

# EXHIBITOR KIT

Dear Exhibitor,

TransWorld's Halloween & Attractions Show will be here before you know it! It is time to start planning for another successful show. The information provided in this Exhibitor Service Kit can help you save time and money, so please read it carefully and make note of important deadlines and show regulations.

All of the forms, Rules & Regulations and information for exhibiting are included in this Exhibitor Service Kit. Here are a few highlights to show you how to best use this kit:

- Review "Exhibitor Checklist of Deadlines" to make sure that you order services by the deadlines listed to benefit from lower prices.
- Review the "Exhibit Rules & Regulations" as what you may have been able to do at one event may not apply to this event or facility.
- Review the floor plan to make sure that you are aware of any columns or obstructions in and around your space. Please note where utilities are located on the floor. The Floor Plan can be viewed at [www.haashow.com](http://www.haashow.com) as well as in the Heritage and Edlen Exhibitor Kits.
- Make sure that all staff members coordinating your participation at the show know that the entire Exhibitor Service Kit, as well as all of the outside contractor kits are available, at [www.haashow.com](http://www.haashow.com).

The general contractor for the HAA Show in St. Louis is Heritage Trade Show Services. Review their portion of the Exhibitor Kit for your furniture and carpeting needs, as well as for information on freight and labor. The Edlen Exhibitor Services Kit has included forms for electrical and plumbing. The Smart City Exhibitor Services Kit includes forms for internet & voice services. The America's Center Kit contains information on audio visual, catering, travel and parking information in St. Louis as well as a list of things to do around town. Lastly, ExpoTools has included information on lead retrieval devices for you booth.

Contact TransWorld Trade Shows, LLC with any questions at (847) 453-4285 or toll free at (888) 320-8494. A Staff & Key Contacts List can be found on Page 2 of this kit. We are dedicated to making this year's event successful and look forward to working with you in the coming months. Thank you for your business and we'll see you in St. Louis!



## EXHIBITOR CHECKLIST OF DEADLINES

**TRANSWORLD TRADE SHOWS, LLC.** | P: (847) 453-4285 | F: (847) 453-9472

**SERVICE**

	<b>DEADLINE</b>	<b>COMPLETED</b>
Sponsorship Opportunities	January 5, 2025	_____
Certificate of Insurance	January 8, 2025	_____
Booth Variance Request Form	January 8, 2025	_____
Fog, Snow, & Scent Dispensing Disclosure Form	January 8, 2025	_____
IR (Infrared) Emitter Form	January 8, 2025	_____
Excess Product Storage Form	January 8, 2025	_____
Online Directory Forms which include:		
Show Directory, Online Directory, Exhibitor Badge & Certificate of Insurance Form	January 8, 2025	_____

NOTE: For information on the Marketing/Sponsorship Opportunities, please visit [www.haashow.com](http://www.haashow.com) & review the Sponsorship Kit.

**HERITAGE TRADE SHOW SERVICES** | P: (314) 534-8500 | (314) 533-0906

**SERVICE**

	<b>DEADLINE</b>	<b>COMPLETED</b>
Credit Card Authorization Form	February 5, 2025	_____
Cart Service Order Form	February 5, 2025	_____
Furniture/Carpet Rental Order Form	February 5, 2025	_____
Material Handling Information Forms	February 5, 2025	_____
P.O.V Cartload Service Order Form	February 5, 2025	_____
NEW: Animated Displays Unloading Service Order Form With & Without Weight Tickets	February 5, 2025	_____
Unloading Order Form; Box Trucks With & Without Weight Tickets	February 5, 2025	_____
NEW: Move-In Target Plan & Target Change Request Form	February 5, 2025	_____
NEW: Mobile Units/Vehicle Spotting Services Order Form	February 5, 2025	_____

**EDLEN ELECTRICAL EXHIBITOR SERVICES - ELECTRIC, AIR, WATER** | P: (314) 342-5324 | F: (314) 342-5384

**SERVICE**

	<b>DEADLINE</b>	<b>COMPLETED</b>
Method of Payment Form	February 5, 2025	_____
Electrical Order Form	February 5, 2025	_____
Booth Cleaning Services Form	February 5, 2025	_____
Plumbing Order Form	February 5, 2025	_____
Electrical Labor Form	February 5, 2025	_____
Utility Layout Form	February 5, 2025	_____

**AMERICA'S CENTER - CATERING, AV, EXHIBIT HALL FIRE REGULATIONS** February 5, 2025 \_\_\_\_\_

**SMART CITY - INTERNET, VOICE SERVICES, ETC.** February 5, 2025 \_\_\_\_\_

**EXPOTOOLS - LEAD RETRIEVAL** February 5, 2025 \_\_\_\_\_

**PLEASE PAY CLOSE ATTENTION TO DEADLINES. ORDERING SERVICES AFTER DEADLINES WILL INCUR ADDITIONAL CHARGES!**

## KEY CONTACTS & OFFICIAL CONTRACTORS

Please contact Show Management at any time with questions regarding your exhibit space, show schedule, registration or marketing opportunities.

### TRANSWORLD TRADE SHOWS, LLC.

TransWorld Trade Shows, LLC. P: (847) 453-4285  
1001 Green Bay Road, Suite P: (888) 320-8494  
308 Winnetka, IL 60093 F: (847) 453-9472  
www.haashow.com

### MANAGEMENT

Jennifer Thaler, President	W: (847) 453-4285	C: (847) 323-5109	jen@haashow.com
Rich Bianco, Vice President	W: (847) 453-4285	C: (412) 812-1773	rich@haashow.com
Stephanie Geitner, Operations	W: (847) 453-4285		stephanie@haashow.com
Claire Adair, Marketing	W: (847) 453-4285		claire@haashow.com

### REGISTRATION LOCATION

Exhibitor Registration, lead retrieval and attendee registration will be located in the 100's Complex. Attendee Registration is located to the right of the Washington lobby. Exhibitors may enter registration area directly across from the angle doors.

**PLEASE CHECK OUR WEBSITE HAASHOW.COM/HEALTH-AND-SAFETY FOR CURRENT UPDATES. PLEASE CONTACT US WITH ANY ADDITIONAL QUESTIONS THAT YOU MAY HAVE.**

### HERITAGE TRADE SHOW SERVICES

Heritage Trade Show Services P: (314) 534-8500  
620 Shenandoah Avenue F: (314) 533-0906  
St. Louis, MO 63104 exhibitor.services@heritagesvs.com

### AMERICA'S CENTER

701 Convention Plaza P: (314) 342-5000  
St. Louis, MO 63101 F: (314) 342-5040

### EDLEN ELECTRICAL EXHIBITOR SERVICES

Edlen - Electrical Exhibitor Services P: (314) 342-5324  
701 Convention Plaza F: (314) 342-5384  
St. Louis, MO 63101 stlouis@edlen.com

### EXPOTOOLS USA

1603 Capitol Ave  
Suite 310 A201  
Cheyenne WY 82001  
P: (866) 229-8470  
sales@expotoolsusa.com

### SMART CITY

Smart City P: (888) 446-6911  
701 Convention Plaza Room #281 F: (314) 342-5007  
St. Louis, MO 63101 csr@smartcity.com

## GENERAL SHOW INFORMATION

### HAA SHOW EXHIBIT HALL LOCATION (HALLS 1-5)

America's Center P: (314) 342-5036  
701 Convention Plaza F: (314) 342-5040  
St. Louis, MO 63101

### TARGETED MOVE-IN:

Please see pages 5-6 in this kit, or the targeted move-in schedule in the Heritage Kit, for your targeted move-in day and time. Move-in takes place Monday February 24th through Wednesday February 26th, but you must refer to the floor plan for your designated time.

