



Rules & Regulations

February 9 - 12, 2018 • Miami Fair Expo Center • Miami, Florida

In addition to the Terms & Conditions of your Exhibit Space Agreement, the below Rules & Regulations for Exhibiting must also be followed by all exhibitors and their representatives. Please contact your Account Executive if you need a copy of the Exhibit Space Agreement Terms & Conditions.

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 17 and under must be accompanied by an adult at all times.
- Exhibitors are permitted access to the exhibit hall two (2) hours before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of show management.
- 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 wrist bands are available from Show Security and are valid on move-in and move-out days only.

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 The Original Miami Antique Show 2018"
- 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 show management fines.

AISLES

- Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle.
- All features, signs and/or walls that are facing the aisle need to be covered or finished.

AMERICANS WITH DISABILITIES ACT (ADA)

- All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. The Fair Grounds does not have any scooters or wheelchairs available; however, we have arranged for scooter rentals to be available onsite through Scootaround. To arrange your scooter rental, contact [Scootaround](http://Scootaround.com) at 888.441.7575.

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.

BEHAVIOR/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 at the discretion of show management.

BOOTH APPEARANCE

All booths, regardless of size, must be in keeping with the environment of the show. Any display deemed unprofessional in appearance will not be permitted at the sole discretion of Show Management. The height restriction for all single story inline booths is 10 feet. Exhibits will be inspected for conformity to facility rules and fire department laws. All displays must be fabricated and built by a contractor who hires Union Labor for the work done within the Miami Fair Expo Center.

BOOTH AND/OR MATERIAL ABANDONMENT

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment." Any charges incurred on behalf of show management to remove the abandoned materials to ensure that show management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly. Show Management and the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Manual.

BOOTH OCCUPANCY

Your booth must be staffed and open for business during regular show hours unless closed for religious observance.

BUILDING REGULATIONS AND CARE OF THE FACILITY

- It is understood that exhibitors shall neither injure, nor mar, 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, agent's contractors or representatives.

CLEAN FLOOR POLICY

Aisles must be cleared by 5pm February 8 to EXPO sufficient time to complete the laying of the aisle carpet and the overall cleaning of the exhibit hall.

Empty boxes, cartons and cases must be removed from your booth by the show open. Exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Expo Service Contractors will provide "empty" stickers to affix to all other boxes, cases and crates. Expo Service Contractors will store and return these boxes to your booth at show closing.

Wooden skids and cardboard boxes are not allowed to be stored behind your booth drape and must be removed.

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 any and all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

EXHIBIT REQUIREMENTS

All displays must be fully set up by the opening of the show and all exhibits must be open for business during exhibit hours. No exhibit shall be moved from one location to another after set up time is ended. No exhibit merchandise, equipment, container or packing materials shall be brought into or out of exhibit space during exhibit hours. No dismantling or packing may begin before the show closes. Exhibitors shall not pack merchandise in flammable material. No exhibitor shall use any flammable decorations or covering for display fixtures and all fabrics or other materials used for decoration or covering must be flameproof. All exhibit space shall be vacated and left in good order within 24 hours of the close of the show. When vacated, all exhibit space must be left completely clear of paper and packing materials.

EXHIBIT SPACE CONTRACTS AND COMPANY LISTINGS

It is the responsibility of the exhibitor to submit a completed exhibit space contract providing The Original Miami Antique Show with current company information (i.e. correct spelling of company name, additional listings, address, contact, phone, email, etc.)

EXHIBIT SPACE PAYMENT

Exhibitors with outstanding exhibit space payments will not be permitted to move-in and set-up. Exhibitors are responsible for assuring that their exhibit space has been paid in full prior to the show.

FIRE CODE REGULATIONS

- All exhibit materials (including chairs) must be kept out of the aisles. Booth material must be flame retardant to the satisfaction of the Fire Marshal by the flame-retardant certification or ability to pass on-site flame test.
- All display materials must be flameproof.
- No display or exhibit is to be installed or operated to interfere in any way with access to any required exit, or with visibility of any required exit, or exit sign; no display may block access to firefighting equipment.
- No packing materials shall be stored anywhere in a booth. Storing crates, cartons or other show materials in a booth constitutes a violation of Fire Department regulations and may result in a summons and/or fine.

FIRE PROTECTION/FIRE MARSHAL REQUIREMENTS

All exhibit spaces must be in full compliance with all facility, fire marshal, show management, and exhibit guidelines including all local, state and federal laws.

Fire and Safety

- The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).
- Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
- Spray painting is prohibited.

