RULES & REGULATIONS FOR EXHIBITORS/SPONSORS

Welcome to Grace Hopper Celebration 2020! This document contains key rules and regulations and other important details about exhibiting at the GHC Expo. GHC reserves the right to restrict exhibits that – because of noise, method of operation, materials, or any other reason – become objectionable. We are the sole authority in this regard. GHC may prohibit or remove any exhibit, which in our opinion, detracts from the general character of the event as a whole or consists of products or services inconsistent with the purpose of GHC. If in doubt, please contact GHC@AnitaB.org in advance to discuss your exhibit. These Rules and Regulations may be updated from time to time and Exhibitor/Sponsor agrees to abide by such updates. Terms used but not defined herein shall have the meaning ascribed to them in the GHC Sponsorship terms and conditions (“Term”) to which every sponsor agrees.

GENERAL RULES AND REGULATIONS

• All fees must be paid in accordance with Section 5 (“Fees”) of the Master Participant Agreement. No exhibitor will be permitted to load-in to the GHC Expo if there is an outstanding amount due.

• All recruitment conversations, product or service demonstrations, mascot appearance, announcements, and promotions must be confined to your booth. Make sure to position your demonstrations and line management in such a way as to bring attendees into your booth space rather than filling the aisles. No promotional announcements may be made over the expo floor sound system. Organization flyers, promotional materials or advertising of any nature may not be placed, shown, or demonstrated anywhere within the confines of the venue other than your contracted exhibit space or assigned meeting room. Any materials found in any public areas will be confiscated and discarded, jeopardizing your organization’s participation in future GHC events.

• Sponsors shall not conduct any competing events during GHC programming hours. Exhibitors who plan to have off-site activities must schedule their events before and after those published hours. Exhibitors may request meeting space through GHC. The form is available in the Sponsor Portal and access is available to you in April.

• The exhibitor warrants and represents that it owns all intellectual property being used in promotion or exhibition at GHC. The exhibiting organization agrees to defend, at exhibitor’s expense, and to indemnify AnitaB.org for any action brought against AnitaB.org directly arising out of any dispute over intellectual property.

• Exhibitors agree to respect and follow all laws, rules and regulations of the State of Florida, Orange County Convention Center, Exhibit Services Contractors, Security and Emergency Staff, and Show Management.
**BOOTH CONSTRUCTION AND SIGNAGE**

**Line of Sight Guidelines**

All booths, regardless of size or type, should be designed in such a way to eliminate line of sight obstructions from one booth to the next. It is inappropriate for Island Exhibitors to use solid perimeter walls that obstruct the view of neighboring Exhibitors.

In consideration of your fellow exhibitors:

- The length of any solid perimeter wall, structure, video screen or combination of elements exceeding 8’ from the ground located on any perimeter boundary of your booth is limited to half the length (or width) of that side of your contracted space.
- The perimeter boundary extends 3’ into the booth space.
- Island Exhibitors are asked to take their neighboring Exhibitors line of sight into consideration when positioning hanging signs to minimize impeding the view of their neighbors. Variances may be granted at the discretion of Show Management. It is the responsibility of the designer and ultimately the exhibitor to ensure that all booth structures and hanging elements fit into the booth space contracted.
- Exhibitors may use Plexiglas or similar see-through material to create a wall that will allow for line of sight from one booth to the next.

**Space and Carpet Guidelines:**

Booth décor may not exceed the perimeters of the booth size as agreed in accordance with Section 3 (“Benefit”) of the Sponsorship Program Statement. Show Management reserves the right to remove any booth, at the exhibitor’s expense, if the booth portion exceeds the limits of the contracted booth space.

All booths regardless of location (except the turnkey kiosks) must be carpeted (either with traditional carpeting or some other approved floor covering) at the Exhibitor’s expense and must cover the complete area of the booth. If exhibitors do not order or install flooring by Tuesday, September 29 by noon, Show Management and Freeman will install standard carpeting and will charge the cost to the exhibitor’s account on file. All aisles in the Career Fair Halls are carpeted by Show Management.

Exhibitors may not make use existing building columns for any purpose without Show Management approval.

**Booth Types**

Exhibitors must adhere to the following rules that apply to the following Booth Types:

- **Linear (Inline) Booths**
  
  **Definition:** one or more standard ten feet by ten feet (10’x10’) booths in a straight line.

  **Signs:**
  - Hanging signs are not permitted above Linear Booths
  - All signage must be placed within your booth space and in such a way as to not obstruct the clear view of neighboring exhibitors or to interfere with the flow of traffic.

  **Use of Space:**
  - The maximum height of eight feet (8’) is allowed only in the rear half (5’) of the booth space, with a four feet (4’) height restriction imposed on all materials (product or equipment) in the remaining space forward to the aisle. You must place all display fixtures taller than four (4’) feet at least five (5’) feet from the aisle line.
  - Amplified and/or seated theater style presentations are not permitted.
  - Video monitor size is limited to 55” in 10’x10’ exhibits with two 55” monitors in 10’x20’ booths. Video or LED back walls must not exceed 50% of the back-wall space.
• **Corner Booths**
  
  **Definition:** a linear booth at the end of a series of linear booths with exposure to intersecting aisles on two sides.
  