If you have any questions regarding move-in please call Heritage at (314) 534-8500. If you need to stay later than 6:00 pm please see the show office in Room 120.

\*All exhibitors and Exhibitor Appointed Contractors (EAC's) must be badged during move-in.

\*All exhibits must be set and fully installed by Wednesday, March 26th, 2025 at 6:00 pm.

### TRADE SHOW HOURS

Thursday	Feb 27, 2025	9:00 am to 5:00 pm
Friday	Feb 28, 2025	9:00 am to 5:00 pm
Saturday	March 1, 2025	10:00 am to 5:00 pm
Sunday	March 2, 2025	10:00 am to 2:00 pm

Exhibitors will be allowed access to exhibit hall 2 hours prior to show opening and may stay 1 hour after show close.

### EXHIBITOR MOVE-OUT SCHEDULE

Sunday	March 2, 2025	2:00 pm to 10:00 pm
Monday	March 3, 2025	8:00 am to 3:00 pm

### EXHIBITOR MOVE-OUT SCHEDULE

- Heritage will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. Nothing can be in the aisles during the carpet removal process (beginning at 2 pm on Sunday March 2, 2025). During this time, booths can start to be dismantled
- All exhibitor materials must be removed from the exhibit facility by Monday, March 3, 2025 prior to 2:00 pm.
- **To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check in by Monday, March 3rd, 2025 before 1:00 pm. If your freight carrier has not checked in by 1:00 pm, your freight will be forced unless you made different arrangements with Heritage Trade Show Services.**

## GENERAL SHOW INFORMATION CONTINUED

### EXHIBITOR REGISTRATION HOURS

Tuesday	Feb 25, 2025	9:00 am to 5:00 pm
Wednesday	Feb 26, 2025	9:00 am to 7:00 pm
Thursday	Feb 27, 2025	8:00 am to 5:00 pm
Friday	Feb 28, 2025	8:00 am to 5:00 pm
Saturday	March 1, 2025	9:00 am to 5:00 pm
Sunday	March 2, 2025	9:00 am to 2:00 pm

### ATTENDEE REGISTRATION HOURS

Wednesday	Feb 26, 2025	12:00 pm to 7:00 pm
Thursday	Feb 27, 2025	8:00 am to 5:00 pm
Friday	Feb 28, 2025	8:00 am to 5:00 pm
Saturday	March 1, 2025	9:00 am to 5:00 pm
Sunday	March 2, 2025	9:00 am to 2:00 pm

### SHOW OFFICES & SERVICE DESKS

Show Questions?	Visit Room 102 located next to the Attendee Registration Area
Press Room	Visit Room 102 located next to the Attendee Registration Area
Speaker Registration	Next to Exhibitor Registration
Heritage Trade Shows Services	Service desk located on the back wall behind Hall 4
Eden Electrical & Smart City	Service desk located on the back wall behind Hall 4
Smart City	Service desk located on the back wall behind Hall 4
ExpoTools Lead Retrieval	Service desk located at the Registration Counter

### CRATE STORAGE/EMPTY CONTAINERS

If you pay Heritage to handle your freight, they will store your crates or boxes free of charge. Please see Heritage for empty stickers to be placed on the items you want stored. If you are handling your own freight and need your empties stored, please see the Heritage Exhibitor Kit for pricing on this service.

### SECURITY

The HAA Show will maintain 24 hour perimeter security at the America's Center from initial set-up through move-out; however, it is the exhibitor's responsibility to secure their booth, equipment, product, and all personal items. If you would like to hire private security for your booth, please contact Jourdon Morgan from America's Center at (314) 342-5163.

### EXHIBITOR BADGE POLICY

On Move-In Days: Whether you are entering through the lobby doors in the front of the America's Center or the dock doors in back of the building, you will have to wear your exhibitor badge to get onto the show floor. A photo ID will also be required each time you enter the show floor. Security will be checking each and every person at the dock and lobby doors. If you are entering through the dock doors and didn't bring your badge & photo ID with you, then you will have to walk around to the front of the building and have a new badge printed at the registration desk. Once you are there, you will also pick up your Exhibitor Wristband. There will be no exceptions to this policy.

## TARGET MOVE IN/OUT & DESIGNATED MAN/DOCK DOOR INFORMATION

**ATTN: 2025 TransWorld Exhibitors:** Below is a list of the designated Man Doors that you may Enter/ Exit the show floor from on Move-In, Move-Out & Show Days. Please note their location and the time that they will be available. You must be wearing an Exhibitor Badge & Wristband to enter or exit through these doors at all times, as well as on the show floor, as the doors are guarded by security. Each Exhibitor will have to show a Photo ID along with your Exhibitor Badge each time you enter the show floor. Once you enter the docks for Move-In, please come to the Exhibitor Registration Desk, in the 100 Complex, to pick up your permanent Exhibitor Badge & Wristband. Please see below on which doors are open on which days/times - no exceptions! There will also be signs posted on these doors so you know which ones you can use.

### Halls 1-3 Monday February 24th

12pm - 8pm -----PURPLE Coded Exhibitors  
2pm - 8pm ----- RED Coded Exhibitors

### Hall 1-5 Tuesday February 25th

8am - 8pm-----Halls 4 & 5 and continued move in for all exhibitors that moved in on Monday, except for box trucks (see instructions below).

### Halls 1-5 Wednesday February 26th

8am-8pm continued move in for all exhibitors.

\*Floors will be marked but furniture and carpet will not be completed until the end of the day Tuesday, February 25th.

\*Box trucks have the option to drive into the building on Monday only, between 12pm and 6pm. No trucks will be able to drive in and unload after Monday.

\*Box trucks in halls 4 & 5 must also plan to arrive on Monday and follow the instructions below.

\*All companies that plan to use the drive into the halls option must contact Rich at 412-812-1773 or [rich@haashow.com](mailto:rich@haashow.com) to schedule an approximate drive in time. Charges to drive in are listed in the Heritage exhibitor kit on pages 29-32. Monday Halls 1-2 approximate drive in time 12pm. Monday Hall 3 approximate drive in time 2pm.

\*You can't move in before your color-coded time, but you may move in afterwards.

\*Any move-in time outside of the above schedule requires advance approval from Heritage and TransWorld

### EXHIBITOR DOORS FOR ENTRANCE/EXIT

#### Monday February 24th

Access/Exit Points at 2A Overhead Door from 12pm until 8pm  
3A Overhead Door from 2pm-8pm  
Hall 1 Angle Doors from 8am until 8pm

#### Tuesday February 25<sup>th</sup> & Wednesday, February 26th

Access/Exit Points at 2A Overhead Door from 8am - 8pm  
3A - 4B - 5A Overhead Door from 8am - 8pm  
Hall 1 Angle Doors from 8am - 8pm  
Hall 5 West Doors from 8am - 8pm

### EXHIBITOR ENTRANCE/EXIT ON SHOW DAYS

#### Thursday, February 27th and Friday, February 28th

3A Overhead Man Door 7am - 11am and 5pm - 6pm  
Hall 1 Angle Doors from 7am - 6pm  
Hall 2 North Doors from 7am - 6pm  
Hall 5 West Doors from 7am - 6pm

#### Sunday, March 2nd

3A Overhead Man Door 8am until 10am  
Hall 1 Angle Doors from 8am until 10pm  
Hall 2 North

#### Saturday, March 1st

3A Overhead Man Door 8am - 10am and 5pm - 6pm  
Hall 1 Angle Doors from 8am - 6pm  
Hall 2 North Doors from 8am - 6pm  
Hall 5 West Doors from 8am - 6pm

### EXHIBITOR MOVE-OUT HALLS 1-5

#### Sunday, March 2nd

3A Overhead Door from 2am until 10pm  
4B Overhead Door from 2am until 10pm  
5A Overhead Door from 2am until 10pm  
Hall 1 Angle Doors from 2pm until 10pm  
Hall 2 North Doors from 2pm until 10pm  
Hall 5 West Doors from 2am until 10pm

#### Monday, March 3rd

Access/Exit Points at 2A, 3A, 4B and 5A Overhead Doors from 8am - 3pm  
Hall 1 Angle Doors from 8am until 3pm  
Hall 5 West Doors from 8am until 3pm

PLEASE NOTE: If you start to breakdown your booth before 2pm (show close) on Sunday, March 2nd you will be fined \$500

During set-up, if you are an exhibitor that doesn't have any freight and will be walking over from your hotel, you can enter/exit via the Washington St. Entrance or the 7th and Convention Plaza Entrance.

