



June 4 - 6, 2024 | Wilmington Convention Center | Wilmington, NC

ADMITTANCE

During sponsor/exhibitor move in, only registered sponsors and their Exhibitor Appointed Contractors (EACs) may enter the exhibit hall. On conference days, a sponsor badge will be required to enter the exhibit hall, including two hours prior to opening and one-half hour after closing. Please contact Show Management if you require additional time. No one under the age of 18 is allowed in the exhibit hall or the session rooms at any time. During expo hours, the exhibit hall is open to qualified attendees with a badge. Please report any attendees in the exhibit hall without a badge to the security personnel or Show Management staff immediately.

AGE POLICY

No one under 18 years of age will be permitted on the show floor or session rooms at any time regardless of affiliation or circumstances. This includes infants and toddlers. Absolutely no strollers or infant carriers (worn or carried) are permitted at any time on the show floor. Show Management reserves the right to request proof of age from anyone at any time. This rule applies to all exhibitors and attendees. Registration of anyone under 18 years of age is unauthorized and in violation of these policies.

ANIMALS

Only working service animals, or those a part of an approved seminar or exhibit are permitted in the Convention Center. A Live Animal Waiver must be submitted and approved before any live animal is permitted on the premises.

ATTENDEES with DISABILITIES

Techno Security & Digital Forensics Expo will provide reasonable accommodations to individuals with disabilities who make their situation known to Show Management staff. It is the responsibility of the exhibitor/sponsor company to be aware of, and be in compliance with, the rules set forth in the Americans with Disabilities Act with regard to accessing their booth.

AUDIO/MUSIC

In general, sound equipment may be used in the booth so long as the noise level does not disrupt the activities of neighboring exhibitors and does not exceed the sound limitation of 80 decibels. Show Management asks that you stay within this limit; this will be enforced on site. Additionally, all speakers must be turned into your booth space, not into the aisles or adjacent booths. Any complaints regarding audio will be addressed by Show Management with repeated complaints resulting in the audio being removed for the duration of the show.

Exhibitors must have the appropriate ASCAP/BMI/GMR/SESAC license to play music.

AUDIO VISUAL

AVS Coastal is the official on-site audio-visual provider for the Convention Center. Order forms for AV services may be found in the Exhibitor Services sections of the website.

BOOTH PAYMENTS

All exhibitors/sponsors are required to settle their accounts according to the payment schedule in the contract they signed, but under all circumstances all outstanding balances must be paid in full prior to sponsor/exhibitor move-in.

FLOOR BANNERS/SIGNS

Stand up banners, flags, signs, and pull-ups are allowed but must only be placed within the confines of the exhibitor's exhibit space and may not exceed the heights specified in the Display Guidelines (8 ft in height for all linear and corner booths, 12 ft for perimeter booths along the walls, 20 ft for island booths).

CAMERAS

No photographs, video or audio recordings may be taken in the exhibit hall or in the conference sessions or product demos without prior Show Management approval.

CARPET

Carpet in standard show color is included in all sponsor booth packages. Sponsors/exhibitors that wish to utilize their own carpet, should be aware that carpet and/or carpet padding supplied by their company, or an Exhibitor Appointed Contractor (EAC), is required to be laid over the standard booth carpeting already in place. Exhibitors may also choose to rent an alternate color carpet or floor covering from the general contractor at exhibitor's expense.

CONTRACT

Each sponsor/exhibitor is responsible for understanding and abiding by the basic terms and conditions included in your Sponsor Application. This application properly executed by the Sponsor Representative shall, upon written acceptance by Show Management, constitute a valid and binding contract. Show Management reserves the right to render all interpretations and to establish further regulations as may be deemed necessary for the general success of the exhibition.

It is further agreed that the Exhibit Rules & Regulations as herein stated and as outlined in the Exhibitor Service Manual are made a part hereof as though fully incorporated herein, and that the sponsor/exhibitor agrees to be bound by each and every one thereof. Show Management reserves the right to make changes to the floor plan and move exhibitors to enhance and benefit the overall exhibition.

