



Conference & Exhibition | Feb 11-15, 2019
Orlando | Orange County Convention Center

GENERAL RULES OF PARTICIPATION

NO SOLICITING OUTSIDE THE CONFINES OF YOUR BOOTH

All exhibitors are expected to adhere to all rules and regulations stated in this event service manual and on the back of your exhibit space contract. Objectionable activity will be reviewed by HIMSS management and may be ceased or changed at any time during the course of the exhibition.

[Terms and Conditions](#) for booth space, specialty pavilions, meeting space, sponsorship

No Tolerance Rule

If you are not following the [sound/noise rule](#) (mentioned below) or [soliciting outside your booth](#) you will be given a warning by HIMSS Staff. This will be your only warning. If HIMSS staff has to come over to your booth a second time:

- You will lose up to 500 exhibitor priority points.
- If a second violation has to be written up the following day, you could lose up to an additional 500 exhibitor priority points.
- We highly recommend that you have your onsite staff sign off on a waiver that they understand this rule to avoid any issues at show site.

Demonstrations & Marketing Activities

Exhibitor demonstrations and all marketing/promotional activities must be conducted within the confines of your booth space. Exhibitors are permitted to having demonstrations or promotional activity within their booth, as long as they are set back a minimum of five feet (5') into the booth, does not obstruct the aisles, and does not prevent access to nearby booths. **Any activity that results in the obstruction of aisles, or prevents ready access to nearby exhibitors' booths, or produces sound levels that exceed 75 decibels, will result in a loss of exhibitor points after the first warning.** Please plan accordingly if you plan to have continuous demonstrations. If you intend to conduct any activity that will attract large numbers of attendees, you must purchase enough booth space and orient your booth structures so that the crowd can be accommodated within your booth space.

- Distribution of pamphlets, brochures, etc. must take place within your booth space only
- All giveaway/tchotchkes that are being given away at your booth/meeting room must have your company logo present on the giveaway.

Retail sales:

Retail sales are **NOT** permitted at HIMSS Global Conference & Exhibition.

Prize/Giveaways

Recommendation put all rules & stipulations that apply to your giveaway on the giveaway/raffle offering.

Sideshow Tactics

The use of megaphones, loudspeakers or sideshow tactics is prohibited. A sideshow tactic would consist of, but not limited to clowns, flash mobs, dancing, acrobatics, body painting, bungee jumpers or any circus like activity would not be allowed in your booth. Clothing must be worn at all times (including tops and bottoms)

Sound/Noise

The decibel level of sound emitting from your space must not exceed 75. Excessive noise and RF interference will be grounds for interruption of electrical power to the offending booth.

- Db and RF levels will be monitored on the floor throughout the week, any objectionable noise will be reviewed, and the exhibitor may be required to turn the levels down or off according to the decision of HIMSS floor managers or HIMSS show management.
- HIMSS on-site Floor Managers have the sole authority to make a judgment call as to whether a sound system is too loud. Decibel readers will not be required and exhibitor & A/V staff must adjust levels accordingly. Failure to make the requested adjustments, and to keep the levels at the agreed upon levels, will result in the loss of exhibitor priority points
- Speakers must face into their exhibit booth itself and not into the aisles or into neighboring exhibits.
- Live music or musical instruments are prohibited in the exhibit hall. The use of whistles, horns, crickets and other similar noise devices is prohibited



Conference & Exhibition | Feb 11-15, 2019
Orlando | Orange County Convention Center

- The use of megaphones, loudspeakers, or public address systems by exhibitors is prohibited
- **HIMSS reserves the right to determine at what point sound constitutes interference with other exhibitors and it must be discontinued.**

Announcements

Show Management reserves the right to make public address announcements in the exhibit hall for conference sessions, meetings and other official events, or in the event of an emergency. No unauthorized announcements or advertisements will be allowed.

Exhibitor Behavior

Exhibiting companies, and their officers, directors, employees, agents, and others working on the exhibitor's behalf are expected to conduct themselves in a professional manner at all times. Exhibiting companies, and their officers, directors, employees, agents, and others working on the exhibitor's behalf that are found within the confines of another exhibitor's booth or marketing outside booth will lose exhibitor points.