Your point of access into the halls will be the Hall 2 North Lobby Doors and the 5 West Doors during show hours. Other doors may be used at different times, please review this document carefully so you are familiar with the location and time certain doors can be used.



## AMERICA'S MOVE IN TARGET FLOOR PLAN & MOVE OUT INFORMATION

### HAA/Transworld 2025 Move in Target Floor Plan and Move out Information

**Halls 1-5**  
Monday, February 24, 2024  
Check-in Time  
■ = 12:00 p.m. - 8:00 p.m.  
■ = 4:00 p.m. - 8:00 p.m.

**All hall load in:**  
■ = Tuesday, February 25, 2025, 8:00am - 8:00pm  
■ = Wednesday, February 26, 2025, 8:00am - 8:00pm

\* Floor will be marked. Furniture and carpet will not be completed until end of day Tuesday, February 26th.

**IMPORTANT MOVE IN INFORMATION**

- \*Check your assigned freight delivery on this target schedule for deliveries direct to showsite.
- \*Target time is per truck check in and does not necessarily represent the time your truck will be loaded.
- \*If you are scheduling labor, please make your arrangements at least 2 hours after your scheduled target time.
- \*Should you wish to change your target time please send a request to: [exhibitor.services@heritagesvs.com](mailto:exhibitor.services@heritagesvs.com)
- \*Exhibitors may work past 8:00 p.m. in the exhibit hall.
- \*Freight must have proper paperwork upon check in. (certified heavy / light weight tickets)
- \*All POV's must check in with Heritage.

**MOVE OUT INFORMATION**

- \*Move out will begin at 2:00 p.m Sunday, March 2nd.
- \*Heritage will be returning empty crates as soon the aisle carpeting is removed from the exhibit hall floor.
- \*Please plan accordingly and order your move out labor at the heritage service desk.





## ADDITIONAL EXHIBITOR REMINDERS

### SHIPPING ADVISORY

If you receive a phone call from \*any\* company looking to set up shipping for you for the Halloween & Attractions Show please be aware that they ARE NOT affiliated with TransWorld Trade Shows or the America's Center. You must make your own arrangements with your own shipping carrier or with Heritage Trade Show Services for shipping to or from the America's Center.

***NOBODY should be calling you offering to arrange your shipping. If you choose to do business with such a company, you do so at your own risk.***

### HOUSING ADVISORY

Please do not work with or give your information to any company representing themselves as the "Official Housing Company of The HAAShow or TransWorld! Reservations made by these unaffiliated organizations may have unreasonable cancellation or change penalties, or be completely non-refundable.

We have worked diligently with all of the hotels on our website to establish the hotel block and room rates for our attendees and exhibitors. Improper solicitation of hotel reservations from any company or housing provider is NOT approved by TransWorld Trade Shows.

Please report any unauthorized solicitation to Stephanie Geitner at Stephanie@haashow.com.

### **ALL EXHIBITORS MUST BE WEARING A BADGE & WRISTBAND AT ALL TIMES ON THE SHOW FLOOR**

Whether you are entering through the lobby doors in the front of the America's Center or the dock doors in back of the building for move-in/out, you will have to wear your exhibitor badge to get onto the show floor, as well as your Exhibitor Wristband. A photo ID will also be required to enter the show floor. Security will be checking each and every person at the dock and lobby doors. There will be no exceptions to this policy.

Also, any non-exhibitor found wearing exhibitor badges in America's Center or on the show floor will be brought to security. The offending exhibitor will be fined \$500 for each badge given to a non-exhibitor. No one under 16 years of age is allowed to work a booth.

### PROBLEMS DURING SETUP

Contact Jen Thaler at (847) 323-5109 or Rich Bianco (412) 812-1773.

### EARLY BOOTH BREAKDOWN PENALTY

You may not start to breakdown your booth until 2 pm on Sunday, March 2nd. If you break down your booth before that time you will be charged a \$500 penalty, fee to be paid before leaving the hall.

### EXHIBITOR INFORMATION PACKET

All exhibitors must pick up and sign for their Exhibitor Information Packet at the Registration Desk before booth setup.

### FOG, SNOW & SCENT DISPENSING EXHIBITORS

Please make sure that you have reviewed all of the rules & regulations on the form included in this kit on Page 20.

### EXHIBITORS WHO ARE USING IR (INFRARED) EMITTERS

Please make sure that you have reviewed all of the rules & regulations on the variance form included in this kit on Page 21.

## STANDARD BOOTH EQUIPMENT

## EXHIBITOR RULES & REGULATIONS PAGE 1 OF 4

**NOTE:** Standard booth size is 10' x 10' unless otherwise noted.

### YOUR BOOTH INCLUDES

- **One (1) 7"x 44" one-line booth identification sign.** The sign will be imprinted with your company name including booth number and will be hung in your booth prior to the opening of the show.
- **8' high black back drape and 8' black high side dividers**
- **Non-carpeted Aisles-** Aisles are not carpeted. Booth carpet/padding can be ordered it through Heritage Trade Show Services.
- **Complimentary Exhibitor Badges**

### EXHIBIT HALL DECORATIONS

Back Wall Drape:           BLACK  
Side Divider Drape:       BLACK

**IMPORTANT NOTE:** When ordering your furniture from Heritage please remember that all tables **MUST** be covered and done so with flame retardant material.

## EXHIBITOR RULES & REGULATIONS

To help ensure the safety and security of all persons in the exhibit hall, TransWorld Trade Shows, the general contractor and the exhibit hall put the following Exhibit Rules & Regulations together. If at any time you have a question or concern regarding the Exhibit Rules & Regulations, please contact TransWorld Trade Shows at (847) 453-4285.

### RULES & REGULATIONS

Exhibitors shall abide by and observe all laws, rules and regulations of the City of St. Louis, state of Missouri, United States of America, the Show and the Facility. Exhibitor shall observe and abide by additional regulations as published with the "Exhibitors' Kit" to be delivered to the Exhibitor prior to set-up of the Show, and such additional regulations promulgated from time to time. Exhibitors are required to supply a Certificate of Insurance for general liability in accordance with terms set forth in Exhibitor Kit. Out-boarding (the scheduling of off-site events by exhibitors) during contracted show dates is expressly prohibited without the express written consent of show management.

### CODE OF CONDUCT

We expect all Exhibitors and Attendees that attend The Halloween and Attractions Show (HAA) or any of its affiliated events to engage in respectful, considerate behavior towards each other and refrain from engaging in behavior or speech that is demeaning, discriminatory or harassing in any manner.

### COOKING & FOOD DEMONSTRATIONS

Please see the Levy Catering section in the America's Center exhibitor kit on our website.

