



## **EXHIBITOR RULES AND REGULATIONS**

The rules and regulations listed below are part of all exhibit space agreements. CHEST reserves the right to enforce these rules and regulations, as well as to make final decisions on all points covered or not covered in these Rules and Regulations. CHEST reserves the right to decline or remove any exhibit that, in its judgment, is not suitable or not keeping with the character of the exhibition. At its discretion, CHEST may accept or reject any Application for Exhibit Space.

### **Admission of Guests**

Exhibitors who wish to invite distributors or representatives to visit their display should register them as exhibit personnel on the exhibitor registration website. No guest passes will be issued.

### **Americans With Disabilities Act**

Each exhibitor is responsible for compliance with the Americans With Disabilities Act within its booth and assigned space.

### **Animals**

With the exception of guide, signal, or service animals (ADA), animals are not allowed in the facility without prior approval.

### **Audiovisual Equipment**

If a closed sound system cannot be arranged, open sound systems will be permitted. However, sound "leakage" must not interfere with other exhibitors. Show management reserves the right to request the reduction in volume or cessation of use of any system that creates such interference. For music in conjunction with an exhibit, the exhibitor is responsible for maintaining compliance with the appropriate music licensing organizations.

### **Booth Construction Guidelines**

#### **Standard In-line or Corner Booth**

Standard booths are 10'x10' or multiples thereof and are arranged in a straight line. All standard booths consist of an 8' high back wall of drape, 3' high sidewall drape, and a standard 7"x44" booth identification sign displaying the exhibitor's name and booth number. Exhibitor fixtures, components, and identification signs will be permitted to a maximum height of 8 feet. All display fixtures more than 4' in height and placed within 10' of an adjoining exhibit must be at least 4' from the aisle to avoid blocking the sight line from the aisle to the adjoining booth. All booths must have flooring or carpet, and all costs associated are the exhibitor's responsibility.

#### **Island Booths**

Exhibit fixtures will be permitted to a maximum height of 20' if space permits (does not apply to hanging signs. See section on hanging signs for more details). There must be access from all four sides of an island booth with a 30% see-through effect to prevent blocking views of adjacent exhibits. All exhibitors with an island booth must have their booth layouts approved by CHEST. Renderings of island booths must include all specifications and dimension and must be submitted for approval to Josh Coe at [jcoe@chestnet.org](mailto:jcoe@chestnet.org), no later than August 28, 2019. CHEST reserves the right to accept or reject any layout at its own discretion.

If a booth is planned to be multilevel, covered, or have a ceiling, the exhibitor is required to discuss these plans with Josh Coe, +1 (224) 521-9582 or [jcoe@chestnet.org](mailto:jcoe@chestnet.org), and the general contractor, no later than July 6, 2019. Sufficient time is needed for blueprints to be reviewed and approved. If plans are not provided on time, it may cause delays or disapproval of your booth.

#### **Compliance With Local Ordinances**

Licenses and permits by local statute, ordinance, or regulation (if any) are to be obtained and paid for by the exhibitor. Each exhibitor will be individually responsible for compliance with local health, fire, and safety



ordinances and regulations. All products or services exhibited must comply with all state and local regulations, and with all current FDA regulations for such products and services. CHEST has no further responsibility to notify the exhibitors that this compliance is required.

### **Compressed Gases**

Compressed gases are not allowed inside of the New Orleans Ernest N. Morial Convention Center in other than approved containers. Only a 1-day supply will be allowed in the display area and must be secured. No storage of compressed gases is allowed in the MCCNO. Whenever compressed gases are used in a booth or display area, a "CAUTION" sign must be posted. The amount of compressed gas used in the booth or display area must have prior approval from the New Orleans Ernest N. Morial Convention Center.

The MCCNO does not allow heavier-than-air gases (propane, butane) or liquefied petroleum gas (LPG) to be used or brought into the convention center. Natural gas is available from the New Orleans Ernest N. Morial Convention Center upon request.

