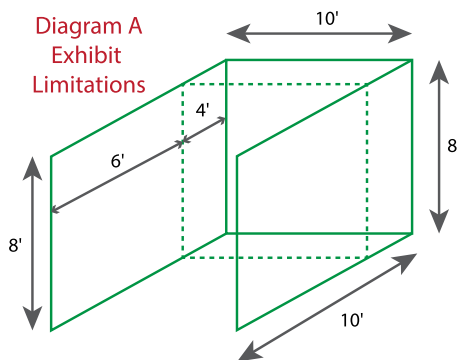


Display Rules & Regulations



- 1) A single exhibit booth may be occupied by only one company. Companies displaying jointly must reserve at least as many booths as there are companies in the joint display.
- 2) An exhibit booth must be occupied by the same company for the duration of the show.
- 3) All booths must be fully carpeted. Booths that are not fully carpeted by Friday, Aug. 16, 2024, at 12 p.m. will be carpeted by the show decorator at the expense of the exhibitor.
- 4) All displays, demonstrations, sales activities, etc., must be contained within the reserved booth space and may not impede traffic through the aisles. No solicitation or distribution of materials can take place within the Exhibit Hall aisles or in any other conference areas.
- 5) All booths are 10 feet deep by 10 feet wide, unless otherwise noted on the floor plan. Display dimensions may not exceed the 8-foot height of the backdrop or the 3-foot height of the side rails. A display may stand 8 feet in height only if it is flush with the booth's backdrop and extends no more than 4 feet from the back line of the booth at this height. The height of the booth must then drop down to the 3-foot height of the side rails. Other displays that do not conform to these specifications, including island and peninsula booths and multilevel booths, are accepted and encouraged; however, they must be approved by ACA in writing a minimum of 90 days prior to the show due to infringement on the visibility of or interference with adjoining displays. Displays violating this policy may be dismantled at the discretion of ACA due to infringement on the visibility of or interference with adjoining displays (See Diagram A).



- 6) Exhibits that include the operation of radios, talking motion picture equipment, public address systems or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstrations will not annoy or disturb adjacent exhibitors. Operators of noise-making exhibits must secure approval of operating methods before the exhibit opens. ACA Show Management shall have discretion to order removal or dismantling of exhibits not complying with this requirement.
- 7) Any display that exceeds normal display regulations (see Diagram A) must be approved in writing prior to the exhibit show. Permission must also be granted, and arrangements must be made for any

oversized display which may require early setup. Exhibitors who need to gain approval and make special arrangements must contact the ACA Exhibits Department at 800-222-5646, ext. 0011, at least 60 days in advance of the show. Displays that do not conform to regulations as stated herein and have not been approved by ACA Show Management prior to the exhibit show will not be accepted. Upon approval, exhibitors will be directed to Hargrove Inc. to arrange for an early setup time, if applicable.

- 8) Because of insurance restrictions, all firearms must be transported in cases and exhibited/displayed inoperative. All firearms must be removed from the building each day after show hours. At no time shall firearms be loaded or contain live ammunition. Firing mechanisms on all firearms must be locked at all times. Firearms and ammunition will be inspected by an authorized safety inspector approved by the Music City Center during event move-in. Sale of firearms is prohibited in the Music City Center, although exhibitors may take orders for future delivery.
- 9) Companies will not be allowed to place any materials in ACA's Press or Registration Area.
- 10) Distribution of circulars or promotional material may be made only within the booth assigned to the exhibitor presenting such material. A firm or organization not assigned exhibit space will not be permitted to solicit business within the exhibit area or in any other conference areas.
- 11) Combustible Materials Storage: ACA requires exhibitors' literature to be displayed or for distribution be limited to a one-day supply and maintained in an orderly fashion inside the booth. No storage is allowed behind the booths. Reserve supplies shall be stored outside of the exhibit space or inside an approved storage area. All exhibit booths must be cleaned of combustible rubbish daily. The show decorator provides cleaning services. Storage of any materials will not be allowed behind the back curtain of the booth or under any tables. Materials must be placed in storage. Combustible storage is not allowed under trailers.
- 12) Subject to ACA's policy regarding attendance at and coverage of the ACA 154th Congress of Correction by representatives of the media and other publications, companies offering products or services to the corrections industry are eligible to exhibit at the conference. ACA reserves the right to determine the eligibility of any company and, on the basis of that determination to decline to accept any exhibit booth contract or to cancel any contract already accepted from a company later determined to be ineligible to exhibit.
- 13) ACA reserves the right to restrict exhibits that, because of noise, method of operation, materials, or for any other reason, become objectionable, and also reserves the right to prohibit any exhibit that, in the opinion of show management, may detract from the general character of the exhibit show as a whole. Should this occur, ACA shall not be liable to the exhibitor for refund of booth rental fees or for any other damages whatsoever.
- 14) Any and all outstanding debts with ACA must be paid prior to any company, organization or agency occupying an exhibit booth at any ACA show.