## EXHIBITOR RULES & REGULATIONS PAGE 2 OF 4

The Halloween and Attractions Show's Code of Conduct defines unacceptable behavior as behavior that includes (but is not limited to) the following:

- Creating a disturbance that is dangerous or interferes with the ability to transact business on the show floor, or creates apprehension in another person
- Engaging in any aggressive or unwanted physical contact with other vendors, attendees and/or general staff.
- Making defamatory, harassing or demeaning remarks.
- Using of profanity, sexually explicit/suggestive or offensive language, racial, religious or ethnic slurs.

Unacceptable behavior will not be tolerated in the facility, on the show floor or at any HAA events. Participants determined to be in violation of these policies in the sole discretion of management will be asked to immediately discontinue their inappropriate behavior. If the behavior continues, management reserves the right to take immediate action to bar the attendee or the exhibitor from further participation in the HAA without the right of refund for unused days of attendance, seminar or event tickets, or any booth fees or any costs associated with the trade show.

### AISLES

All aisle space belongs to Show Management. No exhibit display, product or equipment will be allowed to extend beyond the space assigned to the exhibitor. This also prohibits extending items in the air over aisles (i.e., banners, display trusses, vehicle arms, scaffolding, etc.). If you are interested in purchasing aisle space (sponsorship) above your booth or across the aisle, please see our Sponsorship Kit at [www.HAAshow.com](http://www.HAAshow.com).

### BADGES

Every person on the exhibit floor must wear a badge & wristband at all times. Exhibitor Badge Order Form information will be sent via email to you and must be completed online by **January 8, 2025**. After January 8, 2025 you may obtain your Exhibitor Badges on-site at the Exhibitor Registration Counter starting **Tuesday, Feb 25, 2025, at 9:00 a.m.**

### CERTIFICATE OF INSURANCE

***All exhibitors at any TransWorld Trade Shows show are required to supply a Certificate of Insurance for general liability naming Transworld Trade LLC as Certificate Holder and Additional Insured. Exhibitors will not be allowed onto the show floor until a Certificate of Insurance is presented to TransWorld.***

TransWorld Trade Shows, its employees and contractors are not responsible for any loss to exhibitor by reason of theft, transportation perils, fire, breakage, etc. **The Halloween & Attractions Show** requires each exhibitor to carry liability insurance in an amount not less than \$1,000,000 per occurrence of bodily injury and property damage combined. Show management requires exhibitors to file a Certificate of Liability Insurance naming TransWorld Trade Show LLC, 1001 Green Bay Road Suite 308 Winnetka, IL 60093, as Certificate Holder and additional insured. **Your certificate must cover all move in dates, trade show, and all move out dates.** Exhibitors that will have a vehicle in their booth must also supply a Certificate of Insurance for Vehicle / Comprehensive General Liability. Exhibitors displaying or demonstrating rides must also supply a Certificate of Insurance that includes coverage for rides, both static and moving as well as coverage for audience participation, games and events. All certificates must be uploaded into the Exhibitor Directory Online Form by January 8, 2025. **Please see Page 16 for a sample Certificate of Insurance, which your certificate should mirror. Your certificate must be valid for all move in dates, trade show, and all move out dates.** You will receive a custom URL to access your Directory Form and upload your Certificate of Insurance.

## EXHIBITOR RULES & REGULATIONS PAGE 3 OF 4

### DAMAGE TO PROPERTY

The exhibitor is liable for any damage caused to building floors, walls or columns, to standard booth equipment or to other exhibitors' property. The exhibitor may not apply paint, lacquer, adhesives or other coatings to building, floors or to standard booth equipment. In addition, Exhibitors may not drill into the floors.

### DEMONSTRATIONS AND SPECIAL EVENTS

All demonstrations, interviews, and special activities must be contained within the limits of an exhibitor's assigned exhibit space. Distribution of printed material outside your assigned exhibit space is prohibited, unless approved by Show Management. Special events must be coordinated with Show Management. Under no circumstances will special events be permitted to conflict with official show hours. **No promotional activities or marketing activities may be conducted in the parking lot or in surrounding areas outside the exhibit hall during the show.**

### DISABILITY PROVISIONS

Exhibitors shall have sole responsibility for ensuring that their exhibit is in full compliance with the Americans with Disabilities Act and any other regulations implemented by that Act.

### DISMANTLING OF BOOTH

Exhibitors' display and product may not be dismantled and packed in preparation for removal prior to the official closing of the show, or a \$500 penalty will be incurred. Move-out and dismantling of display material and equipment cannot begin until the show floor has been cleared of attendees. Removal of aisle carpet and opening of freight doors will not proceed until the official closing of the show. Please keep all exhibit materials out of the aisles until the aisle carpet has been completely removed.

### DISPLAY RULES & REGULATIONS

The Display Rules & Regulations are enclosed in the Exhibitor Service Kit. Exhibitors are required to adhere to all the Display Rules & Regulations as outlined the "Request for Booth Variance" Form by January 8, 2025.

### NO SHARING OR SUBLETTING OF BOOTH SPACE IS PERMITTED

In accordance with the contract you signed to exhibit in TransWorld's Halloween & Attractions Show, no sharing or subletting of booth space is permitted. Exhibitors are permitted to display and offer for sale only those products they manufacture or distribute in their regular course of business. Representatives of other companies are not permitted to solicit orders or conduct business in your booth.

### BOOTH APPEARANCE

The Halloween & Attractions Show is a business-to-business wholesale order writing show. To maintain the professional appearance of the show, booths must operate in a clean & orderly manner. No cash registers or open cartons of merchandise are permitted on the show floor.

### EXHIBITOR APPOINTED CONTRACTORS

An Exhibitor Appointed Contractor (EAC) is a company or an individual, other than those found in the Exhibitor Service Kit, who supplies a product or service. EAC's include, but are not limited to, installation & dismantle (I & D) companies as well as audiovisual equipment or transportation providers who require access into the exhibit hall. All EAC's must conform to all local union rules, regulations, and jurisdictions. Exhibitors are responsible for the actions of their non-official contractors and sub-contractors.

All EAC's by January 8, 2025:

- Submit an original Certificate of Heritage Trade Show Services and copy to TransWorld Trade Shows (Naming TransWorld as additional insured).
- Complete and submit the Exhibitor Appointed Contractor Form to Heritage Trade Show Services.
- Submit on company letterhead permission to use EAC or I&D company to: Heritage Trade Show Services and copy TransWorld Trade Shows.

It is the exhibitor's responsibility to make sure their EAC's obtain and submit an original copy of their Certificate of Insurance to Heritage Trade Show Services and to TransWorld Trade Shows. EAC's who have not sent an original copy of their Certificate of Insurance will NOT be allowed onto the exhibit floor. **Heritage Trade Show Services is the official and exclusive general contractor for the show.** I&D companies will be permitted to perform display labor providing the Certificate of Insurance and EAC letter is received by Heritage and TransWorld Trade Shows by January 8, 2025.



## EXHIBITOR RULES & REGULATIONS PAGE 4 OF 4

### FIRE REGULATIONS

**All display materials must be fire resistant or treated with flame retardant solution to meet requirements of the standard flame test as provided in the local municipal code for fire protection.** No obstruction, such as chairs, tables, displays, easels or stanchions, will be allowed to protrude into the aisles. Access to all four sides of the hall columns must be maintained. Each exhibitor is charged with the knowledge of all laws, ordinances and regulations pertaining to health, re prevention and public safety while participating in the show. Compliance is mandatory and the sole responsibility of each exhibitor. **Storage behind booth space is a fire hazard and will not be permitted.**

### FIRE HOSE CABINETS, PULL STATIONS, AISLES, EXITS, LOADING DOCKS, DOORS & RAMPS

Each of these must be visible and accessible at all times, including inside exhibit space. Chairs, tables, product and display equipment must be kept clear of aisles, corridors, stairways and other exits.