### **Decorative Materials**

All decorative materials displayed or installed must be flame-retardant in accordance with the National Fire Protection Association (NFPA) 101 Life Safety Code. Nothing may be taped, nailed, tacked, or otherwise affixed to ceilings, painted surfaces, doors, glass, fire sprinklers, columns, fabric, or decorative walls.

### **Demonstrations**

Demonstrations by exhibitors are permitted except when presentations are taking place in the Learning Theaters located in the exhibit hall. Demonstration areas may not extend to the aisle line of the exhibit. Space must be left within the exhibit area to absorb the spectators so that they do not interfere with normal traffic flow or infringe on neighboring exhibits. Demonstrations will not be permitted outside of the exhibitor's assigned booth space. Exhibitors should reserve a reasonable portion of their exhibit space for the crowds or lines that popular demonstrations may attract.

### **Display Materials**

All combustible materials used in exhibit construction must be treated with an effective flame-retardant. Only noncombustible materials or fire-retardant wood may be used for exhibits, scenery, or props. All curtains, drapes, carpet, carpet padding, and decorative materials must be treated with a flame-retardant. The New Orleans Ernest N. Morial Convention Center rigorously enforces this regulation and may field flame test any questionable materials.

### **Distribution of Advertising Material**

Canvassing or distribution of advertising material by an exhibitor will not be permitted outside of the exhibitor's booth space. Canvassing or marketing of any products in any part of the center or meeting rooms by anyone representing a nonexhibiting firm is strictly prohibited.

### **Exhibitor-Appointed Contractors**

Exhibitors may employ the service of independent contractors to install and dismantle their display, provided the exhibitor and the exhibitor-appointed contractors comply with the requirements specified in the exhibitor service kit. The exhibitor must complete the Notification of Intent to Use an Independent Contractor Form and return it to Josh Coe by August 28, 2019. In addition, the exhibitor shall provide evidence that the exhibitor-appointed contractor has filed a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, with Show Management, the New Orleans Ernest N. Morial Convention Center, and Freeman by August 28, 2019.

### **Electrical Regulations**

Electrical installations must conform to facility rules and regulations and to all national, state, and local codes. All exhibitor materials must conform to national, state, and local fire and safety codes. Electrical order forms will be included in the Exhibitor Service Kit.



### **Facility Regulations**

The exhibitor is not to nail, staple, tack or otherwise affix anything to the ceilings, walls, painted surfaces, fire sprinklers, columns, or windows.

### **Fire and Safety Regulations**

Exhibitors must comply with all federal, state, and local fire and building codes that apply to the facility.

### **Floor Load Restrictions**

The flooring of the New Orleans Ernest N. Morial Convention Center exhibit halls is a concrete slab with a maximum load capacity of 350 pounds per square foot; some areas in Halls H through J have a maximum floor load of 500 pounds per square foot. If any equipment in an exhibit exceeds the stated weight limits, exhibitor must supply the MCCNO with detailed plans of original equipment and weight load on all points, as well as plans showing proposed method of weight redistribution. A licensed structural engineer must certify plans. These plans must be received by the MCCNO at least 3 months prior to the event. The MCCNO reserves the right to utilize outside consultants, at exhibitor's expense, for field inspections and weight verifications. Please contact the MCCNO's Operations Department for more information.

### **Food/Beverages**

All food and beverage items in the exhibit halls must be purchased through the New Orleans Ernest N. Morial Convention Center Food and Beverage Department. This includes bottled water.

The New Orleans Ernest N. Morial Convention Center is solely licensed to sell, dispense, and/or serve alcoholic beverages. The Convention Center requires that a MCCNO Bartender dispense all alcoholic beverages. Louisiana State Law prohibits alcoholic beverages from being brought into or removed from the Convention Center. Please see the catering information in the Exhibitor Service Kit for more details. Exhibitors must notify Josh Coe at [jcoe@chestnet.org](mailto:jcoe@chestnet.org) of any plans to provide food or beverages at their booth.

