SHOW RULES & REGULATIONS
254th American Chemical Society
National Meeting & Exposition
Washington, DC
Meeting – August 20 - 22, 2017
Exposition – August 20 - 22, 2017

ACS Show Rules & Regulations exist to ensure that all exhibitors are given an equal opportunity to present their products and/or services to their audience in an effective manner. Exhibit space is made available by the Society for the exclusive purpose of imparting useful information to its professional attendees about the available products and services in their respective fields of interest.

Any exceptions or alterations to the restrictions and boundaries described herein must meet with the approval of ACS Show Management and must be submitted in writing prior to booth set up. Any violation of these ACS Rules and Regulations must be immediately corrected or loss of booth space may result. Further information regarding show policies, rules, and regulations can be found on the back of your booth space contract.

Move In
Friday – Noon – 6PM
Saturday – 8AM – 6PM
Sunday – 8AM – 3PM

Show Hours
Sunday – 6PM – 8:30PM (Exhibitor/Press Reception from 5 – 6PM)
Monday – 9AM – 5PM
Tuesday – 9AM – 5PM

Move Out
Tuesday – 5PM – 10PM
Wednesday – 8AM – 3PM

Official Show Colors – Booths in the exhibit hall will have 8 ft. high draping and 3 ft. high side drapes in the official show colors. The drape color cannot be altered.

Installation and Dismantling: During set-up and tear down hours, children under the age of 16 are not permitted in the exhibit hall.
**Booth Space Rental:** All booths are 10’x10’ unless otherwise noted. Each booth includes (a) standard 8’ high back wall drape and 3’ high sidewall drapes; (b) a standard (7’x44”) two line identification sign bearing exhibitor’s company name, and booth number; (c) general overhead illumination; (d) 24-hour guard service in the Exposition area; (e) copies of the meeting program; (f) exhibit description and booth number in the meeting program and on the ACS website; and (g) five exhibitor badges per booth space. Dividers may be removed when one exhibitor purchases two or more connecting booths.

Except as noted, exhibit space fees do not include any carpeting or furnishings in the booth space. All booths must be carpeted. Exhibitors may furnish their own equipment, carpeting, and furnishings if they desire. Equipment, carpeting, furnishings, and other services may also be ordered from the official show decorator prior to, or at the show.

No exhibitor shall assign, sublet, or share, the whole or any part of his/her assigned space without the written approval of ACS.

Booths must be staffed at all times. All activities in support of each exhibit must be confined within the exhibitor’s rented exhibit space.

**Booth Height and Space Limitations:** *Standard Booth:* In-line booth (one or more standard booths in a straight line) offers 10’ of aisle frontage. Displays may not exceed 8’ in height. No sidewall panel in excess of 4’ shall project farther than one half the distance from the main back wall, and no equipment of abnormal height (greater than 4’) shall be allowed along the front half of the booth. There shall be no obstruction in the aisles.

*Premium Booth:* Any booth located on the corner of an aisle is considered to be a premium booth. Premium booths offer double the amount of aisle frontage. Standard Booth rules and regulations apply to this type of booth.

*Island Booth:* Any booth comprised of four (4) or more adjoining booths in a square or rectangle. An Island Booth is open on all four perimeters. Please consult with ACS Show Management for the height limit for island booths as Halls B & C have low ceiling points. This includes the maximum height of any signs hung above the booth.

*Cross Aisle Carpet:* Upon written approval from ACS Show Management, exhibitors may carpet across the aisle if they have rented four or more in-line spaces, and none of those spaces have neighboring exhibitors immediately bordering either across from them or to one side or another. Cross aisle exhibiting is not permitted across the main entrance aisles or cross-aisles.

