

EXHIBITOR MANUAL

BREAKBULK

AMERICAS SEPTEMBER 22-23 2026

***WHERE PROJECTS
MOVE FORWARD***

america.breakbulk.com



Dear Exhibitor,

We're thrilled to welcome you as an exhibitor at Breakbulk Americas 2026, taking place September 22 - 23 at the George R. Brown Convention Centre in Houston, Texas.

Breakbulk Americas continues to be the leading event for the project cargo and breakbulk industry, bringing together professionals from across the supply chain, including EPCs, manufacturers, logistics providers, and procurement executives. Your participation plays an important role in the strength and relevance of the event, and we appreciate your commitment to being part of it this year.

To ensure you're fully prepared and make the most of your experience, we've created an Exhibitor Manual – your all-in-one resource packed with essential details to help streamline your planning and set-up process. Inside, you'll find:

- Key deadlines (page 6) – don't miss these to avoid late fees!
- Official show partners and supplier contacts (page 7)
- Crucial guidelines and tips to help your team shine on-site

Taking a bit of time now to review this manual will save you stress – and money – down the line. Be sure to keep track of ordering deadlines as prices do increase significantly after they pass.

If you have any questions, our dedicated Breakbulk Support team is here to help:

✉ Email: breakbulksupport@breakbulk.com

☎ Phone: +44 (0)20 3545 9605

We look forward to working with you over the coming months and to welcoming you to the event in Houston for the September 2026 edition.

Best wishes,

Patrick Hyslop
Event Director
Hyve Group Plc



CONTENTS

CONTENTS _____	3	PA SYSTEM	16
EVENT TIMETABLE _____	4	RIGGING / SUSPENDED SIGNS	16
KEY INFORMATION _____	5	VEHICLE DISPLAYS	16
IMPORTANT DEADLINES _____	6	HEALTH AND SAFETY _____	17
OFFICIAL SHOW PARTNER AND SUPPLIER		ACCIDENTS	17
CONTACTS _____	7	ALCOHOL	18
EMERGENCY NUMBERS IN AMERICA	7	ANIMALS	18
GENERAL SHOW INFORMATION _____	8	BALLOONS	18
VENUE	8	CHILDREN	18
VENUE FLOORPLAN	8	DAMAGES	18
GETTING TO THE VENUE	9	EMERGENCY AND FIRE PROCEDURES	18
SHOW WEBPAGE	9	EVACUATION PLAN AND PROCEDURES	18
ACCOMMODATION	9	FIRE SAFETY	19
BADGES AND PASSES	9	FIRST AID	19
LATE WORKING SYSTEM	9	PUBLIC LIABILITY INSURANCE	19
LEAD RETRIEVAL	10	METHOD STATEMENTS	20
PROMOTIONAL MATERIAL	10	NAKED OR OPEN FLAMES	20
PUBLIC RELATIONS AND SOCIAL MEDIA	10	NOISE LEVELS	20
SECURITY	10	PPE	20
TEMPORARY STAFF	10	RISK ASSESSMENTS	20
VISA INFORMATION	10	STROBE LIGHTING	21
LOGISTICS SERVICES _____	11	WORKING AT HEIGHT	21
DELIVERIES AND SHIPPING	11	RAW SPACE BOOTHS _____	21
FORKLIFTS	11	BOOTH TYPE REGULATIONS	22
LOADING AND UNLOADING	11	LINEAR OR IN-LINE BOOTH _____	22
MATERIAL HANDLING AND FREIGHT SERVICES	12	CORNER BOOTH _____	22
OUTBOUND SHIPPING	12	PERIMETER BOOTH _____	22
STORAGE OF EXHIBITOR	12	ISLAND BOOTH _____	23
CASES/TRAILERS/CONTAINERS	12	COMPLEX STRUCTURES AND MULTI-STORY BOOTHS	24
VENUE FACILITIES AND SERVICES _____	13	BACK WALLS TO BOOTHS / NEIGHBOURING BOOTHS	24
AIR CONDITIONING	13	BOOTH DECORATION	24
ATM	13	BOOTH DISMANTLING	24
AUDIO VISUAL EQUIPMENT	13	BOOTH LOCATION, NUMBER AND SIZE	25
BUSINESS CENTRE	13	BOOTH REGULATIONS	25
CAR PARKING	13	CONTRACTOR ACCESS	26
CATERING	13	CONSTRUCTION MATERIALS	26
CLEANING AND WASTE DISPOSAL	14	GANGWAYS	26
COATROOM	14	SUBMISSION OF DRAWING	26
DILAPIDATIONS	14	WALLING IN ON OPEN SIDES	26
DISABLED ACCESS	14	SHELL SCHEME _____	27
ELECTRICS	15	BOOTH REGULATIONS	27
EXHIBITION LICENSE - ALCOHOL	15	CARPET	28
FLOORCOVERINGS AND CARPET	15	ELECTRICS	28
FLOOR LOADING	15	GRAPHICS	28
GRAPHICS / SIGNS	15	NAMEBOARD	28
INTERNET / WIFI	15		

EVENT TIMETABLE

Exhibitors and Contractors must ensure that their booth build can be completed and dismantled to the timetable below.

