

Welcome to the EDspaces 2022 Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at EDspaces 2022. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience.

The **Main Menu** is designed so clicking on a topic will automatically transport you to that section of the manual. Also, each page includes linked tabs at the top to help you navigate back to the Main Menu or another section of the manual. We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth and ask questions for any areas you need further clarification on.

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GENERAL INFO

DATES & TIMES

Move-in

Monday, October 31	8:00 AM – 5:00 PM
Tuesday, November 1	8:00 AM – 5:00 PM

Contact Show Management should you have any special move-in requests.

Exhibit Hall Hours

Wednesday, November 2	10:30 AM – 5:00 PM
Thursday, November 3	10:30 AM – 5:00 PM
Friday, November 4	9:00 AM – 12:00 PM

Move-out

Friday, November 4	12:00 PM – 8:00 PM
Saturday, November 5	8:00 AM – 12:00 PM

EXHIBIT HALL LOCATION

Oregon Convention Center
777 NE Martin Luther King Jr Blvd
Portland, OR 97232
Halls A-D

SHOW MANAGEMENT CONTACTS

[Click here](#) to contact show management.

VENDORS

Click on vendors to get more information. For best pricing, order by the advanced order deadline dates listed.



FREEMAN

[ORDER ONLINE](#)

Order by Monday, October 10



FACILITY

[OREGON CONVENTION CENTER](#)



ELECTRICAL

[ORDER ONLINE](#)

Order by Friday, October 14



PLANT RENTAL

[SELLWOOD FLORAL](#)

Order by Friday, October 14



CLEANING

[OREGON CONVENTION CENTER](#)

Order by Friday, October 14



CATERING

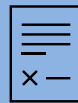
[ORDER ONLINE](#)

Order by Friday, October 14



SECURITY

Coming Soon!



BOOTH INSURANCE

[Marsh/Total Event Insurance](#)

Submit by Monday, October 10



LEAD RETRIEVAL

[Maritz Global Events](#)

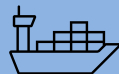
Order by Wednesday, August 24



INTERNET

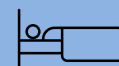
[OREGON CONVENTION CENTER](#)

Order by Friday, October 14



INTERNATIONAL FREIGHT

[Phoenix Logistics Email](#)



HOTEL

[HOTEL RESERVATIONS](#)

SHOW PLANNER

For best pricing, order prior to the deadlines listed below.

ASAP

[UPDATE SHOW DIRECTORY LISTING](#)

[HOTEL RESERVATIONS](#)

SEPTEMBER 30

[WAREHOUSE SHIPPING BEGINS](#)

[HANGING SIGN REQUESTS DUE TO SHOW MANAGEMENT](#)

OCTOBER 10

[FREEMAN EARLY BIRD DEADLINE FOR ONLINE ORDERS](#)

SECURITY – COMING SOON

[ORDER BOOTH INSURANCE](#)

[EAC FORM DUE](#)

OCTOBER 14

OREGON CONVENTION CENTER ORDER DEADLINE

[ELECTRICAL](#)

[INTERNET](#)

[CLEANING](#)

[PLUMBING](#)

[CATERING](#)

BEFORE YOU ARRIVE TO SHOWSITE



Submit Certificate of Insurance



Coordinate Hotel & Travel



Register Booth Personal in Advance



Order Booth Services

OPTIONAL SERVICES



Floral



AV



INTL FREIGHT



CATERING



INTERNET

ONCE YOU ARRIVE

PICK UP BADGE

CHECK FREIGHT

ELECTRICAL

RIGGING (HANGING SIGN)

SHOW MANAGEMENT APPROVAL



Double Decker Booths and/or Overhead Obstruction



Hiring an Exhibitor Appointed Contractor (EAC)



Animal Approval Form

INSURANCE

EDspaces 2022 does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. **Exhibitors must maintain insurance that meets the requirements below and provide proof to EDspaces 2022 before the show.**

Submit your insurance documents [online](#). Be sure the name of the attachment reflects the name of the insured exhibiting company

An exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitor's obligations under this paragraph.

The following three types of insurance are required:

- **Workers' Compensation** insurance, unless you are the sole proprietor. A sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- **Comprehensive General Liability** insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable).
- **Automobile Liability** insurance with limits not less than \$500,000 for each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured, Emerald (Show Management), Oregon Convention Center (Facility), and Freeman (General Service Contractor). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without a 30-day advance written notice to Emerald.

The following MUST be contained on the certificate: [CLICK HERE FOR AN EXAMPLE](#)

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – "Emerald – EDspaces 2022, Freeman, Oregon Convention Center and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates Monday, October 31 – Saturday, November 6, 2022

NEED GENERAL LIABILITY INSURANCE?

