



## REVIEW/SIGN THE TERMS & CONDITIONS



### Terms & Conditions

The following rules and regulations have been established to provide a well-balanced, well-regulated, attractive exposition that provides an equal opportunity for an exhibiting company to present its products and services. Participation in the Expo hosted by the International Code Council ("Show Management") is determined based on Show Management approval. Show Management reserves the right to withhold invitations, decline applications for exhibit space, and enforce strict compliance with these Rules and Regulations. No exceptions to the following rules will be permitted.

#### OBJECTIVE

The objective of the Expo is to provide an educational forum for the introduction of new building products and services related to the safety and design of sustainable, affordable, and resilient structures.

#### CONTRACT

By signing the contract or checking the, "I Accept" button on the application for exhibit space, the exhibiting company agrees to abide by these Terms, Conditions, Rules, and Regulations, those listed in the Exhibitor Service Manual, and the rules and regulations of the selected venue or facility. The application for exhibit space becomes a binding contract when accepted by Show Management. The individual who accepts the terms of this agreement on behalf of the exhibitor warrants that he or she is authorized to enter into contracts on behalf of the exhibitor.

#### SPACE ASSIGNMENT

Space will be assigned to all registrants on a first-paid, first-served basis in the order in which registrations are received. Every effort will be made to assign the exhibitor to one of their chosen spaces; however, Show Management reserves the right to make final space assignments or change space assignments after acceptance of the registrations, should it be necessary in the best interest of the exhibition.

#### SHOW DATES AND HOURS

Sunday, October 19, 2025 3:00 pm – 7:00 pm

Monday, October 20, 2025 2:00 pm – 7:00 pm

#### EXHIBITOR MOVE-IN

Saturday, October 18, 2025 8:00 am – 5:00 pm

Sunday, October 19, 2025 9:00 am – Noon\*

\*It is important that all booths are set up by noon on Sunday, October 19, 2025. Permission to work outside of the established schedule must be obtained in writing from Show Management.

#### EXHIBITOR MOVE-OUT

Monday, October 20, 2025 7:00 pm – 10:00 pm

Tuesday, October 21, 2025 8:00 am – Noon

Dismantling or removing an exhibit or materials before the official closing of the Expo is strictly prohibited. Companies that violate this rule may not be permitted to exhibit at future events.

#### **PAYMENT TERMS**

Payment in full for all applications received onsite at ICC 2024 for booth space at ICC 2025, must be received by November 22, 2024.

Applications submitted after October 21, 2024, require full payment to reserve booth space and sponsorships. All wire or ACH payments must be received within 30 days of the application.

The price of the booth includes, in addition to the space itself, an identification sign with company name and location, pipe and drape for in-line booths, listing of company information product description on the conference/expo website, and mobile app.

#### **CANCELLATION REFUND POLICY**

Exhibitors canceling must notify Show Management in writing. Cancellations made by July 11, 2025 – fifty percent (50%) of the total fee will be refunded. Cancellations made after July 11, 2025– no refund will be tendered.

**All sponsorship purchases are non-refundable.**

#### **USE OF EXHIBIT SPACE**

Exhibitors shall reflect their company's highest standard of professionalism while maintaining the booth during exhibit hours. The booth must be maintained by at least one company representative at all times during the conference. All demonstrations and exhibits must be confined to the contracted space. No exhibitor shall assign, sublet, or share the whole or any part of the contracted exhibit space without prior written permission from Show Management. Exhibitors may promote their brand, products, and services as long as these items do not, in the judgment of Show Management, rise to the level of advocating a position on a code hearing action. Advocating a position on a code change is strictly prohibited.

In accordance with Show Management's efforts to be an inclusive and welcoming environment for all people regardless of their gender, race, sexual orientation, class, ability, or language, Exhibitor booths must be free of bias and/or discriminatory language, gestures, or images that marginalize, objectify, offend, make fun of or demean a person's identity in any way. Show Management reserves the right to remove any Exhibitors, booths or signage that it determines, in its sole discretion, to have violated this section.

#### **EXHIBITOR BADGES**

Exhibitor badges will be distributed on-site at exhibitor registration. Badges may be made out only in the name of the company shown on the application for exhibit space. All representatives of exhibiting companies must register and wear the official exhibitor badge while in the exhibit hall. Two badges per 100 sq. ft. shall be issued. Exhibitor Staff registration login information will be sent with space confirmation.