EVENT TIMETABLE 2026		
Dates - Move In	Hall Access Times	Exhibitor & Contractor Access Information
Saturday, September 19, 2026	08:00 – 18:00	Exhibitor/Contractor access for raw space booths
Sunday, September 20, 2026	08:00 – 18:00	Exhibitor/Contractor access for raw space booths
	12:00 – 18:00	Exhibitor/Contractor access for shell scheme booths
Monday, September 21, 2026	08:00 – 20:00	Raw space and shell scheme booths: booth construction is to be completed by 20:00
Tuesday, September 22, 2026	08:00 – 10:00	Booth dressing only - no construction permitted
Dates - Registration	Registration Open Times	
Monday, September 21, 2026	12:00 – 18:00	
Tuesday, September 22, 2026	08:00 – 19:00	
Wednesday, September 23, 2026	08:00 – 17:00	
Dates - Exhibition Open	Exhibitor Access Times	Show Open & Visitor Access Times
Tuesday, September 22, 2026	08:00 – 20:00	10:00 – 19:00 16:00 – 19:00 (Welcome Reception in exhibition halls)
Wednesday, September 23, 2026	08:00 – 17:00	10:00 – 17:00
Dates - Move Out	Move Out Access Times	Exhibitor & Contractor Access Information
Wednesday, September 23, 2026	17:00 – 22:00	Breakdown commences once permitted All shell scheme exhibits must be clear by 20:00
Thursday, September 24, 2026	08:00 – 18:00	Raw space breakdown continues. All Exhibitors/Contractors and exhibits to be clear of halls by 18:00

All booth construction must be completed by 8pm on Monday, September 21, 2026. Any late working will only be approved in emergency situations, subject to Health & Safety approval. This may be subject to additional charges for extra lighting, traffic marshals, security, and Health & Safety personnel.

All Exhibitors and Contractors must complete decorating their booths by 12pm on Tuesday, September 22, 2026. On Tuesday, September 22, **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 or moved to storage before this time.

For move out, all Exhibitors and Contractors must clear their exhibit space by 6pm by Thursday, September 24, 2026.

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 expense of the Exhibitor/Contractor.

KEY INFORMATION

1. Important Deadlines

Please refer to the Important Deadlines on page 6. Note that prices will increase significantly after these deadlines have passed.

2. Electrical Power Supply

Electrical power supply is not included for space-only stands. It must be ordered separately by the exhibitor or contractor; however, it is not mandatory. Visit [Smart City Networks](#) to order services.

3. Traffic Management

A traffic management system will be in place to manage vehicle loading and unloading during the build-up and breakdown periods. Please refer to page 11.

4. Raw Space (Space Only) Stands

If your stand is raw space, you are required to submit the necessary documentation, including stand drawings, for assessment by Essential Events. Contact details can be found on page 7. Stand construction on-site is not permitted until approval has been granted.

5. Shell Scheme Stands

Exhibitors with shell scheme stands can find details of all package inclusions on pages 27 – 28.

6. Insurance

Insurance is included as part of your participation fee. If you wish to upload a copy of your company's insurance certificate, you will receive a unique link from InEvexco. See page 6 for contact details.

IMPORTANT DEADLINES

Shepard		
Audio Visual Equipment Floorcoverings and Carpet Fascia (Nameboard) Forklift Services and Storage Furniture Graphics Logistics and Freight Material Handling and Shipping Shell scheme Rigging/ Hanging Signs	<p style="text-align: center;">Earliest day for Warehouse Deliveries without a surcharge: Friday, August 21, 2026</p> <p style="text-align: center;">Discount Price Deadline for Standard Shepard Orders: Tuesday, August 27, 2026</p> <p style="text-align: center;">Latest day for Warehouse Deliveries without a surcharge: Monday, September 14, 2026</p> <p style="text-align: center;">Latest day for Warehouse Deliveries*: Friday, September 18, 2026</p> <p style="text-align: center;">* Date indicated is the last day freight can arrive to advanced warehouse with a guarantee of delivery to the booth for exhibitor move-in</p> <p style="text-align: center;">The earliest day that freight can arrive at the show site Monday, September 21, 2026, from 8:00 AM</p>	Shepard Exhibitor Webshop
George R. Brown Convention Center - Facility Services		
Booth Cleaning	Deadline for ordering GRB Cleaning Services: Sunday, September 20, 2026	GRB Cleaning Service Form
Smart City Networks		
Electrics Internet Plumbing Services - water, air & gas Telephone	<p style="text-align: center;">Deadline for incentive rates: Friday, September 4, 2026</p> <p style="text-align: center;">Deadline for base rates: Friday, September 18, 2026</p> <p style="text-align: center;">On-site rates live from: Saturday, September 18, 2026</p>	Email Directly: Smart City Networks Online Order Smart City Order Form Smart City Exhibitor Order Guide
Levy Restaurants		
Catering	Tuesday, September 1, 2026 <i>Any orders received within 21 days of the show may incur a 25% late fee</i>	Exhibitor Catering Menu Exhibitor Catering Order Form
Essential Events		
Raw Space Booth Assessment	Deadline for completing Raw Space Booth Assessment forms, including Raw Space Contractor Undertaking Form, Method Statement and Risk Assessment: Friday, July 31, 2026	<p style="text-align: center;"> Raw Space Contractor Undertaking Form Method Statement Risk Assessment </p> <p style="text-align: center; font-size: small;">Each form to be submitted along with booth designs</p> <p style="text-align: center;">Email Directly: Essential Events</p>
onPeak		
Accommodation	Tuesday, September 1, 2026	onPeak Hotel Booking Link
Visit by GES		
Lead Retrieval	Pre-show or onsite registration available	A unique login link will be sent from Visit by GES after the show.
Burnett Specialists		
Temporary Staff	Friday, August 14, 2026	Email Directly: Kaci Hawes Email Directly: Tammera Allaway
Kay Resources		
Security	Friday, August 28, 2026	Special Security Order Form
InEvexco		
Insurance	Pre-show	A unique link will be sent by InEvexco to upload the insurance certificate to portal.

