

EXHIBITOR KIT – RULES & REGULATIONS

Exhibitor Information

EXHIBIT FACILITIES

Exhibits for the 2023 Workplace Summit will be located at The Walt Disney World Resort's Coronado Springs Engagement Center on Tuesday, September 12th, Wednesday, September 13th and Thursday, September 14th.

WHO HAS IN-PERSON ELIGIBILITY TO EXHIBIT AT SUMMIT?

Out & Equal Partners may exhibit at the 2023 Workplace Summit if they are a: Titanium, Platinum, Gold, Silver, Bronze, Copper, Government Partner, Community Partner, or a Brass Partner that has been approved. Out & Equal reserves the right to approve all exhibitor applicants.

WHEN IS THE ENGAGEMENT CENTER WEBINAR?

The Engagement Center Webinar will be held on July 26th at 2:00 PM ET. Registration for this webinar will be distributed via email.

EXHIBIT CRITERIA

Exhibiting organizations will be limited to those showcasing programming, services, products, or publications that are directly applicable to Out & Equal business and mission (LGBTQ+ workplace equity and inclusion). Out & Equal reserves the right to require any exhibitor to remove an exhibit or any part of an exhibit which, in the sole judgment of Out & Equal, is misleading or deceptive, in poor taste, or unsuitable to or not in keeping with the character and objectives of the event.

CONFIRMATION FOR BOOTH SPACE

Confirmation for booth space should be made on this [form](https://airtable.com/shrTt6ri2Q07DG10b) (https://airtable.com/shrTt6ri2Q07DG10b) and must be received by July 28th, 2023 for Priority Placement. All submissions received after July 28th, 2023 will be placed on a first-come basis and we cannot guarantee placement with like Partners or Partner levels. Note: All in-person Engagement Center booth benefits should be contracted with your Partner Success Manager prior to the completion of the confirmation form.

SPACE CANCELLATION

Booth space may be cancelled, but booth payments are non-refundable and non-transferrable. Out & Equal reserves the right to re-sell space. Cancellations must be sent via email with the subject line "Booth Cancellation" to engagementcenter@outandequal.org.

INSTALLATION AND REMOVAL OF EXHIBITS:

EXHIBITOR MOVE-IN

Sunday, September 10 | 12:00 pm to 5:00 pm ET

Only approved exhibitors 400 sf and above

Monday, September 11 | 8:00 am to 5:00 pm ET

NOTE: After 4:30 PM on Monday and all day Sunday, overtime rates apply.

SHOW HOURS

Tuesday, September 12 | 7:00 am – 3:00 pm ET

Closed during Plenary – 9:00 am to 11:00 am ET

Wednesday, September 13 | 7:00 am – 3:00 pm ET

Closed during Plenary – 9:00 am to 11:00 am ET

Thursday, September 14 | 9:00 am – 2:00 pm ET

EXHIBITOR MOVE-OUT

Thursday, September 14 | 2:00 pm – 6:00 pm ET

NOTE: After 4:30 PM overtime rates apply.

EXHIBITOR EXPECTATIONS

All displays must be erected and completely arranged for viewing by **5:00 pm on Monday, September 11th** for official inspection by Out & Equal's show management representative.

Noisy or unsightly work in any exhibitor's booth area is prohibited during official exhibit hours. Goods received after the opening of the exposition must be delivered to the booth and arranged at times other than the official exhibit hours. Goods and materials used in any display (except bona fide samples) may not be removed from the Engagement Center without the approval of Out & Equal until the exposition has been officially closed.

All materials must be cleared from the Engagement Center by 6:00 pm on Thursday, September 14th, 2023. It is the sole responsibility of each exhibitor to have materials packed, identified, and cleared for shipment by that time. Outside carriers must be checked in by Thursday, September 14th at 5:00 PM for all remaining outbound shipments, for more information, see the Shipping & Drayage Section of this Exhibitor Kit.

Out & Equal reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store, and clear from the premises any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the above requirement, or to order such work to be done at the sole expense of the exhibitor.

Exhibits must not be disturbed, dismantled, or removed before 2:00 p.m., on Thursday, September 14 or a fee of \$1,000 will apply.

Use of Display Space

In the event the exhibitor fails to install the display by 5:00 pm ET on Monday, September 11, 2023, fails to pay the full space rental at the time specified, or fails to comply with any provisions concerning the use of display space, Out & Equal shall have the right to take possession of said space and re-sell same, or any part thereof.