  **Signs and Use of Space:** all other guidelines for Linear Booths apply.

• **Perimeter Wall Booths**
  
  **Definition:** standard 10’x10’ booth located on the outer perimeter wall of the Expo floor rather than to another exhibit.
  
  **Signs:**
  - Hanging signs are not permitted above Perimeter Wall Booths
  - All signage must be placed within your booth space and in such a way as to not obstruct the clear view of neighboring exhibitors or to interfere with the flow of traffic.
  
  **Use of Space:**
  - All guidelines for Linear Booths apply except that the typical maximum back wall height is twelve (12’) feet.

• **Split Island Booths**
  
  **Definition:** a peninsula booth which shares a common back wall with another peninsula booth.
  
  **Signs:**
  - Hanging signs are not permitted in the 10’x10’ or 10’x20’ split island booths.
  - Split Island Booths 20’x20’ or larger may hang banners or signage above their booths to a maximum of 20’ and may not exceed the width of the contracted booth space. Double-sided signs, logos, and graphics shall be set back 10 feet from adjacent booths.
  
  **Use of Space:**
  - May use the entire cubic content of this exhibit, up to the maximum allowable height, without any back-wall Line-of-Sight restrictions. A typical maximum height range allowance is 16 feet to 20 feet, including signage.

• **Island Booths**
  
  **Definition:** a booth of any size exposed to aisles on all four sides. Typically 20’ x 20’ or larger, although it may be configured differently.
  
  **Signs:**
  - The maximum height from the floor to the top of any sign is 20 feet. Minimum clearance from floor to bottom of any sign is 16 feet.
  - You must hang signs entirely within your booth boundaries. Hanging material anchor points must be prefabricated and ready for use. Hanging signs must meet all safety and fire regulations as outlined in the Exhibitor Service Manual, available in the FreemanOnline.
  - You must place all other signage and displays within your booth space in such a way as to not interfere with the flow of traffic.
  
  **Use of Space:**
  - You may use the entire cubic content of the space up to the maximum allowable height, which is usually between 16 feet and 20 feet, including signage.
  - When installing a display with a ceiling or second level, you should check with the fire
department to ensure that the display meets the necessary fire safety precautions regarding smoke alarms, fire extinguishers, sprinkler systems, and other safety devices.

- If you include any type of interactive display, you must maintain a 3-foot clearance from the aisle(s) to allow for attendee congregation.
- You may install walls in any portion of your booth, but 30% of the perimeter must be left open. You may use the entire cubic content of your booth, up to the maximum allowable height. Walls must be finished on both sides so as not to be unsightly to neighboring exhibitors.

**Lighting Trusses:**
- We will allow lighting trusses hung from the ceiling.
- You must contain lighting trusses within the booth perimeter on all sides and cannot exceed of 24’ in height. You must arrange the installation and dismantling of the truss with Freeman. If we receive any complaints from neighboring exhibitors regarding the lighting, we will require you to adjust or turn off the lights.

- **Extended Header Booths**
  **Definition:** a Linear Booth 20 feet with a center extended header.
  **Signs and Use of Space:**
  - All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of eight feet (8’), a maximum width of 20% of the length of the booth, and a maximum depth of nine feet (9’) from the back wall.
  - Height limitations include product and equipment.

- **Turnkey Kiosk**
  **Definition:** a turnkey kiosk includes one or more standard kiosks units arranged in a straight line. These kiosks have a neighbor on one or more sides.
  **Signs:**
  - Hanging signs or banners are not permitted above turnkey kiosks.
  - No additional signage allowed in the turnkey kiosks due to limited space.
  - (Optional) Sponsors can supply a graphic to be placed on a customizable back-wall panel at no cost. Freeman will print and install it for you. You can submit the back-wall panel graphic in the Sponsor Portal, available to you prior to your booth space selection.
  - If sponsors decide not to supply any artwork, the graphic on the kiosk panel will be replaced by the standard GHC graphic.
  **Use of Space:**
  - Turnkey Kiosk spaces come with a 40” hard wall kiosk and have a maximum height of 8 feet. The side rails define the width of the kiosk space. A single kiosk unit measures 6 feet wide and 8 feet deep.
• **Interview Booths**
  
  **Definition:** a booth with 8-foot-high pipe-and-drape walls on all four sides and have a maximum height limit of 8 feet. A single booth unit measures 10 feet wide and 10 feet deep (10’x10’).
  
  **Signs:**
  - All signs must be placed within sponsor booth space or up against the drape.
  - Ground-supported signage has a maximum height of 8 feet (8’). Signage placement cannot interfere with the flow of traffic.
  - Hanging signs are permitted for Emerald and Diamond sponsors only *(new benefit for GHC20)*. We do not permit hanging signs or banners for other sponsorship levels.
  - Floor mats may be placed in the aisle directly in front of the sponsor booth.
  