Marsh/TotalEvent Insurance offers General Liability Insurance for \$65 plus tax. [CLICK HERE](#)

Certificate Holder Information should be listed as:

EDspaces 2022
Attn: Tracey Roberts
31910 Del Obispo, Ste 200
San Juan Capistrano, CA 92675

REPORTING

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

BOOTH REGULATIONS

CONSTRUCTION/DESIGN

Booths must be constructed per the booth guidelines provided within this kit for the specific type of booth space being leased. Violations could result in a fine and/or loss of priority points. Any unfinished and/or exposed portion of an exhibit must be made presentable prior to show opening at the expense of the exhibitor. Any portion bordering another exhibitor's space must have the backside finished in a neutral color and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.

The exhibit hall portion of the facility is **not** carpeted. Floor covering is required in all booths. Floor covering may be supplied by either the Exhibitor or ordered from the General Service Contractor. Exhibitors that do not properly cover their exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.

Linear, Corner and Perimeter booths

- 8' high pipe and drape back wall.
- 3' high pipe and drape side rails.
- 7" x 44" booth identification sign with the company name and booth number.

Island booths

- Island booths do not come with back drapes or ID signs. If desired, they may be ordered from Freeman.

Lighting/Truss

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with the Oregon Convention Center rules and be approved by Show Management.
- Lighting that spins, rotates or 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 exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with Show Management for rules specific to the event at the Oregon Convention Center.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

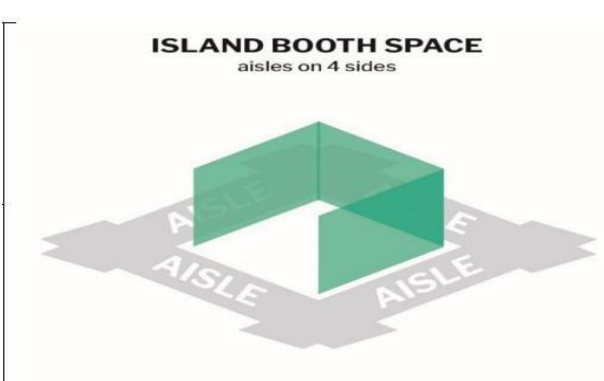
Balloons or Inflatables

No helium (or lighter-than-air) filled balloons are permitted in the facility.

Linear, Corner and Perimeter Booth Guidelines

<p>Definition and/or Dimension Linear booths, also called “inline” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.</p> <p>Linear & Perimeter booths are commonly ten feet (10') deep and multiples of ten feet (10') wide, i.e., 10'x10', 10'x20', 10'x30', etc.</p>	<p>10' X 10' LINEAR BOOTH</p>	
<p>What's Provided / Included</p> <ul style="list-style-type: none"> • 8' high pipe and drape back wall. • 3' high pipe and drape side rails. • 7"x44" booth identification sign with company name and booth number. <p>All other equipment and services are the responsibility of the exhibitor.</p>		
<p>Linear Booth Use of Space Exhibit backgrounds in all areas except island and peninsula spaces cannot exceed 8' in height, including company names or other advertising, and must be contained in the rear half of the booth area within 10 lineal feet from an adjacent exhibitor. With an adjacent exhibitor, the exhibit height in the front half of the booth measured in from the aisle and cannot exceed 4' along the side dividers.</p>	<p>Footprint Rule or “Wiggle Room” Factor The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>	
<p>Hanging Signs / Graphics Linear/Inline booths are not permitted to have hanging signs.</p> <p>Signs, logos, and graphics placed along booth edges may not face into adjacent booths.</p>	<p>Exposed Surfaces All exposed exhibit components extending above the 3' high pipe and drape sidewalls must be finished, painted, and with no exposed wired or framing visible and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.</p>	
<p>Linear / Inline Booth Variations:</p>		
<p>Corner booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to an aisle.</p>	<p>Perimeter booths are linear booths that back up against a wall of the facility, not to another line of exhibits, and have a maximum height of twelve feet (12').</p>	
<p>CORNER BOOTH SPACE aisles on 2 sides; line of sight</p> <p>NOT TO SCALE</p>	<p>PERIMETER BOOTH SPACE booth backs up to wall in event space, max height 12'</p> <p>NOT TO SCALE</p>	

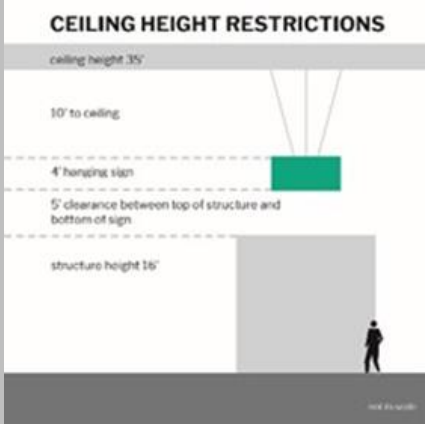
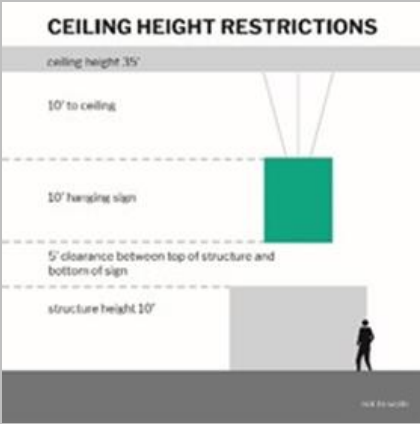
Island Booth Guidelines