### **Furniture**

Furniture is not included in the price of the exhibit booth. All furniture, including tables and chairs, accessories, electrical requirements, Internet connection, special carpeting/padding, and cleaning for the exhibit space, is the responsibility of the exhibitor and may be ordered in advance from the forms provided in the Exhibit Service Manual.

### **General Design**

All booths must be carpeted. Carpet may be either exhibitor or contractor supplied. Exposed or unfinished sides and/or backs of exhibits and displays must be draped or finished so as to present an attractive appearance when viewed from aisles or adjoining exhibits. The decorator will install draping at the exhibitor's expense to any part of the exhibit deemed objectionable by CHEST. Nothing may be stored behind booths and back wall drapes. CHEST, the local Fire Marshal, and the Convention Center will inspect all exhibits to ensure compliance. "Access storage" may be arranged at the Exhibitor Service Desk.

### **Giveaways**

Exhibitors must limit promotional "giveaway" items to products that can be used during the meeting or in the professional activities of the attendees. Novelty gifts not manufactured by the exhibiting company must be approved by Josh Coe. A sample and giveaway form, included in the exhibitor service kit, must be submitted by August 28, 2019. Samples may not include stick-on decals, balloons, etc. Funds collected from giveaways or games must be donated to The CHEST Foundation, the charitable foundation of CHEST. The American College of Chest Physicians would very much appreciate your consideration and partnership with the CHEST Foundation, which focuses on patient education, tobacco education and cessation, research, and community service.

### **Hanging Signs**

Banners or other identification suspended will be allowed in island booths. An island booth is 400 square feet or larger with aisles on all four sides. **Due to the various ceiling heights in the exhibit halls at the New Orleans Ernest N. Morial Convention Center, the sign height will be determined at the time of the hang. Height will be dependent on the size of the hanging sign and the rig point locations under**



**the low ceiling. No motors are permitted under the low ceiling and no height can be guaranteed ahead of time. Height for hanging signs under the cat walks, will also be determined at the time of the hang, based on the sign size. Please design your booth with enough flexibility so that the height can be adjusted onsite if needed.** The maximum height is 24 feet to the top of the sign. The distance is measured from the floor to the top of the sign. Hanging signs may not exceed the perimeter of the assigned space and must comply with sight line rules.

#### **Hazardous Materials**

OSHA requires that all containers of hazardous materials be labeled and display appropriate warnings. Exhibitors displaying or using hazardous materials must submit Material Safety Data Sheets and manifests to the New Orleans Ernest N. Morial Convention Center at least 2 months prior to move-in. Any container not clearly labeled and identified will be removed from within the Convention Center, tested, and disposed of at the exhibitor's expense.

Fluids, chemicals, petroleum-based products, medical and biological waste, hazardous waste, and contaminated materials must be identified and disposed of in the manner mandated by Federal, State, and local regulations. Arrangements for the disposal of wastes can be made through the New Orleans Ernest N. Morial Convention Center's contracted waste-handling firm. Exhibitor is responsible for all disposal costs.

#### **Helium Balloons**

Helium balloons may not be distributed or used within the facility.

#### **Hotel Accommodations Policies and Procedures**

All exhibiting companies are encouraged to use the official housing company, onPeak. Housing policies and procedures are currently available online at the CHEST 2019 website.

#### **In-Line, Linear, and Perimeter Booths**

An in-line or linear booth is a 10'x10' booth or multiples thereof arranged in a straight line. The back wall or any construction of in-line and perimeter booths shall not exceed 8' in height, including signs or company name, logo or product information. All display material is restricted to a maximum height of 4' in the front half (the front 5') of the booth and to a maximum height of 8' in the rear half (the rear 5') of the booth. Side dividers will be 36" high.

