



Health & Safety Booth Build Regulations 2026

September 25 - 26, 2026

Broward County Convention Center

Fort Lauderdale, Florida

Welcome to the IFA World Franchise Show 2026.

The safety of exhibitors, contractors, attendees, venue personnel and event staff is of paramount importance. These Health, Safety & booth Build Regulations have been produced to assist exhibitors and contractors in planning, constructing and dismantling exhibition booths safely while ensuring compliance with all applicable legislation and venue requirements.

All exhibitors and contractors working within the Broward County Convention Center are responsible for conducting their activities in a safe manner and for ensuring that their employees, subcontractors and appointed suppliers comply with all applicable federal, state and local legislation together with the regulations contained within this document.

These regulations should be read in conjunction with:

- The Exhibitor Manual/Portal
- The Event Schedule
- The Broward County Convention Center Event Guide [\[found here\]](#)
- All official information issued by Show Management

Where any conflict exists between these regulations and those issued by the Broward County Convention Center, the Fort Lauderdale Fire Department, Broward County Fire Marshal, OSHA or any other Authority Having Jurisdiction (AHJ), the venue and statutory authority requirements shall take precedence.

Failure to comply with these regulations may result in work being stopped, modifications being required prior to the exhibition opening, removal of unsafe equipment, or exclusion from the exhibition until compliance has been achieved.

Show Management reserves the right to refuse permission for any booth design or activity considered unsafe or unsuitable for the exhibition.

Please note: All information contained in this Exhibitor Pack is correct at the time of publication. Details are subject to change in the lead-up to the event. Please refer to the Exhibitor Portal for the latest updates or speak to your Account Manager.

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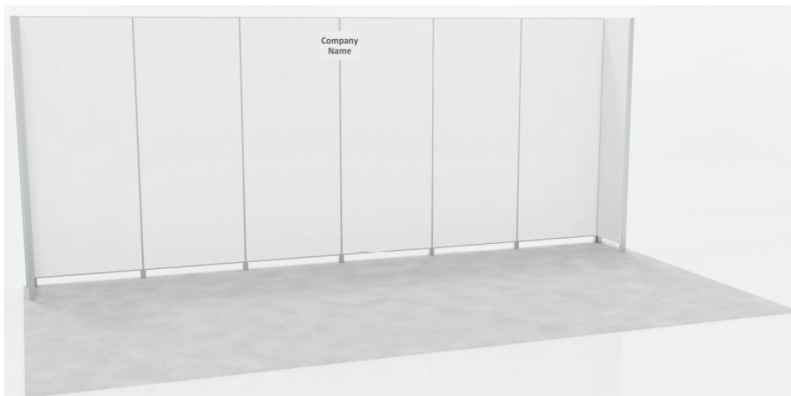
Exhibition Overview

The IFA World Franchise Show will be held in Halls B & C at the Broward County Convention Center, Fort Lauderdale, Florida. The entrance to the event will be via Hall B Lobby.

Booth Inclusions

Shell Scheme Booths supplied by Show Management include:

- Rear wall panels
- Pepper Carpet
- Booth identification signage
- *10' x 10' Pavilion booths may also have low height side panels, depending on location**



20' x 10' Shell Scheme Booth



*10' x 10' Pavilion Booth**

Furniture, electrical services, graphics, lighting and additional equipment must be ordered separately. If you believe anything else should be included within your exhibition package, please speak to your Account Manager in the first instance.

Shell Scheme exhibitors **must not**:

- Drill, screw or nail into the shell scheme framework or panels.
- Paint or alter shell scheme components.
- Remove or relocate shell scheme panels without GES approval.
- Attach heavy items that may damage the shell scheme.

Space Only / Raw Booth exhibitors are supplied with floor space only and are responsible for the design, construction and removal of their own exhibition booth. All raw booths must have suitable flooring covering the entire space, either arranged independently or booked directly with the General Contractor, GES.