<p>Definition: Island booths are any size booth exposed to aisles on all four sides.</p>	
<p>Dimensions: Island booths are typically twenty feet (20') by twenty feet (20') or larger, although it may be configured differently.</p> <p>Island booths do not come with drapes or ID signs. All equipment and services are the responsibility of the Exhibitor.</p>	
<p>Use of Space: The content of the booth may be used up to the maximum allowable height of sixteen feet (16') from the floor to the top of the highest point of the booth structure.</p> <p><i>See Hanging Sign info below.</i></p>	<p>“Wiggle Room” Factor Since Island booths do not have any adjacent booths, the footprint rule is not applicable.</p>
<p>Covered Exhibits A covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a covered exhibit is not occupiable.</p> <p>Booths with canopies larger than 10' x 10' are not allowed unless approved by the Fire Marshall’s Office. All canopied booths must have a working smoke detector properly mounted in the canopy. If cooking in a canopied booth, you must also have a fire extinguisher.</p>	<p>Multi-Level Exhibits A Multi-story exhibit is a booth where the display fixture includes two or more levels. A multi-storied exhibit requires prior approval by Show Management and/or relevant local government agency, because it is deemed to be a “structure” for building purposes.</p> <p>All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to Show Management at least sixty (60) days in advance of move-in.</p>
<p>Hanging Signs / Booth ID Hanging signs may be hung to a maximum of twenty five feet (25') from the floor to the top of the sign,</p> <p>If a hanging sign is used, there must be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. The empty space must be continuous throughout the entire cubic feet of the booth.</p>	<p>Exposed Surfaces All exposed exhibit components must be completely finished, painted, and with no exposed wires or framing visible. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at exhibitor’s expense.</p>
<p>APPROVAL QUESTIONS - Please contact tracey.roberts@emeraldx.com</p>	<p>Request Hanging Sign Approval from Show Management here Deadline: September 30, 2022</p>

Hanging Signs & Airborne Objects

Permitted in all Island booths that are 400 sq. ft. or larger. End-cap and linear booths do not qualify for hanging signs and graphics, regardless of size.

- Hanging signs and graphics are permitted to be hung in all islands, split island and peninsula booths to a maximum height of twenty-five feet (25') from the floor to the top of the hanging sign. All floor supported booth structures are permitted to be from the floor, to a maximum of sixteen feet (16') high.
- Signs may be hung at any height however the sign itself cannot be taller than eight feet (2.44 meters) and must be finished on all sides.
- Show management must approve all hanging signs. The exhibitor must complete the online hanging sign form and submit drawings for approval. Additional approval will be required from OCC if the overhead suspension of objects is over 20 pounds.
- Signs, banners or any other exhibit material may not be suspended, taped, nailed, screwed or in any way attached to the ceilings, walls, columns, drapes, floor or on any other facility surface.
- The facility, or general contractor, will hang all hanging signs unless otherwise noted.

<p>Structure at a max height of 16' Sign at a max height of 4'</p>  <p>CEILING HEIGHT RESTRICTIONS</p> <p>ceiling height 35'</p> <p>10' to ceiling</p> <p>4' hanging sign</p> <p>5' clearance between top of structure and bottom of sign</p> <p>structure height 16'</p>	<p>Structure at a max height of 10' Sign at a max height of 10'</p>  <p>CEILING HEIGHT RESTRICTIONS</p> <p>ceiling height 35'</p> <p>10' to ceiling</p> <p>10' hanging sign</p> <p>5' clearance between top of structure and bottom of sign</p> <p>structure height 10'</p>	<p>Structure at a max height of 20' No hanging sign permitted</p>
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Structural Integrity
All hanging signs must have drawings available for inspection by Show Management at all times. Drawings must include a signature or stamp of a structural engineer indicating reviewing that stress points for hanging the sign have been properly engineered. The signature of an authorized official of the exhibit building company is also required, indicating that the structure is built in compliance with the details and the specifications set forth on the drawings.

NOTE: Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.

Hanging Signs Approval Deadline: September 30th. Rigging Services are ordered through Freeman.

Approval Process:
Step 1:
Please click [here](#) to submit your hanging sign for approval.

Step 2:
Show Management will confirm submission and send you approval or decline.

