through the show's official contractor Shepard via the [Shepard Exhibitor Webshop](#).

## LOADING AND UNLOADING

All unloading and loading of exhibits are required to be done only through designated loading docks, freight doors, and freight elevators. The main lobbies, escalators and passenger elevators are not to be used for this purpose. Exhibitors should verify show security arrangements and times for unloading and loading with Kay Resources.

Parking at the loading docks, (the third level ramp) except for loading and unloading, is prohibited. Parking, loading, and unloading on Avenida de las Americas in front of the building, is also prohibited. Vehicles in violation of this policy will be towed at owner's expense.

**Exhibitor unloading and loading:** Exhibitors can drop off equipment behind the George R. Brown Convention Center (GRB). On move-in and move-out days, there is no charge to park behind the GRB Exhibitor Lot (Lot 4).

During show days the cost is \$15 per day/per spot to park in Lot 4. If the lot is full, exhibitors will have to park in the surrounding areas mentioned below under Car Parking.

All trucks delivering to show site are required to check in at the marshaling yard for assignment of dock space.

Personally Owned Vehicles (POV) are allowed to hand carry items within one trip. If you are to show up in a van, truck, box truck, or anything larger, Shepard will discuss and bill for material handling of their booth equipment. POV's are also assigned a specific dock and access point, first come first serve, and will be managed by employee to help traffic flow and inspection on type of vehicle. For more information, please visit [Shepard Exhibitor Webshop](#).

## MATERIAL HANDLING AND FREIGHT SERVICES

Shepard is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment. Material handling is a billable service.

Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor, the storage of empty containers, the return to booth for packing, and the loading back onto the exhibitor's outbound carrier. This is an automatic service and is billed based on weight. This service whether used completely or in are part, are billed as a package. **It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event.** Exhibitors can drop off equipment behind the George R. Brown Convention Center (GRB).

Material Handling Process:

- Unloading freight from your carrier once it arrives at the receiving dock.
- Transporting freight from dock to your booth space.
- Removing empty shipping containers (boxes, crates and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth at the close of event.
- Transferring your freight back to the loading dock.
- Loading your freight into your carrier's delivery vehicle for return shipping.

Shepard can assist with:

- Shipping of international exhibits to the show.
- Customs clearance procedures.
- Delivering your cargo to the appointed site handling contractor.
- Re-exporting your freight at the end of the show.

You are obligated to notify Shepard with details of your shipment before it departs the origin country. Please ensure you take out adequate insurance to cover the value of your exhibit to and from the show.

For further information on all deliveries, material handling and freight, please visit [Shepard Exhibitor Webshop](#) under Material Handling and Shipping.

## OUTBOUND SHIPPING

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our official carrier Shepard Logistics are available to assist in arranging transportation services to and from the event. Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick-ups directly with all carriers as well as provide carrier specific shipping labels.

## STORAGE OF EXHIBITOR CASES/TRAILERS/CONTAINERS

Only shipments where manual handling charges have been paid to will be eligible for storage services. Onsite storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. Do not use this service for "Empty" storage. Three types of storage are available at variable costs:

- Accessible Storage: use this type when you need to pull items out of storage during the show.
- Secured Storage: use this type if you do not need your items again until the end of the event.
- Warehouse Storage: for when you need to a place to store your exhibit/products for longer periods of time.

Orders can be made through [Shepard Exhibitor Webshop](#).

## VENUE FACILITIES AND SERVICES

### AIR CONDITIONING

All areas at the George R Brown Convention Center have air conditioning. The superior quality of the air conditioning system will ensure no noise interference during events. Air-conditioning is provided inside the exhibition hall on event days only.

### ATM

There are 4 ATMs in the GRB, located at:

- Level 2, Mezzanine A near the Marriott Marquis & North Avenida Garage Skybridges.
- Level 2, Mezzanine E near the Starbucks & South Avenida Garage Skybridges.
- Level 1, Concourse B across from Hall B.
- Level 1, Concourse D across from Hall D.

**Important:** The GRB are a cashless venue, no cash will be accepted or available to change at any of the concessions within the venue.

### AUDIO VISUAL EQUIPMENT

Our official supplier for AV is Shepard. Services can be made from [Shepard Exhibitor Webshop](#).

For assistance, please email [orders@shepardes.com](mailto:orders@shepardes.com) or call +1 832 799 5700.

Early Bird Deadline for Custom Shepard Rentals is **Monday, September 16, 2024**. After this date, standard rates apply for services.

### BUSINESS CENTRE

There is no Business Centre at the GRB. Business Center options located nearby are below:

- Hilton Americas Hotel - Level 3 FedEx Office.
- Marriott Marquis Hotel - Level 2 FedEx Office.

### CAR PARKING

Exhibitors can drop off equipment behind the George R. Brown Convention Center (GRB). On move in and move out days, there is no charge to park behind the GRB back lot behind exhibit halls (During show days the cost is \$15 per day/per spot to park in back lot behind exhibit halls. If the lot is full, exhibitors will have to park in the surrounding areas mentioned below.

Parking at the loading docks, the third level ramp, except for loading and unloading, is prohibited. Parking, loading and unloading on Avenida de las Americas in front of the building, is strictly prohibited. Vehicles in violation of this policy will be towed at owner's expense.

For access to the loading docks please follow the directions below:

Take Avenida de las Americas South > left on Polk Street > left on Chartres > Docks are accessed from Chartres Street be on the left at Walker Street. **For more information, please visit the [GRB website](#) for parking and directions.**

There are multiple parking options at the venue:

- Avenida North Garage
- Avenida Central Garage
- Avenida South Garage
- Tundra Garage

### CATERING

The George R Brown Convention Centre is the exclusive supplier of food and beverage to exhibitors at the venue. Exhibitors are not permitted to bring any food or beverages from external sources into the premises during move in, event days and move out.

The GRB has catering services and menus to accommodate your requirements. Any booth catering and alcohol requirements should be ordered with the catering team prior to the start of build. Any late orders may not be possible due to licensing regulations. Levy Restaurants will provide all necessary information and required forms.