Display Rules & Regulations

(continued)



- 15) ACA requires that any group, organization, corporation, company or other entity which advertises in ACA publications, or exhibits at ACA shows, respect the dignity of all individuals.
- *16) A company/organization may distribute food and non-alcoholic beverage products through the convention center's catering company. Exhibitors must purchase food and beverage samples through the convention center's catering company, however exhibitors are allowed to provide and use their own serving vessels (buckets, cups, bags) displaying their company logo.
 - Food samples are limited to bite-sized portions 2 ounces or less.
 - Samples of non-alcoholic beverages are limited to 4 ounces or less.
 - Sampling of alcoholic beverages is prohibited.
- 17) Helium balloons are only permitted in the exhibit hall provided they are securely anchored or strung together and removed once the event has ended. They may not be used as giveaways. Any helium tanks must be removed daily and placed outside of the building and properly secured. Storage of tanks in the building is not permitted.
- 18) The use of open flame, including fire acts, or the storage and handling of flammable liquids, chemicals or harmful caustic substances is prohibited, unless approved by the fire marshal. This approval must be coordinated via ACA and received in writing no less than 60 days prior to the date of the show.
- 19) DRONES: No drones can be utilized on property without prior consent/approval by submitting a request prior to event (with details on when and where it will be used) and a COI of 1 million coverage which indemnifies Music City Convention Center and includes Music City Center as additional insured on the COI.
- 20) WEAPONS: No open carry or visible weapons are allowed on property. Concealed weapons must follow Tennessee's guidelines.
- 21) All exhibit and exhibit hall electrical installations, connections and disconnections must be obtained exclusively through the building electrical contractor.
- 22) In order to preserve tax-exempt status with the Internal Revenue Service, ACA must insist no selling take place in the Music City Center. However, orders may be taken by exhibitors.
- 23) Smoking in the Music City Center is prohibited.
- 24) Exhibitors which utilize or include in their exhibit materials or in their exhibit booths (a) material which is copyrighted by another, including without limitation live music or recorded music and/or videos which may or may not contain background music, or (b) materials incorporating matter subject to any other intellectual property right of another, must obtain proper licenses to use such materials, provided, however, that exhibitors need not obtain a license to utilize music the copyright to which is owned by BMI or ASCAP unless such music is utilized as background music, i.e., in a video and to be exhibited in the exhibit booth. Exhibitor agrees to defend and indemnify ACA, its officers, governors, employees, agents, subcontractors and the convention center authority against any and all claims, demands, suits or causes of action asserting infringement of copyright or any other intellectual property right in connection with the exhibitor's exhibit booth or exhibit materials.
- 25) Exhibit booths must be in compliance with the requirements of the Americans With Disabilities Act (ADA) for "places of public accommodation." Exhibitors hereby agree they will defend, indemnify, and hold and save ACA, its officers, governors, employees and agents harmless from and against any and all claims, demands, actions, damages, loss, liabilities, expenses and judgments recovered from

**All food and beverage items must be approved by ACA Show Management in cooperation with Convention Center Facility Catering.*

Display Rules & Regulations

(continued)



or asserted against ACA on account of any actual or alleged failure of the exhibitor's exhibit booth to comply in any respect with the requirements of the ADA. Nothing in this agreement shall be deemed to be an admission by ACA or the exhibitor that either entity is a "public accommodation," or that the convention space or the exhibit booth leased hereunder is a "place of public accommodation" under the ADA.