If you have any problems submitting, please email hanging sign requests to:
Tracey Roberts: tracey.roberts@emeraldx.com

Booth and Hanging Sign Variance Request Form

FREIGHT & DELIVERIES

Warehouse Address

Exhibiting Company Name / Booth #

EDspaces 2022

C/O Fern / Freeman

6700 NE 59th Pl

Portland, OR 97218

Accepting shipments between September 30 – October 24, 2022. Shipments that arrive after October 24, will incur additional charges.

Direct to Site Address

Exhibiting Company Name / Booth #

EDspaces 2022

Oregon Convention Center

C/O Freeman

777 NE Martin Luther King Jr Blvd

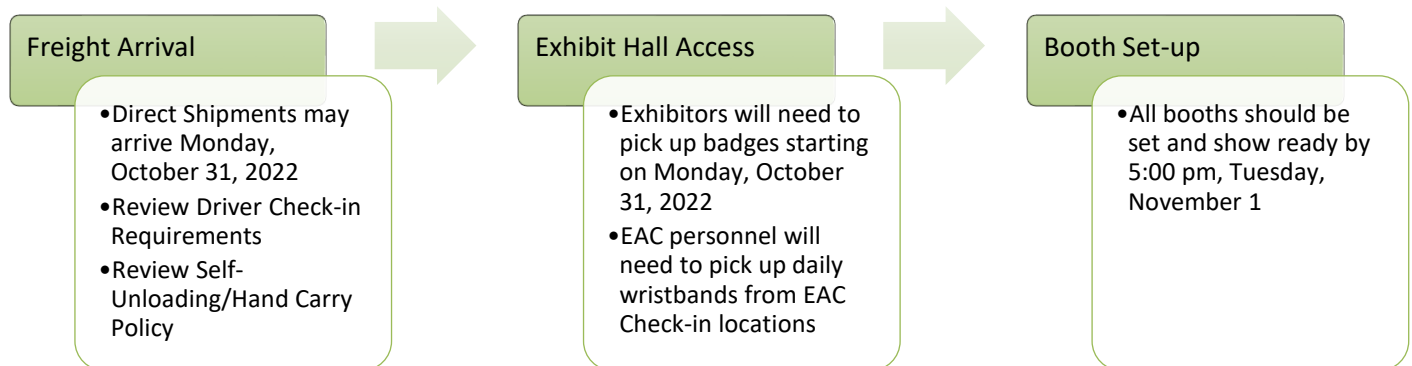
Portland, OR 97232

Accepting shipments starting Monday, October 31

Shipping Tip

There is no price difference between delivering to the warehouse or direct to the Oregon Convention Center. A huge benefit to shipping to the warehouse means you will have your booth freight waiting in your booth upon your arrival.

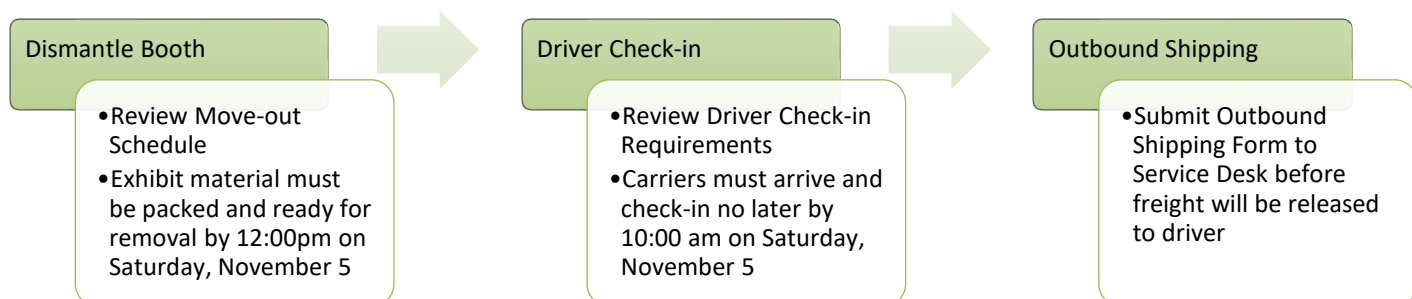
Move-in/out Procedures



Self-Unloading / Hand Carry Policy/POV Policy

The teamster union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carry-able by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment. All other material handling must go through Freeman. Privately Owned Vehicles (POV's) are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the Freeman Loading Dock. Please review Freeman's POV policy.