OFFICIAL SHOW PARTNER AND SUPPLIER CONTACTS

Service	Contact Information
Shepard Audio Visual Equipment Floorcoverings and Carpet Fascia (Nameboard) Forklift Services and Storage Furniture Graphics Logistics and Freight Material Handling and Shipping Shell Scheme Booths Rigging/ Hanging Signs	Email: customexhibits@shepardes.com Telephone: (832) 799-5700 Custom Graphics for Shell Scheme Email: eventproduction@shepardes.com
George R Brown Convention Center Booth Cleaning	Email: grbexhibitorservices@houstonfirst.com Telephone: +1 713 853 8907
Smart City Networks Electrics Internet Plumbing Services - water, air & gas Telephone	Email: customerservice@smartcitynetworks.com Telephone: +1 888 446-6911
Levy Restaurants (Exclusive Venue Vendor) Booth Catering	Kalli Galyean Email: ktuma@Levyrestaurants.com Telephone: +1 713 853 8043
Essential Events Raw Space Booth Assessment	Lynn Hanstock Email: ghanstock@essentialevents.co.uk Telephone: +44 1926 470 100
onPeak Accommodation	Email: breakbulk@onpeak.com Telephone: +1 312 527 7300
Visit by GES Lead Retrieval	Email: visitconnect@ges.com
Burnett Specialists Temporary Staff	Kaci Hawes Email: kacih@burnettspecialists.com Telephone: +1 713 375 3104 Tamera Allaway Email: tamera@burnettspecialists.com Telephone: +1 713 375 3158
Kay Resources Security	Danny Kay Email: danny@kayresources.com Telephone: +1 281 989 7740
InEvexco Insurance	Email: exhibitor@inevexco.co.uk Telephone: +44 173 275 7630 Website: https://www.inevexco.co.uk/

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

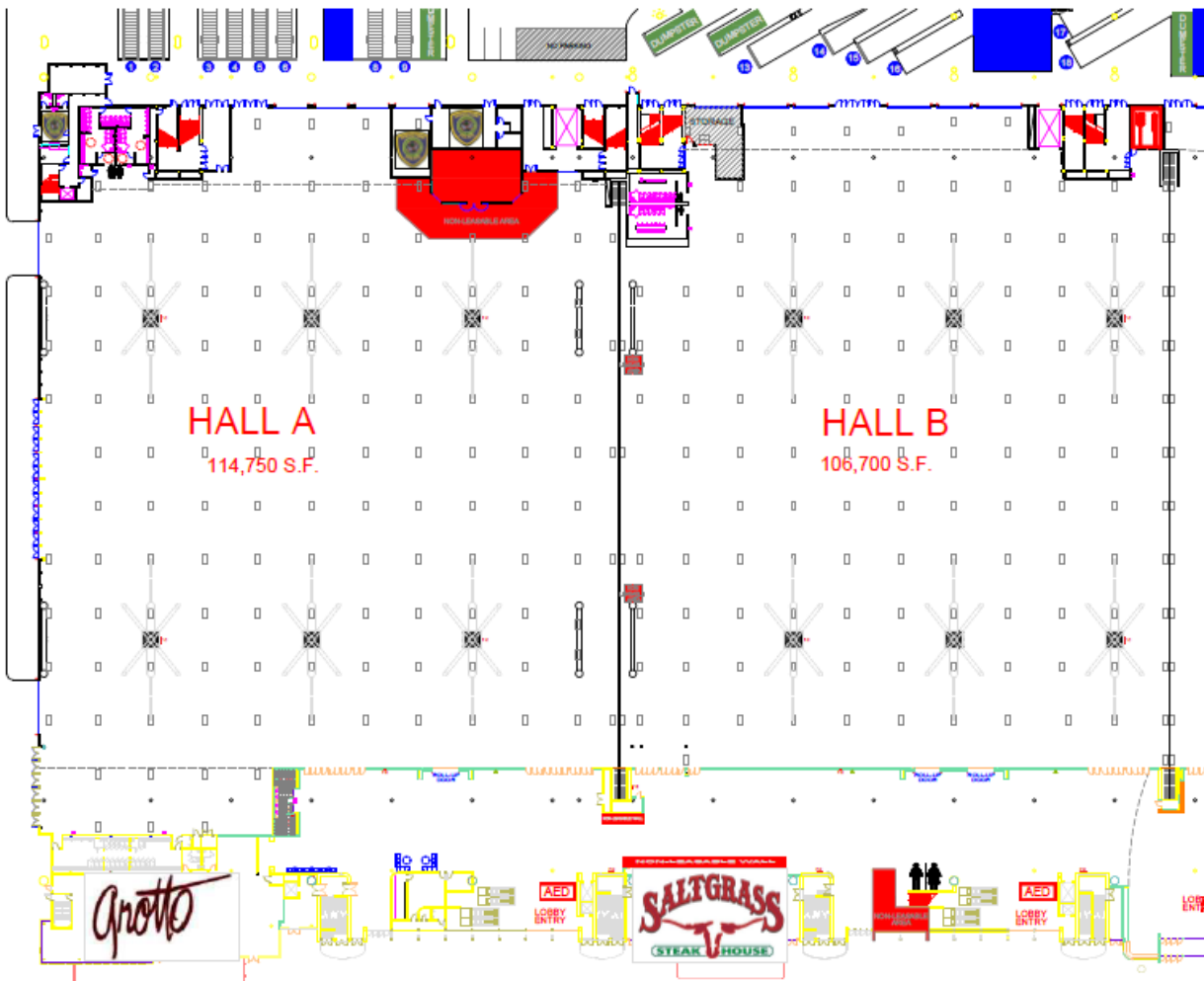
Address: 1001 Avenida De Las Americas, Houston, TX 77010, United States