All demonstrations, sales activities, and distribution of circulars and promotional materials must be confined to the limits of the exhibitor's booth except that which is specifically authorized by Out & Equal. Exhibitors must display only goods manufactured or dealt in by them in their regular course of business, unless otherwise approved by Out & Equal.

Exhibits, which include the operation of audiovisual equipment or any noisemaking machines, may not operate or be displayed in a manner that will disturb other exhibitors and their patrons.

Exhibitors who play music within their booth space are solely responsible for securing all licensing rights for that music prior to performance at the conference. Exhibitor hereby indemnifies and holds harmless Out & Equal from any expenses or damages resulting from or relating to Exhibitor's performance or playing of music at this conference. The above and any other special or unusual exhibit construction or installation must be approved, in advance, by Out & Equal.

STAFFING OF EXHIBIT BOOTHS

Exhibit booths must be staffed during official **open** Engagement Center hours. Exhibitor representatives are restricted to persons engaged in the display, demonstration, application, or sale of the company's products and services. Booth personnel shall wear an Exhibitor badge identification, furnished by Out & Equal, at all times while in the Exhibit area.

Titanium, Platinum, and Gold Partners are permitted to have up to 10 booth representatives. All other exhibitors are permitted to have up to 5 booth representatives. Booth representatives are only permitted access to the Engagement Center unless they are also registered for the full conference. Audits will be conducted after registration closes on August 11th, 2023 and a full list of currently-registered representatives will be sent to exhibit main contacts by August 25th, 2023.

All booth representatives must be registered through the Summit registration system. Individuals registering for the full conference **and** have been selected by their organizations as a booth representative can check "yes" when asked during the registration process. Those who have chosen "unsure" will be sent an email confirmation by or on August 11th, 2023 and will

have 3 business days to respond “yes” or will be removed from the approved representative list. For those who will be participating **only** as a booth representative, registration can be completed [here](https://na.eventscLOUD.com/2023-workplace-summit?categoryid=4905839) (<https://na.eventscLOUD.com/2023-workplace-summit?categoryid=4905839>) by August 11th, 2023.

Booth personnel will have access to the Engagement Center 60 minutes before and after published show hours. Exhibitors may enter/exit through the Exhibitor Entrance during the following times:

September 10th – 12:00 pm- 5:00 pm ET (only approved exhibitors 400 sf and above)

September 11th – 8:00 am – 5:00 pm ET

September 12th – 6:00 am – 4:00 pm ET

September 13th – 6:00 am – 4:00 pm ET

September 14th – 8:00 am – 6:00 pm ET

NOTE: The Engagement Center will close for Summit attendees during plenaries on September 12th and 13th from 9:00 am to 11:00 am. Only participants with full-Summit badges will be permitted to attend plenaries, workshops, and all other events outside of the Engagement Center.

OFFICIAL GENERAL CONTRACTOR

The official exhibitor and drayage firm is Hargrove, LLC. (301-306-4627).

BOOTH DECOR

Out & Equal will be following IAEE guidelines (see attached) as described in the 2019 North American Update and reserves the right to approve all requests that are outside of these guidelines.

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths. For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de-facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e., 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified regardless of the number of Linear Booths utilized, e.g., 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.

NOTE: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space that is within 10ft (3.05m) of an adjoining booth.

A **Corner Booth** is a Linear Booth exposed to aisles on two sides. All other guidelines for Linear Booths apply.

A **Perimeter Booth** is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m). Exhibitor agrees to arrange Table displays so that the general view of the floor will not be obstructed nor hide other exhibits. Display space is 6ft by 2ft. Maximum height of the display is 8ft including the table, or 5ft 6inches from the table's surface.

An **Island Booth** is any size booth exposed to aisles on all four sides. An Island Booth is typically 20ft by 20ft or larger, although it may be configured differently. The entire cubic content of the space may be used up to the maximum allowable height.

A **Split Island Booth** is a Peninsula Booth that shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall line of sight restrictions.