#### **INSTALLATION AND DISMANTLE OF EXHIBITS**

Show Management reserves the right to fix the time for the installation of a booth prior to the show opening and for its removal after the conclusion of the show. Under no circumstances will the addition to or removal of any portion of an exhibit be permitted during show hours. All booths must remain intact until the close of the show. Installation must occur only during the installation times designated in the official exhibit schedule. All booths must be properly installed, fully operational, and show-ready no later than noon on 10/19/2025 for the final inspection of the exhibit hall by show management. Dismantle may not begin until after the exhibit hall is fully closed on at 7:00 PM on 10/20/2025 and must be completed by Noon on 10/21/2025. Early dismantling and/or removal of an exhibit may result in the loss of exhibit privileges for future shows. The hours in Rule 1 are tentative and subject to change. If the official exhibit hall schedule changes, all exhibitors will be notified. Exhibitors are expected to make travel arrangements in accordance with this schedule. If erection of any exhibit has not started by noon on 10/19/2025, the International Code Council Exhibits Manager or his or her designee shall order the exhibit to be erected and the exhibitor billed for all charges incurred. Each exhibitor will complete arrangements for removal of his or her material from the Huntington Convention Center of Cleveland in accordance with the instructions provided in the Exhibitor Services Kit. All materials must be packed and ready for shipment by noon on 10/21/2025. Any material not called for by said time and date will be shipped at the exhibitor's expense by a carrier selected by the official drayage contractor. No one under the age of 18 will be permitted on the exhibit floor during installation and dismantle hours.

#### **ARRANGEMENTS OF EXHIBITS**

Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space or for any reason becomes objectionable must be immediately modified or removed by the exhibitor. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions within its booth. All demonstrators or other promotional activities must be confined to the limits of the exhibit space. The show management reserves the right to inspect the quality of the appearance of each booth prior to show opening. Where necessary, masking drape will be placed to cover unsightly wires, unfinished backwalls, etc. at the exhibitor's expense.

#### **BOOTH DESIGN**

Each exhibitor will be provided with an official Exhibitor Services Kit. The Exhibitor Services Kit contents describe in full the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions, and limitations contained in the Exhibitor Services Kit. International Code Council does not allow end cap booths (booths comprised of or encompassing a 10x20 space exposed to an aisle on three sides).

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Sufficient area must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. In the sole opinion of Show Management, any exhibit that fails to conform to the Exhibitor Services Kit guidelines or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exhibition. All booths must be carpeted. Exhibiting companies are responsible for furnishing, carpeting, and cleaning their booths. Any booths not carpeted by noon on 10/19/2025 will be carpeted by Show Management at the exhibitor's expense. All exhibits must comply with the public accommodation provisions of the Americans with Disabilities Act of 1991(ADA). Any exhibit with raised flooring must be ramped.

### **SUBLEASING OF SPACE**

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by them.

### **CONDUCT & PURPOSE OF EXHIBITS**

The purpose of the exhibition is to further the education of meeting attendees through product and service displays and demonstrations. Products or services exhibited must be pertinent to the attendees' professional interest. International Code Council reserves the right to restrict sales activities that it deems inappropriate or unprofessional. All exhibits will serve the interest of the International Code Council members and will be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. Show management reserves the right to request the immediate withdrawal of any exhibit that International Code Council believes to be injurious to the purpose of International Code Council. Management reserves the right to refuse to admit to and eject from the exhibit building any objectionable or undesirable person or persons. The use of sideshow tactics or other undignified methods considered by International Code Council to be objectionable are expressly prohibited in the exhibition area and in any meeting room.

### **EXHIBITOR SERVICE KIT**

Heritage Exposition Services, the official service contractor, will provide a service kit containing general and technical information regarding the exhibition, facilities of the exhibition site, pertinent information, instructions, and rates regarding services. The exhibitor service manual will be available to Exhibitors 6 to 8 weeks prior to Expo. The manual will be located in the Exhibitor Resources of the conference/expo website.

### **STORAGE**

The exhibitor should make arrangements with the contracted decorator for storage of packing boxes and crates during the exhibition. International Code Council assumes no responsibility for damage or loss of packing boxes or crates.