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 Avenida Houston. George Bush International Airport is 23 minutes by car, please visit [GRB Maps & Directions](#) and [GRB Parking](#) for more details. Loading docks can be accessed from Chartres Street. Use the left lane and turn left opposite 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 **Tuesday, September 1, 2026**. After this date, room allocation rates may be subject to additional charges.

For any assistance with booking please contact onPeak at 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, September 21, 2026. **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 that 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 the show floor during show days are required to register. For build-up and breakdown, colored 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. For assistance, please email 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, 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 Head of Product approval). Please contact Leslie Meredith on 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
- Facebook: <https://www.facebook.com/breakbulkeventsmedia/>
- Instagram: https://www.instagram.com/break_bulk/
- Hashtag: #BBAM2026

SECURITY

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

Exhibitors are fully responsible 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 in 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 or call +1 281 989 7740.

To order, submit the [Special Security Order Form](#) to the above email. The booking deadline is **Friday, August 28, 2026**.

TEMPORARY STAFF

Our temporary staff provider is Burnett Specialists. Please contact on the below details to discuss your temp staff requirements. Booking deadline is **Friday, August 14, 2026**

Michelle Waldron
Email: michellew@burnettspecialists.com
Tel: +1 713-375-3104

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

Due to liability concerns and/or labour 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 directly to the exhibition at GRB. Please email customexhibits@shepardes.com to arrange this. Below gives further information on sending via these two options:

Advance Warehouse - Deliveries can be accepted until Wednesday, September 16, 2026.

Date indicated is the last day freight can arrive to advanced warehouse with guaranteed delivery to the booth for exhibitor move-in. Shepard will direct any shipments from the 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 Friday, September 11, 2026 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 Monday, September 21, 2026 from 8:00AM.

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 is 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 the owner's expense.

Exhibitor/Contractor 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. These services, whether used completely or in 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, is 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 will be eligible for storage services. Onsite storage is used when you have products 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 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 Centre have air conditioning. The superior quality of the air conditioning system will ensure there is 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 is 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 or call +1 832 799 5700.

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 the 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, turning left opposite 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 beverages 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 meet 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: **Tuesday, September 1, 2026**

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 Galyean

Email: 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 is a cashless venue, no cash will be accepted or available to change at any of the concessions within the venue.

CLEANING AND WASTE DISPOSAL

Exhibitors and Contractors are responsible for the disposal of all accumulated waste during move in, event days and move out.

Any materials must be taken 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 the 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 or call +1 713 853 8907.

The Health & Safety team will be monitoring cleaning and waste disposal onsite; there will be an onsite service desk available for last-minute orders. Failure to clean or remove waste appropriately will result in an additional charge for the Exhibitor/Contractor responsible.

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

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 review the [Smart City Exhibitor Order Guide](#) and then email [Smart City Networks](#). with your complete [Smart City Order Form](#)

For any queries, please email contact 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

Telephone: +1 713 853 8043

Deadline to order is **Tuesday, September 1, 2026**

FLOORCOVERINGS AND CARPET

The venue floor is not carpeted; therefore it is mandatory to provide floor covering or carpet to dress raw space booths.

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

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 shell scheme 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

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. The Organizers cannot be held responsible for any issues you have connecting to and using the internet, if you do not order a cable connection.

Orders can be made through Smarty City Networks. Please review the [Smart City Exhibitor Order Guide](#) and then email [Smart City Networks](#). with your complete [Smart City Order Form](#) Alternatively, you can use the new [online ordering platform](#).