  **Use of Space:**
  - You may divide your booth into two 5-foot-wide spaces by ordering additional pipe-and-drape walls at your expense.

➢ **BOOTH REVIEW AND APPROVAL**

It is the responsibility of the exhibiting organization to comply with all GHC Rules and Regulations regarding booth structure. If your booth does not comply with the exhibit Rules and Regulations, Show Management may require you to make adjustments, which would be at the Exhibitor’s expense.

Career Fair booth designs must be approved by Show Management in advance. Please do not go into production on your booth until you have approval from Show Management. Exhibitors must upload your booth renderings along with measurements for approval, regardless of the size of your booth (except the turnkey kiosk), in the GHC Sponsor Portal. Access to the GHC Sponsor Portal will be available to you prior to your booth space selection.

➢ **EXHIBIT INSTALLATION AND DISMANTLING**

Freeman is the official General Service Contractor who manages booth install and dismantle (I&D), and labor provider for GHC 2020.

An Exhibitor Appointed Contractor (EAC) is any company other than one of the designated official contractors, which an exhibitor wants to employ inside the Expo Hall before or after the show. EACs can include booth builders, supervisors or designers, independent display companies, delivery personnel, or technicians.

Employees of the sponsoring organization CANNOT be registered as an EAC. Employees who need access to the Expo Hall during Early Access must have Booth Staff or Full Conference passes.

You may, at your discretion, use your preferred labor provider and the EAC must comply with the following requirements:

- The exhibitor must notify Show Management utilizing the Request to Use an Exhibitor Appointed Contractor form found in the GHC Sponsor Portal (access is available to you prior to your booth space selection).
- The exhibitor agrees that the EAC is ultimately responsible for all services relating to your exhibit.
  - If the EAC will be responsible for paying for Freeman services, they must complete the Third Party (EAC) Billing Authorization form.
- The exhibitor shall provide evidence that the EAC has proper certificates of insurance with at least the minimum described below:
  - Commercial General Liability insurance coverage of not less than $1,000,000 single occurrence/$2,000,000 aggregate combined limit for bodily injury and property damage, including coverage for personal injury, broad form contractual liability, operation of mobile equipment, product and liquor liability (where applicable) and automobile liability insurance coverage of not less than $1 million combined single limit for bodily injury and property damage, including coverage for non-owned and hired vehicles, including loading and unloading operators.
- Workers’ compensation and employers’ liability insurance in such minimum amounts as are required by law or are otherwise consistent with prudent business practice. Sponsor agrees to waive the right of subrogation of their insurance carrier against AnitaB.org and the Event Facility to recover loss sustained for real and personal property.
- This insurance must be in force during the lease dates of GHC: September 26 - October 3, 2020. This includes move-in and move-out days.

- The Expo floor, aisles, loading docks, service and storage areas will be under control of Freeman.
- The Exhibitor Appointed Contractor:
  - EAC will not solicit business on the Expo floor at any time, including during installation, the Expo, or dismantling.
  - EAC will share responsibility, with the Official Contractor, all reasonable costs incurred in connection with the EAC operation, including overtime pay for stewards, security if necessary, and restoration of the exhibit space to its initial condition.
  - EAC will cooperate fully with the Official Contractors and will comply with existing labor regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the Official Contractors.
  - The EAC must have all business licenses, permits, and Workers’ Compensation insurance required by the State and/or City governments, and the facility management prior to beginning work.
  - General Liability certificates of insurance must name Freeman, AnitaB.org, and the Orange County Convention Center as additional insured. Your organization and EACs must be able to provide evidence of such insurance to AnitaB.org and OCCC upon request. Please do not send or mail the insurance certificate to AnitaB.org, Freeman, or OCCC.
  - On the first day of move-in, EAC Supervisor must provide a complete list of employees from your EAC team to the security desk at the loading dock. Wristbands can be picked up daily from the Security desk on the loading dock. Each day EACs must be on the approved list and present an ID to obtain a wristband to gain access to the Expo Hall. Once the wristband has been acquired, EACs are to use either the loading dock or the Early Access Entrances.
  - EACs are not authorized to have Booth Staff Badges.
  - EAC will not establish service desks, storage areas, or other work facilities of any type anywhere inside the Expo Halls. The EAC must confine its operations to the exhibit space of its clients. Show aisles and public space are not part of the booth area. The EAC may utilize space outside the Expo Halls as designated by AnitaB.org or Freeman.
  - While aisle carpeting is being installed, you must remove containers, boxes, ladders, and the EAC’s equipment completely from the expo floor by placing them inside your booth or in the EAC’s storage area outside the Expo Halls.
  - Use of electric scooters by EACs is prohibited at all times.
  - EACs are not allowed on the Expo floor during open days of the Expo without a special EAC show day wristband issued by AnitaB.org.
  - EAC must be dressed in suitable attire at all times.
  - All safety guidelines are to be observed.
  - Union Rules and Regulations apply. See Freeman Services information at FreemanOnline.