- 26) Exhibitor represents and warrants it is in full compliance with all federal, state and local equal employment laws, rules, regulations and ordinances applicable to its operations.
- 27) Exhibitors accept full responsibility for their acts and conduct, as well as the acts and conduct of their invitees, within any part of the Exhibit Hall and conference area, and agree to defend and indemnify ACA against any and all claims, demands, actions, damages, losses, liabilities, expenses and judgments recovered or asserted against ACA on account of any such acts or conduct. Due to the professional nature of the conference, exhibitors, as well as all personnel working on behalf of exhibitors in their booths, are required to wear professional business attire. Anyone not dressed appropriately will be removed from the exhibit hall by ACA Show Management.
- 28) During the exhibit setup and dismantling hours and in the evening after the close of exhibits, ACA will provide security service to cover entrances to the Exhibit Hall. During exhibit hours, exhibitors will be responsible for security in their booth(s). Small items of value should be removed from the area during non-show hours. ACA shall not, at any time, be responsible for the safety of the property of the exhibitors, its agents, employees or invitees, from theft or damage by fire, accident or due to any other cause. Exhibitors are required to insure the contents of their exhibit booths. The exhibitor assumes entire responsibility for losses, damages and claims arising out of (a) damage to exhibitor's displays, equipment and other property brought upon the premises of the Exhibit Hall and (b) injury to exhibitor employees, agents or invitees within the Exhibit Hall. The exhibitor shall defend and indemnify ACA, its officers, governors, employees and agents against any and all claims, demands, actions, damages, losses, liabilities, expenses and judgments recovered or asserted against ACA on account of any such damage or injury.
- 29) Exhibitors or their agents shall not injure or deface the walls or floors of the building, the booths or the equipment of the booths, including via painting and staining. Exhibitors are not permitted to use tape, or drive tacks, nails, or screws into the floors, walls or woodwork. When such damage appears, the exhibitor is liable to the owner of the property so damaged. Use of stickers, decals, and adhesive materials is limited to the exhibitor's own display. Mylar balloons, fog/haze machines, glitter, confetti or birdseed is not permitted in the Exhibit Hall.
- 30) All materials used in displays must be flameproof and meet local fire regulations. All electrical wiring must conform to local codes. These regulations will be enforced.
- 31) Smoke detectors: The fire department requires that all fully enclosed exhibit spaces be equipped with smoke detectors and an annunciator located on the exterior of that space.
- 32) Fire department regulations for display vehicles: Any vehicle or combustion operated machine that is a part of an exhibit must contain a minimal amount of gasoline (less than one quarter tank or 5 gallons, whichever is less) and must be equipped with locking gas caps. All battery cables must be disconnected and ends taped, gas caps locked, and the keys retained by a responsible person at the display location for removal of vehicle in case of emergency. No refueling is permitted in the Music City Center. Refueling may be done outside of the complex only. Exhibitors must protect floors under vehicles from any leakage, spillage or other potential damage.
- 33) Running fuel-powered motors or machinery: All fuel-powered motors must have an exhaust system that will prevent any fumes from being emitted. Prior to show, ACA and the Music City Center approval is required. A Fire Watch may be required. This approval must be coordinated via ACA and received in writing no less than 60 days prior to the date of the show.
- 34) Tents, awnings, canopies: The use or display of tents, awnings or canopies requires prior written approval of the Music City Center. This approval must be coordinated via ACA Show Management and received in writing no less than 60 days prior to the date of the show and must include detailed plans showing size, height, location, anchoring details and certification of flame retardancy for all materials. The Music City Center does not allow exhibitors to drill in the floor.
- 35) During Exhibit Hall setup or teardown, children under the age of 16 are not allowed in the Exhibit Hall.
- 36) Animals may be displayed in conjunction with an exhibit only if proper insurance coverage is provided. Service animals are to remain on a leash or stay within voice command range. Owners are responsible for pets' actions and clean-up/disposal of waste.