For any queries, please email contact 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

All display vehicles must be reported to the organisers **at least 28 days prior to the event**. Vehicles must be positioned within the stand area and set back by a minimum of 6 feet from the stand perimeter.

- Vehicle displays require a permit from the Houston Fire Department. If fifteen (15) or more vehicles are displayed, then standby personnel shall be required for a fire watch.
- It is compulsory that the battery is 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 that an agreement on delivery and removal times/dates is discussed with and approved by the Organizers. Other safety measures may be required, such as rendering fuel tanks ineffective, disconnecting batteries and/or the posting of security guards. Please email breakbulksupport@breakbulk.com 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.

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 show organizers 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 considers 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 to 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 Contractor, you hold an obligation to ensure the safety of everyone associated with your exhibition booth and those who may be affected by your activities. All full-time and part-time workers at 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 shell scheme and raw space) are required to carry out their own 'Risk Assessment'. Exhibitors with raw space booths or Exhibitors using a Contractor must complete a Risk Assessment and submit it along with your booth submission.

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

Anti-Slavery & Human Trafficking

Hyve Group is committed to the highest ethical standards and to ensuring that the human rights of all individuals engaging with Breakbulk Americas are respected and protected, therefore respecting the human rights of all employees, contractors and suppliers. It is a requirement of your attendance on site that you comply with all applicable human rights and employment laws, as well as the UK Modern Slavery Act 2015.

Forced, involuntary or child labor, slavery and human trafficking are strictly prohibited. Work must be voluntary, with freedom to leave employment in line with the law. Workers have the right to freedom of association and collective bargaining, must be treated fairly and equally, and must not be subject to discrimination, harassment or abuse of any kind.

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 is practical should be collected. All documents are to be treated with the upmost confidentiality and, as such, should be stored to maintain data protection. If you are involved in, or if you are 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. It is important that you make the Organizers aware immediately, as they can direct the emergency services to the correct location with the quickest route.

ALCOHOL

Working under the influence of alcohol or consumption is not 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 that balloons are not given away to visitors or other exhibitors.
- All balloons are required to be securely fixed to the booth. If any damage is caused by a stray balloon, such as damage to air circulation units, the Exhibitor will be responsible for any charges. 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, shell scheme equipment or to the property of other Exhibitors. 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 shell scheme nor drill holes into the floor. The use of markers, plastic packing tape, gaffer tape, masking tape and drafting tape is prohibited 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-hour 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 individuals 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.

PUBLIC LIABILITY INSURANCE

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 the value of **£2,000,000**.

- The cost of the policy is \$220.00.
- This insurance is available to exhibiting companies only; Contractors must 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, July 31, 2026**

Forms:

[Raw Space Contractor Undertaking Form](#)

[Method Statement](#)

[Risk 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, or if the Organizers receive noise complaints from surrounding exhibitors, you will be asked to reduce noise levels. **The Organizers will make the final decision.**

PPE

Exhibitors/Contractors are required to ensure that all tools used on the premises are in good condition and are 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 assessments 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 following forms with booth designs.

Please email directly to [Essential Events](#) for assessment, the deadline date is **Friday, July 31, 2026**

Forms:

[Raw Space Contractor Undertaking Form](#)

[Method Statement](#)

[Risk 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: Shell scheme, signage, power cable, electrics, lighting, furniture and floor covering. 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, July 31, 2026**

Forms:

[Raw Space Contractor Undertaking Form](#)

[Method Statement](#)

[Risk Assessment](#)

Shepard is our recommended booth contractor, to obtain a custom booth design solution please contact them directly at Exhibits@shepardes.com