- CODE OF CONDUCT
  All participants at GHC are subject to the AnitaB.org Code of Conduct, a copy of which can be found here. In addition to this Code of Conduct, sponsors also have agreed to the Code of Conduct stated in Section 3 (“Participant Conduct”) of the Master Participant Agreement. Show Management enforces this code and expect cooperation from all GHC participants (e.g., speakers, attendees, media, sponsors, exhibitors, volunteers, staff) to help promote a safe and enjoyable event experience for everyone.
BADGE CONTROL

GHC-issued credentials are the sole property of the GHC Organizer and must be surrendered upon demand to AnitaB.org Management authorities, and/or Show Management representatives. GHC-issued credentials (badge and badge holder) must be prominently displayed while at any GHC venue or designated off-site activity.

Exhibitors must use the GHC issued lanyard and may NOT use a lanyard of their choosing. Sponsors may use their company lanyard in addition to wearing the GHC issued lanyard at the same time. False certification of an individual as an exhibitor’s representative, misuse of an exhibitor’s badge, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibition floor will be just cause for expelling the exhibitor and their representative(s) from the exhibition floor and/or banning them from future entrance into the Exhibition. This would also warrant the removal of the exhibitor’s booth from the floor without obligation on the part of GHC Organizer for the refund of any fees. The exhibitors, their employees and agents, and anyone claiming to be in the hall through the exhibitors waives any rights or claims for damages arising out of the enforcement of this rule.

Badge swapping and/or sharing is strictly prohibited. Any attendee found using another attendee’s badge will have the badge confiscated and will be removed from the premises without a refund.

BOOTH STAFF AND PERSONNEL

- Each sponsorship level includes a specific number of registration passes. “Booth Staff” and “Sponsor Full Conference” passes have “Early Access” to gain access to the Expo halls during non-show hours. Make sure you assign the right passes for your team members, especially for those who need to prepare the booth before the halls opening and closing hours. Security will not let other passes enter the halls during non-show hours.
- Registered Booth Staff and Full Conference badges may access the expo floor only during published load in and load out, Early Access, and Expo hours. Those badged as Booth Staff as well as Full Conference with Early Access are allowed on the floor two hours prior to show opening for the purpose of getting booth space show ready.
- All booth staff and Full Conference must pre-register prior to arriving in Orlando. No one will be allowed on the show floor without proper credentials.
- **Note:** Any vendor staff (photographer, massage therapists, T-shirt vendors, photo booth vendors, etc.) working within your booth will need to be registered as Booth Staff.

All Expo booth staff are expected to dress in business and/or business casual attire. Exhibitors should ensure that the attire of all staff they deploy at their booth (whether the exhibitor’s direct employees, their contractors or their vendors) be considered appropriate in a professional environment. Show Management reserves the right to request that individual booth staff change their attire or leave the premises immediately if we feel that their appearance might be offensive to other exhibitors or attendees.

SPONSOR BOOTH WITHDRAWAL

Sponsor may choose to withdraw from its exhibit space by sending written notice of withdrawal to GHC via email to businessdevelopment@AnitaB.org before signing sponsorship contract. Sponsor may use the booth staff and full registration passes included in the sponsorship package **but will not be able to purchase additional General registration type**. There will be no refunds, exchanges or credits for exhibit withdrawal.

LATE SPONSORSHIP DELIVERABLES

The Event Prospectus or related material may outline certain marketing deliverables to be provided by AnitaB.org. If Sponsor does not provide the necessary supporting deliverable items before the applicable submission deadlines, GHC reserves the right to omit the deliverable as part of the sponsorship. If GHC elects to
allow deliverables in question, Sponsor is responsible for any late fees and/or rush charges which will be included in the final invoice.

**BOOTH INFRASTRUCTURE REGULATIONS**

- **Accessible storage**: available at GHC for exhibitors to easily access their product samples and literature during Expo hours only. You may make arrangements for accessible storage by contacting Freeman in advance. There is an additional fee for this service.

- **Booth Installation**: If not using Freeman or an Exhibitor Appointed Contractor (EAC), an exhibitor may choose to utilize your organization's own personnel to set up and dismantle your exhibit. Your installation must take an hour or less, and you may not use tools. If full-time organization personnel are utilized to set an exhibit, they should register to the conference, carry positive organization identification such as a medical insurance identification card, payroll stub or business card. Exhibitors may hand carry their own materials into the exhibit halls. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full-time employees of the exhibiting organization will be allowed to hand-carry items.

- **Decoration**: Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with Exposition standards. This may require the replacement, rearrangement or redecoration of any item or of any booth. Show Management is not liable for any cost that may be incurred by the exhibitor. All booth spaces must be fully carpeted or covered. You may supply your own carpet or rent it from Freeman. All floor coverings must be fire retardant in compliance with local fire department regulations.

