

SHOW RULES & REGULATIONS

Display Regulations

Security Precautions
& Fire Safety

Playing of Music

Exhibitor Liability
Insurance Notice

Sample Certificate of
Insurance

DISPLAY REGULATIONS

[CLICK HERE FOR ALLOCATION PROCEDURES DISPLAY GUIDELINES](#)

CONDUCT: Booths must be manned during all show hours. Buyers are on the floor until the last minute of the show and expect exhibitors to be present.

DEMONSTRATIONS: Any demonstrations must be performed within the exhibitor's space so as not to interfere with aisle traffic flow. Sampling or demonstration tables must be placed a minimum of 2' from the aisle line. Should attendees interfere with the normal flow of traffic or overflow into neighboring exhibits, Management will have no alternative but to request that presentations or samplings be limited or discontinued. All samplings and demonstrations must be approved by BCEC's official Concessionaire.

SOUND: Exhibitors must police their own booths to be sure the noise level from presentations is kept to a minimum and does not interfere with others. Show Management reserves the right to determine at what point sound constitutes interference with others and must be limited or discontinued.

CARPET: All exhibits, including 10 x 10 booths, must be carpeted.

SIGNAGE: All signage must hang over the booth and not encroach on aisle or neighboring exhibitors

Signage displayed on abutting sides must be one-sided with copy facing your booth, and may not interfere with neighboring exhibits. There is no height restriction on signs.

For signage hung from or affixed to any part of the BCEC structure (including poles, supports, beams, walls, etc) the service must be contracted through the BCEC. If arrangements have not been made through the BCEC and the exhibitor does it on his or her own, the exhibitor will be liable for damages.

FIRE EXTINGUISHERS: Any and all fire extinguishers in the building must be accessible, and not covered or obstructed in any way. There are fire extinguishers on each column in the building; please be aware of locations.

PROHIBITED ITEMS

- No Balloons of any kind are allowed.
- No clip-on lights can be used. Only U.L. approved clamp-on types of portable spotlights, with porcelain base and metal guards are allowed. You may plug in your own lights and run extension cords if the light fixtures comply with these guidelines.
- No confetti, glitter, popcorn or simulated snow types of materials can be used.
- No decals or bumper stickers are to be adhered to any part of the building, or given away. You will be billed for the removal of, and/or any damage caused by your decals/bumper stickers.
- No nails, staples, hooks, tacks, screws or the like are to be used on any part of the facility structure.
- No tape or any kind of adhesive is to be used on any part of the facility structure.
- No outside food or drink is allowed in the building in coolers or otherwise.
- No pets allowed in the building (service animals excluded).
- Please leave the facility the way you found it.