



Exhibitor Rules and Regulations

June 1st - 1st, 202¹ Hickory Metro Convention Center | Hickory, NC

EXHIBIT HALL

Furniture Manufacturing Expo will be located in the Hickory Metro Convention Center.

EXHIBITOR APPOINTED CONTRACTOR (EAC)

An EAC is any contractor not listed in the Exhibitor Services Manual as an official Furniture Manufacturing Expo contracted vendor. Any vendor other than those listed in the ESM will need to have the EAC form completed and submitted to Show Management 45 days prior to the event. A certificate of insurance for the EAC must also be emailed to penny.everett@ExpoDevCo.com by the same deadline. Exhibitors using any service of an EAC are responsible for ensuring that the EAC conforms to all show rules and regulations

FIRE PREVENTION

The Exhibitor shall not use any flammable decorations or coverings for display purpose. All fabrics or other material used for decoration purposes must be flameproof. The Exhibitor shall comply with all applicable fire regulations.

HEIGHT RESTRICTIONS

All in line standard booths will be permitted a height allowance of eight feet (8') including signage. All peninsula and island booths will be permitted a height allowance of twenty feet (20') including signage. All booths must comply with the enclosed Guidelines for Display.

INSURANCE

Show Management shall not be liable for injury to persons (or for damage to or loss of property) within the Exhibitor's booth and its surrounding area, or in such other areas as the Exhibitor may use to store its property or that of third parties. It is the responsibility of the Exhibitor to provide sufficient insurance. Such insurance shall include (but shall not be limited to) coverage of the Exhibitor's liability for injury to persons (and for damage to or loss of property) within the Exhibitor's booth and its surrounding area, and in such other areas the Exhibitor may use to store its property or that of the third parties.

MEDIA AND PRESS RELATIONS

Qualified editorial media representatives are invited to attend Furniture Manufacturing Expo. Please contact Penny Everett at Penny.Everett@ExpoDevCo.com for more information and press credentials.



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OTHER VENDORS

Recently Furniture Manufacturing Expo has been the target of groups that offer a variety of fraudulent services. This includes but is not limited to fraudulent travel, advertising and data/list services. Many of our customers have reported that these groups who are **NOT** our official vendors fail to deliver on their promises to provide hotel reservations, advertising, or accurate data, then refuse to grant refunds. Some of these groups engage in illegal phishing practices or embed malware in their messages that could (if clicked) infect/hack your company's systems. We strongly advise that you do not click on any links from e-mails or groups that look suspicious and always check our official vendor list before contracting with anyone. If you suspect that you have been contacted by a fraudulent vendor or have any questions please contact us at info@furnituremanufacturingexpo.com. You can view the list of official vendors for Furniture Manufacturing Expo below.

Please Note that Furniture Manufacturing Expo and its official vendors DO NOT sell attendee lists under any circumstance. Companies or Groups offering such lists are not affiliated with Furniture Manufacturing Expo in any way and cannot possibly have accurate attendee data. Buyers should BEWARE!

| OFFICIAL VENDOR LIST | |
|---------------------------------|---|
| NAME | ROLE |
| Rigid AV | Audio Visual |
| Courtyard by Marriott Hickory | Hotel with Event Rate |
| Custom Registration | Event Registration Company/Lead Retrieval |
| Fern | General Contractor - Booth Furnishings/Material Handling/Labor/Transportation |
| Hampton Inn Hickory | Hotel with Event Rate |
| Hickory Metro Convention Center | Event Facility Center |
| Liazzo's Catering | Event Facility Caterer |

PHOTOGRAPHY, VIDEO SHOOTING AND SOUND RECORDING

No photography, videotaping or other means of recording is permitted without prior written approval from Show Management. Exhibitors shall not photograph or videotape the exhibit or products of any other Exhibitor or cause such exhibit or products to be photographed or videotaped. Show Management reserves the right to eject any Exhibitor and any of its employees or representatives from the licensed premises and the Hickory Metro Convention Center for failure to comply with this rule or impose any other sanction permitted by these rules deemed appropriate by Show Management. Any Exhibitor not in compliance with this rule also agrees to immediately provide Show Management with all film, pictures, videotape, or other video or audio recordings (and all copies thereof) for disposal.



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SECURITY

Show Management will provide general security for the exhibit hall and public areas. However, you may contract for individual security for within your booth at your discretion. Please email Penny Everett at penny.everett@ExpoDevCo.com for security company contact information. No weapons will be allowed on the show floor. Show Management is not liable for the security of product or equipment within an exhibitor's booth.

SET-UP DEADLINE

Show Management and its organizers reserve the right to use any exhibit space still unoccupied as of Tuesday, June 10, 2025 at 6:00pm for whatever purpose it chooses. Exhibitors will remain liable for the space rental fee of such space.

SOUND SYSTEMS

The use of sound systems is permissible provided they are not audible more than three feet into the aisle or into neighboring booths, and that the sound is directed exclusively into the exhibitor's booth. Show Management and its organizers shall have absolute control over its regulation, the intent of which is to ensure that the sound systems shall not be audibly objectionable to neighboring exhibitors. Sound amplification may be used by the exhibitor only for the dissemination of information to the Furniture Manufacturing Expo audience directly relating to products and/or services of the particular company displaying such products and/or services at the show.

NO SUITCASING POLICY

Suitcasing is the act of non-exhibitors or exhibitors soliciting business, including but not limited to distributing sales materials, anywhere outside their rented exhibit space. Soliciting business in aisles, or in other public spaces, including another company's booth or the Hickory Metro Convention Center lobbies is strictly prohibited.

Any attendee or exhibitor who is observed to be suitcasing will be asked to leave immediately and may not be permitted to participate in future shows. Any exhibitor caught suitcasing may result in closure of their exhibit booth.

WHAT YOU CAN DO TO HELP

PRIOR TO THE SHOW: if you feel there is a reasonable risk of a problem involving suitcasing, notify show management prior to arrival.

ONSITE: If you suspect another company of suitcasing-report this to the show management office and someone from show management will take action immediately.

It is Show Management's objective to do everything possible to protect you from suitcasing.

PLEASE REPORT ANY VIOLATIONS YOU OBSERVE TO SHOW MANAGEMENT IMMEDIATELY.



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FINAL AUTHORITY

Show Management is the sole and final authority as to the interpretation of these rules and their application. Show Management may issue specific variances or exceptions for special situations upon request. Such variances do not establish a precedent or permanent modification beyond the specific case involved. Show Management may make modifications to a booth without specific permission of the exhibitor and at the exhibitor's risk and expense, in order to satisfy the terms and intent of the Show Rules and/or the Fire Marshal. Furthermore, Show Management has the authority to establish penalties, including the removal from the current or future shows.

Show Management's decision is final. We appreciate your cooperation in making the show a successful and enjoyable experience for everyone.