Applicable Regulations

All exhibitors and contractors must comply with all applicable legislation and standards including, but not limited to:

- Occupational Safety and Health Administration (OSHA) Regulations
- OSHA 29 CFR Part 1910 – General Industry
- OSHA 29 CFR Part 1926 – Construction Safety
- Florida Fire Prevention Code
- National Fire Protection Association (NFPA) Standards including:
 - NFPA 1 Fire Code
 - NFPA 70 National Electrical Code
 - NFPA 101 Life Safety Code
- Americans with Disabilities Act (ADA)
- Broward County Convention Center Rules and Regulations

- Fort Lauderdale Fire Department requirements
- Requirements issued by the Authority Having Jurisdiction (AHJ)

All exhibitors remain responsible for ensuring their contractors, suppliers and employees comply with these requirements throughout move-in, exhibition opening hours and move-out.

Responsibilities

Exhibitors

Every exhibitor is responsible for ensuring:

- Their booth is designed, constructed, maintained and dismantled safely.
- Their contractors are competent and suitably trained.
- All activities are carried out in accordance with OSHA regulations and accepted industry safe working practices.
- Booth staff understand emergency procedures.
- Fire exits, fire equipment and escape routes remain unobstructed at all times.
- Any unsafe condition is immediately reported to Show Management.
- Exhibitors must ensure all contractors and suppliers cease work immediately if instructed to do so by Show Management, the venue, the Official Contractor or the Authority Having Jurisdiction (AHJ).
- Children under 16 years of age are not permitted in the exhibition halls during move-in or move-out.
- All accidents, injuries, property damage and near misses must be reported immediately to Show Management.

The appointment of a contractor does not remove the exhibitor's responsibility for health and safety.

Exhibitor Appointed Contractors (EACs)

All EACs working within the venue shall:

- Operate safely at all times.
- Provide competent and appropriately trained personnel.
- Maintain suitable supervision during all construction and dismantling activities.
- Use equipment that is fit for purpose and properly maintained.
- Maintain good housekeeping throughout build-up and breakdown.
- Comply with all instructions issued by Show Management and Broward County Convention Center personnel.
- Wear appropriate Personal Protective Equipment (PPE) whenever required.
- Ensure no one under 16 years of age are employed or permitted entry in the exhibition halls during move-in or move-out under the contracted company.
- Ensure all accidents, injuries, property damage and near misses must be reported immediately to Show Management.

Contractors failing to comply with venue regulations may be instructed to stop work immediately.

Show Management

Show Management will:

- Monitor compliance with these regulations.
- Coordinate with the venue and official contractors.
- Liaise with the Broward County Convention Center and the Authority Having Jurisdiction regarding safety matters.
- Reserve the right to require alterations to any booth considered unsafe or non-compliant.

Official Contractors

The Broward County Convention Center appoints exclusive service providers for several venue services. Exhibitors and EACs must note the following:

All electrical services must be ordered through the venue's exclusive electrical contractor, [Edlen Electrical Exhibition Services](#). Only authorised personnel may connect or disconnect electrical services within the venue. Permanent wall outlets and venue electrical infrastructure may not be used without prior approval from venue management.

Certain production, stage, rigging and audiovisual activities are carried out under the venue's agreement with IATSE Local 500. Exhibitors using production services should consult Venue or Show Management before making arrangements.

All overhead rigging, truss systems, hanging signs and suspended equipment must be approved by Show Management prior to installation. Rigging above your booth may only be purchased once written approval has been received and the applicable airspace fee (USD \$1,000 per booth) has been received. Overhead rigging (excluding motors and truss) must be installed by GES and can be arranged via the GES online ordering site. For further information, please contact your Account Manager.