CRATE and BOX STORAGE

Storage of any crates, cartons, boxes, or other show materials within or behind your booth is strictly prohibited due to fire marshal codes. All packing containers and similar material must be removed from the exhibition area upon completion of the booth setup. Storage of crates, boxes and packing items by the general contractor is included with your sponsor booth package. At the close of expo hours, all materials that were properly labeled with EMPTY stickers will be returned to the booth. Please note that every effort will be made to facilitate the return of these materials within 30 minutes to 2 hours after the closing of the exhibit hall.

DECORATIONS

Decorations may not be taped, nailed, tacked, or otherwise fastened to ceilings, painted surfaces, columns, or fabric and decorative walls. This includes tape, staples, or tacking on any Center surface including walls, doors, and floors. Samples of all window or carpet clings must be sent to Show Management ahead of time for approval. Metallic or Mylar materials are specifically and entirely prohibited. Use of lighter than air (helium) balloons, confetti, silly string, etc. is prohibited without Show Management's prior written permission and execution of the Convention Center's balloon waiver. Cleaning and/or removal of prohibited décor items such as confetti, streamers, balloons, etc. will incur additional charges.

DRONES (AERIAL PHOTOGRAPHY)

Use of remotely operated aerial drones/small, unmanned aircraft is not allowed within the Center. Exceptions may be requested in writing to Show Management with provision that use is confined to the Exhibit Hall and only while the hall is closed and unoccupied by attendees.

ELECTRICAL SERVICE

All inline and corner sponsor booth packages include one (1) standard 120v electrical drop. Island booth packages include two (2) standard electrical drops. Any additional electrical power/drops should be ordered directly from the Convention Center using the link: <https://www.wilmingtonconventions.com/electric-and-utilities-service-payment/>.

NOTE: For inline and corner booths, the electrical drops will be placed at the back of the booth. Sponsors with island booths must submit a booth diagram indicating the placement of all electrical drops. Please submit your booth diagram noting electrical drops by Monday, May 13, 2024 to: Diana Ludwig by email at diana.ludwig@ExpoDevCo.com.

EXHIBIT BOUNDARIES

All activities must be contained within the exhibit area described in your Application for Exhibit Space. No selling or promoting will be allowed in the aisles or other public areas. No part of any booth shall project outside of your booth. Souvenirs and literature may be handed out only from within the confines of your booth. Passing out promotional material or literature in the aisles or public areas is prohibited. Attendees viewing video monitors must be within your exhibit space, not crowded in the aisles. Live bands, loud speakers and carnival tactics will not be allowed. Please be a considerate neighbor.

EXHIBIT DESIGN & HEIGHT LIMITS

Techno is a Cubic Content event. This style allows exhibitors to fully occupy the width, depth and height of the booth footprint. **Cubic Content Definition:** Using the perimeter lines of a booth as a guide, exhibitors may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted depending on the type of booth:

- Linear and corner booths have a maximum height of 8 ft including any product, signage and/or booth component.
- Perimeter booths along the wall have a maximum height of 12 ft including any product, signage and/or booth component.
- Island booths have a maximum height of 20 ft including any product, signage and/or booth component.

EXHIBIT FINISHING & MATERIALS

Please note that all walls or visible booth materials must be finished if it can be seen from the aisle. Any wall or materials facing neighboring booth must be finished and free from company logos or promotional graphics.

All materials used in the construction of the booth and all decorative materials (drapery, table coverings, banners, foam board, signs, set pieces, etc.) within exhibitor booths must be non-combustible or made flame retardant.

Exhibit construction must have prior approval and is limited to non-power cutting tools. Any items that require power tools for cutting **MUST** be taken outside. Painting and any form of spray painting is strictly prohibited inside the Center. Touch up painting with a brush is permitted. No aerosols, e.g., spray paint, etc., are permitted.