- **Electrical Wiring**: Orange County Convention Center (OCCC) Electrical Service has jurisdiction over all electrical installation, distribution and maintenance on the expo floor. Exhibitor materials cannot be used for under carpet or concealed wiring. Use of another exhibitor’s electrical hook-up is strictly forbidden due to potential fire and hazard risks. In the event that the exhibit hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency’s fire and hazard regulations, the exhibitor is responsible and liable for all damages incurred.

- **Empty Storage/ Empty Labels**: Once your booth display has been set up, you are going to need someplace to store those empty molded cases, crates, and boxes. Label your empty cases, crates, and boxes with **Empty Freight labels**, which you can find at the Freeman Service Desk. Record your booth number on the labels in heavy black marker, and place one to two labels on each piece. If you wait until your booth installation is complete and take and label all your empty cases at one point, it will make them easier to retrieve and deliver to your booth when it comes time to pack up and go home.

- **Fire Protection Measures/Fireproofing**: All materials used in the construction and decoration of an exhibit must be flame retardant. All carpeting and floor coverings must have Class 1 flame spread rating and UL between 0 and 25. No storage of flammable materials is allowed in the utility areas. Cooking or heating food by any means (electrical, gas, microwave) is not permitted in booths.

- **Freight Shipments - Advanced Warehouse**: GHC recommends for exhibitors to deliver their exhibit booth and materials during the weeks leading up to GHC. Freeman accepts and stores freight at an offsite location up to 30 days prior to the start of the show. Once delivered to the advanced warehouse, Freeman becomes responsible for transporting freight to show site. This option guarantees exhibit materials will arrive to the show on time. Advanced preparation can help exhibitors by making the event more organized and less stressful.
• **Freight Shipments - Direct to Show Site:** Shipping direct to OCCC is an option in which exhibitors must deliver their freight to OCCC during the dates and times listed in the FreemanOnline. Move-in occurs in a short window right before the official show dates. All direct to show shipments must first go to marshalling yards, as a holding place, before being called to the unloading dock. Even if it arrives early, exhibitor’s freight might get held at the marshalling yard and may not reach your booth space until much later in the day. If carriers experience excessive wait times at the marshalling yard, additional charges may be passed to the exhibitors. It can be difficult to plan when exhibitor’s freight will arrive, it may leave your I&D team waiting to build your booth. Additional wait time may lead to additional charges.

• **Lighting:** Overhead lighting fixtures and lighting trusses installed by OCCC may be allowed outside the boundaries of your contracted exhibit space at the discretion of Show Management. Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval. Lighting **must be directed to the inner confines of your booth space and should not project into aisles, onto other exhibitors, or interfere with other booths in any way.** If overhead lighting is installed outside the vertical boundaries of your booth, preference is first given to Show Management lighting or signage, then to the exhibitor over whose booth the truss or light can is hung. It cannot interfere with their booth, their suspended signage or lighting in any way. Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the Exposition. Use of strobe lights is not permitted.

• **Light Bulb Removal:** Removal of OCCC House Lighting that interferes with your booth display is not permitted.

• **Noise and Odors:** Noisily operated displays and exhibits producing objectionable sound or odors are not allowed. In general, exhibitors may use sound equipment in their booths so long as the noise level does not exceed an acceptable one. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle. **This is the biggest source of sound violations and is strictly monitored.** Additionally, booth activities that produce general “noise” are not allowed and will be asked to cease the activity. Examples may include but are not limited to arcade games, activities that include smashing or hitting of objects, activities that accompany a loud soundtrack.

Sound and noise should not exceed 85 decibels. Show Management will monitor sound and noise levels in the display spaces and will request that the exhibitor either reduce the noise level or eliminate it if Management feels that it is detrimental to the surrounding exhibitors’ presentations. If there are presentation conflicts with a neighboring booth, Show Management asks that exhibitors first attempt to work with each other to arrive at a mutually acceptable compromise. Show Management may mitigate as a last resort, with their opinion being accepted by all parties as the resolution.

• **Move-out:** All exhibitors must remain on the floor until the Expo Hall closes on the last day. **Early dismantling is not allowed.** Any organization that does not comply may lose its privileges to exhibit at future Grace Hopper Celebrations. If you must leave prior to your boxes/crates arriving back to your booth, you can contract with Freeman to dismantle and ship your items back to you.

A move-out letter with shipping instructions and a Material Handling agreement with complete instructions will be delivered to your booth by the morning of Friday, October 2. **You must complete and return this form to Freeman to release your freight to your carrier.**

• **Raised Floors:** Raised floors must include ramps for access to the booth space. Raised areas that are not ramped must be clearly marked with yellow and black-striped hazard tape, or an edging of a different color, or lighted around the perimeter to increase visibility and minimize a tripping hazard.