Outbound Shipping



Storage

Material Handling & Storage

- The official material handling contractor will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.
- Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, exhibitors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply can be stored during the show through the general service contractor.
- Empty crates, cartons and boxes must be removed from the exhibitor's booth. Properly labeled empty containers will be picked up by the general service contractor, stored for the duration of the event, and returned at the conclusion of the show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the Exhibitor Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

Early Move-Out (Teardown) Policy

EDspaces closes at 12:00 PM on Friday, November 4. Packing up early and/or before 12:00 PM is prohibited. Official show labor will not be allowed onto the show floor until 12:00 PM. This will allow you time to pack up your merchandise in a secure environment. As a reminder, porter service will not be provided during move-out, so please plan accordingly

INSTALL/DISMANTLE & LABOR REGULATIONS

Carpenter Union

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display and merchandise/product if one person, who is a full time employee, can accomplish the task in one half-hour or less without the use of tools.

If your exhibit preparation, installation, or dismantling and or merchandise/product requires more than ½ hour, you must use union personnel supplied by the Official Decorating Contractor. As an exhibitor, when union labor is required, you may provide your company personnel to work along with a union installer on a one-on-one basis.

Union	Definition of Jurisdiction
Teamster Union	Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver materials to and from booths. They also provide rigging of machinery, moving services, and spot machinery in your booth. The normal rigging crew consists of two men and a forklift. Customarily, this service must be ordered in advance at the exhibitor’s expense.
Carpenter Union	Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment and install and remove all draping and floor covering.
Electrical Union	Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets, and install signs or headers that are lighted, unless they are permanently a part of the exhibit's back wall.

	Task	An Exhibitor Can	An Exhibitor Can't
CONSTRUCTION	You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in one half-hour or less without the use of tools.	X	
	Ladders		X
	Paint		X
	Install & dismantle small, non-electric sign attached to booth by exhibitors’ full-time employees.	X	
	You may install and/or dismantle product if one person, who is a full time employee, can accomplish the task in one half-hour or less without the use of tools.	x	
FREIGHT	An exhibitor may move the material that is hand carry-able by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment	X	
	Move any freight from a vehicle larger than an Econoline/Sprinter van.		X
	Move freight using motorized devices or pallet jack.		X
ELECTRICAL	Plugin their own devices and equipment for properly ordered 110-volt electrical service of 1500 watts or less.	X	
	Plugin their own devices of 110 volt/ 1500 watts themselves	X	
	Install light bulbs.	X	
	Install, assemble, or dismantle electrical hanging signs and truss.		X
MERCHANDISING	Test and tune equipment	X	
	Unpack, pack, and arrange their merchandise and products in their exhibit.	X	
	Clean and wipe down their products and display merchandise and parts of their exhibit not installed by other labor.	X	

Local Guidelines

Building Rules/Guidelines

It is strongly recommended that all exhibitors visit the [Oregon Convention Center Client Services Guide](#). This page includes valuable information about topics relating to your booth.

Safety

Fire Marshal Requirements & Permitting

- All decorative materials must be flame proofed or of a type acceptable to the Fire Marshal's Office. Use of bark dust, mulch, chips or hay, etc., is not allowed unless pre-approved by the Fire Marshal's office.
- No flammable gases, liquids or solids, are allowed in any building, enclosed tent or structure. Two (2) 16.4 oz. bottles of propane are permitted in a booth at any one time. All other bottles must be stored outside the building and secured.
- Booths with canopies larger than 10' x 10' are not allowed unless approved by the Fire Marshal's Office. All canopied booths must have a working smoke detector properly mounted in the canopy. If cooking in a canopied booth, a fire extinguisher is required.
- Any enclosed structure larger than 100 sq. ft. in floor area must have a working smoke detector properly mounted in the structure. All doors or windows to the structure are to be left open.
- Natural gas lines used to run a fireplace, etc., must have a shut-off valve by the appliance(s) and be accessible. All persons working in the booth shall be instructed in the location and operation of the shut-off valves to the appliances and to the building. Natural gas fireplace displays must have a safety pilot kit providing automatic shut-off if no flame is detected. Additionally, each fireplace must have a carbon monoxide detector with an alarm and a protective barrier to safeguard against the risk of being burned. No wood burning fireplaces are permitted.
- Portable space heaters are not allowed unless approved by the Fire Marshal's Office.
- See "Motorized Vehicles" for display vehicle requirements.
- Displaying of any vehicle containing LPG gas propane shall have such containers reduced to atmospheric pressure before bringing them into the building.
- All exhibitors are to keep all exhibit items, tables, chairs, etc., within their assigned booth space. Nothing is to be placed in any aisle.
- Empty cardboard boxes are not to be stored in booths overnight.
- Obstructions blocking utility floor boxes must be relocated by the exhibitor upon request.

Fog/Smoke/Hazer/Laser Lights

- Fog machines, smoke effects, or laser light shows will not be permitted without the express written approval of Show Management.
- Approved use of fog machines or water-based hazers will require a smoke watch during scheduled usage. Smoke watch is charged at the prevailing rate.

Environmental Laws/OSHA Regulations

All exhibitors must be following environmental laws and OSHA regulations. To facilitate this compliance, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.