Flammable and Toxic Materials

- All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant.
- Samples should also be available for testing.
- Materials that cannot be treated to meet the requirements should not be used.
- A flame-proofing certificate should be available for inspection.
- Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

FREIGHT HOLDS

Show Management reserves the right to hold freight for ANY outstanding balance owed including: booth, advertising, storage fees, etc. Freight will be released when the outstanding balance is paid.

GRADING/TRADEMARKS

Exhibitor represents that it has complied with and will continue to comply with all regulations of the United States Federal Trade Commission relating to stamping and grading of jewelry. All Exhibitors, both foreign and domestic, whose product contains precious metals and who use a quality mark must also use a trademark registered with the United States patent and Trademark Office and furnish Show Management with a copy of the filed trademark and registration number.

HOSPITALITY & NETWORKING EVENTS BY EXHIBITORS

- 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 exhibiting 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 fines.
- 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.
- Companies who wish to host hospitality suites must apply in writing to show management for permission and must agree that the suites not be open during any scheduled event. In addition, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to the event attendees at any time during event without the advance written approval of show management. If an activity is held without approval, show management reserves the right to exclude the exhibitor from future events.

INSTALL/DISMANTLE

Installation and Dismantlement

- Materials for an exhibit display may not be delivered to the exhibition facility before the official move-in period.
- Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from show management.
- No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations.
- All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out, and exhibition dates and times may be subject to change. Show management will notify exhibitor of official dates, times and any changes.)
- Show management reserves the right to assign specific days to exhibitor for delivery of equipment and/or display items. Failure by exhibitor to abide by such delivery schedule shall obligate that exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.

Labor

- Labor jurisdiction and union rules are determined by the facility, state and municipality in which the exhibition is held. Where union contracts exist with service contractors, exhibitor must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved.
- Skilled and unskilled labor as needed or required can be arranged through the official service contractor at established rates.
- Arrangements should be made in advance.
- Exhibitors who are eligible to set up their own display according to union guidelines must typically utilize full-time employees of the company and proof of employment may be requested.

INSURANCE

Show management requires each exhibiting company and exhibitor appointed non-official contractor to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. Please refer to the "Insurance Requirements Policy" in the Exhibitor Manual for specifics on insurance requirements.

LIGHT PROJECTION

The projection of light or laser in any form onto any part of the building or other exhibits must be pre-approved by Show Management.

LITERATURE DISTRIBUTION/GIVEAWAYS

- Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden and exhibitors must confine their exhibit activities to the space for which they have contracted.
- No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without written prior approval of show management.
- Only literature published or approved by show management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by show management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time. The only exception to this rule is for authorized survey organizations that have obtained show management approval.

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. Empty containers will be picked up by the general service contractor 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.

PAGING & ANNOUNCEMENTS

Show management will restrict announcements to general show information. Announcements will not be made for exhibitor drawings, lost persons or articles, etc.

PHOTOGRAPHY/VIDEO RECORDING

- Exhibitors are permitted to photograph or produce audio/video of their own booth displays and/or products.
- Exhibitors are prohibited from photographing or producing audio/video of other displays, products or materials without prior written permission from show management and the owner of the subject.
- Security and labor arrangements required for any approved photography, video recordings or live feeds must be made in advance, at exhibitor's expense.
- Only official photographers and audio/video producers appointed by show management are permitted to photograph or record audio/video of the entire event.
- Exhibitors wishing to use an outside photographer must receive written permission in advance from show management.

PORTER SERVICE

Porter Service is a feature for exhibitors using a personally operated vehicle (POV) only. One worker equipped with a flat cart will assist those exhibitors with unloading & delivery of goods to your booth. Porter service will be available at the front of the halls. Please instruct your personnel to identify themselves as exhibitors requiring porter service to security personnel. They will be directed to designated areas. For questions, **please contact EXPO at 305-751-1234 or info@expocci.com.**

OCCUPANCY

- Your booth must be staffed and open for business during regular show hours unless closed for religious observance.
- If an exhibitor DOES NOT check-in by 3 pm on Thursday, February 8, USAS has the right to sell the booth without any liability. Should any space (for which a signed contract has been received and rental payment made) remain unoccupied after this time, show management reserves the right to rent or otherwise use such space and shall not be obligated to refund the space rental fee.
- Every exhibit must be fully staffed and operational during the entire exhibition.
- Exhibitor's displays must not be dismantled or packed in preparation for removal prior to 5:30pm on Monday, February 12.
- The dismantling of displays begins at 5:30pm, and continues until 11:59 pm Monday, February 12.
- After 12:00am on Tuesday, February 13, all exhibitor displays or materials left in the exhibitor's space without instructions will be packed, shipped or discarded at the discretion of show management at the exhibitor's expense.