• **Subleasing:** Exhibitor may not share, sell, assign, sublease, or charge admission for entry into any portion of their space (including to an affiliated company) without prior written consent from Show Management.
Companies that have been granted permission to share space with an affiliate or partner must exhibit under one name only which must be under the company who signed the contract with AnitaB.org.

EXHIBIT HALL ACTIVITIES

- **Accessibility:** AnitaB.org will provide reasonable accommodations to individuals with disabilities who make their situation known to event personnel. It is the responsibility of each exhibitor to be aware of and comply with ADA guidelines. We encourage you to provide exhibits that are accessible to all and offer barriers to none. In the absence of accessibility, each exhibitor must assume the responsibility for making alternative arrangements to serve the needs of persons with disabilities. Additionally, raised flooring and platforms on booths present a hazard for tripping and injury and should be clearly marked for visibility with special caution tape or similar warning devices.

- **Age Restriction:** You must be 18 years of age to attend GHC, Expo, and all related events. Students under the age of 18 are required to execute and submit a Chaperone Agreement and Release Form at the time of registration. Chaperones must purchase their own individual general registration.

- **Alcoholic Beverages:** Alcoholic beverages are prohibited in booths at all times. Alcoholic beverages may be served in the Expo during the Opening Reception & Expo Hall Crawl event. Alcoholic beverages may only be provided by Centerplate, OCCC’s exclusive food & beverage provider.

- **Animals:** With Show Management approval, animals for exhibition purposes are welcome at OCCC. While here, the following policies must be observed:
  - Animals must always be under the control of a handler.
  - Animals may not be within 100 feet of any food service area.
  
  This policy does not apply to service animals.

- **Bag Restriction:** For safety and security measures inside the Expo Hall during public hours, rolling bags of any size are prohibited, including travel luggage/suitcases, large carry-ons, and rolling luggage carts. If the luggage or large carry-ons contain the exhibit materials, the security guards have the right to inspect them before granting access to the Expo Hall. Exhibitors must immediately bring the luggage/carry-ons directly to their booth, unload, and then store their items at the luggage check. GHC provides a luggage check service for exhibitors inside the Expo Halls at no charge. This luggage check service is exclusive for only Booth Staff and Full Conference pass holders.

- **Balloons/Blimps:** The Orange County Convention Center (OCCC) does not permit helium balloons inside the exhibit hall. **There are no exceptions to this rule.** Exhibitors may not have helium balloons in booth space. If helium balloons are found inside the booth, the balloons will be removed and exhibitor will be responsible for any fees that may apply. Air-filled balloons are permitted.

- **Catered Food:** You may order catering service for your Career Fair and/or Interview booths from Centerplate, the exclusive caterer at the OCCC. You must purchase all food dispensed at your booth through Centerplate and may not bring in from outside sources. Exhibitors may distribute food and beverage samples as an approved exhibit if the exhibiting company is the legal manufacturer and/or distributor of the product. A Booth Sampling form must be completed. Sample sizes must be limited to four (4) ounces of beverage and three (3) ounces of food. No products may be sampled or given away outside of the Expo Hall or inside any meeting room of the OCCC.

- **Cleaning:** Booth cleaning of exhibits and displays is not automatic. You are responsible for maintaining your own booth in a tidy and clean condition at all times. You may not dispose of trash, excess collateral materials, etc. in the waste bins on the floor, which are for attendee trash only. Any exhibitor caught using
trash bins on the floor may be fined and charged the cost of booth cleaning services. You may order booth cleaning services at FreemanOnline > Shop Products & Services > Cleaning Services.

- **Drones:** The use of Drones/Unmanned Aircrafts ("UAV") is strictly prohibited at all times throughout the entire conference venues and the adjacent areas outside of the venues. UAV’s are devices that are used or intended to be used for flight in the air with no onboard pilot (either controlled manually or through an autopilot using a data link to connect the pilot to the UAV).

- **Exhibit Hall Access Restrictions:** Read BOOTH STAFF AND PERSONNEL section.

- **General Security:** All exhibitors must make provisions for the safety of their goods, materials, equipment and displays at all times. General overall security services will be provided on a 24 hour basis. Neither AnitaB.org, GHC, Freeman, Orange County Convention Center nor employees of these companies and sub-contractors are responsible for the loss or damage of any property from any cause. If you would like to order dedicated security guard service for your booth, please see the Security Services Order form in the Sponsor Portal — access is available to you prior to your booth space selection.

- **Giveaways/Handouts:** Exhibitors may distribute items, samples, souvenirs, etc., only from the confines of their booths. Company flyers, promotional materials or any other company advertising may not be placed anywhere within the confines of the venues. Any materials found in any public areas will be confiscated and discarded.

- **Hoverboards:** Wheeled transport devices (with or without motors) are not permitted at any GHC venues. This includes hoverboards, skates, skateboards, rollerblades, razor scooters, uniwheels and all similar products. Wheelchairs and ADA compliant Mobility Scooters are permitted.