#### **Lasers**

Exhibitors demonstrating or displaying lasers must comply with all provisions of ANSI Z136.1. Any potentially dangerous laser beams must be enclosed or otherwise made inaccessible to spectators. All laser beams must terminate in a beam block sufficient for the wavelength and energy of the beam. Precautions must be taken to eliminate exposure to stray beams or spurious reflections.

#### **Liability and Insurance**

The exhibitor assumes the entire responsibility and agrees to protect, indemnify, defend, and hold harmless CHEST, Freeman, and the New Orleans Ernest N. Morial Convention Center and the directors, members, officers, agents and employees of each from liability (damage or accident) that might ensue from any cause resulting or connected with transportation, placing, removal, or exhibiting at CHEST 2019.

For the duration of the meeting, including the installation and dismantle of the exhibit booth, the exhibitor shall maintain comprehensive general liability insurance coverage having a minimum limit of \$1,000,000 in support of exhibitor's aforesaid agreement to indemnify, hold harmless and defend against said above stated hazards and exposures.

#### **Lighting**

Lighting suspended or hung from the ceiling or secured truss to accent parts of a display must be submitted to Josh Coe for approval by July 6, 2019. Banners or signs may not be hung from lighting or a truss.



### **Photography**

Photography or video recording is not allowed in the Exhibit Hall. Anyone taking pictures who is not authorized by CHEST and the exhibitor will be asked to leave the meeting.

### **Private Meeting Room Requests**

Private meeting rooms may be used only during non-program hours. A request form is included in the service kit.

### **Security**

WHEN LEAVING THE EXHIBIT HALL, DO NOT LEAVE PRODUCT OR ANY VALUABLES IN THE EXHIBIT HALL. Show Management will provide perimeter security throughout the hall. Exhibitors may contract security specific to their booth. Please contact the security contractor for rates and service.

### **Selling on the floor**

All business activities of the exhibitor are restricted to the confines of the booth space rented and merchandise may not be sold for delivery on the exhibition hall floor. It is the responsibility of the exhibitor to collect and pay the appropriate taxes to the city and state and to follow and adhere to any national, state and local laws as it relates to business practices or sales conducted in the exhibition hall.

### **Smoking**

Because tobacco kills, CHEST is a tobacco-free meeting. Tobacco use is prohibited in all CHEST-controlled areas during the entire meeting, including the time for installing and dismantling exhibits and at functions associated with CHEST.

### **Staffing**

Exhibits must remain intact and staffed at all times during exhibition hours. Violations of this rule will be subject to closure and dismantling of the exhibit at the exhibitor's expense. Exhibitors vacating their booth before the closing of each day or prior to the final close of the show will incur a loss of priority points and may be prohibited from exhibiting at future CHEST meetings.

### **Suitcasing Policy**

Please note that while all CHEST attendees are invited to the meeting, any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the Exhibition Policy, will be asked to leave immediately. Additional penalties may be applied. Please report any violations you may observe to Show Management. Show Management recognizes that suitcasing may also take the form of commercial activity conducted from a hotel guest room or hospitality suite, a restaurant, club, or any other public place of assembly. For the purposes of this policy, suitcasing violations may occur at venues other than the exhibition floor and at other events. Show Management must be informed of any hospitality suites, and expressed consent must be received prior to the event.

### **Vehicle Displays**

Contact Josh Coe at +1 (224) 521-9582 or [jcoe@chestnet.org](mailto:jcoe@chestnet.org) for regulations, rules, and approval by August 15, 2019.

### **Waste Removal**

You are responsible for proper and regulated disposal of any and all toxic or biohazard goods, materials, and substances, and you must comply with all applicable laws.

No oils, combustibles, or any liquids other than water may be poured in the New Orleans Ernest N. Morial Convention Center drainage or sewer systems. No tools, machines, or other items may be emptied, washed, or rinsed in the MCCNO restrooms. Please contact the New Orleans Ernest N. Morial Convention Center Operations Department for more information.