**Deadline: Wednesday, September 25, 2024**

*Any orders received within 21 days of the show may incur a 25% late fee.*

For any tailor-made requests, please contact Levy Restaurants directly to discuss if arrangements can be catered to on:  
Kalli Tuma  
Email: [ktuma@Levyrestaurants.com](mailto:ktuma@Levyrestaurants.com)  
Telephone: +1 713 853 8043

If you require services, please complete and return the below forms to email address listed.

[Exhibitor Catering Menu](#)

[Exhibitor Catering Order Form](#)

**Important:** The GRB are a cashless venue, no cash will be accepted or available to change at any of the concessions within the venue.

## CLEANING AND WASTE DISPOSAL

**Contractors/Exhibitors are responsible for disposal of all accumulated waste during move in, event days and move out.** Any materials must be removed to outside GRB premises and not inside the marshalling yards.

**The George R. Brown Convention Center is the exclusive cleaning contractor. No other cleaning services will be allowed on the exhibition floor.**

Booth cleaning services at the GRB include vacuuming, mopping, shampooing booth carpet, porter services as well as barrel emptying. The emptying of wastebaskets is included with all cleaning services. For any service adjustments, they must be reported at least one hour before show opening.

GRB bins are clearly marked for paper, trash, organic and plastic/aluminum disposal.

It is required that all adhesive tapes, paint, and similar traces need to be completely removed from the tenanted space.

**Exhibit space does not include cleaning services and it is your responsibility to order from GRB if required.**

To order, please click [GRB Cleaning Service Form](#) and scan QR Code.

For assistance, please contact [grbexhibitorservices@houstonfirst.com](mailto:grbexhibitorservices@houstonfirst.com) or call +1 713 853 8907.

The Health & Safety team will be monitoring waste and cleaning onsite, there will be an onsite service desk available for last minute orders. Failure to clean or remove waste appropriately, will be charged to the contractor or exhibitor.

## COATROOM

There are no coatroom facilities available at this venue. If you have any luggage, please ensure you leave this with concierge at your hotel.

## DILAPIDATIONS

Exhibitors are liable for any damage they may cause to buildings, floors, walls, columns, equipment, or any other exhibitor's property. Exhibitors are also responsible for any damage caused by their agents or contractors. No exhibitor may apply paint, lacquer, adhesives or coating to the building or drill holes into the floor.

The organizer will inspect the halls before move in and after dismantling of the booths and any damage caused will be charged directly to the exhibitor. This includes a charge for removing any carpet tape or heavy building waste left behind.

## DISABLED ACCESS

There are adequate disabled facilities at the venue. All halls, meeting rooms and public areas are accessible by wheelchair. There are disabled car park spaces available, toilets on all floors have disabled access, whilst all doorways and lifts accommodate standard wheelchairs and have access to all floors of the venue.

On raw space booths with a platform, if a display is on a booth, a ramp should be built into the booth or a portable ramp made available.



## ELECTRICS

**Pipe & Drape and Raw Space booths are not inclusive of electrics.**

If your display has any of the following: lights, computer printers, plasma, screens, etc you will need to order electrical power outlets. **No electrical work is permitted to be done by anyone other than the official electrical contractor.**

Orders can be made through Smarty City Networks, please email directly at [Smart City Networks](#).

Please review the [Smart City Exhibitor Order Guide](#) before submitting [Smart City Order Form](#).  
Booking deadline is **Saturday, September 28, 2024**.

For any queries, please email contact [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com) or telephone +1 888 446-6911.

## EXHIBITION LICENSE - ALCOHOL

George R Brown Convention Center is the sole alcohol license holder for the premises and reserves the right to serve alcohol at events after prior approval. All food, alcohol, non-alcoholic beverages, and concessions are operated and controlled exclusively by the George R. Brown Convention Center.

Please contact Levy Restaurants directly to discuss any orders or if you have any queries. Contact details are as follows:

Kalli Tuma

Email: [ktuma@Levyrestaurants.com](mailto:ktuma@Levyrestaurants.com)

Telephone: +1 713 853 8043

Deadline to order is **Wednesday, September 25, 2024**.

## FLOORCOVERINGS AND CARPET

**The venue floor is not carpeted; therefore it is mandatory to provide floorcovering or carpet to dress your booth.**

This can be purchased online via [Shepard Exhibitor Webshop](#).

Early Bird Deadline for Custom Shepard Rentals is **Monday, September 16, 2024**.

Should you wish to provide your own carpet, floor flats or a platform, then it is required to be laid by an appropriate contractor.

Please note that we do not allow concrete flooring and if you do not provide your own floor covering, we will be using Shepard to carpet the area and pass the cost onto the exhibitor. If you lay your own floor-covering, you are responsible for its removal and disposal at the end of the event (together with any carpet tape and/or tape residue). Please be aware that significant charges will be levied on exhibitors who fail to remove any of the above.

## FLOOR LOADING

The floor loading limit is 1,000 LB/SQ FT.

## GRAPHICS / SIGNS

Whether you're after adhesive logos, pop-up banners or seamless wall panels, if you have a Raw Space booth, graphics are a great way of boosting your brand presence onsite.

Graphics are **not** included within Raw Space or Pipe & Drape packages unless specifically mentioned.

If you wish to order graphics for your booth, you can arrange via [Shepard Exhibitor Webshop](#).

For any queries, please contact Shepard on the following details:

Email: [orders@shepardes.com](mailto:orders@shepardes.com)

Telephone: +1 832 799 5700

## INTERNET / WIFI

We highly recommend ordering a hardwired connection to show or present on your booth and do not rely on the free venue Wi-Fi as this is not guaranteed. The Wi-Fi at Breakbulk Americas is a shared infrastructure and therefore speeds will be impacted. If you do not order a cable connection. The organizers cannot be held responsible for any issues you have connecting to and using the internet.

Orders can be made through Smarty City Networks, please email directly at [Smart City Networks](#).

Please review the [Smart City Exhibitor Order Guide](#) before submitting [Smart City Order Form](#).  
Booking deadline is **Saturday, September 28, 2024**.