BOOTH TYPE REGULATIONS

LINEAR OR IN-LINE BOOTH

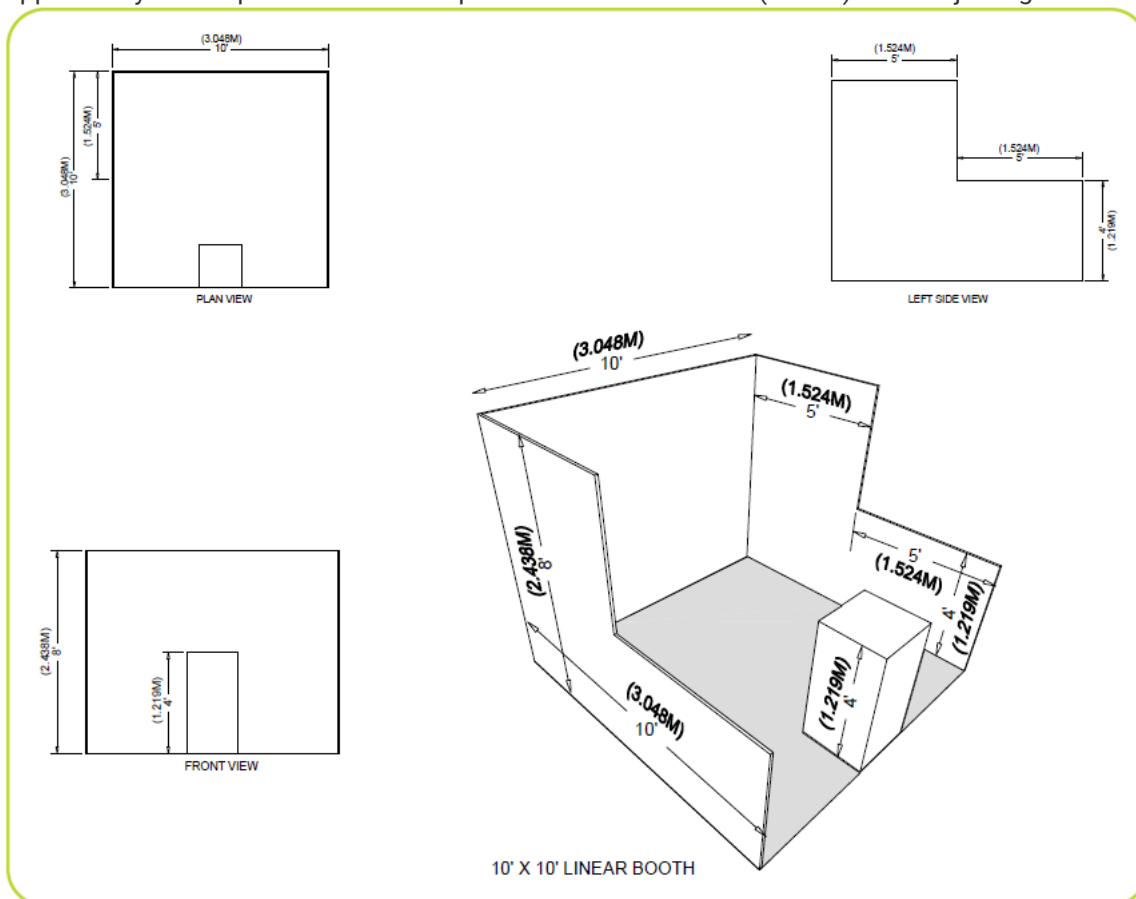
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all Exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighbouring 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 neighbouring 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 neighbouring 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

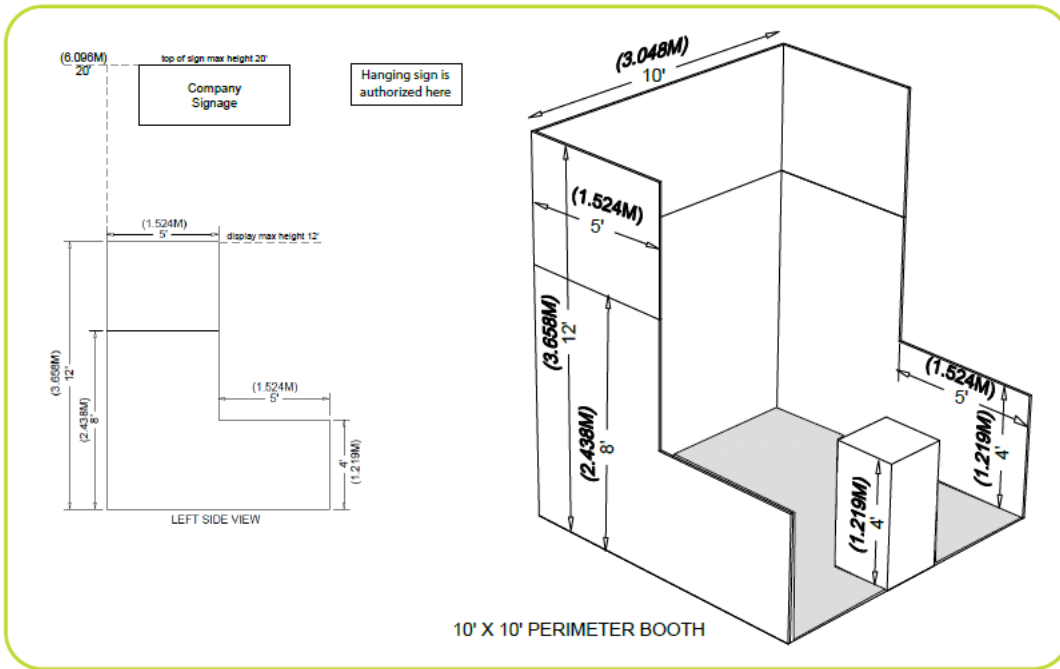
A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

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).