Cleaning

Booth Cleaning

The Oregon Convention Center is the exclusive booth cleaning contractor for EDspaces. Please note: your booth will NOT automatically be vacuumed the night before the show opens unless you order and pay for this service. Booth cleaning (vacuuming booth carpet) is **not included** in your booth space rental. Wastebaskets left at the front edge of your booth will be emptied during show days. Any booth structure, crates, carpet padding or booth equipment abandoned after the published move-out deadline (Noon on Saturday, November 5th) will be deemed trash and disposed by Freeman at a cost to the exhibitor. Arrange for cleaning services by utilizing the online order forms.

Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor no later than 2 pm on Tuesday, November 1, 2022. This will allow sufficient time to complete the overall cleaning of the Exhibit Hall as well as provide exhibitors the space to complete their booth set up by keeping aisles clear.

Crates without empty stickers will be tagged by Freeman and removed – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

Excessive/Bulk Trash & Booth Abandonment

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee.

Care of the Facility & Building Regulations

- It is understood that exhibitors shall neither injure, nor in any manner deface the premises.
- Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.
- All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.
- Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agents, contractors or representatives.

EXHIBITOR APPOINTED CONTRACTOR

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. **These rules will be strictly enforced.** Completion of the required EAC/I&D form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

The EAC/I&D contractor must be insured and authorized to work in the Oregon Convention Center. Contractors must adhere to all rules and regulations of EDspaces 2022, the Oregon Convention Center, and the local unions. This includes keeping “no freight aisles” clear, clearing empty crates off the show floor, abiding by the Early Teardown Policy, and being properly badged.

All contracted personnel must check-in Registration before admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.

The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor’s work.

The EAC will not solicit business at the event and must wear badges at all times. It is the exhibitor’s responsibility to make sure that all independent contractors are properly badged before arrival.

If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show Management will have the final decision in such instances.

The Oregon Convention Center (Facility), Emerald (Show Management), and Freeman (General Service Contractor) must be named as additionally insured by all contractors working in the hall. Show Management must receive the certificate of insurance no later than 30 days before the commencement of installation. Show Management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

- Certificate of insurance for workers’ compensation and employers’ liability, comprehensive general liability, and automobile liability insurance.
- The workers’ compensation and employers’ liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
- Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name Show Management, the sponsoring associations, the event owners, the official contractor, and the facility as additional insured.
- Automobile liability should include all owned, non-owned, and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.

In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Show Management in any contracts with the official contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.

Services ordered on behalf of exhibitors by EAC’s or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) to set-up or teardown their exhibit, must complete the EAC/I&D form in the [Exhibitor Console](#) by October 10 ,2022.

Complete this form **only** if you are using the services of an outside contractor to install or dismantle your display. Please fill out the form completely.

DONATIONS

EDspaces is working with Heart of America (HOA) to provide the EDspaces donation program. Booth and display materials should not be left as donated materials. More information on donations will be available closer to the show.

SELLING OF BOOTH

Retail sales are NOT permitted on the expo floor at any time. No cash and carry sale of goods, as in a retail setting, is permitted from an exhibit booth or in the Event Facility. Exhibitors who are found to be in violation will be subject to loss of priority points and could be excluded from future events.

UTILITIES

ELECTRICAL REGULATIONS

Electrical services are provided exclusively through the OCC. Exhibitor order forms are available online at www.oregoncc.org/exhibitors or through the Exhibitor Services desk by calling 503.235.7578. The resale of OCC electrical services is not permitted.

GAS

- The use of propane within the building must be approved by Show Management and the Fire Marshal's Office. It is imperative that you contact Show Management if you require the use of flammable gas.
- Specific propane permits are mandatory per the office of the Fire Marshal.

INTERNET SERVICES

The Oregon Convention Center is the exclusive internet provider to all exhibitors. Please refer to the Service Provider section of this manual to obtain the online order form.

ONSITE BOOTH GUIDELINES

DISPLAY

Animals

- Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by show management then by the facility. Non-domesticated animals will be considered on an individual basis.
- Under the Americans with Disabilities Act (ADA), show management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

Booth Appearance

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at exhibitor's expense.
- Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
- Peninsula, split island and island exhibits must have a finished back wall and be finished on all sides.
- Unfinished hard-walls are not permitted.
- Floor covering is required in all booths and can either be brought in or ordered from the General Service Contractor.
- No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit/facility areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- Fog, smoke and steam machines are not permitted.
- Exhibitors are prohibited from possessing, displaying or depicting any products or components in their booth which could be interpreted as being a promotion of another company.
- No exhibit will be permitted which interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.
- Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.
- Exhibitors with large equipment such as walk-in coolers must reserve sufficient space to ensure that equipment which exceeds 4 feet (1.22 meters) in height and which, by virtue of its size, cannot be confined to the rear half of the exhibit space, is no nearer than 10 linear feet from any adjoining exhibit space.