Enclosed exhibits of more than 300 square feet or with more than one level will require additional fire protection. Please consult with Show Management regarding ANY type of enclosed structure.

EXHIBIT FINISHING & MATERIALS (CONTINUED)

Any booth that is completely enclosed by any form of ceiling construction may require a smoke detector equipped with an audible alarm to be installed on the ceiling. In addition, an approved fire extinguisher is required in the interior portion of the booth.

Approval of any booth that exceeds eight feet in height and incorporates a ceiling and/or a second story area requires a complete set of structural plans. The plans shall include a seismic analysis of the structure and its method of attachment to the floor. The second story of a two-story booth shall be provided with at least one stairway complying with the prevailing code requirements. An occupant load sign shall be posted.

EXHIBITOR APPOINTED CONTRACTOR (EAC)

An EAC is an exhibitor appointed contractor, other than official general contractor, that requires access to your booth during installation and dismantle. Sponsors/exhibitors with an EAC must complete the form in the Fern OneView Kit by Monday, May 13, 2024. A Certificate of Insurance for the EAC must also be submitted to the general contractor by this date. Sponsors using an EAC are responsible for ensuring the EAC conforms to all show rules and regulations.

FOOD & BEVERAGE DISTRIBUTION

The serving of food/beverage by exhibitors is not permitted unless advanced written permission is given by Show Management. Any approved items must be ordered through Savor...Wilmington, the exclusive food, beverage and alcohol provider for the Convention Center, including all indoor/outdoor on-premises catering. Savor offers an exclusive Exhibitor Catering Menu. Please check Additional Services in the OneView Kit or Sponsor Services on the Techno Security East Website for the Exhibitor Menu. **NO OUTSIDE FOOD OR BEVERAGE IS PERMITTED.**

GENERAL SERVICE CONTRACTOR

Fern is the official general service contractor for the event. Fern is able to provide you with the following services and products: additional furnishings and accessories, graphics, labor, and shipping services. Fern hosts the online [OneView Kit](#) for your exhibiting needs.

HAND CARRY ITEMS

Move-in and move-out through the Convention Center's concourse is strictly limited to hand-carried items. Dollies, flat-beds, pallet jacks, or anything mechanical is prohibited unless entered through the loading dock and taken to its destination via the loading dock area. Passenger elevators are designed for passenger use only and may not carry freight.

HAZARDOUS MATERIALS

Exhibitors are prohibited from possessing, storing, or bringing onto the property materials that constitute hazardous materials as defined by federal, state, and local law.

OFFICIAL VENDORS

Recently Techno Security & Digital Forensics Conference East 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.

OFFICIAL VENDORS (CONTINUED)

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@TechnoSecurity.com. You can view the list of official vendors for Techno Security & Digital Forensics Conference East below.

Please Note that Techno Security & Digital Forensics Conference East and its official vendors DO NOT sell attendee lists under any circumstance. Companies or Groups offering such lists are not affiliated with Techno Security & Digital Forensics Conference East in any way and cannot possibly have accurate attendee data. Buyers should BEWARE!

| Official Vendor List | |
|---|---|
| Vendor Name | Role |
| Aloft Wilmington at Coastline Center | Hotel with Event Rate |
| Audio Visual Services (AVS) Coastal | Audio Visual/Rigging Services |
| Best Western Plus – Coastline Inn | Hotel with Event Rate |
| CheapAirportParking | Booking Website for Discounted Airport Parking |
| Custom Registration | Event Registration Company/Lead Retrieval |
| Embassy Suites – Wilmington River Front | Hotel with Event Rate |
| Fern Expo | General Contractor – Booth Furnishings/Material Handling/Labor/Transportation |
| HOTELMAP by EvolveCon | Online Hotel & Lodging Booking Platform |
| Savor Wilmington | Event Facility Caterer |
| Wilmington Convention Center | Event Convention Center |