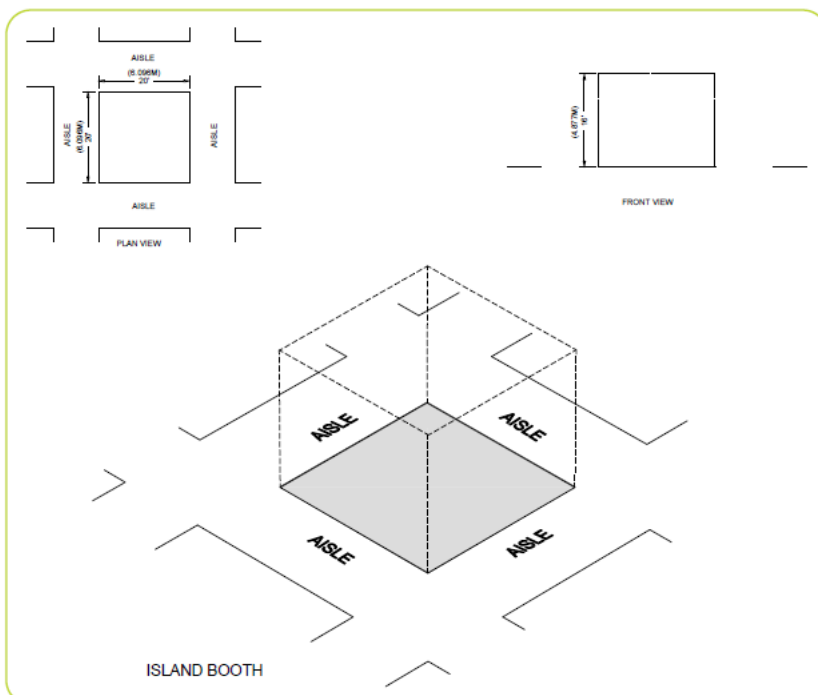


ISLAND BOOTH

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. 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-STORY 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 'shell scheme', it is the responsibility of the booth designer to determine whether the construction is complex or not. Examples of complex structures include:

- Any structure that requires structural calculations, regardless of its height.
- 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 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](#).

The minimum back wall height for dividing walls is 8ft (2.44m). 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 2.5m in height, it is the responsibility of the Exhibitor/Contractor to construct the wall to dress the rear of the partition wall down to a height of 2.5m in solid hard white walling.

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

BOOTH DECORATION

Persons at work on the decoration of booths 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 water-based material. Lacquers, varnishes, thinners and similar material need to be used under controlled conditions to eliminate the hazards to health and fire. Containers carrying flammable or hazardous material need 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/Contractors are required to remove all booth material, display items and construction by **6 pm on Thursday, September 24, 2026**. Should the Exhibitor/Contractor 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 be built to the required standards as detailed in this manual. To ensure that booths are built 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 the booth plans.
- The selection of a 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 Exhibitor employing them. Likewise, Exhibitors will be held responsible for any misconduct by their employed Contractors while at the show.
- It is essential that 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 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 goods in the halls and ensure that neighboring booths are not used to store goods. Please do not work on or block gangways as this can be a source of irritation to fellow exhibitors when trying to set booths up and also poses health and safety risks. Wherever possible, rubbish should always be put into rubbish bags to minimize trip hazards, and must not be placed in other booths.
- 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.

- For any construction work required onsite, Exhibitors must be considerate to others e.g. must not paint or work on other people's booths and must be aware of any dust or noise generated by the work, keeping this to a minimum.
- It is recommended that all raw space booths 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 may only enter the halls during show open times in the event of having 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 plants, will not be permitted in any hall while open to the public, other than those given special approval or operated by health and safety staff.

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

For health & safety reasons, and to aid the access of other Exhibitors, it is essential that Exhibitors 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 Exhibitors with raw space booths are required to submit drawings of the 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 the 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 the 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.

SHELL SCHEME

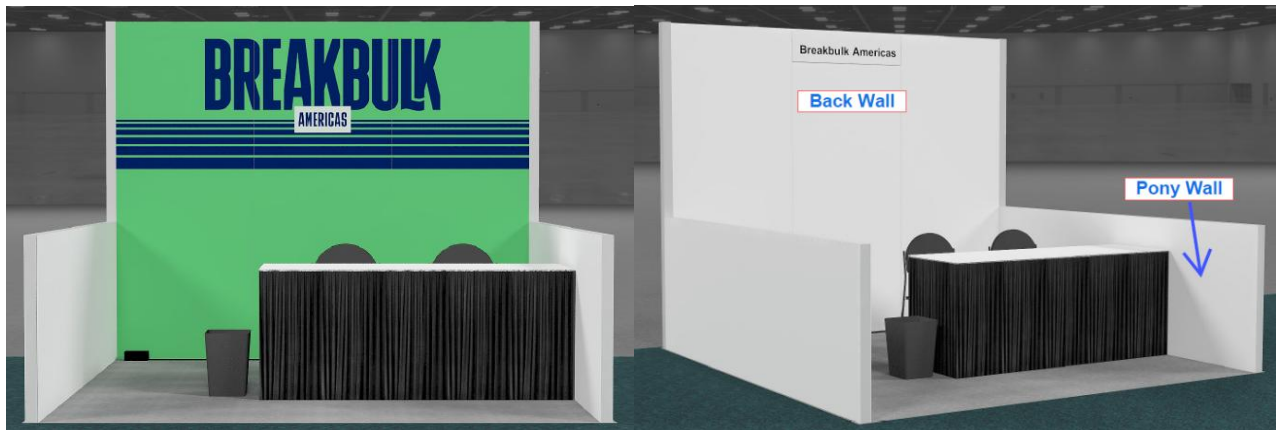
All shell scheme stands will be built by the event’s official stand builder, Shepard, and are made up of a unique modular aluminium system. Shell scheme stands are built to an overall height of 2.5 metres; no materials can exceed the height limit of the shell scheme stand.