An **Extended Header Booth** is a Linear Booth 20ft (6.10m) or longer with a center extended header. All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall. All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the Engagement Center when freight doors are open. Refer to local building codes that regulate temporary structures. Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them. All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame proofing certificate should be available for inspection. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

GENERAL INFORMATION

The following services are available through **Disney's Coronado Springs**:

- [Exhibitor AV and Electrical Request Coronado](#)
- [Exhibitor Food and Beverage Request](#)
- [Exhibitor Equipment Request](#)
- [Exhibitor RICOH Packet Coronado](#)

For more information, visit [Disney Meetings and Events Exhibitor Concierge](#) webpage or contact wdw.exhibitor.concierge@disney.com.

Helium Balloons are permitted in the Engagement Center with prior approval from Out & Equal, however, they are prohibited beyond the Engagement Center. Helium Balloons may not be used as giveaways. Helium tanks must be removed from the building daily. Storage of tanks within the building is not permitted.

All attendees and exhibitors are prohibited from possessing, storing, or bringing onto the property materials that constitute hazardous materials (as defined by federal, state, and local law) unless the hazardous materials are possessed and used in compliance with all federal, state, and local laws.

ELECTRICAL

ELECTRIC SERVICE IS NOT PROVIDED COMPLIMENTARY WITH THE RENTAL OF BOOTH SPACE.

Wall, column, and permanent building electrical outlets are not a part of booth spaces and are not to be used by exhibitors. Access to all wall outlets and floor pockets is restricted to the Electrical Technician. Under no circumstances shall anyone other than the Electrical Technician make service connections.

All electrical equipment must comply with federal, state, and local codes. Extension cords must be a minimum of 14 gauge, two-wire, and grounded. Two-wire extension cords are prohibited. All non-current carrying metal parts of fixed equipment, which are able to be energized, shall be grounded.

The provider is required to refuse connections where the wiring or equipment is not in accordance with electrical codes and therefore reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred.

Utility panels and mechanical equipment rooms must not be blocked under any circumstance. Additionally, any damages resulting from improper installation or defective equipment not approved or installed by an authorized employee will be charged directly to the user.

LIGHTING

Exhibitors cannot take out/replace already existing light fixtures in the halls or meetings room.

CHARACTER OF EXHIBITS

The general rule of the exhibit floor is “be a good neighbor”. No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel, including demonstrators, hostesses, and models, are required to confine their activities within the exhibitor’s booth space. Apart from the specific display space for which an exhibiting company has contracted with Out & Equal, no part of the Disney’s Coronado Springs, Hilton Lake Buena Vista, Hilton Buena Vista Palace and their grounds may be used by any organization other than Out & Equal for display purposes of any kind or nature.

- A. Hanging signs are permitted for 20x20 and larger booths. This signage should be a maximum height range of 16ft from the bottom of the sign to the floor. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. Hanging Signs and Graphics should be set back 10ft from adjacent booths and be directly over contracted space only. Approval for the use of Hanging Signs and Graphics, at any height, should be received from the Organizer at least 45 days prior to installation. Variances may be issued at the Organizer’s discretion. Drawings should be available for inspection.
- B. Sound, videos, or movies relating to exhibitor’s equipment will be permitted, provided projection equipment and screen is located on the rear one-third of the booth, and all viewers stand or sit within the booth. Sound videos or movies will be permitted only if the sound is not audible in the aisle or neighboring booths. Sound systems will be permitted if tuned to a conversational level and if not objectionable to neighboring exhibitors.
- C. Lighting: In the best interest of the Engagement Center, Out & Equal reserves the right to restrict the use of glaring lights or objectionable light effects. The use of flashing electric signs or lights is not permitted.
- D. Booth Exteriors: The exterior of any display cabinet or structure facing a side aisle, or an adjacent exhibitor’s booth must be suitably decorated at the exhibitor’s expense.
- E. Noise and Odors: In fairness to all exhibitors, no noisy or obstructive activity will be permitted during Engagement Center hours, nor will noisily operating displays or exhibits producing objectionable odors be allowed.

OPERATING RESTRICTIONS

Out & Equal reserves the right to restrict displays which, because of noise, methods of operation, materials, or for any reason, become objectionable; and Out & Equal reserves the right to prohibit or remove any displays which, in the opinion of Out & Equal, detract from the general character or appearance of the exposition.