RIGGING/HANGING SIGNS

Hanging banners or signs above booths are permitted for sponsors/exhibitors with an island booth 400 sq ft or larger. Ceiling suspended signage is permitted to a maximum height of 20 ft. The sign must hang directly over the contracted space only. All rigging must be performed by the in-house provider AVS Coastal. All requests to hang signs and banners must be submitted in writing for approval to Show Management by May 6, 2024. The quantity, size, proposed location and copy on all banners and signs must be submitted to Show Management. At no time can the Center’s permanent signage be visibly blocked. Handwritten signs are prohibited unless professionally designed. All signs and banners left behind and unclaimed after 24 hours of move-out will be discarded.

SECURITY

Perimeter security will be provided by Show Management from sponsor/exhibitor move in through move out. However, sponsors/exhibitors should ensure that all items of value in their booths are secured and not leave high-value items such as laptops and phones in sight and where they can be easily stolen. Neither Show Management nor the Wilmington Convention Center is liable for any loss or damage of materials.

SMOKING POLICY

All forms of smoking including, but not limited to tobacco and electric/vapor, are not permitted in or on the Convention Center premises to include verandas, sidewalks, event lawn, loading dock and the parking garage.

SOLICITATION POLICY

Solicitation (“suitcasing”) by non-exhibiting companies is strictly against our rules and will not be tolerated. We ask that if you are bothered by a solicitor, or see someone else being bothered by a solicitor, please contact the Show Management staff immediately so that we can take care of this situation for you.

SPONSOR HOSTED EVENTS

Written permission from Show Management must be obtained to hold any training class, social or networking activity, or customer/client event, in Wilmington, NC, or the surrounding counties, within the period starting five days prior and ending five days after Techno Security & Digital Forensics Conference.

STANDARD BOOTH SET

All booths (exhibit space) include carpet, trashcan, nightly booth cleaning, perimeter-only event security and company booth name sign. Inline and corner booths are framed with 8' high pipe and drape on the back, and 3' high pipe and drape on the sides. Each booth also comes with standard electrical service and an allotment of chairs and draped tables, as per your Sponsor/Exhibitor Agreement. Please refer to the Fern OneView Kit to review the items included in your specific sponsorship package.

- **NOTE:** The pipe and drape color is white; the table drape color is black and the carpet is dark gray.
- **IMPORTANT:** All sponsors not using the standard booth package must submit their booth design to Show Management for approval. Sponsors will not be allowed to move-in onsite without prior approval of their booth design. Please submit display approval requests by Monday, May 13, 2024 to Diana Ludwig at diana.ludwig@ExpoDevCo.com.

VEHICLES

Vehicles are allowed inside the Center for display purposes in compliance with the City of Wilmington's Fire Codes. Vehicles are not permitted to operate in the Center at any time and must be pushed from exterior location to the interior location. All engines must shut down upon entrance into the Center.

- All fuel caps must be taped shut or fitted with a locking cap to prevent the escape of vapors.
- Fuel tanks must contain no more than ¼ in the gas tank or 5 gallons of fuel, whichever is less.
- Fueling or de-fueling on premises is strictly prohibited.
- The hot lead battery cable shall be disconnected from the terminal and remain disconnected while the vehicle is inside the Center. Loose cable ends shall be taped to cover all the exposed metal.
- Keys are removed from the ignition (provide to Show Management).

WEAPONS

Weapons are prohibited in the Center except as noted below:

- Firearms carried by sworn law-enforcement officers in the performance of their lawful duties or as permitted by law.

Still have questions? Contact Diana Ludwig, Operations Manager at diana.ludwig@ExpoDevCo.com

***Amendment to Exhibit Rules & Regulations:** Any matters not specifically covered by the preceding rules shall be subject solely to the decision of Show Management. Management shall have full power in the matter of interpretation, amendment, and enforcement of all said rules and regulations.