### **LABOR**

Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Information regarding specific regulations that are applicable may be obtained from the official contractor. Displays, painters, carpenters, electricians, and other skilled labor can be arranged through the official contractor at established rates. Labor order forms will be included in the Exhibitor Services Kit.

### **SAFETY AND FIRE REGULATIONS**

Exhibitors must strictly observe all applicable fire and safety laws and regulations of the host city/facility. Fire regulations require all display materials used for decoration to be flameproof. All electrical equipment, including signs and lights, shall be in good operable condition and able to pass the inspection of the local Fire Underwriters Inspection Bureau. Each exhibitor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention, and public safety while participating in this exhibition. The use of flammable materials necessary to the purpose of the exhibit, where no other alternative can be used, must first be brought to the attention of Show Management, in writing, not less than 90 days before the opening of the exhibit, for approval. Exhibitors shall not allow display to block the view of, or impede access to fire alarm boxes, fire exits, fire hose cabinets, fire extinguishers, or other safety equipment.

### **SECURITY**

Security guards shall be furnished during setup, tear-down, and the closed hours of the exhibition to help avoid damage or loss by fire, theft, or other means. Show Management does not guarantee, insure, or indemnify exhibitors, their guests, invitees, or others against any loss to person or property by the acts, conduct, or negligence of this security service or for any other reason whatsoever. The furnishing of the guards shall not increase the liability of Show Management. After exhibit hours, only those exhibitors properly identified and having the permission of Show Management may enter the exhibit area.

### **INSURANCE**

Exhibitors agree to maintain such insurance that will fully protect, hold harmless and indemnify Show Management from any and all claims of any nature whatsoever, including claims under the Workman's Compensation Act, and for personal injury, including death, which may rise in connection with the installation, operation or dismantling of the exhibitor's display. Exhibitors are advised to add to their existing insurance a portal-to-portal rider at a nominal cost, protecting them against the loss/damage to their material from fire, theft, accident, etc.

Exhibitor Appointed Contractor (EAC) must notify the event organizer in advance, and the EAC must provide proof of equivalent insurance coverage, including general liability and workers' compensation, naming the event organizer and venue as additional insureds. Failure to provide proof of insurance may result in the EAC being denied access.

### **SOUND DEVICES AND LIGHTING AND OTHER PRESENTATION DEVICES**

Public address, sound producing, or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibits. Any form of attention-getting devices or presentations of any length must be conducted and contained within the limits of an exhibitor's rented booth space. Such presentations will be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. International Code Council reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, whether vocal or

instrumental, is prohibited.

#### **PHOTOGRAPHY/VIDEOGRAPHY**

Show Management reserves the right to photograph and/or videotape events for promotional purposes. Show Management has permission to copyright, publish, and use your likeness in print, online, or in other media. If you do not wish to be photographed or videotaped, it is your responsibility to inform the camera operator.

#### **SOLICITATION OF EXHIBITORS**

No persons will be permitted in the exhibit hall for the purpose of soliciting advertising or other exhibit space without the express written permission of International Code Council.

#### **HANDOUT MATERIALS, GIVE-AWAYS AND PRIZE DRAWINGS**

Promotional giveaways and exhibitor prize drawings will be permitted. All materials and prizes must have prior approval by International Code Council. All hand-out materials are expected to be of professional nature. Distribution of advertising material and souvenirs must be confined to the exhibitor's booth. Canvassing or distribution of advertising material or souvenirs in the exhibit hall by representatives of non-exhibiting firms is strictly forbidden. Selling of merchandise on the exhibit floor is strictly prohibited. International Code Council reserves the right to disallow any material that it believes to be inappropriate.

#### **FOOD AND BEVERAGE**

Exhibitor distribution of food and beverages for consumption in the building is prohibited, except with written permission from Show Management. All requests must be submitted in writing. The Huntington Convention Center of Cleveland reserves the right to purchase, prepare and provide all food and beverage items.

#### **TRADEMARKS**

International Code Council will be held harmless for any trademark, trade name, copyright, or patent infringement on any printed materials belonging to or distributed by any exhibitor. Use of the Huntington Convention Center of Cleveland logo, design, trademark, trade name, patent, copyrighted work or symbol must be approved in writing to the Huntington Convention Center of Cleveland marketing department. No exhibitor may use International Code Council's name or logo(s) without the written consent of International Code Council.