PARKING

Standard Vehicle Parking – parking will be available on site free on a first-come, first-serve basis. A parking permit is not required to park during the day.

Overnight Parking - overnight truck storage and vehicle parking is available to exhibitors of The Original Miami Antique Show. In order to park your vehicle at the facility overnight, you must submit an Overnight Parking Permit Fee request. Spaces will be provided on a first-come first-serve basis. A parking permit will be available upon arrival to the event space. Parking permits will not be shipped prior to the event start date. [Click here](#) to request a vehicle overnight parking pass in advance. While The Original Miami Antique Show uses reasonable endeavors to ensure that the parking lot is secure, The Original Miami Antique Show does not guarantee that it is a secure environment.

RV Parking - RV parking will be charged a flat rate of \$245. Please contact your Sales Manager to purchase an RV parking pass.

Parking and Parking Permit Rules

- Valid dates are February 7 – 12, 2018 only.
- Permits are valid only for overnight parking NOT daily parking.
- Vehicles may only be parked in the designated Exhibitor parking area at the Miami Fair Expo Center.
- Vehicles parked illegally as to obstruct others will be towed at the owner's expense.
- All parking permits must be picked up at the Registration Desk or Show Management Office on site. Emerald Expositions, the Miami-Dade Fairgrounds, and all subcontractors associated with show management accept no responsibility for the safety of your vehicle or its contents.
- You must comply with all directional signage and other instructions when in the parking lot.
- You must comply with all instructions or requests given by show management, or anyone we have authorized to act for us, for controlling traffic and the positioning of vehicles within the parking lot.
- Please do not park your vehicle over more than one parking space. You are not allowed to park your vehicle anywhere that could cause obstruction to other users, whether this be by blocking the entrance/exit or by causing an obstruction inside the parking lot.

- You are only allowed to park in the parking spaces which have been designated as exhibitor use. You are not allowed to park in a parking space that is for attendee or contractor usage.
- While The Original Miami Antique Show uses reasonable endeavors to ensure that the parking lot is secure, exhibitors leave trucks, trailers, and merchandise at their own risk.
- If you have requested and received a parking permit for overnight parking at the Miami-Dade Fairgrounds, you must ensure that your parking permit is displayed in your vehicle at all times when your vehicle is parked in the parking lot.
- The parking permit must be displayed on the windshield of your vehicle with all details visible from the outside of the vehicle.
- A parking permit does not entitle you to any particular space in the exhibitor parking area, unless you are told otherwise.
- Your parking permit also does not give you priority over any other exhibitor in the parking lot.

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.

SECURITY

- 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.
- Emerald Expositions makes every effort to provide protection for exhibitors' merchandise and displays. Show Management will provide 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 Miami Fair Expo Center, Show Hired Security, Expo Service Contractors, nor any of their officers, agents or employees assume any responsibility for such property, loss or theft. To order additional exhibit security, such as an overnight security guard, see the Private Security Guard Form under the Optional Service Vendor Order Forms section of this manual.

SHARING OF EXHIBIT SPACE

Exhibitors may not share booth space with another non-contracted or unauthorized dealer unless previously approved by Show Management.

SOUND/MUSIC/NOISE

- 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.

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.
- Unless arrangements are made prior to the event, any space not claimed and occupied by 3 pm on Thursday, February 8, 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.

TAXI INFORMATION

Central Cab 1.305.532.5555

Yellow Cab 1.305.444.4444

Coral Gables Yellow Cab Taxi 1.305.897.3333

Miami Taxi Service 1.786.505.2505

VETTING

The Original Miami Antique Show will be vetted for reproductions and new products. Exhibitors who display more than 30% new or reproduction products in a booth will NOT receive a contract for the next show year. PLEASE NOTE: The vetting rules apply to main booth holders and shares combined. Reproductive items must be removed if reproduction exceeds 30% of the booth. Exhibitor Personnel must stand inside the booth at all times to answer questions regarding merchandise, and its description with a money back guarantee if the description at any time proves to have been misleading or incorrect.

- Merchandise is required to be clearly labeled with a brief description, its approximate age or period of manufacture and the price.
- Art and Paintings dealers required to label artwork as "Attributed To."
- Signature jewelry must have visible labels that identify the maker. It is not permitted to display jewelry in boxes such as Tiffany, Cartier, etc., unless the piece was actually made by that jeweler.

VIDEO AND CAMERA EQUIPMENT

The use of video or camera equipment during show hours is strictly prohibited with the exception of authorized press and the show photographer. Exhibitors may take pictures of their booth prior to show opening.