- **Internet in the Expo:** Complimentary Wi-Fi is available throughout the OCCC. However, we provide this service as an amenity for the attendees, and not for exhibitor use. If you require any network service in your booth, please order a dedicated internet connection through Smart City. Visit FreemanOnline > Shop Products & Services > Telephone & Internet.

- **Obstruction of Aisles/Booth Demonstrations:** Exhibitors may not conduct demonstrations or activities that result in excessive obstruction of aisles or prevent ready access to neighboring exhibitors’ booths. The use of demonstrators, games, robots, vehicles, etc. in the aisles is prohibited at all times. Products or demonstrations must be placed inside the booth boundaries and must not result in aisles being blocked. Exhibitor contracted talent or other mascot may not canvas the Expo Hall distributing materials or otherwise inviting Expo Hall visitors to the Exhibitor’s booth. Show Management reserves the right to terminate any objectionable activities. Aisle merchandising elements, such as logo gels or footprint stickers are not permitted unless they are part of an official sponsorship.

- **Privately Owned Vehicles (POV):** Exhibitors are permitted to use their own vehicles to transport their material and unload at the loading dock of the OCCC during move-in/move-out hours. Unattended vehicles are not permitted at any time. We suggest that two people accompany each POV to unload. There is a 60-minute limit for each POV. Please review the POV / Self-unloading policy on FreemanOnline.

- **Prize Drawings/Raffles:** Raffles may be conducted at GHC as long as there is no cash transaction to obtain a raffle entry ticket. Due to fire safety regulations, public drawings may only be conducted within the confines of the booth and public aisles cannot be blocked. It is recommended that you post the winner’s name within your booth. Announcements made by overhead public address system are not permitted.
• **Protection of the Exhibit Facility**: Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the Expo Hall without permission of AnitaB.org and the proper building authority. Packing, unpacking, and assembling of exhibits shall be done only in designated areas and in conformity with directions of the exhibit manager, the convention hall manager, or their assistants.

• **Smoke or Fog Machines**: are not permitted in exhibitor booths at GHC.

• **Unauthorized Wi-fi Devices**: The use of unauthorized Wi-Fi devices (included but not limited to pineapples, bluetooth devices, card readers, etc. that are used to illicitly collect or intercept information) is always strictly prohibited throughout the entire GHC venues and the adjacent areas outside of the venues.

• **Unauthorized Interception of Digital Data**: Any unauthorized effort to intercept digital data is strictly prohibited.
  Examples of this are:
  ▪ Collecting electronically transmitted data without consent of the owner of that data.
  ▪ Collecting electronically transmitted data with consent of the data owner, but under fictitious pretenses.
    This includes but is not limited to the following technologies used when collecting data under deceptive or nonconsensual means:
    ▪ RFID/radio-frequency identification
    ▪ NFC/Near-field communication
    ▪ Bluetooth wireless technology
    ▪ WI-FI technology

• **Vehicles Showcase**: If exhibitors plan on displaying any type of vehicle in your booth with an internal combustion engine, it must be noted on the floorplan that’s submitted to the Fire Marshal. Please contact Freeman at FreemanOrlandoES@freeman.com or (407) 816-7900 for further information.

• **Venue Sustainability**: The Orange County Convention Center (OCCC) has the most innovative, large-scale sustainability programs in the United States. OCCC demonstrated industry and community leadership by pioneering pathways for large events to achieve continuously improving levels of sustainability stewardship.
  ▪ **Walkability & Mobility**:
    ▪ Pedestrian Bridges — Continued build-outs of safe, direct connections from adjoining hotels to the OCCC.
    ▪ Alternative Transportation Programs — Fostering visitor and building occupant use of multiple alternative transportation options to and from the OCCC.
  ▪ **Food**:
    ▪ Center-to-Table Gardens — New indoor vertical gardens producing fresh, delicious vegetables and herbs from the Westwood Lobby. In partnership with Centerplate, our exclusive food service partner, the OCCC is proud to be a leader in innovative urban agriculture.
    ▪ Food Donations — Assisting clients who send over 25,000 pounds of food annually to local community organizations like Second Harvest of Central Florida, Christian Service Center, and the Ronald McDonald House Charities.
    ▪ Composted Food Waste — Food scraps that can’t be donated are recycled into electricity and fertilizer.
    ▪ Natural Gas — 85% use of natural gas for cooking OCCC kitchens.
  ▪ **Energy**
    ▪ District Energy Program — The OCCC is part of an innovative chilled water production agreement with OUC Cooling which provides energy efficient and environmentally friendly air conditioning to
Convention District hotel participants.

- Renewable Energy — The OCCC campus provides five different solar energy programs used by clients and other stakeholders for demonstration, training and research.
- Building Efficiency — The OCCC incorporates natural lighting, advanced technology and employee ingenuity to achieve buildings which are 87% more energy efficient per square foot than similar buildings.

### Water

- Low Impact Development — Aesthetically pleasing and innovative stormwater treatments are used on campus and redirected to natural waterbodies.
- Water Efficiency — Bathrooms use 15% less water than building codes mandate and 100% reclaimed water is used to irrigate the OCCC's 400 acre campus.