For any queries, please email contact [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com) or telephone +1 888 446-6911.

## PA SYSTEM

The organizer will have a PA System available in the event space. This is for show announcements and any necessary emergency announcements only.

## RIGGING / SUSPENDED SIGNS

All Rigging at the show is required to be approved by the Organizers prior to arriving onsite. **Raw Space booths are required to submit rigging and dimensions with booth plans to [Essential Events](#) for assessment.**

Please note, rigging contractors from Shepard are the only official contractors permitted to rig from the roof. If you wish to rig any banners at the show, please contact Shepard for all rigging requirements.

To order services, please visit [Shepard Exhibitor Webshop](#).

## VEHICLE DISPLAYS

Vehicle displays require a permit from the Houston Fire Department. If fifteen (15) or more vehicles will be displayed, then standby personnel shall be required for a fire watch.

- It is compulsory that the battery is to be disconnected while any vehicle is on display.
- Fuel in the tanks of display vehicles shall not exceed one quarter (¼) of their capacity or five (5) gallons of fuel, whichever is less.
- All display vehicle gas caps shall be taped or locked. Non-flammable protective covering needs to be placed under display vehicles to prevent stains.
- It is a requirement that duplicate keys for vehicles on display need to be provided to show management and/or to show security for use in the event of an emergency. Keys shall be kept in the premises during the entire License Period

It is essential an agreement on delivery and removal times/dates will be discussed with and approved by the Organizer's and the location of the exhibit, other safety measures may be required, such as rendering fuel tanks ineffective, disconnecting batteries and/or the posting of security guards. Please email [Umit Bozdog](#) for any queries.

Rules for display vehicles (both gas and electric vehicles) vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the Organizer.

**Important Note:** Always check with local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation. Need to get guidelines for placing, displaying electric vehicles.

- Check with your facility regarding any weight load limits.
- Show organizers should request information from exhibitors in advance of the show if they are bringing in a vehicle, usually 45 days is the standard.
- Vehicles can only be moved to and from their booth outside show hours and under the supervision of show management and/or Official Service Contractor depending on the rules in the building.

## HEALTH AND SAFETY

Hyve Group consider the health and safety of all its full-time employees, part-time employees, casual workers, customers and contractors to be of great importance. Hyve Group is committed to complying with all the relevant legislation and guidelines covering health and safety at work and the specific requirements of the venue. All exhibitors, contractors and visitors are required comply with the law, and the regulations of the venue at all times.

Anyone infringing any relevant legislation, and/or any venue regulations will be asked to desist forthwith and for serious and continuing breaches may be banned from the premises.

### Your responsibilities:

As an exhibitor or a contractor, you hold an obligation to ensure the safety of everyone associated with your exhibition booth and those persons who may be affected by your activities. All full-time and part-time workers on an exhibitor's booth are required to:

- Be aware of the significant hazards they may face when carrying out tasks and of any control measures that the exhibitor implements to reduce risks to the lowest level reasonably practicable.
- Observe safety regulations and signs at all times; be aware of the emergency procedures relevant to their place of work; wear the appropriate safety equipment and use appropriate safety devices as and when required to do so.
- Report all accidents, near misses and dangerous occurrences to their supervisor and Organizer's Office onsite at the venue.
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions.
- Co-operate with any duty or requirement imposed by the venue when acting under the requirements of Health, Safety or Environmental legislation.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- Immediately report any serious shortcomings that may affect the health, safety and welfare of their job to their supervisor and the Organizer's Office onsite at the venue.

All exhibitors (both pipe and drape and raw space are required to carry out their own 'Risk Assessment'. If you are a raw space booth or using a contractor to build your booth, you are required to complete a Risk Assessment and submit with your booth submission.

It is the responsibility of every exhibitor to undertake this exercise. Hyve Group and the venue therefore reserves the right to exclude any exhibitor for non-compliance. Further details of the legislation and the venue regulations are available on request.

## ACCIDENTS

All Accidents and Near Misses should be formally logged and recorded with witness statements and accompanying photographs. All reports may be used for future investigation, therefore as much detail as practical should be collected. All documents are to be treated with the utmost confidentiality and as such, should be stored to maintain data protection. If you are involved in, or a witness to an accident whilst onsite at the show (regardless of how small) it's vital that it is reported to the Organizer's immediately.

If the accident requires urgent medical assistance, please make the Organizer aware after calling emergency services. The Organizer can get the emergency services to the correct part whilst onsite in the quickest route and therefore we ask that you ensure we are aware immediately.

## ALCOHOL

No working under the influence of alcohol or consumption is permitted whilst working on the move in or move out of booths and displays.

## ANIMALS

No animals are permitted in the venues, except for service animals.

## BALLOONS

Balloons are permitted if they do **not** contain helium. If you intend to have balloons on your booth, it is essential this is included in the risk assessment and noted on your booth plan submission. The following regulations need to be adhered to:

- Helium balloons are prohibited within the facility.
- Non-helium balloons are permitted.
- Permission to use advertising balloons should be obtained from the organizers.
- The balloon is required be positioned as centrally as possible within the confines of your allocated floor space in order that any logos/designs displayed are not immediately overlooking any neighboring booth.
- It is imperative balloons are not given away to visitors or other exhibitors.
- All balloons are required to be securely fixed to the booth. If a balloon strays and gets into the air circulation units or any damage is caused because of the stray balloon, the charges will be pushed back to the exhibitor. There may be a charge to remove balloons from the ceiling.

## CHILDREN

Under no circumstances are children under the age of 16 years allowed into the exhibition halls during the build-up, show open days or breakdown.

## DAMAGES

Exhibitors are liable for any damage they may cause to buildings, floors, walls, columns or to any pipe and drape equipment or any other exhibitor's property. Exhibitors are also responsible for any damage caused by their agents or contractors.

No exhibitor may apply paint, lacquer, adhesives or coating to the building or pipe and drape nor drill holes into the floor. We also do not allow the use of markers, plastic packing tape, gaffer tape, masking tape and drafting tape as they are extremely difficult to remove.