### COOKING AND FOOD DEMONSTRATIONS/FOOD SERVICE | NEW FOR 2025

No food or beverage may be brought into the America's Center from outside the facility. Please review the America Center's exhibitor kit on our website. There is new information for exhibitors that sell or sample food or beverages at their booth. You may also contact the America Center for information regarding food and beverage distribution, demonstrations, and cooking in your booth at (314) 342-5166.

### MUSIC

Music may not be played on the show floor unless the music being played is your product. Any exhibitor performing or playing live or recorded music in their booth agrees to defend, indemnify, and hold harmless Show Management and the Shows from any damages or expenses incurred by Show Management due to exhibitor's use of such music.

### SOUND LEVEL

Exhibitors must keep sound levels in their booth space to a reasonable level during the show. TransWorld Trade Shows reserves the right to determine when excessive sound, music or other display activities interfere with other exhibitors' ability to conduct business. A reasonable level of below 80db will be enforced. Decibel levels will be monitored on the show floor during all show days.

### SAFETY DEVICES

All exhibitors agree to accept full responsibility for compliance with national, state, and city regulations in the provision and maintenance of adequate safety devices on all exhibited equipment. Exhibitors also agree to comply with all exhibit hall Fire & Safety regulations. If planning a demonstration of equipment, please notify show management by January 8, 2025.

### SHOW REGULATIONS

Exhibitors shall abide by and observe all laws, rules and regulations of the USA, State of Missouri, City of St. Louis, America's Center, Heritage Trade Show Services, and TransWorld Trade Shows. Exhibitors shall observe and abide by additional regulations as published in this Exhibitor Service Kit.

### SPECIAL SERVICES

Please contact TransWorld Trade Shows if you or a member of your staff has a disability that requires special services. Please submit your request in writing to Jen Thaler at [jen@haashow.com](mailto:jen@haashow.com) or call (847) 453-4285.

### FOG DISPENSING DISCLOSURE INFORMATION

Only fast-dissipating fog may be demonstrated in an exhibitor's booth on the show. All fog must be approved and the FOG DISPENSING DISCLOSURE FORM on Page 20 must be filled out and sent to show management for approval by January 8, 2025.

## Show Policies PAGE 1 OF 3

### Suit-Casing/Out-Boarding Policy

Due to numerous complaints about suit-casing and Out-boarding over the last few years our exhibitors have asked us to put a policy into place to prevent this practice from impacting the business practices of legitimate exhibitors. The problem is really starting to affect our exhibitors and their ability to do business on a level playing field when they have a competitor not paying to exhibit and they are trying to take away their customers. This has become such a large problem nationally that most trade shows have adopted Suit-Casing/Out-boarding policies to help protect their exhibitors and the cost they put out to market and exhibit at trade shows.

TransWorld wants to create a level playing field for all exhibitors and is doing its best to help all exhibitors have a successful show. As such, we are mandating increased measures to protect exhibitors from suit-casing/out-boarding at the show. This is TransWorld's Suit-casing and Out-Boarding Policy, which will be posted on signage around the exhibit hall.

### What is Suit-Casing?

Suit-casing is a parasitic business practice in which unethical companies will gain access to an event by obtaining some type of event credential attendee badge and then solicit business in the aisles or other public spaces used for the conference. This practice skirts the support of the organizer and the industry. This does not pertain solely to soliciting the attendees of an event. As we all know, some of your biggest customers/vendors can be other exhibiting companies. So, when a salesperson for "Joe's Manufacturing" (who is not exhibiting) shows up in your booth in an attempt to earn your business as a sub on your next big contract, they are suit-casing. Suit-casing includes any business trying to solicit business at the trade show without exhibiting. In addition, any outside event or trade show/conference attempting to promote at the show that is not affiliated with TransWorld and trying to solicit exhibitors or attendees to attend their show is also considered suit-casing and this conduct will not be permitted without written consent from TransWorld Trade Shows.

### Some examples of Suit-Casing:

- Passing out marketing materials or business cards
- Attempting to sell product on the show floor without exhibiting
- Dropping of marketing materials on tables, counters or in booths
- Promoting outside events, trade shows or conferences
- Booth sharing with a company or person that is not exhibiting
- Approaching people on the show floor at offsite events and soliciting them.

***Basically, if anyone does not have an exhibitor badge or consent from TransWorld they cannot solicit you or anyone else at the show or any of its events.***

### TransWorld's Official Suit-Casing Policy

TransWorld has a zero-tolerance policy regarding suit-casing. Please note that while all Trade Show attendees are invited to the exhibit floor, any attendee who is observed to be soliciting business in the aisles or other public spaces, or in another company's booth, will have their badge removed and will be asked to leave immediately without refund.

TransWorld recognizes that suit-casing may also take the form of commercial activity conducted from a hotel guest room or hospitality suite, a restaurant, or any other public place in proximity to our event. For the purposes of this policy, suit-casing violations may occur at venues other than the exhibition floor and at other sponsored events. It is for this reason TransWorld must be informed of any hospitality suites where business is being transacted, and expressed consent must be obtained from TransWorld prior to the event.

## Show Policies PAGE 2 OF 3

### What is Out-Boarding?

Out-Boarding refers to an individual or firm who attends the conference in an official or unofficial capacity and hosts unauthorized exhibits, meetings, demonstrations, presentations, events, and any such related activity, in any space in the conference hotels, restaurants, nearby properties or at their own personal business without consent of TransWorld Trade Shows. This includes any exhibitor at the event. You must have written approval from TransWorld to hold any onsite or offsite events. This policy was put into place to protect our sponsors from losing the opportunity to have as many attendees show up at their approved sponsored event. Bottomline is, if you want to hold an event, it must be approved by TransWorld.

### Some examples of Out-Boarding:

- Holding any type of event/gathering while in town for the event with non-employees without consent from TransWorld
- Dropping of marketing materials on tables, counters or at events without approval from TransWorld
- Approaching people at sponsored onsite or offsite events and trying to solicit business when your company is not the sponsor.

### TransWorld's official Out-Boarding Policy

TransWorld has a zero-tolerance policy for Out-Boarding.

- Each person must register individually, under their company name, and must wear their official conference badge to enter conference spaces and the exhibit hall. A person using a badge under false credentials will be required to forfeit their badge and leave the conference.
- Non-exhibitor or non-sponsor attendees are prohibited from soliciting business or distributing marketing materials in any part of the conference venue, exhibit hall or offsite properties.
- Exhibitor and sponsor attendees are prohibited from soliciting business or distributing marketing materials in any part of the conference venue or exhibit hall outside their assigned booth space or designated sponsorship.
- All requests for event or meeting space, whether onsite or offsite during an TransWorld Show/Event week require TransWorld's approval. Any request made directly through the hotel for event or meeting space, including hospitality suites, will be forwarded to TransWorld for approval. TransWorld reserves the right to decline any event request and cancel any unapproved events or bookings. The reason for this is conflicting events can be detrimental to approved sponsors success. In order to protect their investment all events, meetings and gatherings in the town of the event must be approved by TransWorld.
- Meeting rooms are generally unavailable at TransWorld conferences. If any meeting rooms become available, they will be offered to sponsor firms only on a seniority and first come first serve basis. Prior year sponsors have a first right of refusal to any current year's event that they sponsored the previous calendar year.
- No attendee, exhibitor, or sponsor may extend invitations to activities, events, and meetings or gatherings during any time of the day or night during the week of the event including set-up, conference event days or teardown without the express written consent of TransWorld.
- Violations:
  - Any attendee or firm observed to be engaging in out-boarding will be required to stop their activity and may be forced to cease all business opportunities for the remainder of the show including booth space being closed down and badges being forfeited without refund. Additional penalties may be applied at TransWorld's discretion including being banned from future events.