Shell scheme package inclusions

8’ high backwall, 3’ high sidewall		
Standard carpet	Color Grey (no underlay)	
Cardstock identification sign	7” x 44”	
1 black skirted table	Size: 6’ Length x 30” Height x 24” Depth Table Top	
2 side chairs	Size: 20” Length x 18” Seat Height x 17.5” Depth	
1 waste basket		
Electrics	9 – 399 sq ft.	(1) 500 W
	400 sq ft. and above	(2) 500 W

Please note, shell schemes can be enhanced by applying graphics on the back wall. Please contact your account manager who will be able to provide a quote for this upgrade.

The visual below is only a representation of a 10x10ft booth space. The shell scheme booked with the show Organizer may look different depending on the booth size, location, and orientation.



*Any additional items needed that are not included above can be ordered via the relevant contractor listed below:

Spotlights	Shepard Exhibitor Webshop.
Upgrade carpet with underlay	Shepard Exhibitor Webshop.
Cleaning your stand	GRB Cleaning Service Form
Internet	Smart City online ordering platform.

Please note, there is the possibility of purchasing additional shell scheme panels at the Exhibitor’s expense, for example, if you were planning a storeroom within your stand.

If you are buying additional walling, please note that walling-in on open sides is at the discretion of the Organizers and may only be approved if the walling does not exceed one third of the total run of meterage of each open side. Therefore, two thirds of the run must be open or made from transparent material if looking onto a gangway.

For assistance, please contact Shepards at: customexhibits@shepardes.com or Telephone: (832) 799-5700

BOOTH REGULATIONS

The official shell scheme contractor is 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. **Shepard reserves the right to impose charges on any modifications applied to any parts of the shell scheme stand.** No alterations may be made to the shell structure or any variation to the wall treatment. Any damage to shell schemes or accessories will be charged to Exhibitors

- If any construction is required within a shell scheme booth, the Exhibitor must submit booth plans, a risk assessment for the construction activity, and a method statement to Essential Events. All submissions are subject to approval.
- Permanent fixings or changes to the shell scheme booth walls are not permitted. Any damage caused to the shell scheme is chargeable and will be passed back to the Exhibitor. The booth contractor will be pleased to offer advice on fixing to the shell scheme.
- For Exhibitors wishing to block in any open sides of the shell scheme booth, permission from the Organizers will be required before any arrangements are made. It is mandatory for at least two thirds of each open side to remain open unless fitted with approved transparent material; any additional walling should be ordered directly with Shepard and will be subject to a charge.
- No alterations to the shell scheme booth 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 shell scheme. Shepard reserves the right to impose charges on any modifications applied to any parts of the shell scheme
- The addition of extra sections (e.g., end panels for aesthetics) is not permitted, as this restricts access to firefighting and emergency equipment. The maximum shell scheme height is 8 ft. Requests to display materials exceeding this height must be approved by the show Organizer.

CARPET

All Shell Scheme stands are carpeted with standard carpet (no underlay)

If you choose to fix your own carpet, please ensure you use carpet tape, which is permitted at the venue and is easily pulled up and does not damage the venue floor. All carpet tape must be removed during breakdown, and a dilapidation charge will be levied for any stand that does not comply or mark the venue floor.

ELECTRICS

If more electrics are required, these can be ordered through Smarty City Networks. Please review the [Smart City Exhibitor Order Guide](#) and then email [Smart City Networks](#), with your complete [Smart City Order Form](#). Alternatively, you can use the new [online ordering platform](#).

GRAPHICS

Please refer to the Shepards Artwork Specifications [graphics guidelines](#) and provide your graphics to eventproduction@shepardes.com, ensuring your company name and stand number are included when sending.

Graphics will be charged according to the deadline dates from when they are submitted to Shepards, under the condition that the graphic file is sent before the next deadline. Orders sent after the deadline will be charged accordingly. For early bird graphic order rates, the graphic file must be sent before regular deadline. For the regular graphic order rates, the graphic file must be sent before shop closing date.

All graphic orders and graphic files should be received by **Friday, August 28 2026**. Any request for orders after this date cannot be guaranteed and a surcharge may be applicable. Please note that if Shepards receive artwork files in the wrong measurements or of poor quality, Shepards cannot guarantee printing.

To upgrade from basic shell scheme, please contact your account manager from Hyve.

To order graphics, please email eventproduction@shepardes.com

If ordering graphics through an outside contractor, please get in touch with Shepards to confirm panel sizes and accurate dimensions. Incorrect graphic dimensions can cause issues on site and affect the appearance of a stand.

NAMEBOARD

Stand number and exhibitor name will be displayed on the back wall of your stand on a nameboard which measures 915mm Length x 152 mm Height

Nameboards are supplied to shell scheme stands only. Please remember to complete the shell scheme nameboard form to indicate how you wish your company name to appear. In the event that this form is not received, your nameboard will be made up with the name on your original stand contract and any changes onsite will be subject to a charge. It is important that your details remain consistent on all listings of the show, i.e. show catalogue, online profile etc., for the ease of all visitors.

We look forward to seeing you at Breakbulk Americas 2026!