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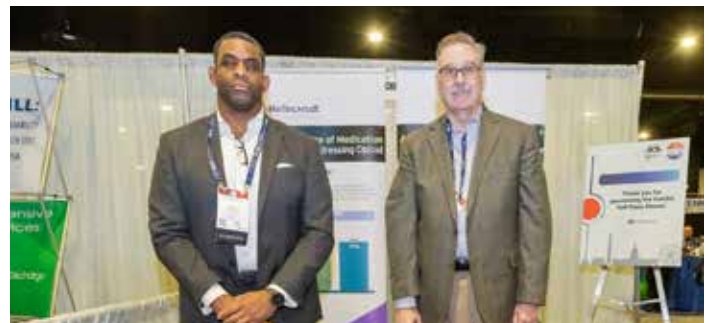
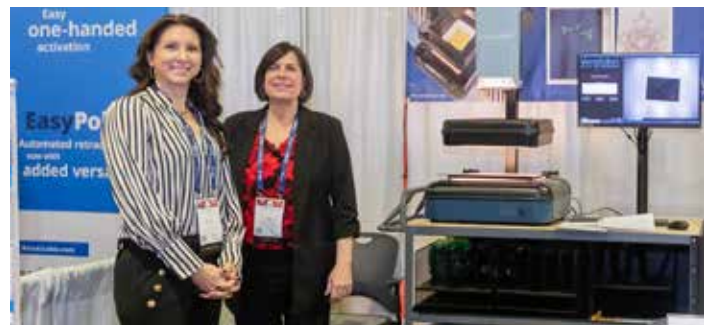




Display Rules & Regulations

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- 37) As a courtesy to all exhibitors, hospitality suites shall not be open, and private parties shall not be permitted, during the scheduled hours of the trade show, ACA meetings or other ACA functions. Exhibitors scheduling private functions in conflict with official ACA events will jeopardize participation in future ACA shows.
- 38) In the event of cancellation of the ACA 154th Congress of Correction for any reason, ACA's liability to an exhibitor shall not exceed the amount of rental fees paid over and above the non-refundable deposit. The exhibitor's acceptance of these Rules and Regulations constitutes a release of ACA from any claims for damages in excess of said amount.
- 39) ACA shall not be liable for failure to perform its obligations hereunder due to strikes, riots, acts of God, pandemics or any other cause beyond its control.
- 40) All regulations as stated in this brochure are part of the legally binding booth reservation contract. In signing, the exhibitor agrees to abide by the regulations as stated herein and on the Booth Reservation Contract.



Photography and Video Notice

Still photography and video recording of any exhibit or function is prohibited within the exhibit hall, meeting rooms and lobbies. Exhibitors may take pictures of only their own booth before and after show hours only. Any other photography must be first approved by Show Management.

In the event ACA determines an exhibitor is in violation of any of these Rules and Regulations, ACA Show Management will personally contact the senior exhibitor staff member present to advise that individual of the details of the violation. ACA will allow a reasonable amount of time for the exhibitor to correct the violation. If the infraction is not corrected within the time allowed, the exhibitor's booth may, at the sole discretion of ACA Show Management, be closed and/or dismantled without compensation to the exhibitor, and the exhibitor may forfeit the right to exhibit at future ACA events. All matters not covered by these Rules and Regulations shall be within the discretion of ACA Show Management. These Rules and Regulations may be amended at any time by ACA Show Management. Any such amendments shall be provided to, and shall be binding upon, all exhibitors.