## Show Policies PAGE 3 OF 3

### The Suit-casing/Outboarding Prevention Team

TransWorld has created a Suit-casing Prevention Team that will be in place for the duration of the conference. The team will consist of TransWorld staff, conference security and the most important member of the team, YOU! Exhibitors will be our greatest asset in preventing suit-casing since there are so many of you, and it directly affects all of us.

### What to look for?

Identifying potential "suit-casers" is fairly simple. First, look for those non-exhibitor attendees who appear to be initiating contact in the aisles or in booths. Look for people handing out fliers/business cards or dropping marketing materials on tables. Any attendee who appears to be handing anything out in the aisles is suspect, because as we all know, distribution of anything is restricted to one's booth space unless otherwise approved by TransWorld. Identifying a Out-boarder is straight forward.

### What can you do?

If you observe any suit-casing or out-boarding activities during the conference, please call or text Rich Bianco at [412-812-1773](tel:412-812-1773) or Jennifer Thaler at [847-323-5109](tel:847-323-5109).

### Suit-casing Procedure:

- Identify the person Suit-casing or Out-boarding
- Try to contact us while the infraction is occurring so we can confront them immediately.
- Take a photo/video of the infraction and send it to us.
- Immediately contact show management or Rich Bianco at 412-812-1773.
- After we get the report, we will immediately assess the situation and take action to rectify the problem.

The exhibit manager will investigate all complaints of suit-casing / Out-Boarding as quickly as possible. We prefer you try to keep the suspect party in your presence while we make our way over to confront the party.

Upon receipt of a complaint from an exhibitor/attendee, TransWorld will review the complaint with the reporting party and, if possible, observe the suspected suit-caser / Out-boarder. TransWorld will then address the issue directly with the subject of the complaint. If found to be valid, the complaint will be resolved by show management immediately.

### Costume Policy

Attendees are not permitted to wear costumes in the convention center or on the trade show floor.

Exhibitor's and their employees are permitted to be dressed in costume but are required to stay within the area of their booth space. You are not permitted to walk the show and solicit customers back to your booth. (Please note we do understand you need to leave the booth at certain points throughout the day. You can wear your costume when doing that.)



## SAMPLE CERTIFICATE of INSURANCE



DONAINS-01

LADAMCZAK

DATE (MM/DD/YYYY)  
 10/01/2024

### CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance Agency Name Address City, ST, Zip Code,	CONTACT NAME: Insurance Contact Information PHONE (A/C, No, Ext): Insurance Agency Phone Number E-MAIL ADDRESS: Insurance Agency Contact information email address
	INSURER(S) AFFORDING COVERAGE INSURER A: Insurance Carrier Information INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
<b>INSURED</b> Exhibiting Company Name DBA if Needed Street Address City, State, Zip Code	NAIC #

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		SAMPLE COI'S TW 2025	02/24/2025	3/03/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE    OTH-ER
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)    Y/N    N/A If yes, describe under DESCRIPTION OF OPERATIONS below						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Booth at TransWorld Show at America's Center, 701 Convention Plaza, St. Louis, Missouri, 63101, February 24, 2025-March 03, 2025

TransWorld Trade Shows, LLC is included as Additional Insured with respect to General Liability.

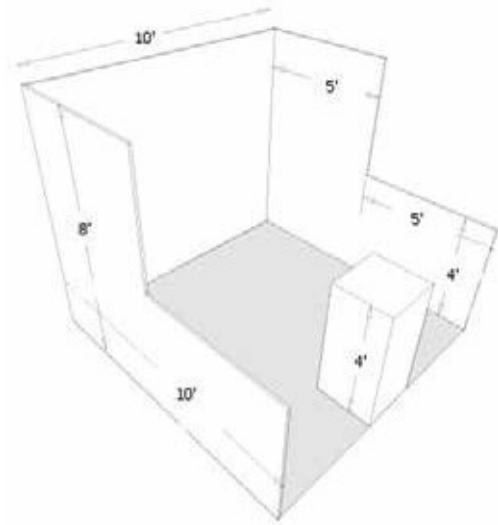
<b>CERTIFICATE HOLDER</b> TransWorld Trade Shows, LLC 1001 Green Bay Rd #308 Winnetka, IL 60093	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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## DISPLAY RULES & REGULATIONS PAGE 1 OF 2

### LINEAR OR IN-LINE BOOTH

Linear booths have one side exposed to an aisle and are generally arranged in a series along a straight line. Linear booths are ten-feet (10') wide and ten-feet (10') deep, i.e., 10' x 10'. ***In-line booths have an eight-foot (8') back wall height limit unless you submit a Booth Variance Form located on Page 19 and is approved by Show Management.***

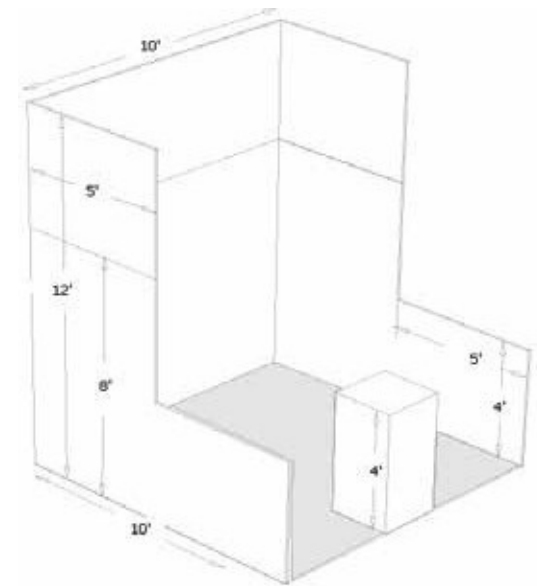
Display materials should not obstruct or block sight lines of neighboring exhibitors. ***The maximum height of eight-feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height limit imposed on all materials in the remaining space forward to the aisle unless you submit a Booth Variance Form and is approved by Show Management.*** (Note: When three or more Linear Booths are used in combination as a single exhibit space, the four-foot (4') height limitation is applied only to that portion of the exhibit space which is within ten-feet (10') of an adjoining booth).



### PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs up to a wall of the exhibit facility rather than to another exhibit. Perimeter booths have a twelve foot (12') maximum height limitation.

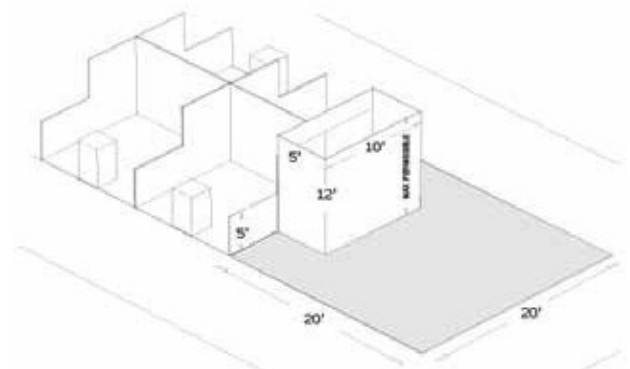
Display materials should not obstruct or block sight lines of neighboring exhibitors. The maximum height of twelve-feet (12') is allowed only in the rear half of the booth, with a four-foot (4') height limit imposed on all materials in the remaining space forward to the aisle. (Note: When three or more Linear Booths are used in combination as a single exhibit space, the four-foot (4') height limitation is applied only to that portion of exhibit space which is within ten-feet (10') of an adjoining booth).



### PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three (3) sides and composed of a minimum of four booths. A Peninsula Booth is 20'x20' or larger.

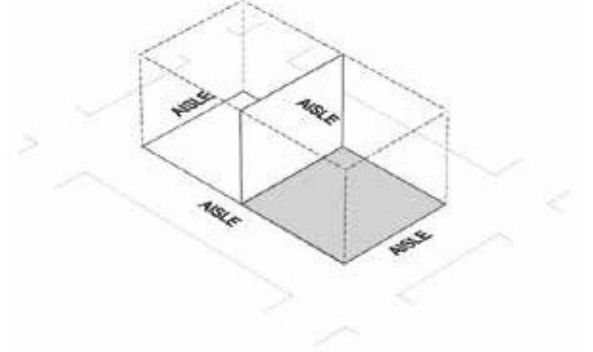
When a Peninsula Booth backs up to two (2) Linear Booths, the back wall is restricted to four-feet (4') high within five-feet (5') of each aisle, permitting adequate line of sight for the adjoining Linear Booths. Twelve-feet (12') is the maximum height allowance, including signage for the center portion of the back wall.



## DISPLAY RULES & REGULATIONS PAGE 2 OF 2

### SPLIT ISLAND BOOTH

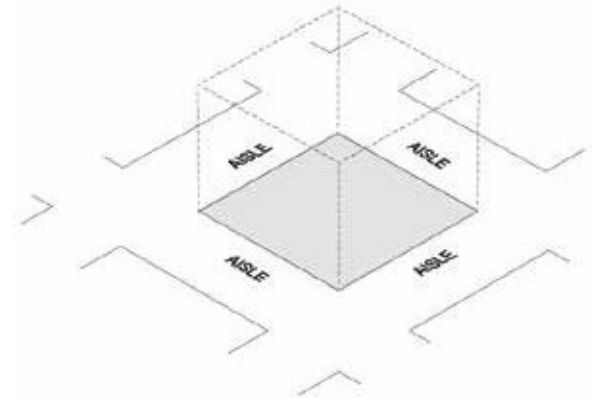
A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, which is sixteen-feet (16'), without any back wall line of sight restrictions. A Split Island is 20'x20' or larger.



### ISLAND BOOTH

An Island Booth is any booth exposed to aisles on all four sides. An Island Booth is 20'x20' or larger.

The entire cubic content of the space may be used to the maximum allowable height which is sixteen-feet (16').



### PLEASE NOTE:

#### 8' HEIGHT LIMIT EXCEPTION (DUE BY January 8, 2025)

If your booth will exceed the 8' height limit, please fill out the Request For Booth Variance Form, on the next page, and email it to Stephanie Geitner at [stephanie@haashow.com](mailto:stephanie@haashow.com).

### HANGING SIGNS & GRAPHICS

Hanging Signs and graphics are permitted in peninsula, split island and island booths only to a maximum height of 18' above the booth. Whether suspended from above or supported from below, they should comply with all ordinary use of space requirements (for example, the highest point of any sign should not exceed the maximum allowable height for the booth type).

### TOWERS

A Tower is a freestanding exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit configuration being used.

Towers in excess of eight feet (8') should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit may be required.

## REQUEST FOR BOOTH VARIANCE

Our intent is to provide each and every exhibitor a fair sight line. Please refer to the HAA Show Display Rules & Regulations. If you would like to request a variance for your booth, please fill out and include diagram for the variance requested. Each request will be reviewed on an individual basis.

**DUE: January 8, 2025**

**Please submit completed form to Stephanie Geitner:**

Fax: (847) 453-9472

Email: stephanie@haashow.com

Questions? Please call Jen at (847) 453-4285

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COMPANY: \_\_\_\_\_

BOOTH #: \_\_\_\_\_ BOOTH CONFIGURATION: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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- Have you reviewed the HAA Show Display Rules & Regulations?  Yes  No
- Will the line-of-sight for neighboring booths be affected by your requested variance?  Yes  No

Please explain Variance Requested and include diagrams if possible. (Please submit additional page if necessary):

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OFFICE USE ONLY			
Approved _____	Declined _____	By _____	Date _____
Explanation _____			



## FOG, SNOW & SCENT DISPENSING DISCLOSURE FORM

**If you dispense fog**, to create a more comfortable environment for everyone on the Show Floor, only water based fast dissipating fog fluid maybe dispersed in an exhibitor's booth. Other types of fog fluid products may be sold, but not dispersed during the show. If you intend to disperse fog fluid in your products or display, this form must be filled out and submitted to Show Management for approval by January 8, 2025. If you require assistance in determining whether your fog fluid is water based and quick dissipating, please contact Show Management.

**If you dispense snow**, the machines in your booth must be adjusted so that snow falls only within the confines of your booth space. Snow machines must be operated on intervals and with appropriate velocity. If your snow is found blowing towards or in another booth you will be asked to turn off your machines and/or redirect them.

**If you dispense scents**, scents may only be dispensed upon buyer request and at a level as to not annoy neighboring companies and/or buyers in the aisles.

Any company failing to obtain prior approval of their use of fog or snow will not be permitted to disperse fog or snow fluid for any purpose in their booth. Any company found to be in violation of these rules during the show will be subject to removal from the 2025 show and will face a \$500.00 surcharge upon booking a subsequent show.

**Please complete and submit completed form to Stephanie Geitner:**

Fax: (847) 453-9472

Email: stephanie@haashow.com

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_ Tel #: \_\_\_\_\_  
Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Brand Name and Product Name of fluid to be used: \_\_\_\_\_  
Number of fog or snow machines that will have power and will be running in your booth: \_\_\_\_\_  
Interval, output & duration you expect to set each machine at: \_\_\_\_\_

Explanation of how fog or snow will be used in your booth (direct demo of machines, part of prop, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE: If at any time, a member of Show Management sees a violation of the rules or a discrepancy in the information submitted on the disclosure form (i.e. not using fast dissipating fluid, running more machines than noted on form, using fog or snow continuously with no regard to the comfort of the environment) you will be subject to removal from the 2025 HAA Show and will face a \$500 surcharge on site as well.**

Have you reviewed the entire Terms & Conditions for Fog, Snow & Scent use at the 2025 HAA Show?

Yes

No

I will only use Quick Dissipating Fluid during the entire 2025 HAA Show.

Yes

No

OFFICE USE ONLY

Approved \_\_\_\_\_ Declined \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

Explanation \_\_\_\_\_  
\_\_\_\_\_

## IR (INFRARED) EMITTER FORM

Our intent is to provide all exhibitors the ability to demonstrate their services. If you will be using IR in your booth, please fill out the information below. Feel free to include a diagram if needed.

All exhibitors using IR (Infrared) emitters for the purpose of positional tracking devices commonly found in Virtual Reality and Motion Capture require least three\* (3) sides of their booth blocked off with IR absorbent material. This material should be at a height equal to or greater than the installation height of the emitter. IR absorbing material should be near 100% light blocking to prevent infrared light bleed to neighboring booths that may be using similar receiver technology. Low powered IR systems such as Playstation VR, Leap Motion, Xbox Kinect, Oculus Rift or HTC Vive may not require IR blocking material based on the proximity to other virtual reality installments. Please notify show management below if you feel that you are using IR emitters which may affect neighboring booths. You may be asked to relocate your booth space to ensure the uninterrupted exhibition of products and services on the day of, if proper protection of IR blocking material is deemed insufficient by show management. Any modifications required to the booth in order to meet these guidelines will be done at the cost of the exhibitor. \*If your booth is not facing another booth, you may be able to only block the two sides adjacent to the other exhibitors' booths. Please inform us if you are seeking this exception. For any other exceptions please notify show management immediately.