- Any and all controlled substances, including but not limited to marijuana/cannabis, may not be displayed, sampled, or sold on the show floor

Solicitation

Exhibitors are required to remain in their own booth space during exhibit hours. Solicitation outside your booth in any way is strictly prohibited.

- All special talent must remain in confines of booth. Special talent is not allowed to walk show floor.
- No soliciting on convention center property (Lobbies, show floor or outside)
- No soliciting at any of the hotels that are within the HIMSS housing block
- Wearing and/or carrying attention gathering items outside booth is strictly prohibited. (For Example: flashing lights on person, advertising sandwich board on person, carrying product/service through show floor, etc)

Meetings In Your Booth

If you plan to use your booth to conduct meetings before or after official show hours, you must:

- Show Management reserves the right to have the exhibitor hire security personnel for any event held on the show floor during non-show hours.
- PLEASE NOTE: All attendees and booth personnel, EAC's, labor must have a badge to enter the exhibit hall.

Housing

All exhibitors that are not local to Orlando must utilize the official housing company (onPeak) for all hotel reservations. Failure to do so will result in the loss exhibitor points, exhibitor/client badges and refusal of freight to exhibit booth. If your freight is denied due to your refusal to abide by HIMSS housing policy, Freeman cannot be held responsible.

Move-out/Dismantling

Move-out or dismantling is **NOT** permitted before Thursday, February 14, 2019 at 4:00pm. Early move-out will result in a loss of 100 exhibitor points.

Subletting

Exhibitors may not assign, sublet, or share their exhibit space with another business or firm unless approval has been obtained in writing from HIMSS. Exhibitors must show goods or services manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates imprint, or trademark under which same is sold in the general course of business.

Unpaid Booth Balances

Final booth payment is due no later than September 7, 2018. On September 8 unpaid booth spaces will be released. Any company with an unpaid balance will have their freight refused by HIMSS, will not be allowed to set up their booth and will forfeit all associated monies. If your freight is denied due to your failure to pay the balance on your booth, Freeman or HIMSS cannot be held responsible.



Conference & Exhibition | Feb 11-15, 2019
Orlando | Orange County Convention Center

Lighting

No lighting, fixtures, or overhead lighting are allowed outside the boundaries of the booth space, and should not project onto other exhibits or the aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with the facility rules and be approved in writing by show management. Lighting that spins, rotates, pulsates, and other special lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

The exhibit floor will be at 50% lighting during move-in and move-out days. Full lighting will begin at 8:00 am on Monday, February 11. **If there is an overhead light above your booth that you would like turned off, please contact OCCC utility service center prior to show or onsite. Any costs incurred will be at the exhibitor's expense. If there is a light in question (shades out a portion of the aisle), it will need to be approved through HIMSS.**

Utilities

Electrical & Plumbing is provided by OCCC
Telephone & Internet is provided by SmartCity
Hanging Signs is provided by OCCC

Age Limit

No persons under the age of 21 are allowed on show floor at any time.

Animals

Live animals or pets are not allowed on the show floor and may not be displayed as part of the exhibit booth. However, Seeing Eye dogs for the vision and/or hearing impaired are permitted.

Cameras:

Cameras or video equipment are not allowed on HIMSS show floor. Any exhibiting company found taking pictures inside the exhibit hall of any booth, other than their own space, without special permission from HIMSS will lose 1,000 Exhibitor priority points.

Balloons

NO helium balloons are allowed on the HIMSS19 show floor. This is a HIMSS rule and not a Convention Center rule.

Catering

CenterPlate (Orange County Convention Center) has exclusive rights to all catering in the facility. Menus can be found in the online service manual under the Service Providers section.

Security

Orlando is a major city with the inherent security risks of any major metropolitan area. Most tradeshow thefts are a crime of opportunity and occur during move-in and move-out hours when there are hundreds of individuals on the exhibit floor: exhibitor appointed contractors, exhibit staff, union workers, etc. Although HIMSS has retained the services of an excellent security firm to roam the exhibit hall during these times, it is your responsibility to make sure that all of your items are accounted for at all times. We highly recommend that a representative from your company be present during your move-in and move-out times to ensure that each crate and box arrives to its destination.