*Hanging Signs:* Hang sign requests must be approved by ACS Show Management. After the review and approval of ACS Show Management, signs may be hung from above all island spaces of 4 booths or more at a maximum of 20 feet (as measured from top of sign to floor). Additionally, hanging signs may be hung above in-line exhibit spaces that qualify for cross aisle carpeting. Hanging signs are not permitted across the main entrance aisles or cross-aisles.
Non-Interference with Other Exhibitors: Displays should not be placed in such a manner as to interfere with other exhibitors, (e.g. a cabinet or table higher than 4’ placed in the front corner of the booth). There shall be no obstruction in the aisles. No exhibit material may extend beyond the boundaries of the exhibit space or exceed the height restrictions for that type of booth.

Promotional Items/Souvenirs on the Show Floor: Distribution of promotional items and souvenirs shall be confined to the exhibitor’s booth. Please advise the ACS as to the nature of the item to assure its appropriateness (for example, helium filled balloons are usually not permitted by the facility).

Food and Beverage Policy on the Show Floor: It is ACS’s policy to allow exhibitors to serve food and beverage from their booths, so long as it is ordered through the official catering company at the Convention Center. However, no private receptions where some attendees are excluded are allowed on the show floor. The serving of alcoholic beverages is not permitted on the show floor.

Insurance: Exhibitors shall carry adequate liability insurance protecting against all risks that may occur by reason of wrongful or negligent acts or omissions hereunder. The minimum amount for such insurance is $1.0 million. A Certificate of Insurance must be provided to ACS by the exhibitor indicating such coverage. The American Chemical Society, Freeman, and the Moscone Center shall be listed as additional insureds on all such policies.

Exhibitor Appointed Contractors and Insurance: An Exhibitor Appointed Contractor (EAC) must also provide a Certificate of Insurance. An EAC is an individual who is not a full-time permanent employee of an exhibiting company, who is providing a service to an exhibitor on-site at the Convention Center and does not represent one or more of the official contractors. The EAC Notification form included in the Exhibitor Service Kit must also be completed and mailed with an original Certificate of Insurance to ACS. Freeman, the American Chemical Society, and the Boston Convention & Exhibition Center must be listed as insureds on the Certificate of Insurance.

Storage: No storage of any kind is permitted inside the display area, behind the back drapes, or beyond the display wall. All cartons, crates, containers, packing materials, etc., that are necessary for repacking must be labeled with “EMPTY” stickers and removed from the floor. All unwanted containers and refuse should be placed in the aisle directly in front of the exhibit space for housekeeping removal. Exhibitors can arrange for accessible storage at show site for a fee with the General Contractor.

Security: Each exhibitor is responsible for safeguarding his or her goods, materials, equipment, and exhibit at all times. General watch guard service will be provided by ACS on a 24-hour basis beginning with set-up.

Booth Housekeeping: The exhibit floor will be cleaned daily. Exhibitors must not discard any refuse or any other materials that will endanger public safety or cause inconvenience to other exhibitors or attendees during exhibit hours. Booths must be in order before opening hour. Exhibitors shall not injure, mar, mark, paint, or in any manner deface the hall; or use nails, hooks, pins, screws, or tape of any kind, on the building or otherwise in connection with his/her exhibit.
**Microphones:** Microphones are permitted. However, noise levels must be kept to a minimum so as not to disturb the neighboring exhibitors. ACS show management reserves the right to determine at what point sound constitutes interference and to adjust volume on video and audio presentations.

**Music/Photography/Video Recording:** For a variety of reasons, music is not permitted to be played in booths during show hours. No exhibit, performance, or event presented at the exposition shall be photographed, videotaped, broadcast, or recorded for commercial use, sale, or distribution of any kind without the express written consent of Show Management. Only after receiving permission from the exhibitor may members of the working press, badged by ACS, take close-up shots of an exhibit, product display, or exhibitor representative. Press, if badged by ACS, may take overall or general views of the exhibits without restriction.

**Smoking:** No smoking or use of tobacco products is permitted in the exhibit hall at any time.

**ACS Logo:** The use of the ACS logo or any resemblance of the ACS logo is strictly prohibited without written consent of ACS Show Management.