**Please complete and submit completed form to Stephanie Geitner by January 8, 2025:**

Fax: (847) 453-9472

Email: stephanie@haashow.com

Questions? Please call Jen at (847) 453-4285

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COMPANY: \_\_\_\_\_

BOOTH #: \_\_\_\_\_ BOOTH CONFIGURATION: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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- I have reviewed the IR Emitter Form and acknowledge that I will follow the instructions given above regarding the IR absorbing material.  YES  NO
- Neighboring booths will not be affected by our use of IR and if they are, per show management's discretion, I may be moved to a different booth or incur a charge (on site) to rectify the situation.  CONFIRMED
- My booth faces a corner and I only wish to keep two sides.  YES  NO
- I am using low powered IR systems but acknowledge that if they are found to affect other booths that I may be moved, per Show Management's discretion, to a different booth or incur a charge (on site) to rectify the situation.  CONFIRMED

Additional Information or exceptions (please submit additional diagram if needed):

\_\_\_\_\_

OFFICE USE ONLY

Approved \_\_\_\_\_ Declined \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

Explanation \_\_\_\_\_

\_\_\_\_\_

## EXCESS PRODUCT STORAGE FORM

Exhibitors may reserve space in our excess storage area (room 111) for the duration of the show. This space may ONLY be utilized for storage of excess display product and not for empty container or packaging storage. Exhibitors may reserve 15 square feet of space per 10x10 booth for \$100 per space. The ceiling height of room 111 is 9', so please make sure not to over stack your boxes. Space is limited and must be reserved by January 8th, and will be available on a first come first serve basis.

The storage space may only be accessed on the following days and times:

- Tuesday, Feb 25, 2025 from 3pm to 5pm
- Wednesday, Feb 26, 2025 from 3pm to 5pm
- Thursday, Feb 27, 2025 from 8am to 9:30am and 4pm to 5pm
- Friday, Feb 28, 2025 from 8am to 9:30am and 4pm to 5pm
- Saturday, March 1, 2025 from 8am to 9:30am and 4pm to 5pm
- Sunday, March 2, 2025 from 8am to 9:30am and 1pm to 4pm

The storage space **will be manned** only during the hours that it is open, TransWorld is not responsible for any lost or stolen items. Each box in this space must be marked with your company name and booth number and must be sealed. No loose items will be accepted for storage. A photo ID and exhibitor badge will be required each time you enter and exit the storage space.

Please fill out this form and the following credit card form if you want to reserve your storage space at the HAA Show. Both forms must be submitted no later than January 8th, storage will not be available for on-site purchase after that date.

**Please complete and submit completed form to Stephanie Geitner:**

Fax: (847) 453-9472

Email: [stephanie@haashow.com](mailto:stephanie@haashow.com)

Exhibiting Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Number of Storage Spaces Requested at \$100 (1 per 10x10 booth): \_\_\_\_\_

Neither TransWorld nor America's Center will be responsible for lost or stolen items. By signing this form you acknowledge that you are placing goods in storage at your own risk.

Sign Here \_\_\_\_\_

## DIRECTORY, EXHIBITOR BADGE & CERTIFICATE OF INSURANCE (TO BE FILLED OUT ONLINE)

### The online forms must be completed by January 8, 2025

Each exhibitor will receive a unique URL via email that will direct you to the Online Directory form. Please fill out your company information, staff badge names and upload your Certificate of Insurance form to the Exhibitor Directory online form. This information will be used for the official HAA Show Directory and to issue staff badges for your company. As a reminder, badges must be picked up on-site at the Exhibitor Registration counter; they will not be mailed to you. Each exhibitor and staff member working the exhibiting booth must present their ID to pick up their badge. Online Directory forms must be completed by January 8, 2025 and you will receive a reminder email periodically until you complete the Directory and check the box labeled "I confirm that my Directory information is now complete." Once you have completed all sections in the Online Directory form you will receive an email letting you know that this form has been completed and submitted.

Badges & Photo IDs will be required to access the show floor at all times. Please see the Exhibitor Badge Policy on page 4 for more information. Also, any children found wearing exhibitor badges in America's Center or on the show floor will be brought to security. The offending exhibitor will be fined \$500 for each badge given to an underage child. No one under 10 years of age is allowed to attend the show or work a booth. TransWorld will charge a \$500 penalty per exhibitor staff badge used by a non-exhibitor.

Certificate of Insurance information can be found on Page 10 of this Exhibitor Kit and a sample COI Form can be found below. All exhibitors at any TransWorld Trade Shows are now required to supply a Certificate of Insurance for general liability. Exhibitors will not be allowed onto the show floor until a COI has been presented to TransWorld.

If your company fails to fill out the online directory form for your company, information will be pulled from our database for the HAA Show Directory. TransWorld Trade Shows and the HAA Show will not be responsible for errors or omissions in the HAA Show Directory.

Below is a sample screenshot of the form you'll see at your custom URL:

If you are exhibiting in more than one TransWorld show, please select it from the dropdown below:

Select Directory

### Online Directory Form

#### Transworld Halloween & Attractions Show, February 2025

**MUST BE COMPLETED BY January 8, 2025**

**▼ Directory Information - please complete by January 8, 2025**

Primary Contact <input type="text"/>	Website <input type="text"/>
Directory Email <input type="text"/>	Directory/Signage Name (If different than exhibiting company name) <input type="text"/>
Directory Address <input type="text"/>	Directory City <input type="text"/>
Directory State <input type="text"/>	Directory Postal Code <input type="text"/>
Directory Country <input type="text"/>	Directory Phone <input type="text"/>
Directory Fax <input type="text"/>	Directory Toll Free <input type="text"/>

**▼ Exhibitor Badges - This form is for employees working the Booth only. Each individual needs to pick up their own badge at the registration counter during move-in. Please note you will need to show your ID to pick up your badge. Badges will not be mailed. Please complete by January 8, 2025**

For 1 10x10 space you receive 4 badges, every 10x10 space after that you get 1 badge. Additional badges are \$95 each. Please note you must be employed by your company to receive an exhibitor badge. Please email Jen@haashow.com if you need to purchase additional badges

Exhibitor Badges #1 <input type="text"/>	Exhibitor Badges #2 <input type="text"/>
Exhibitor Badges #3 <input type="text"/>	Exhibitor Badges #4 <input type="text"/>
Exhibitor Badges #5 <input type="text"/>	Exhibitor Badges #6 <input type="text"/>
Exhibitor Badges #7 <input type="text"/>	Exhibitor Badges #8 <input type="text"/>
Exhibitor Badges #9 <input type="text"/>	Exhibitor Badges #10 <input type="text"/>
Exhibitor Badges #11 <input type="text"/>	Exhibitor Badges #12 <input type="text"/>
Exhibitor Badges #13 <input type="text"/>	Exhibitor Badges #14 <input type="text"/>
Exhibitor Badges #15 <input type="text"/>	Exhibitor Badges #16 <input type="text"/>

**▼ Upload Exhibitor Forms - The Certificate of Insurance Form is Mandatory for all Exhibitors - please complete by January 8, 2025**

No file chosen

**▼ This section required to complete Directory - due by January 8, 2025**

I confirm that all of the Online Directory Form information is complete

**Annotations:**

- Make any adjustments to your company information in this section
- Enter the names of the personnel that will be working in your booth in this section
- Required forms can be uploaded by clicking on "Choose File"
- Your directory entry is not complete until you check this box. Weekly reminders will stop once this is checked.