



# Exhibitor Rules and Regulations

June 11 - 12, 2025 | Hickory Metro Convention Center | Hickory, NC

## **ADMITTANCE**

Admittance to the exhibit floor during installation will only be permitted to those persons with a temporary work pass, wristband, or an exhibitor badge. On show days an exhibitor badge will be required to enter the show including two hours prior to opening and one-half hour after closing. Should you require additional time, please see Show Management. No one under the age of 18 will be allowed on the show floor at any time. The exhibit floor is available to all qualified attendees wearing an identification badge during show hours. Qualified trade-show attendees must wear an official badge. Please report any unauthorized attendees to the security personnel or show management staff immediately.

## **ATTENDEES WITH DISABILITIES**

Furniture Manufacturing Expo will provide reasonable accommodations to individuals with disabilities who make their situation known to Furniture Manufacturing Expo personnel. It is the responsibility of the exhibitor to be aware of, and be in compliance with, the rules set forth in the Americans with Disabilities Act and Exhibitors are encouraged to provide exhibits that are accessible to all and barriers to none. In the absence of accessibility, each exhibitor must assume the responsibility for making alternative arrangements to serve the needs of persons with disabilities.

## **BOOTH PAYMENTS**

All exhibitors will be required to settle their accounts in full prior to booth installation.

## **BOOTH RESPONSIBILITY**

It will be the responsibility of the company who contracts the space to maintain personnel in the booth at all times during show hours. Any Exhibitor who starts to pack or dismantle the booth prior to show closing on Thursday, June 12, 2025, 4:00pm will be charged a \$1,000 fine as stated in your space contract.

## **BOOTH FURNITURE**

Booth furniture will be available through Fern. Please see the online Exhibitor Service Manual for the official order forms.

## **CATERING SERVICES**

Catering services will be available through Liazzo's Catering. Please see the online Exhibitor Service Manual for the official menu and order form.



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## **CARPETING / FLOOR COVERING**

All exhibit space must be fully carpeted or covered. The exhibit hall is not carpeted, and a floor covering must be ordered or supplied for your booth space. You may supply your own flooring or rent carpet from Fern. Please see the online Exhibitor Service Manual for the official order form.

If your booth does not have a floor covering by 6:00pm Tuesday, June 10th, Show Management will order and install carpeting through the decorator at Exhibitor's expense.

## **EXHIBITS / SHOW FLOOR**

Please take time to familiarize yourself with the enclosed Guidelines for Display as Furniture Manufacturing Expo will abide by these standards. Exhibitors requesting variances and/or exhibits that do not comply with the enclosed guidelines must complete the Booth Variance Request Form and receive approval from Furniture Manufacturing Expo to deviate from these industry standards. Onsite, exhibitors not in compliance with these rules will be forced to correct rule violations prior to the show opening. Exhibitors may display/hang signs, banners, or logos from the ceiling of the exhibit hall only with permission from Show Management.

All demonstration equipment, including operator's position, must be located inside the booth.

Exhibitors building special background or side dividers must make certain that the surfaces and backside of side walls of such dividers are finished in a manner as not to be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished show management shall authorize the official decorator to take into effect the necessary furnishings and the exhibitor must pay all charges involved.

Souvenirs and literature may be handed out only from within the confines of the exhibitor's booth. Passing out promotional material or literature in the aisles or public areas is prohibited. Exhibitor personnel may not enter another exhibitor's exhibit space, or take materials from another exhibitor's exhibit space, without the expressed permission from that exhibitor.

No storage of any kind is allowed behind booths or near electrical service. Materials necessary to your exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible.



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## **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](mailto: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](mailto: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](mailto: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](mailto: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.