

SHOW POLICIES

Age Restrictions

RoboBusiness is a professional event and persons under 16 years of age are not admitted on the show floor or in the classrooms. This rule applies to move-in and move-out, as well as during show hours. Please plan accordingly.

Crate Removal/Storage

Crates, boxes, and packaging materials will be collected from your booth throughout move-in to be stored for the duration of the show. Please label your material properly so that they may be promptly returned to you at the end of the show; labels will be available at the Shepard Service Desk. Please note that there will be no access to these boxes once they have been removed from your booth, until the close of the show on Thursday, September 28 at 3:00pm.

Drayage/Material Handling

For safety reasons, Shepard is the only material handling/drayage contractor allowed on the show floor. They will expedite the delivery of your materials from the loading dock to your booth upon arrival. Please note that advance shipments sent to the warehouse will be delivered to your booth before your targeted set-up time.

Exhibit Designs

Exhibitors with the following types of booths **MUST** submit a booth design and variance request form (which includes all dimensions) for approval:

- Your booth is open on 3 sides, or is 400 sq. ft. or larger
- Includes a hanging sign
- Includes a canopy, ceiling, or tower
- Includes a meeting room
- Is multi-level

It is the exhibitor's responsibility to comply with RoboBusiness booth rules and regulations. If you have any of the above and do not submit a booth design for approval, you could be required to make modifications to your display if they do not fall within our regulations.

Floor Covering

All linear (non-island) booths are provided with pipe and drape (blue, teal, white) and one standard identification sign. Carpet/floor covering is **REQUIRED FOR ALL BOOTHS**. Additional booth furnishings and carpeting can be rented through Shepard or your exhibitor appointed contractor.

Hanging Signs

To ensure maximum visibility for all exhibitors, there are specific rules regarding the hanging of signs within your booth. Review the Display Rules & Regulations information located in the online Exhibitor Resource Center.

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Insurance

Per your exhibitor space contract, you are required to carry adequate insurance covering theft, public liability and property damage, and may be asked to provide proof on-site in the form of a certificate of insurance valid from September 26 through September 29, 2016. Please refer to Article 11 of your exhibit space contract for details.

- a. Liability of \$1,000,000 for property damage per occurrence
- b. \$1,000,000 for personal injury per occurrence
- c. General Liability aggregate coverage of \$1,000,000 per occurrence, naming EH Publishing, Inc., Shepard Exposition Services, the Santa Clara Convention Center, and their respective officers and employees as additionally insured for the time period in question
- d. **Dates of coverage: Monday, Sept. 25th through Friday, Sept. 29th, 2017**

Also, do not forget to properly insure your shipments – from the moment it leaves your warehouse to when it returns.

Labor

Shepard Exposition Services is the official labor contractor for RoboBusiness. Orders can be placed by completed the order form located in the Shepard Labor Services Section of the exhibitor manual. If your company plans to use another contractor for the installation and dismantle for your exhibit, you must complete and return the Exhibitor Appointed Contractor (EAC) form located under the General Information section of the manual to Shepard before **August 30th** (or you will be required to use Shepard labor while your exhibit house supervises). Please take a moment to familiarize yourself with the union guidelines located in the online Exhibitor Resource Center.

Plastic Bag Ordinance

The city of San Jose, CA has a plastic bag ordinance which prohibits retailers from providing plastic carryout bags. [CLICK HERE](#) for more information.

Registration

Exhibitor registration is available online for your convenience. Badge allotments are directly related to the size of your exhibit space: 5 badges per 100 sq. ft. **Badges will NOT be mailed out in advance.**

Rigging

Shepard is the exclusive provider of rigging services (sign-hanging) for RoboBusiness. Please refer to the labor services section for information and rates on rigging.

Security

Show Management will provide perimeter security for the exhibit hall; however, exhibitors are solely responsible for the security of their contracted exhibit space and the products within. Exhibitors interested in hiring security officers for their booth are encouraged to do so by contacting the RoboBusiness official security provider, information and order forms are located in the online Exhibitor Resource Center.

Service Providers – Official and Exclusive

RoboBusiness has secured Official and Exclusive service providers for exhibitor services. While you may select your own service providers for non-exclusive services, please keep in mind that the official service providers have earlier access to the exhibit floor and are exempt of material handling fees for any orders you place through them. This will ensure that your orders will be waiting for you in your booth early on and you will not have additional costs from bringing materials into the Convention Center through an outside company. All of these are listed in the online Exhibitor Resource Center.

Set-Up/Tear-Down Badges and Wristbands

Exhibitors and all of their sub-contractors wishing to gain access to the show floor prior to the opening of the show must display their badge in order to gain access. Booth personnel without badges can obtain a set-up/tear-down wristband for the purpose of gaining access for set-up and tear-down only. These wristbands will be available at the entrance to the exhibit halls throughout set-up and tear-down.

Smoking

Smoking is strictly prohibited within the facility.