SHIPPING AND STORAGE

Disney's Coronado Springs has no facilities for the storage of exhibit materials. Shipments will be received and stored by the official drayage agent, Hargrove, LLC., prior to the conference. Delivery of the shipment to the booth, removal of the empty crates to storage, return of empty crates at the close of the show, and delivery of your shipment to the loading platform will be provided by Hargrove, LLC. at prevailing rates. A material handling information rate sheet will be included in the online Exhibitor Service Manual. It is the exhibitor's responsibility to mark and identify his or her own crates. Crates not properly marked and identified may be destroyed.

EXHIBITOR'S REPRESENTATIVE

The exhibitor will name one individual as its duly authorized representative to have charge of the exhibit and will accept and assume responsibility for such representative being in attendance at the exhibit throughout exhibit periods. This individual will be responsible for the installation, operation, and removal of the exhibit. Said representative must have the authority to enter into such service contracts as may be necessary, for which the exhibiting company shall be responsible.

LIABILITY AND INSURANCE

24-hour security guard service will be provided in the Engagement Center beginning on Monday, September 11th, 2023, through teardown on Thursday, September 4th, 2023. No registrants will be allowed into the Engagement Center outside of regular show hours; Engagement Center personnel will only be allowed into the Engagement Center during installation hours, 60 minutes before the show, during the show, and during dismantle hours.

Out & Equal, Hargrove, LLC, and Disney's Coronado Springs do not assume any obligation or duty with respect to the protection of the property of exhibitors, which shall, at all times, be the sole responsibility of each exhibitor. Each party involved in the exhibit shall be responsible for any claims arising out of their own negligence or that of their employees or agents. Each party agrees to be responsible for their own property through insurance or self-insurance and shall hold harmless each of the other parties for any and all damage caused by theft and those perils normally covered by a fire and extended coverage policy.

MUSIC LICENSING

Exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to exhibitors, including but not limited to, any music performance agreement between Out & Equal and ASCAP or BMI for meetings, conventions, trade shows, and expositions. Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and be prepared to present Out & Equal with a copy of such license or grant no less than 30 days prior to the start of the Conference.

RELOCATION OF EXHIBITS

Out & Equal reserves the right to alter the location of exhibit spaces, at its sole discretion, in the best interest of the exposition.

FIRE AND SAFETY EXHIBIT GUIDELINES

All materials used in the Engagement Center must be non-flammable or flame retardant. A certificate of flame proofing is required for tents, awnings, drapes, and all decorations. Compliance with all federal, state, and local fire and building codes is required for all group activity. All emergency equipment, exits, aisles, and walkways must remain unobstructed. Curtains, drapes, or decorations shall not visually or physically obstruct exit doors, exit signs, fire alarms, audio/ visual devices, hose connection cabinets, standpipes, fire extinguishers or fire extinguisher cabinets, or other life safety equipment at any time. If the permanent exit signs are obstructed from view, additional temporary exit signs shall be provided indicating the route to the exit door. Exit paths shall remain clear of obstructions. This includes the service corridor and pre-function areas.

PROPANE STORAGE

Propane tanks and exhibit activations using propane are prohibited at the 2023 Workplace Summit.

PYROTECHNICS AND SPECIAL EFFECTS

The use of haze/fog machines or pyrotechnics is prohibited at the 2023 Workplace Summit.

FOOD SERVICE

Food and beverage catering services are provided by Disney's Coronado Springs.

Disney's Coronado Springs is the exclusive food and beverage provider at the Engagement Center. Food and beverages shall not be brought into the building for consumption or sold by entities associated with your event, except by concessionaires designated by Disney's Coronado Springs.

Sampling

- Any exhibitor who wishes to provide sample food or beverages that they normally produce in the ordinary course of their business is required to notify Disney's Coronado Springs, in writing, as to the nature of the proposed product sample. Items dispensed are limited to products manufactured, processed, or distributed by that exhibiting firm, must be directly related to the purpose of the show, and are dispensed in the

contracted areas only. All sample items MUST receive prior approval and confirmation from Out & Equal and Disney's Coronado Springs. Exhibitors not in compliance will be asked to remove the item(s) from the facility immediately.

- Additional requirements:
 - Non-Alcoholic Beverages are limited to maximum of 3 oz. samples.
 - Alcoholic Beverages are prohibited from being served in exhibit booths.
 - Food Items are limited to "bite size" (3 oz. or less).
 - Popcorn and popcorn machines are prohibited during the 2023 Workplace Summit.