### Waste

- Waste Reduction — OCCC works with clients and contractors to reduce event waste by 53% since 2004.
- Recycling Receptacles — Our recycling and waste bins on campus were made from used plastic milk jugs and 100% solar energy.

#### INSURANCE

**Regarding the Exhibiting Company:**

Company acknowledges and understands that neither AnitaB.org, its subsidiary, GHC, Freeman nor the Orange County Convention Center maintains insurance covering Company’s property, or any damages incurred. It is the sole responsibility of the Company to obtain such insurance. Company agrees that it shall purchase and maintain sufficient insurance to comply with its obligation under these Rules and Regulations and GHC Sponsorship’s terms and conditions. Your organization must be able to provide evidence of such insurance to AnitaB.org and OCCC upon request. Please **do not send or mail** the insurance certificate to AnitaB.org, Freeman, or OCCC.

General Liability certificates of insurance must name Freeman, AnitaB.org, and the Orange County Convention Center as additional insured, including at a minimum:

- Commercial General Liability insurance coverage of not less than $1,000,000 single occurrence/$2,000,000 aggregate combined limit for bodily injury and property damage, including coverage for personal injury, broad form contractual liability, operation of mobile equipment, product and liquor liability (where applicable) and automobile liability insurance coverage of not less than $1 million combined single limit for bodily injury and property damage, including coverage for non-owned and hired vehicles, including loading and unloading operators.

- Sponsor also agrees to obtain and maintain in effect throughout the Event workers’ compensation and employers’ liability insurance in such minimum amounts as are required by law or are otherwise consistent with prudent business practice. Sponsor agrees to waive the right of subrogation of their insurance carrier against AnitaB.org and OCCC to recover loss sustained for real and personal property.

- This insurance must be in force during the lease dates of GHC: September 26 - October 3, 2020. This includes move-in and move-out days.

**Regarding an Exhibitor’s Exhibitor Appointed Contractor (EAC)**

If an exhibitor employs labor other than Freeman to install their booth (referred to as an EAC), certificates of insurance (COI) coverage must be provided to Show Management. The EAC shall provide evidence that they have proper certificates of insurance to AnitaB.org and the OCCC upon request. Please **do not send or mail** the insurance certificate to AnitaB.org, Freeman, or OCCC.
Certificates of insurance must name Freeman, AnitaB.org, and the Orange County Convention Center as additional insured, with at least the minimum coverages described below:

- Commercial General Liability insurance coverage of not less than $1,000,000 single occurrence/$2,000,000 aggregate combined limit for bodily injury and property damage, including coverage for personal injury, broad form contractual liability, operation of mobile equipment, product and liquor liability (where applicable) and automobile liability insurance coverage of not less than $1 million combined single limit for bodily injury and property damage, including coverage for non-owned and hired vehicles, including loading and unloading operators.
- Sponsor also agrees to obtain and maintain in effect throughout the Event workers’ compensation and employers’ liability insurance in such minimum amounts as are required by law or are otherwise consistent with prudent business practice. Sponsor agrees to waive the right of subrogation of their insurance carrier against AnitaB.org and OCCC to recover loss sustained for real and personal property.
- This insurance must be in force during the lease dates of GHC: September 26 - October 3, 2020. This includes move-in and move-out days.

➢ PHOTOGRAPHY & FILMING
AnitaB.org reserves the right to use any photography from the event for marketing purposes. By entering Grace Hopper Celebration venues, exhibitors acknowledge your image and your organization’s booth property may be used in marketing and press materials. Exhibitors may not take photographs or record video during move-in or move-out. During GHC hours, photography is permitted. Sponsors may not deny a reasonable request from an attendee to photograph an exhibit from the aisle. Companies may not photograph or videotape another exhibitor’s display without permission from that exhibitor. Sponsors who contract with someone other than the official GHC photographer must provide a booth staff pass for your photographer.

➢ PRIVACY STATEMENT
Sponsors and Exhibitors are governed by the Privacy Statement located at https://anitab.org/privacy-policy/

Attendee Details: AnitaB.org treats the privacy of all Grace Hopper Celebration participants with the utmost care. Sponsors and Exhibitors are expected to refrain from sharing, selling, renting, or leasing participant data collected at the booth, sponsored lounges, or sponsored events with third parties.

➢ FINAL AUTHORITY
AnitaB.org is the sole and final authority as to the interpretation of these rules and their application. We may issue specific variances or exceptions for special situations upon request. Such variances do not establish a precedent or permanent modification beyond the specific case involved. AnitaB.org may make modifications to a booth without specific permission of the exhibitor and at exhibitor’s own risk and expense, in order to satisfy the terms and intent of the GHC Rules and/or the Fire Marshal. Furthermore, AnitaB.org has the authority to establish penalties, including the removal from current or future GHC events, for violations; our decision is final.