Please note that you are responsible for ensuring that adhesive tapes used to fix carpets or other materials to floor areas are removed after use, without damage to the floor.

## EMERGENCY AND FIRE PROCEDURES

In the event of an emergency where evacuation appears imminent, an announcement will be made over the PA system and will precede with an audible alarm.

Everyone is required to assemble in the Muster Areas of the Convention Center to meet with facility personnel to receive further directions and updates regarding the emergency.

All staff and guests are required to remain outside the convention center until instructed otherwise by authorized emergency personnel.

**For any emergencies, please contact the 24 hours GRB Security Dispatch telephone on +1 713 853 8087.**

## EVACUATION PLAN AND PROCEDURES

The George R Brown Convention Centre has a variety of modern fire detection and firefighting systems, as well as established emergency procedures.

Hoses, extinguishers and break glass alarm points can be found at regular intervals along the walls of the exhibition hall and conference areas. Firefighting equipment may be used for small fires where persons are trained to use the equipment. Therefore, it is mandatory that fire points inside the halls as well as in the concourses should not be blocked.

Should a fire emergency arise during an event, voice announcements will assist visitors and staff in deciding what actions to take. If the evacuation announcement is made, everyone should exit the hall via the nearest fire exit and follow signage to the assembly point.

## FIRE SAFETY

All service providers, booth builders and exhibitors acknowledge:

- That fire extinguisher equipment, emergency exits, and signage (including those inside exhibits) need to remain visible and accessible at all times.
- That all aisles need to be kept clear of any obstructions or protruding objects. **Minimum of 10ft aisle clearance spaces.**
- That written approval of plans is to be obtained, from the organizers, for equipment which produces heat, smoke, or open flames as an integral part of the product demonstration. A Fire Marshall needs to be booked, and additional fire equipment put in place as part of the fire prevention strategy. Please contact GRB if this part of your product demonstration.
- Any breach of fire safety will not be tolerated, and the event or show will not be allowed to start unless fire safety issues are rectified.
- Fire Prevention Permits are required for vehicles on display, cooking, tents, multilevel booths; for more information, please contact GRB Convention Services Department at +1 713-853-8000.
- The Houston Fire Code requires any vehicle displayed inside the facility to have the battery cables disconnected. It's required that the gas tank is taped shut or have a lockable gas cap and may contain no more than ¼ a tank or five (5) gallons of fuel, whichever is less before entering the GRB.
- The following products will not be permitted unless treated with a fire retarding compound: hessian, thatch, straw, draping, seat covers, wood pallets, crepe paper, corrugated paper, cardboard, PVC sheeting (except on the floor to prevent damage to carpets) and polystyrene items. **It is mandatory to have a certificate presented as proof and should be sent to [Essential Events](#).**

## FIRST AID

First aid cover is provided by the organizers, the first aid office is located next to halls in Show Office A. In an emergency, please contact the nearest security staff or health and safety persons.

## INSURANCE PUBLIC LIABILITY

Exhibitors are responsible for obtaining PLI insurance protection for their exhibits, property and personnel against all risks as stated in the General Conditions. Equipment should be insured both in transit and on location at the exhibition site for the entire period of the exhibition. You would have been sent your unique link to upload the certificate to your portal. If you are able to provide your own PLI, then you will have to upload a copy of the certificate. Please contact [Breakbulk Support](#) if you need any more assistance.

All copies of insurance policies must be submitted before deadline the first day of build-up.

The Exhibitor is fully responsible for obtaining Public Liability Insurance to value of **£2,000,000**.

- The cost of the policy is \$220.00.
- This insurance is available to exhibiting companies only; contractors much obtain their own insurance to the required level of cover.

### Insurance cover should include:

- PLI (Public Liability Insurance to the value of £2,000,000)
- Personal Injury
- Third Party Claims
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition.
- Medical expenses and baggage cover
- Value of the booth, including the fittings

A full specimen wording, showing the terms, conditions, and exceptions of the cover, is available from InEvexco Ltd. It is the Customer's responsibility to read the policy wording as some exclusions apply. This service is provided on a non-advised basis, and it is the Customer's responsibility to make sure that the minimum limits are sufficient for its needs.

The standard limits provided by the Insurance Participation Fee are: Cover Headings Standard Limits Brief Summary of the Cover Exhibitor Expenses £20,000 Loss of irrecoverable expenses sustained as a result of cancellation, abandonment, curtailment, postponement or removal to alternative premises; inability to open or keep open the Customer's booth/space due to damage to Exhibitor Property at the Venue, in transit to the Venue or damage to the Venue itself; late or non-arrival of Exhibits or of the Customer's staff/representatives; failure to vacate the Venue within



the contracted time; reasonable additional costs and expenses incurred in avoiding or diminishing a loss; for reasons beyond the Customer's control.

## METHOD STATEMENTS

A method statement is a document that is part of safety induction and primarily provides specific instructions on how to safely perform a work-related task or operate a piece of equipment. In your method statement you should outline all the hazards that are likely to be encountered when undertaking a task or process and provide detailed guidance on how to carry out the task safely.

**It is mandatory for Raw Space exhibitors to submit each of the below forms with booth designs.**

Please email directly to [Essential Events](#) for assessment, the deadline date is **Friday, August 30, 2024.**

Forms:

[Raw Space Contractor Undertaking Form](#)

[Method Statement](#)

[Rise Assessment](#)

## NAKED OR OPEN FLAMES

Flames from open fires or candles will not be permitted.

## NOISE LEVELS

Maintain safe noise levels below 85dbA. Where noise levels exceed 85dbA, you will be asked to reduce noise levels or if the organizers receive complaints from surrounding exhibitors. **The organizers will make the final decision.**

## PPE

Exhibitors and contractors are required to ensure that all tools used on the premises are in good condition and safe to use. When not in use all tools should be stored, not be left unattended or connected to the mains. The use of any dust-generating tools in the event is not permitted.

All exhibitors and contractors are required to always wear appropriate PPE during assembly and dismantling periods. The venue and the organizers will not allow the work to begin without adequate PPE.