Booth Design Approval

All Exhibitor Appointed Contractors (EACs) for space only booths must be submitted to the appointed Show Management Health and Safety Advisor for approval before construction. This must include the following:

- **Stand design drawings** - Verify booth dimensions, maximum height, setbacks, aisle clearances, hanging signs, accessibility provisions, and that emergency exits remain unobstructed.
- **Floor plan** – Confirm the booth footprint matches the contracted space, neighboring stands are respected, storage and meeting rooms are identified, and circulation routes are maintained.
- **Elevation drawings** - Check overall stand height, wall treatments, branding locations, sightline compliance, and any suspended signage or structures.
- **Structural calculations** - Ensure calculations are prepared and certified by a qualified structural engineer for multi-story stands, suspended elements, heavy features, platforms, or other structural components.
- **Construction drawings** - Review framing details, construction materials, platforms, stairs, handrails, guarding, connection details, floor loading, and any structural fixing methods.
- **Fire safety documentation** - Verify that flame-retardant certificates are provided for applicable materials and that any required fire extinguishers and other fire safety measures comply with the venue's requirements.

The above documents should be submitted to Tom at WFSEvents26@gmail.com for review and approval no later than **Friday, 28 August 2026**.

Booth designs may also require review by the Broward County Convention Center and approval by the Fort Lauderdale Fire Department before installation. The decisions of the Authority Having Jurisdiction regarding fire and life safety requirements are final.

General Health & Safety Requirements

Exhibitors are responsible for ensuring their booth is designed, constructed, operated and dismantled in a safe manner. All work must be carried out by qualified personnel using appropriate equipment and safe working practices.

During move-in, open days and move-out, exhibitors and contractors must ensure:

- Emergency exits, exit routes, fire extinguishers, alarm pull stations and life safety equipment remain unobstructed.
- Materials and equipment are stored neatly and safely within the contracted booth space.
- Working areas are kept clean and free from unnecessary waste.

- Aisles remain clear at all times.
- Electrical equipment is maintained in safe working condition.
- Appropriate manual handling techniques are used.
 - Mechanical lifting aids must be used wherever practicable.
 - Team lifting must be used for heavy or awkward loads.
 - Personnel must avoid twisting whilst lifting.
- Hazardous activities are properly controlled.
- Smoking, vaping and the use of electronic cigarettes are prohibited inside the Broward County Convention Center except in designated outdoor smoking areas.

Security is provided throughout the event by the venue and Show Management. All incidents or near-misses involving injury, damage, theft or unsafe conditions must be reported immediately.

Contractors are expected to conduct themselves in a safe and professional manner at all times. Anyone working in an unsafe manner, under the influence of drugs or alcohol, or failing to comply with Show Management or venue instructions may be removed from the venue.

Personal Protective Equipment (PPE)

During move-in and move-out, all personnel must wear PPE appropriate to the work being undertaken. This may include:

- Safety footwear
- High visibility clothing
- Gloves
- Eye protection
- Hard hats
- Hearing protection

Contractors remain responsible for carrying out suitable risk assessments to determine PPE requirements.

Working at Height

- Personnel working at height must use suitable access equipment appropriate to the task. Standing on chairs, tables, crates, display furniture or other unsuitable objects is strictly prohibited.
- Industrial-grade ladders, podium steps and mobile elevated work platforms (MEWPs) must be used in accordance with the manufacturer's instructions and operated only by trained personnel.
- Where required, appropriate fall protection shall be used.

Good Housekeeping

Good housekeeping is an essential part of maintaining a safe exhibition environment.

Throughout build-up and breakdown:

- Waste materials shall be removed regularly.
- Packing crates and empty cartons shall not be stored behind booths during show open hours. GES offers empty container and packing material storage during show open hours.
- Waste shall be disposed of in accordance with venue requirements.
- Packaging shall not accumulate within booths or aisles.
- Tools shall be stored safely when not in use.
- Cables shall be routed to eliminate trip hazards.
- Access routes must remain clear.
- Booths must be left in a clean condition following dismantling.

Exhibitors are responsible for removing all waste generated during booth construction and dismantling. Waste must not be left in aisles or common areas.

Failure to maintain satisfactory housekeeping standards may result in Show Management arranging remedial cleaning at the exhibitor's expense, in accordance with venue operating procedures.

