

Regulations and Policies

● Fire & Safety

All aisles and exits shall be kept clean and free of obstructions. No storage of any kind is allowed in the loading dock area. Empty packing containers, wrapping or display materials must be removed from the exhibit hall before the show opens.

● Security Do's and Don'ts

1. Escort your merchandise and/or goods to and from your booth if at all possible. The greatest risk of theft or loss occurs during set up and tear down.
2. Treat your valuable goods, especially prototypes, as irreplaceable. If they truly are one-of-a-kind, it's show management's suggestion you hire your own security for the duration of the show. Under no Circumstances should such goods ever be left unattended. VCR's, televisions, computers, other electronics devices, and soft goods (such as t-shirts and jackets) are popular items for theft.
3. At the close of each day, cover all display tables. This establishes a barrier to curiosity-seekers.
4. During tear down stay in your exhibit unless until the empty cartons are delivered, your goods are packed, sealed, properly labeled, and if at all possible, until your cartons are picked up by the decorator or freight company.
5. Obtain proper insurance coverage for your goods, including transit to and from show site.
6. Show management provides twenty-four hour roving security; however, exhibitors are ultimately responsible for their own merchandise. Show management, the Convention Center or any of the contracted vendors do not assume responsibility for loss by theft, transportation, breakage, etc.

● Facility Smoking Regulations

The Indiana Convention Center is a non-smoking facility. Smoking is only permitted outside the building.

● Photography

HOTROD & RESTORATION will not permit cameras, video cameras or taping on the show floor without proper written authorization from Show Management. Information to hire show photography service can be found in this manual under Show Suppliers.

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● Public Address Announcement Policy

The PA will only be used for Show Management announcements and at Show Managements discretion. HRR will not make general announcements

● Exhibit Noise Level Policy

Exhibitors must police their own booths to be sure the noise levels from demonstrations or sound systems are kept to a minimum and do not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

● Demonstrations & Entertainment

Demonstration areas must be organized within the exhibitor's space so as not to interfere with the normal traffic flow, and sampling or demonstration tables must be placed a minimum of 1'0" from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Show Management will have no alternative but to request that the presentations or sampling be moved entirely into the exhibitor's booth or be eliminated.

All product demonstration involving any moving and potentially hazardous machines, displays or parts must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency and all demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks, or flames, must be approved in writing by Show Management 60 days prior to the show.

