



CONVENTION SHOW RULES & REGULATIONS

SHOW FLOOR & BOOTHS

- Booths & exhibits must be manned during all official show hours.
- **NO BOOTH STRUCTURES TALLER THAN 12 FEET WILL BE ALLOWED** - If you intend to have a structure taller than 8 feet, please email a rendering of your booth to aphillips@mc-2.com for approval.
- NO HANGING SIGNS ARE ALLOWED without approval from CCA Global Partners. Please email a rendering of the booth and sign to aphillips@mc-2.com for approval.
- Exhibitor's materials must be confined to the company's exhibit space only, unless otherwise approved by CCA Global Partners. Exhibitors shall not install their booth in such a manner that will impede access into neighboring booths.
- CCA Global Partners reserves the right to adjust booth/product layouts. Exhibitor will be notified of such changes.
- Set up times must be adhered to.
- Your booth number and size will be emailed to you by MC2 as soon as the floor plan is finalized.
- You do not need a booth number to ship your exhibit materials. Ship now with your company name & MC2 will match the shipment with your booth. **Make sure you use the ADVANCE WAREHOUSE ADDRESS if you ship early.**

SECURITY

- CCA Global Partners provides 24-hour perimeter security for the exhibit floor. However, you may want to take additional precautions in securing items. Do not leave valuable items in your booth overnight.
- Individual security service is also available at your expense but is completely optional.
- CCA Global Partners and MC² are not liable for lost or stolen items belonging to your company while at convention. Your company will be responsible for obtaining the necessary insurance to cover any losses.

FIRST AID

- In the event of an emergency, call 911 from your cell phone or call 333 from any hotel phone.
- If you need medical assistance (non-emergency), please locate the nearest Gaylord Security officer, they are all First Aid trained.
- We will have an EMT on-site during set up, tear down and show hours.

DRESS CODE

- Dress should be "business casual" for exhibit days. Corporate attire with logos is acceptable and makes your personnel recognizable.
- You **MUST** wear your show issued badge to enter the exhibit floor.

REMEMBER: IF YOU HIRE A COMPANY TO SET UP YOUR BOOTH, YOU MUST RELAY ALL INFORMATION (BOOTH SIZE, BOOTH NUMBER, SET UP DAY & TIME) TO THEM! CCA GLOBAL PARTNERS and MC² ARE NOT RESPONSIBLE FOR RELAYING INFORMATION ON YOUR BEHALF.



TEARDOWN & OUTBOUND FREIGHT

- Please refer to your MC² Show Information sheet for dismantle times.
- **Remember: All pick-ups must be scheduled with the MC² desk!** Should you require labor to help dismantle your exhibit, please refer to the labor order form in your MC² service kit. Unless you hand-carry your materials off the exhibit floor, **you MUST complete a Bill of Lading (BOL) regardless of how the shipment is made.** Please give the BOL to the MC² desk located in the rear of the exhibit hall.
- Your bill of lading should be marked with a “ship to” address. If you are shipping to another trade show, please be sure to include your company name and booth # on the labels and bill of lading.
- If you will be giving or selling your samples/display/flooring to a CCA Global Partner member or charity at the end of the show, arrangements must be made with MC² for the member/charity to pick-up the materials or to have those materials shipped.
- Vendors are responsible for all dismantling fees.

ABF continues as our contracted interstate carrier for this convention. If you prefer another carrier, you must make arrangements yourself.

Please indicate how your convention materials/booth/exhibit will be packed:

- ☐ MC² should discard my exhibit materials. (A minimum 1 hour labor charge will apply)
- ☐ MC² should palletize my exhibit materials. (A minimum 1 hour labor charge will apply)
- ☐ Vendor will pack, box and label our exhibit materials for pick-up. Labels must be adhered to materials for identification before shipment can be picked up.
- ☐ Vendor will hand carry our exhibit materials out on _____.
- ☐ Please donate my exhibit materials to charity.

REMEMBER:

CCA Global Partners and MC² are NOT responsible for any items lost or stolen from your booth at convention at any time!

Exhibiting Company Name _____

Booth # _____

Contact Name and Phone number _____

PLEASE email form to aphillips@mc-2.com