Insurance

As a standard requirement for all our show exhibitors, it is necessary for all exhibitors to carry general liability coverage from an insurance company in good standing, with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

Compliant Exhibitor COI must:

- Be valid between September 23–26, 2026.
- List the certificate holder as: IFA Expo Inc. (382 George St, Flr 2, New Brunswick, NJ 08901)
- Note the under 'description of operations: *"Additional Insured: IFA Expo Inc., Business Show Media Inc, ASM Global Parent, LLC, SMG, Greater Ft. Lauderdale/Broward County Convention Center, Broward County Board of County Commissioners, Broward County, Florida, their Officers, Directors, Agents and Employees and Global Experience Specialists. As respects to claims arising out of the operations of Exhibiting Company at IFA World Franchise Show 2026."*

All exhibitors must provide a copy of their certificate of insurance (COI).

- Your COI must be submitted to Rain Protection no later than **Friday, August 14th**. If this date has passed when you book your booth, your COI must be submitted as soon as possible but no later than two weeks from signing up.
- If you do not have valid insurance in place, visit the Exhibitor Portal for further information on purchasing event-specific compliant insurance for \$109 + tax from our event Insurance partner.

How to Submit your COI:

- If you purchase your COI through the RainProtection (via the link on the Exhibitor Portal), this will be submitted once it's processed. *You do not need to resubmit it yourself.*
- If you decide to use your own insurance, please make it compliant to the above and submit a copy to: portal@Rainprotection.net. You MUST include the Official Show Name and Year clearly written in the Body of your email, e.g.: *I will be exhibiting at IFA World Franchise Show 2026*

Important Note for Space Only Booths and EACs:

The EAC must also submit their COI to the General Show Contractor, GES. This can be [submitted here](#).

Electrical Safety Regulations

Electrical Safety

All electrical installations and equipment must comply with applicable OSHA regulations, the National Electrical Code (NFPA 70), the Florida Fire Prevention Code and the Broward County Convention Center's electrical requirements.

Official Electrical Contractor

The Broward County Convention Center has an exclusive electrical contractor. All electrical services, including power supplies and electrical connections, must be ordered through Edlen Electrical. Only authorised electricians may connect, disconnect or modify electrical services within the venue.

Electrical Equipment

All electrical equipment brought into the venue must be in good working condition, suitable for commercial exhibition use and installed in accordance with the manufacturer's instructions.

Show Management and the venue reserve the right to disconnect or remove any electrical equipment or installation considered unsafe or non-compliant.

Battery Powered Equipment

- Lithium-ion batteries and other rechargeable battery systems must be maintained in good condition and charged in accordance with the manufacturer's instructions.
- Damaged, swollen or defective batteries must not be brought into the venue.
- Battery charging must not obstruct aisles or emergency exits.

Cables & Temporary Wiring

Electrical cables must be routed safely to eliminate trip hazards and protected from damage. Cables must not obstruct public aisles, emergency exits or access routes.

Temporary wiring must be installed in a safe and professional manner. Damaged cables, exposed wiring and unauthorised electrical modifications are prohibited.

Lighting

Lighting fixtures must be securely installed and positioned to maintain adequate clearance from combustible materials.

Power Tools

- Power tools shall be maintained in safe working order and fitted with all required guards.
- Tools shall only be operated by competent personnel.
- Power tools shall not be left unattended whilst connected to a power source.

Electrical Faults

Any electrical fault, damaged equipment or suspected electrical hazard must be reported immediately to Show Management and the Official Electrical Contractor, Edlen Electrical.

Height Restrictions

The design and construction of exhibition booths must ensure the safety of exhibitors, contractors, neighbouring exhibitors and visitors. All booth designs are subject to review and approval by Show Management and, where required, the Broward County Convention Center and the Authority Having Jurisdiction.

Maximum Build Height

Space Only booth construction must comply with the maximum permitted build height specified by Show Management.

- Booth structures up to 12' may be permitted, subject to location. The permitted build height may vary depending on the location within the exhibition hall.
- Booths exceeding this height may require additional structural documentation and approval.
- Boundary walls above 8' must be finished to a professional standard on all exposed sides, with the reverse overlooking neighbouring booths finished in plain white or a neutral colour and no design elements or branding.