- Please **DO NOT** leave valuables such as laptops, PDAs, purses, briefcases, plasma screens and cell phones, unattended in your booth at any time. If you will be leaving valuables in your booth overnight, we highly recommend that you retain the services of the official security company guard your booth.

Floor Managers

All issues or questions must be resolved on show site. To aid in the resolution, there will be five floor managers onsite. Each company will be:

- Notified of their assigned floor manager, their exact location, and how to reach them.
- Freeman and other official contractors will have a desk set up for your convenience on show site in the service center.
- These desks will be available during installation, show hours, and dismantle.
- Review any invoices you may have while on show site, and then settle accordingly.



Conference & Exhibition | Feb 11-15, 2019
Orlando | Orange County Convention Center

- Show management reserves the right to address and resolve any matters not specifically covered in these rules and regulations.

EXHIBIT SHOW RULES: Exhibitors are liable for any damage caused, directly by Exhibitor or Exhibitor's agents, to building floors, walls, or columns, or to Specialty Pavilion space or equipment, or to other Exhibitors' property. Exhibitors may not mark, tack, make holes, and apply paint, lacquer, adhesives, or other coating to building columns and floors or to Specialty Pavilion space. All packaging containers and materials are to be removed from the areas outside Exhibitor's designated Specialty Pavilion space. All aisles, corridors, exit areas, and stairways must be maintained at their required width at all times that the exhibition is open. No obstructions will be allowed to protrude into the aisles. Photography or videography of another company's exhibit is strictly prohibited. Exhibitors are charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in this exhibition. Compliance with all such laws is mandatory for all Exhibitors and the sole responsibility is that of the Exhibitor. The violation of any of these rules is grounds for dismissal from the exhibit hall and forfeiture of all associated monies

Specialty Pavilions

SCHEDULED SPECIALTY PAVILION DEMONSTRATIONS: Exhibitors hosting Specialty Pavilion space with an associated demonstration must ensure that speaker arrive on time and are prepared to present the associated demonstration in accordance with the policies set forth in the Event Service Manual. Exhibitors whose speaker fails to appear at the designated time or fails to follow stated policies and direction of show management may be prohibited from presenting a Specialty Pavilion demonstration at subsequent exhibitions.

Please note that if any rules and regulations stated in this Event Service Manual as well as the back of your exhibit space contract are violated, a loss of exhibitor points will occur.

SHOW RULES AND REGULATIONS REVIEW

The following are exhibit floor rules and regulations. These rules and regulations apply to exhibit booth construction and design.

BOOTH HEIGHT SPECIFICATIONS

The following rules will guide you through your planning process. Please read all booth guidelines very carefully.

- **Inline booth-**
 - A booth that is 10' deep and not on a perimeter wall of the building – Maximum height of 8' 3"
- **Perimeter booth –**
 - Standard booth located on the outer-perimeter wall of the exhibit floor – Maximum height of 12'
- **Peninsula booth-**
 - Minimum booth size 20' x 20', aisles on three sides – Maximum height for any structure is 16', Maximum height of hanging sign or hanging graphic is 24'.
 - **ALL exhibitors occupying Island or Peninsula Booths are required to submit a floor plan to [HIMSS](#)**
- **Island booth-**
 - Minimum island booth size is 20' x 20', aisles on four sides – Maximum height for any structure and/or hanging sign or hanging graphic is 24'
 - **ALL exhibitors occupying Island Booths are required to submit a floor plan to [HIMSS](#)**

Consideration of the adjacent booths in booth design and noise levels is mandatory. HIMSS staff and contractors will be monitoring set up, tear down and show hours and will have exhibit floor managers on the floor to assist you if you have any questions.

We look forward to working with you. Should you have any questions or need further clarification please don't hesitate to contact us.

Elli Riley

Virginia Geoghegan

Eileen Keating



Conference & Exhibition | Feb 11-15, 2019
Orlando | Orange County Convention Center

Sr. Director, Exhibits Services
eriley@himss.org
312-915-9272

Manager, Exhibit Services
vgeoghegan@himss.org
734-477-0855

Program Manager, Exhibit Services
ekeating@himss.org
312-915-9545