The minimum requirements include but are not limited to, those listed below; however, the requirements vary according to the task:

- Proper footwear - during the move in and move out periods, the use of heels, sandals or open shoes are not permitted.
- High visibility vests - it is highly recommended to wear during the move in and move out periods including in the outside loading bay areas.
- Employees' working in areas close to works at height should wear suitable hard hats.
- Appropriate height ladders are required to be used. Please ensure your contractor brings the correct working at height equipment. For more detail on required equipment please see the [working at height section](#).

This is not an exhaustive list of items and the duty to assess that the correct type of PPE is applied to a work situation shall be that of the employer. The standard adopted for personal protective equipment is in accordance with Texas Municipality local orders and technical guidelines which apply in full at the venues.

## RISK ASSESSMENTS

All exhibitors are required to provide a Risk Assessment for any construction activity. You are required to protect people as far as is reasonably practicable. It is simply a careful examination of what could cause harm to people, so that you can weigh-up whether you have taken enough precautions or should do more to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

Hyve Group has carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the organizer's office.

**It is mandatory for Raw Space exhibitors to submit each of the below forms with booth designs.**

Please email directly to [Essential Events](#) for assessment, the deadline date is **Friday, August 30, 2024.**

Forms:

[Raw Space Contractor Undertaking Form](#)  
[Method Statement](#)  
[Rise Assessment](#)

## STROBE LIGHTING

No strobe light effects are permitted.

## WORKING AT HEIGHT

The most common health and safety problem across all events is working at height. Please ensure you plan beforehand to make sure you have the correct height ladders to access areas of your booth that you need.

Please refer to the [IAEE Guidelines](#) for display rules and regulations. Any booths over 4m (13') require structural calculations to be submitted, the maximum height is 20ft (6.10m).

Exhibitors and contractors are required to adhere to the following standards:

- It is mandatory that work platforms need to have a skirting board to prevent falling objects.
- Access is controlled to prevent people from working or circulating below work at heights.
- Individuals working in the vicinity of elevated work use safety helmets.
- Individuals performing work at height on mobile raised platforms use adequate protection for the head.
- There is an emergency plan to assist individuals performing work at height.

If you need to use a ladder, please note the following indications:

- Ladders need to be rated for "industrial use".
- Hand ladders are not allowed to work above 13ft (4m).
- Tilt table hand ladders should be placed at the correct angle.
- Ladders should only be used at floor level.
- Top rungs or steps should not be used as a work platform.
- Users should look at the ladder at all times as they climb up or down.
- Only one person can work up or down on the ladder.
- Users should not stretch too much to try to get taller.
- It is necessary to check the steps and ladders to confirm their suitability and to detect possible defects whenever they are to be used.
- Chairs are not permitted as use for working at height.

## RAW SPACE BOOTHS

Raw Space booths receive a designated floor space on the show floorplan, where your design team is responsible for the full build of your booth.

**Raw Space excludes:** Pipe & Drape, signage, power cable, electrics, lighting, furniture, floor covering and all requirements for your booth will need to be provided by your design team and/or yourself as the exhibitor. Exhibitors will be required to submit plan drawings showing elevation, plan views and measurements.

All Raw Space booths should comply with the regulations set out in the [IAEE Guidelines](#). The following information is in line with these guidelines and has our show regulations included. Please note, should your plan not adhere to these regulations you will not be granted with permission to build.

**It is mandatory for Raw Space exhibitors to submit each of the below forms with booth designs.**

Please email directly to [Essential Events](#) for assessment, the deadline date is **Friday, August 30, 2024.**

Forms:

[Raw Space Contractor Undertaking Form](#)  
[Method Statement](#)  
[Rise Assessment](#)

Shepard is our recommended booth contractor, to obtain a custom booth design solution please contact them directly at [exhibits@shepardes.com](mailto:exhibits@shepardes.com) or call +1 404 720 8657.

## BOOTH TYPE REGULATIONS

### LINEAR OR IN-LINE BOOTH

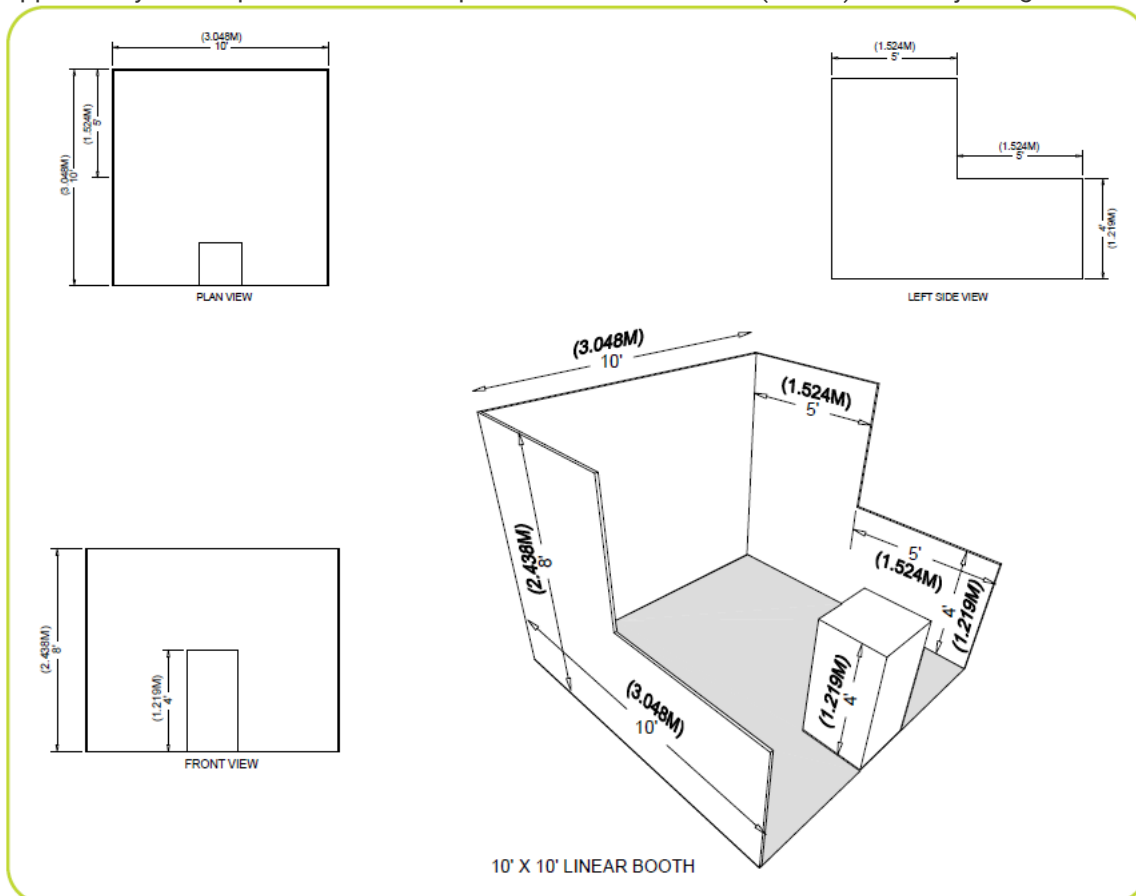
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

#### Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

#### Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



### CORNER BOOTH

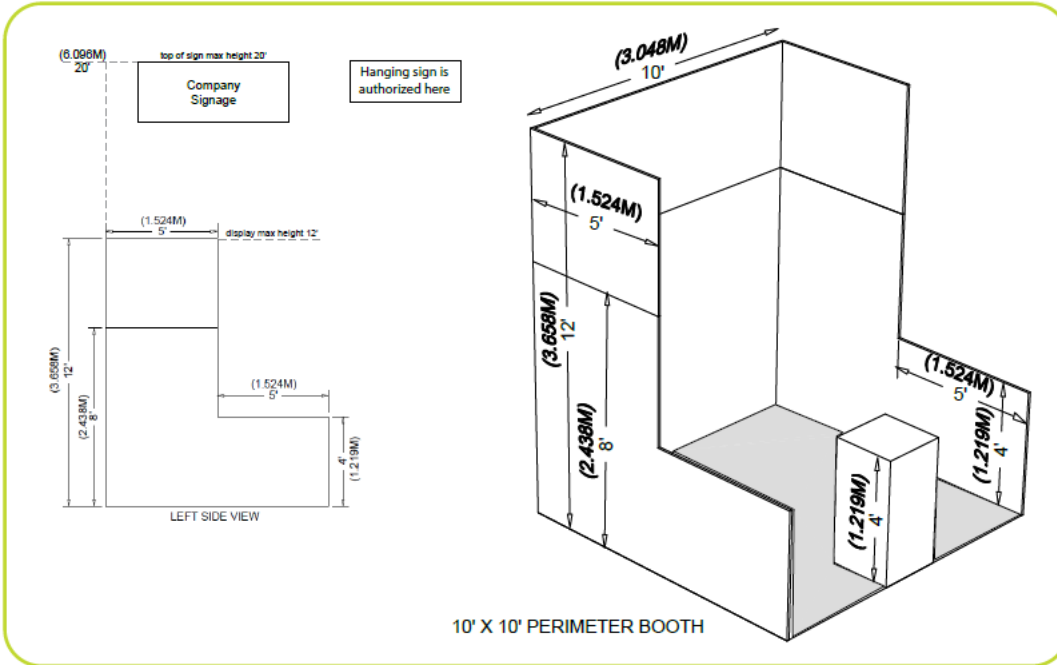
A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

### PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

#### Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft (3.66m).

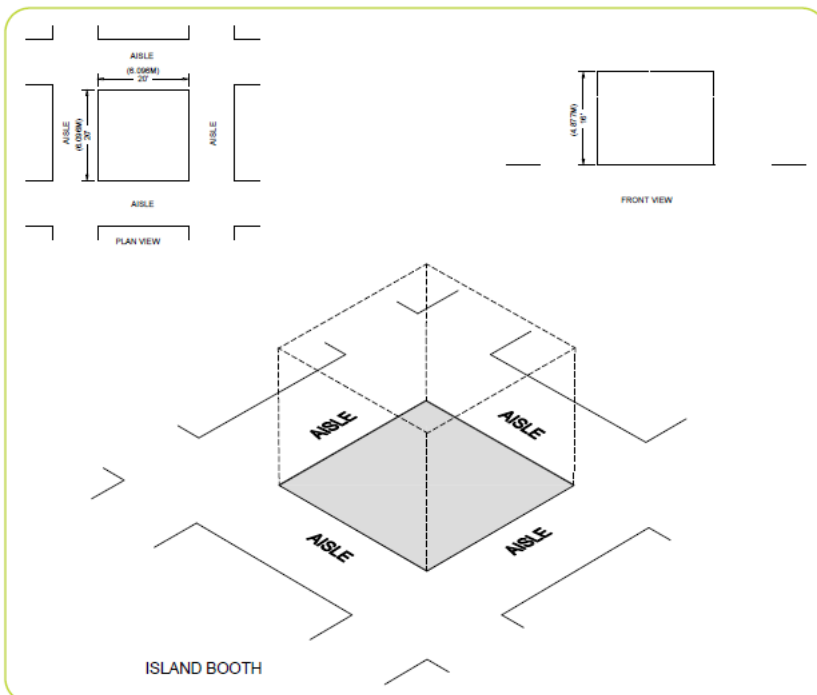


## ISLAND BOOTH

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

### Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. Island booths should not be allowed at less than 400 sq ft. Island booths at 200 or 300 sq ft basically result in frustrating everyone behind them. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.



## COMPLEX STRUCTURES AND MULTI-STOREY BOOTHS

Any booths above 13ft (4m) are considered a complex structure and structural calculations are required to be submitted. If a booth is not constructed from 'Pipe and Drape', it is the responsibility of the booth designer to determine whether the construction is complex or not. Examples of complex structures include:

- Any structure, regardless of its height, which requires structural calculations.
- Any part of a booth or exhibit which exceeds 13ft (4m) in height.
- Suspended items, e.g. lighting rigs of over 400 kg in weight.
- Sound/lighting towers.
- Custom-built/bespoke suspended structures.
- Temporary tiered seating.
- Platforms and stages over 0.6m in height and all platforms and stages for public use.