Overhead Rigging & Suspended Structures

All overhead rigging, truss systems, hanging signs, lighting bars, LED screens and suspended equipment must be submitted to Show Management for approval prior to installation. Overhead rigging (excluding motors and truss) must be installed by GES and can be arranged via the GES online ordering site. Any rigging involving motors or truss must be arranged with Everlast. For further information, please contact your Account Manager.

Rigging above your booth may only be purchased once written approval has been received from Show Management and the applicable airspace fee of USD \$1,000 per booth has been paid.

Suspended items must:

- Be securely installed using approved rigging methods.
- Maintain the required clearance from sprinkler systems and building services.
- Be independently supported.
- Not be attached directly to the venue structure except by GES (standard rigging) or Everlast (truss or motors).

No overhead rigging or suspended equipment may be installed without prior written approval from Show Management. All suspended structures may be subject to engineering certification where required by Show Management or the Authority Having Jurisdiction.

For further information regarding rigging requirements, please contact your Account Manager.

Booth Boundaries & Public Aisles

All booth construction, displays, signage and promotional activities must remain entirely within the contracted booth space and be fully self-supporting. Booths must not encroach into public aisles, emergency exits, service corridors or neighbouring booth spaces.

Space Only exhibitors must not attach to, brace against or otherwise utilise neighbouring booths or venue structures. Show Management reserves the right to require modifications to any booth that adversely affects neighbouring exhibitors or does not comply with these regulations.

Boundary walls above 8' must be finished to a professional standard on all exposed sides, with the reverse facing neighbouring booths finished in plain white or a neutral colour. Public aisles, fire protection equipment, utility floor boxes and emergency exits must remain clear and accessible at all times.

Storage of packing materials or equipment within public aisles is prohibited.

Structural Design

Space Only booths must be designed to safely withstand all anticipated loads during construction, the exhibition and dismantling. Booths must be self-supporting and must not rely on neighbouring booths or venue structures for stability.

Show Management reserves the right to require modifications to any booth deemed unsafe or non-compliant. The requirements of the Broward County Convention Center and the Authority Having Jurisdiction shall take precedence.

Doors within Booths

Where doors are incorporated into enclosed booths, they shall:

- Open in the direction of travel where required by applicable fire regulations.
- Not obstruct or enter public aisles when opened.

- Provide unobstructed emergency escape.
- Must have a clear panel for viewing

Revolving doors, sliding doors and roller shutters shall only be used where approved by Show Management and compliant with applicable life safety regulations.

Construction Materials

All booth construction materials must be suitable for exhibition use, structurally sound and maintained in good condition. Materials that are damaged, unstable or fail to meet fire safety requirements must not be used.

Decorative materials, fabrics, drapes, banners and similar items must be flame retardant and comply with the Florida Fire Prevention Code and Broward County Convention Center requirements.

Show Management and the Authority Having Jurisdiction reserve the right to inspect construction materials and request evidence of flame-retardant treatment where required.

Fire Safety

All exhibitors must comply with applicable fire safety legislation, Broward County Convention Center regulations and the requirements of the Fort Lauderdale Fire Department. The decision of the Authority Having Jurisdiction regarding fire safety is final.

Means of Escape

At all times:

- Emergency exits must remain unobstructed.
- Exit signage must remain clearly visible.
- Escape routes shall not be reduced in width.
- Booth layouts must not impede evacuation.

Storage of equipment or materials in escape routes is prohibited. Fire lanes designated by the venue must remain unobstructed at all times.

Fire Protection Equipment

The following must never be obstructed:

- Fire extinguishers
- Fire alarm pull stations
- Hose cabinets
- Fire hydrant connections
- Sprinkler control equipment

Where an exhibit temporarily obscures a fire extinguisher, temporary directional signage identifying its location shall be installed in accordance with venue requirements.