Display of Product

Display areas should be arranged in a manner so as not to obstruct sight lines of neighboring exhibitors. They also must be organized within the exhibitor's space so as not to interfere with any traffic down the aisle. Should attendees interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Show Management will require that the display be moved further into the booth space or removed entirely.

Floor Covering/Carpet Requirements

The exhibit hall portion of the facility is not carpeted, however, the aisles will be carpeted in blue. Floor covering is required in all booths. Exhibitors that do not properly cover their exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.

Copyrights

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

Vehicles on Display

Vehicles that are on display are subject to the following conditions:

- Gas tanks are less than one-fourth full.
- Gas caps are locked or sealed.
- Batteries are disconnected.
- Drip pans are placed under vehicles.
- Vehicles are clean and dry.
- Fire Marshal approval.
- Keys will be tagged by an OCC Event Manager and stored at the Security Console until move out.

Automobiles and trucks may be displayed in some lobby areas. Carpeted areas require protective measures, which may be provided by the OCC's Operations Department. Applicable costs are applied for vehicle ingress/egress at the prevailing rate. Displaying of any vehicle containing LPG gas propane must have such containers reduced to atmospheric pressure before bringing them into the building.

DEMONSTRATIONS

Booth Demonstrations

- As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned, or products displayed in a manner that would require an audience to gather in the aisles. Show management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.
- Exhibitors must comply with local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 feet (.91 meters) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.
- Attention-getting devices, gimmicks and tactics that do not reflect favorably on the educational or business purpose of the show are prohibited. Exhibitors are encouraged to receive approval from show management for any activities in question prior to the show.

Exhibitor Conduct /Good Neighbor Policy

- Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.
- Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event and the exhibitor additionally penalized by the loss of priority points at the discretion of show management.

Food & Beverage Sampling

- The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.
- Any exhibitor sampling products may need to submit a sampling form to the facility's exclusive vendor for review and to show management for acceptance or rejection.

- Distribution of food and beverages: All business activities of the exhibitor at the event must be within the exhibitor's allotted space.
- Pre-packaged, single unit samples will be allowed to be distributed from an exhibitor's booth. Alcoholic sampling is also allowed. However, sampling sizes will be strictly enforced.

Hospitality & Networking Events

- No exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.
- Meeting and hospitality rooms – only EDspaces participating companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Exhibitors must inform show management of any hospitality suites, functions, classes, seminars or exhibits being held at venues other than the exhibition floor and must receive express written consent from show management for said activities prior to the show. Such activity must be for internal business or staff meetings. Exhibitors who are found to be in violation of outside activities rules and regulations will be subject to the loss of priority points.
- Show management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only.

Noise / Music

- In general, exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of show management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.
- Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.
- Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

Raffles, Drawings, and Contests

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

Staffing of Booth

- The exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition without the approval of show management. Exhibitors should make travel and staffing arrangements accordingly.
- Exhibition space must be fully operational and staffed during published exhibition hours.
- Unless arrangements are made prior to the event, any space not claimed and occupied by 5:00 pm on Tuesday, November 2 may be resold or reassigned by show management, without obligation on the part of show management for any refund to the exhibitor whatsoever.
- Any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.
- Exhibit personnel shall wear professional attire consistent with the event decorum.
- Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of exhibitor, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by exhibitors. Violators may be escorted from the event and exhibitor may be subject to a loss of priority points.

ADDITIONAL

Advertising

- Exhibitor shall not, without the written consent of show management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by the facility. Mobile advertisements along the roads immediately surrounding the perimeter of the convention center and event hotels are prohibited during conference hours regardless of permits.
- Show management defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the "key" areas of the city, to include but not limited to: airport signage, street signage/banners, convention center, event hotels, etc., must include the prominently visible tagline: "Proud Supporter of EDspaces".
- Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from show management. These areas are considered private property.
- Exhibitors found to be in noncompliance with advertising guidelines will be subject to loss of priority points and show management fines.

Americans with Disabilities Act (ADA)

All exhibiting companies are required to follow the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. For additional information, go to: www.usdoj.gov/crt/ada/infoline.htm.

Photography & Filming

Exhibitors may only photograph/film their own exhibit at the Expo. In order to take a photograph or film another booth, you must receive permission from booth personnel in the booth prior to taking pictures or filming. Show Management and the Official Show Photographer are exempt from this rule. Members of the Press must first receive permission from the exhibitor to photograph or film the exhibitor's booth. Violation of the policy may result in confiscation and removal of camera images and expulsion from the show.

Strolling Entertainment

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

SECURITY INFORMATION

EDspaces Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Oregon Convention Center, agents nor employees assumes any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

Tips To Help Protect Your Product

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended

Review the Security Form for more information on booth guards.

COMING SOON! Please check back!