Please ensure the following information is to be submitted for a complex structure.

- Detailed, scaled structural drawings showing:
  - Plan views of the booth.
  - Elevations including full steelwork and staircase details.
  - Width and position of gangways within the booth.
  - Floor and/or roof loading.
  - Specifications of materials used.
  - Structural calculations.
  - Risk assessment (to include fire hazards) and method statement.
  - A copy of the Primary Contractor's' Public Liability and Employers Liability insurance document.
  - Written confirmation from a structural engineer, with adequate professional indemnity cover, that the design is safe for its purpose.

## BACK WALLS TO BOOTHS / NEIGHBOURING BOOTHS

The inclusion of large, enclosed areas within a booth can only be permitted with the Organizers' prior written permission, please refer to the [working at height section](#).

Any Raw Space booths that are over 13ft (4m) will need to submit booth calculations. Please see the [IAEE Guidelines](#) for more on booth height information.

Where partition walls are constructed over 8ft (2.44m) in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 8ft (2.44m) in solid hard white walling.

**Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighboring booths.**

**Show regulations state any walling off must not be more than one third of each open side unless constructed in a see-through material or set back 3ft (1m) from the perimeter of your booth. Please note this may differ to [IAEE Guidelines](#) regulations in some instances however all booth designs need to conform to this and must be approved with Essential Events in advance.**

## BOOTH DECORATION

Persons at work on the decoration of booth and exhibits are required to do so in a safe manner. This includes the materials being used, the equipment used to apply materials and the means of access to the area of decoration. Paints are required to be based on a non-harmful substance where practical such as a water-based material. Lacquers, varnishes, thinners and similar material needs to be used under controlled conditions to eliminate the hazards to health and fire. Containers carrying flammable or hazardous material needs to be capped or closed to prevent spillage when not in immediate use.

## BOOTH DISMANTLING

No display material, fixtures or fittings may be removed from the exhibition before the official closing time. The organizers request that the integrity of your booth is maintained until all visitors have left the building. Please do not put visitors in danger by moving items out into the gangway at any time. Security guards have been notified to stop any exhibitors leaving the building with stock before the official start of move out period.

Raw Space exhibitors are required to remove all booth material, display items and construction by **12pm on Friday, October 18, 2024**. Should the exhibitor fail to finalize the dismantling process within this deadline Hyve will take necessary actions to dismantle the booth and remove all booth materials and display items. This will incur a cost which will be invoiced directly to the exhibitor after the show.



## BOOTH LOCATION, NUMBER AND SIZE

Booth details can be found on the event floorplan, please email [Breakbulk Support](#) if you require any further details. Please ensure you display your booth number to make it visible to visitors, this helps them navigate their way around the show floor.

## BOOTH REGULATIONS

All Raw Space booths at the exhibition, have a legal obligation to build your booths to the required standards as detailed in this manual. To ensure that you are building your booth to the correct regulations, plans are required to be submitted to [Essential Events](#) for assessment and approval to build.

- On raw space booths, the minimum wall height is 8ft (2.44m). It is required that all space on the reverse of the wall (above 8ft/2.44m) needs to be dressed in plain white, as this could be looking over a neighboring booth. Please visit the [IAEE Guidelines](#) which is located on our manual page on the website for more booth height information.
- The Raw Space Booth Appointed Contractor is required to supply a Risk Assessment and Method Statement along with your booth plans.
- The Raw Space Booth Appointed Contractor is at the discretion of the exhibitor. The Organizers are required to be notified of any such contractors by filling out the Raw Space Exhibitor Appointed Contractor Form.
- Exhibitors are responsible for all actions of any contractors they employ to work for them at the show. Any damage caused by contractors will be charged directly back to the employing exhibitor. Likewise, we hold exhibitors responsible for any misconduct by their employed contractors while at the show.
- It is essential the design of the booth is erected and dismantled within the time available.
- All exhibitors are required to ensure that they, or their Raw Space Booth Appointed Contractor, submit a Risk Assessment and Method Statement for the move in, show days, and move out period, along with their booth plans.
- Fixings to Building Structures - All booth construction are required to be completely self-supporting and no fittings, rigging or painting may be made to any part of the permanent structure, columns, flooring, or fittings of the hall. Any damage or discoloration to the exhibition hall will be invoiced to the exhibitor.
- No exhibitors will be permitted to display company names, logos, lettering or branding of any kind, on to the rear of party walls overlooking neighboring booths. It is required to be dressed in plain white cloth.
- Walling in on open sides is at the discretion of the Organizers and may only be approved as long as the walling does not exceed one third of the total run of meterage of each open side. Therefore, it is mandatory that two thirds of the run need to be open or made from transparent material. Alternatively, solid walling may be placed 3ft (1m) in from the booth perimeter, subject to the Organizers approval. However, an open side that faces a bar, toilet or catering unit may be excluded from this regulation and can be completely enclosed.
- Raw Space exhibitors are required to supply their own walling and should not use the backs of walls provided by other exhibitors.
- All booth structures, signs, exhibits, etc., need to be confined within the area allotted and may not project into or over the gangway.
- It is compulsory that all work carried out needs to be using non-flammable materials.
- It is essential that all booth construction, especially when of a prefabricated nature, shall commence at the earliest possible moment. While the Organizers will do everything possible to ensure that the allocated area is clear to build on, they cannot guarantee this availability once other booths are on the way to completion.
- Please be considerate to other exhibitors when unloading your goods in the halls and ensure you do not use neighboring booths to store goods or work on or block gangways. This can be a source of irritation to fellow exhibitors when trying to set booths up. Please also ensure that you place any rubbish in the gangways rather than on other booths. Wherever possible rubbish should always be put into rubbish bags to minimize trip hazards.
- If an exhibitor erects a booth which does not conform fully to the requirements of the Organizers and local laws, the Organizers shall be at liberty to enter onto the exhibitor's booth and alter, demolish and / or reconstruct the said booth to make it conform to the regulations and requirements. The exhibitors shall, on demand, repay the Organizers all expenses incurred by them in respect of such alterations, demolition and reconstruction.
- It is the responsibility of the exhibitor to ensure the booth is being built to the correct marks. If there is any doubt regarding the allotted floor space, please check with the Organizer's Office before commencing any building work.
- If you intend to do any construction work onsite, please be considerate to others e.g. please do not paint or work on other people's booths and please be aware of any dust or noise generated by your work and keep this to a minimum.