Hazardous Materials

The following are prohibited unless specifically approved in writing by Show Management, the venue and the Authority Having Jurisdiction:

- Explosives
- Fireworks
- Pyrotechnics

- Ammunition
- Hazardous chemicals
- Radioactive materials
- Flammable gases
- Cryogenic gases
- Combustible liquids
- Welding, brazing or cutting operations
- Portable heating equipment
- Aerosols containing flammable propellants

Requests involving special effects or hazardous demonstrations must be submitted well in advance for approval.

Compressed Gas Cylinders

- Compressed gas cylinders require prior written approval from Show Management.
- Approved cylinders shall be securely restrained in an upright position at all times.
- Cylinders not in use must be removed from the exhibition hall.

Open Flame & Cooking Demonstrations

Open flame devices and cooking demonstrations require prior written approval from the venue. Where approved:

- Suitable fire extinguishers shall be provided.
- Appliances shall be isolated from visitors.
- Non-combustible work surfaces shall be used.
- Combustible materials shall be kept clear of heat sources.
- All necessary permits shall be obtained.

Vehicles on Display

Display vehicles shall comply with venue fire regulations. Unless otherwise approved:

- Fuel tanks shall contain no more than one-quarter tank of fuel.
- Fuel caps shall be locked or sealed.
- Batteries shall be disconnected after positioning.
- Vehicles shall remain stationary throughout public opening hours.
- Ignition keys shall remain available if requested by Show Management or the Fire Marshal.

Raised Flooring

Raised floors are permitted subject to approval by Show Management. Raised platforms must be designed to minimise trip hazards and provide safe access for all users.

Raised floors should, where applicable:

- Floor edges shall be highlighted.
- Changes in level shall be clearly visible.
- Access routes shall be free from obstruction.

Raised floors exceeding 13 mm (½ inch) must incorporate bevelled edging or suitable ramps to minimise trip hazards.

Void areas beneath raised floors shall be kept clear of combustible waste.

Accessibility

All exhibition booths should be designed to provide inclusive access in accordance with the Americans with Disabilities Act (ADA). The Broward County Convention Center is committed to providing accessible facilities and inclusive experiences for all guests and includes accessible amenities.

Exhibitors should ensure:

- Booths should be designed to provide an inclusive visitor experience wherever reasonably practicable and should provide accessible entry for wheelchair users.
- Changes in level are minimised.
- Access routes remain unobstructed.
- Interactive displays can be accessed by all visitors.

Accessible routes shall not be obstructed by furniture, promotional displays or stored materials.

Protection of Venue Property

Exhibitors and contractors are responsible for protecting the Broward County Convention Center throughout move-in, show open hours and move-out. Any damage to the venue caused by exhibitors or their contractors will be repaired by the venue and all associated costs will be charged to the exhibitor.

The following activities are prohibited:

- Drilling into floors, walls or structural elements.
- Painting directly onto venue surfaces.
- Fixing items using nails, screws or permanent adhesives.
- Damaging carpet or wall finishes.
- Altering venue fixtures or equipment.
- Affixing signs, banners or graphics directly to venue walls, doors, windows or other building surfaces.
- Only venue-approved tape or floor protection materials may be used on exhibition hall flooring.

Protective coverings shall be used whenever moving heavy equipment across finished flooring.

Forklifts are prohibited in carpeted, lobby, meeting room and pre-function areas. Scissor lifts and boom lifts operating on finished flooring must be fitted with non-marking tyres and operated only on approved protective floor coverings. Damage to venue property will be repaired by the venue at the exhibitor's expense.

Emergency Procedures

Medical Emergency

- Notify Show Management, security or venue staff immediately.
- Do not move injured persons unless they are in immediate danger.

Fire

- Activate the nearest fire alarm if necessary.
- Notify venue security.
- Follow instructions from emergency personnel.

Evacuation

- Leave by the nearest available exit.
- Do not use freight doors unless instructed.
- Proceed to the designated assembly area.

Severe Weather

- Follow instructions issued by Show Management and the venue.

Incident Reporting

- All accidents, injuries, property damage and near misses must be reported immediately to Show Management.