#### **ENDORSEMENT**

The exhibition of products at the Expo does not constitute an endorsement by International Code Council. Exhibitors are not permitted to represent that their goods or services have been endorsed by Show Management unless Show Management has specifically provided such an endorsement in writing. Exhibitors may not use the ICC name, mark, or logo in advertising unless permitted in writing by the ICC. Exhibitors may use the Expo Logo for informational references, such as "See our booth at the ICC Expo".

#### **EXHIBITOR AND AFFILIATE FACILITY USE**

All public function space in the Huntington Convention Center of Cleveland is controlled by International Code Council. No function space will be released to exhibiting firms or other commercial firms for functions concurrent with the ICC 2025 Annual Conference and Expo without the permission of Show Management. Good taste and conformity to the purposes of the meeting must prevail. Showing of equipment or product presentations to registered members or guests of International Code Council by exhibiting firms other than on the exhibit floor during the stated hours is expressly prohibited.

#### **VIOLATIONS**

International Code Council may, at its discretion, take away all or part of future exhibiting privileges for violations of the Rules and Regulations. In addition, violation of any of these Rules and Regulations by the exhibitor or his or her employees or agents shall, at the option of International Code Council, forfeit the exhibitor's right to occupy space, and such exhibitor shall forfeit to International Code Council all monies paid or due. Upon evidence of violation, International Code Council may take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages that International Code Council may incur thereby.

#### **RIGHT OF REFUSAL**

Show Management reserves the right to reject, remove or require modification of any and all exhibits, sponsorships, advertising and activities, which Show Management feels are not in keeping with the standards, policies, and principles of the Expo and Show Management

#### **LIABILITY**

The exhibitor assumes all responsibility for any and all loss, theft, or damage to exhibitor's displays, equipment, and the Huntington Convention Center of Cleveland premises, and hereby waives any claim or demand it may have against the Huntington Convention Center of Cleveland, its affiliates or the International Code Council or its affiliates arising from such loss, theft, or damage. In addition, the exhibitor agrees to defend (if requested), indemnify, and hold harmless the International Code Council and the Huntington Convention Center of Cleveland their employees, agents, officers, directors, affiliates (and all of their affiliates' employees, agents, directors, and officers), successors, and/or assigns from and against any and all liabilities, obligations, claims, damages, suits, costs, and expenses, including without limitation, attorney's fees and costs, arising from or in connection with the exhibitor's occupancy and/or use of the exhibition premises or any part thereof or any negligent act, error, or omission of the exhibitor or its employees, subcontractors, or agents.

#### **SEVERABILITY**

All agreements and covenants contained herein are severable, and in the event any of them shall be held to be invalid by any competent court,

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this agreement shall be interpreted as if such valid agreements or covenants were not contained herein.

### FORCE MAJEURE

In the event that Show Management or the facility is unavailable, whether for the entire event or a portion of the event, as a result of fire, flood, tempest, inclement weather, or other such cause or as a result of governmental order or intervention, malicious damage, acts of God, war, strike, lock-out, labor dispute, riot, curtailment of transportation, or other cause or agency that Show Management has no control over, or should Show Management decide that because of any such cause that it is necessary to cancel, postpone or re-site the event, or reduce the move-in and installation time, show time or move-out time, Show Management shall not be liable to refund, indemnify, or reimburse the exhibitor with respect to any fees paid, damage or loss, direct or indirect, arising as a result thereof.

### AMENDMENTS TO REGULATIONS

Any and all matters and questions not specifically covered by the articles in this contract shall be subject to the decision of Show Management. Show Management, in the interest of the exhibition, may amend the aforementioned items covered by this contract at any time and notice thereof shall be binding on exhibitors equally with the foregoing rules set forth in this contract.

### CONTACT

For questions or more information, please contact the International Code Council Exhibits Manager: PO Box 600 White Marsh, MD 21162. Fax: 888-908-2732. Phone: 301 979 9524 Email: [icc@discoversb.com](mailto:icc@discoversb.com).



### Signature

Please sign below.

☐ I have read and agree to the Terms & Conditions

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Please type your full name on the line above.

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