REGISTRATION

STAFF BADGES

- Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move in, move out and official show hours.
- Each exhibiting firm receives two (2) booth staff badges per 100 square foot space occupied if registered by October 28th. After October 28th, any remaining complimentary allotments are forfeited. Additional exhibitor registrations are available for a fee. Badges are the property of show management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.
- Badges will be issued only to those individuals staffing your booth. Please do not register your EAC (Exhibitor Appointed Contractor) as a staff member. EAC's will be issued daily wristbands for move-in and move-out only. [Click here](#) to request your exhibitor badges. Please note that badges will not be mailed and may be picked along with your badge holder onsite. Questions concerning exhibitor badges can be directed to Registration Customer Service at 864-342-6376.
- Any registrations found to be under the exhibitor name for an attendee registration will be transferred to the attendee company registration and exhibitor will be responsible for any additional registration fees. Please note: if exhibitor has any balance due, exhibitor badges may not be printed until all balances are paid.

ADMISSION POLICY

- Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official show management badge. All personnel representing the exhibitor, or its authorized agents must be properly identified with an official show management badge.
- Children under the age of 14, including infants, are not permitted in the conference seminars at any time. Children under the age of 14 will be permitted in the Expo Hall, during show hours, provided they have adult supervision at all times. No more than two children per adult. Strollers are permitted, but strongly discouraged. Show management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No children under the age of 16 are allowed on the floor during set-up and tear-down. There are no exceptions.
- Exhibitors who do not have sales meetings approved by show management are permitted access to the exhibit hall one (1) hour before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of show management.
- Only individuals registered and badged may attend conference events. Exhibitor staff or guests must register to attend conference sessions and to enter the exhibit hall.
- Once the Show has opened, all persons must enter and exit only through designated entrances where security is posted.
- Exhibitors are responsible for providing all assigned workers with proper badges. Temporary Floor Passes/Wrist Bands are available from Show Security and are valid on move-in and move-out days only

GETTING THERE

HOTELS

Eventsphere is the EDspaces 2022 official hotel agency and the best way to book. Hotel arrangements can be made through the *Housing & Travel* section of the [EDspaces 2022 website](#), by calling 864-699-0787 or emailing edspaces@eventsphere.com.

PARKING

Onsite parking is provided in the convention center's underground garage. You may enter the garage through either the NE Lloyd Boulevard (P1) or NE First Avenue (P2) entrances. Clearance on the P1 Level is 7 feet; clearance on the P2 Level is 9 feet. We have a total of 800 spaces. Parking rates and directions can be found on the official [Oregon Convention Center website](#).

BUSINESS CENTER

A Self-Service Business Center is located in front of the Guest Services Office on the Lobby Level across from the MLK entrance.

Services include: Copying (black and white, 8.5" x 11" paper only), computers with internet access and computer printing (printing available in both black and white and color, 8.5" x 11" paper only). Faxing and scanning services are not available on site. The business center is open Monday-Friday, 7:30 a.m. to 5:30 p.m., and during events.

SPONSORSHIP OPPORTUNITIES

For sponsorship opportunities, please email exhibits@ed-spaces.com

A complete list of sponsorship opportunities can be found at the [EDspaces 2022 website](#).

SHOW DIRECTORY

Log in to your [EDspaces 2022 Console](#) to enter your company profile and product categories. **For your company information to be including in the printed EDspaces Program, all data should be entered by September 9, 2022.**

TERMS & CONDITIONS

Please be familiar with the Exhibit Space Agreement [Terms & Conditions](#)

IP Enforcement: An Exhibitor shall not display products or offer products in its literature or other media displayed at the show that have been declared by a U.S. governmental authority or court to infringe on another exhibitor's U.S. intellectual property rights (patent, trademark, trade dress or copyright). In its sole discretion EDspaces may impose appropriate sanctions on an Exhibitor for violation of this provision, including but not limited to closing the Exhibitor's booth. Each Exhibitor warrants that it owns the rights to use all U.S. intellectual property to be used by the Exhibitor for promotion and exhibition at the show. Exhibitors shall be responsible for securing all necessary licenses or consents for any use of copyrighted works (including music licenses) or other intellectual property in connection with their exhibit and hospitality events at the show. Exhibitor warrants and represents that the Exhibit and all related materials, including but not limited to photographs, written materials, and display models (collectively, the "Exhibit"), does not violate any proprietary or personal rights of others (including, without limitation, any copyrights, patents or privacy rights); that the Exhibit constitutes the Exhibitor's own original work or property, or that the Exhibitor has permission from the rightful owner to use such work or property. The Exhibitor agrees to indemnify and hold harmless EDmarket, its officers, directors, members, assignees, and agents, from and against any and all claims, actions, losses, demands, costs, attorneys' fees and all other expenses relating or incidental to, or arising directly or indirectly from, the inaccuracy or breach of any of the warranties and representations contained in this document.