- It is recommended all Raw Space booths to clearly display their booth number.
- Modular or "Pop Up" displays (unless expressly designed to do so) cannot be used as the only booth construction on a Raw Space booth. Appropriate walling needs to be ordered to separate the booth from its neighbor(s) and to give an acceptable level of dressing.
- Any sub-contractors that are employed to work with the exhibitor's contractor will need to have a suitable Health and Safety policy, have provided suitable training to their staff to carry out their tasks safely, and produce a sufficient Risk Assessment and Method Statement.

## CONTRACTOR ACCESS

Contractors are obligated to only be in the halls during an exhibition where they have been asked to attend a booth that requires attendance due to an urgent or dangerous safety situation and with permission of the organizers, otherwise all works are required to be carried out after visitor hours. The moving of vehicles, including contractor vehicles such as forklifts and general plant, other than those given special approval or operated by health and safety staff will not be allowed into any hall while that hall is open to the public.

**There is no access to the halls outside of the published hours.**

## CONSTRUCTION MATERIALS

Materials used for the construction of exhibition booths, staging and events infrastructure should meet with international standards of material fire acceptability. Materials are required to be non-combustible and inherently non-flammable.

## GANGWAYS

It is essential exhibitors ensure that for health & safety reasons and to aid the access of other exhibitors, to please keep gangways clear of all items, including booth fitting materials and exhibits during move in and move out. **The minimum aisle space applicable to all exhibitors is 10 feet.**

**Please be aware: Emergency gangways are required to always be kept clear.**

## SUBMISSION OF DRAWING

All Raw Space booths are required to submit drawings of your booths for approval to [Essential Events](#). Drawings showing all proposed construction are required to be submitted and approved before any work is started. Please note that failure to comply with this requirement may result in refusal of permission to erect the booth.

### Submission details required:

- Plan view, showing the dimensions and positions of audio-visual equipment, walling, seating, features, major working exhibits and demos.
- Booth number is important.
- Plan of each elevation showing all dimensions and overall build height.
- A Risk Assessment and Method Statement.
- Details of build and construction materials.
- Health and Safety Policy and Health and Safety Plan.
- Public Liability insurance certificate from the Raw Space Booth Appointed Contractor.
- Full contact details for your booth contractor/designer.

## WALLING IN ON OPEN SIDES

Walling off any open booth side is restricted to one third of each open side unless constructed in a see-through material or set back 3ft (1m) from the perimeter of your booth. All booth designs need to conform to this and must be approved with Essential Events in advance.

Walling in on open sides is at the discretion of the Organizers and may only be approved as long as the walling does not exceed one third of the total run of meterage of each open side. Therefore, it is mandatory that two thirds of the run need to be open or made from transparent material. Alternatively, solid walling may be placed 3ft (1m) in from the booth perimeter, subject to the Organizers approval. However, an open side that faces a bar, toilet or catering unit may be excluded from this regulation and can be completely enclosed.

## PIPE AND DRAPE BOOTHS

All Pipe and Drape booths are built by the official contractor Shepard. If you would like to upgrade booth, please contact Shepard.

The below visual is only a representation. The pipe and drape booked with the show organizer may look different depending on the booth size, location, and orientation.

Pipe and drape package inclusions based on 10x10ft booth space, provided by the organizer:

- 8' high backwall drape, 3' high sidewall drape (blue)
- 7" x 44" cardstock identification sign
- 1 blue skirted table
- 2 side chairs
- 1 wastebasket



**Important:** Floorcoverings are not included in packages and are mandatory to order.

**Electrics are not included in your package.** Orders can be made through Smarty City Networks, please email directly at [Smart City Networks](#).

Please review the [Smart City Exhibitor Order Guide](#) before submitting [Smart City Order Form](#).  
Booking deadline is **Saturday, September 28, 2024**.

Whether you're after adhesive logos, pop-up banners or seamless wall panels, if you have Pipe & Drape booth, graphics are a great way of boosting your brand presence onsite. Unfortunately, graphics are not included within Pipe & Drape packages unless specifically mentioned.

## BOOTH REGULATIONS

The official pipe and drape contractor are Shepard. It is their responsibility to carry out all construction work on the booth. Hyve Group requests that the following as part of your booth regulations.

- If you intend to do any construction within the confines of your pipe and drape booth you will need to submit your booth plans, risk assessment for the construction activity and method statement to Essential Events. Please note that this is subject to approval.
- Please do not make permanent fixings or changes to the booth drapes. Any damage caused to the pipe and drape is chargeable and will be passed back to the exhibitor. Your booth contractor will be pleased to offer advice on fixing to the pipe and drape.
- If you wish to block in any open sides of your booth you are required to obtain permission from the Organizers before any arrangements are made. It is mandatory to have at least two thirds of each open side that remain open unless fitted with approved transparent material; any additional walling should be ordered directly with and will be subject to a charge.

- No alterations to the pipe and drape will be permitted without prior agreement with the booth contractor and the Organizers. Interior work needs to be designed and constructed so that it does not damage or interfere with the pipe and drape.
- Please note that no items are to be fixed or suspended from the fascia as this could affect the structural integrity of the booth as some parts are not designed to be weight bearing.
- The introduction of additional sections, such as end sections for aesthetic purposes is not permitted as it prevents unrestricted access to firefighting and emergency related equipment. The maximum height for the pipe and drape is 8ft only. However, should there be any request to display materials which exceeds the height limit of the booth, please contact the show Organizer for permission and approval.
- Shepard reserves the right to impose charges on any modifications applied to any parts of the pipe and drape booth.