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

Exhibitors/Sponsors contact information will be given to HIMSS contracted suppliers in order to service needs of the exhibition when ordering goods and services for HIMSS20. If you are contacted by any other organization that is not on the HIMSS preferred supplier list, please note that HIMSS does not share the exhibitor list with outside organizations.

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.

- 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
Recommend putting all rules & stipulations that apply to your giveaway on the giveaway/raffle offering.
- All giveaway/tchotchkes that are being given away at your booth/meeting room must have your company logo present on the giveaway.

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
• 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

Event Participants are expected to behave responsibly and to treat each other - and treat the community - with respect, kindness, and compassion. HIMSS20 reserves the right, without refund, to revoke the credentials of participants whose conduct is deemed inappropriate, disorderly, or offensive by HIMSS, affiliated third parties or the local authorities.

HIMSS20 is a private event and has a weapons-free policy. Attending participants are prohibited from carrying weapons of any kind, including concealed or displayed firearms. Participants are prohibited from bringing weapons onto the premises of any official HIMSS20 events. HIMSS20 reserves the right, in its sole discretion, without refund, to deactivate and/or revoke the credentials of participants who violate this weapons-free policy. Participant agrees that this policy is in force, and agrees to comply with the policy, regardless of whether signs prohibiting weapons are posted at the premises of any official HIMSS20 event.

**Solicitation**
Exhibitors are required to remain in their own booth space during exhibit hours and non-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
For cameras:

However, live animals or pets are not allowed on the show floor and may not be displayed as part of the exhibit booth.

**Move-out/Dismantling**

Move-out or dismantling is **NOT** permitted before Thursday, March 12, 2020 at 4:00pm. Early move-out will result in a loss of 100 exhibitor points.

**Registration Policies:**

- HIMSS does not share your email address with exhibitors. If you receive email from an exhibitor, contact the exhibitor directly to remove your name from their distribution list. You may also alert HIMSS at globalconference@himss.org.

- For security reasons, badge swapping is not permitted. Anyone found wearing a badge that does not match his/her identification will be evicted from the conference without a refund. In addition, the registration will be cancelled. A government issued photo ID will be required to pick-up your badge onsite.

**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 5, 2019. On September 5th 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.

**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, March 9. **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 HIMSS20 show floor. This is a HIMSS rules 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.
- 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.

**Official Show Suppliers and Contractors**

There are many soliciting organizations that are approaching companies that will be exhibiting at shows in Orlando (hotels, attendee list, digital advertisements, etc), HIMSS cannot confirm authenticity and does not recommend utilizing any company that is not on the official list. The attached link are the OFFICIAL HIMSS suppliers and contractors. HIMSS does not sell or give out the HIMSS exhibitors list to any organization other than the official HIMSS suppliers & contractors. Also, it is a mandatory HIMSS policy that all exhibiting companies book all hotel needs through onPeak for the HIMSS20.
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**
Sr. Director, Exhibit Services
eriley@himss.org
312-915-9272

**Virginia Geoghegan**
Sr. Manager, Exhibit Services
vgeoghegan@himss.org
734-477-0855

**Moriah Hathaway**
Manager, Exhibit Services
m hathaway@himss.org
312-915-9262

**Eileen Keating**
Program Manager, Exhibit Services
ekeating@himss.org
312-915-9545
**INLINE BOOTH**

**DEFINITION**
One or more standard units in a straight line

**Height**
Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8’3” (2.5m).

**Intent**
*If a portion of an exhibit booth extends above 8’3” (2.5m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.*

**Depth**
All display fixtures over 4’0” (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor’s space which is at least 5’0” (1.52m) from the aisle line.

**Intent**
*Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. Exhibitors with larger space—30 lineal feet (9.14m) or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4’0” (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.*

**Structural Integrity**
All exhibit fixtures; especially portable or “pop-up” booths must be erected in a manner to withstand normal contact or vibration due to outside forces such as wind, the movement of fork-lifts, heavy machinery or equipment, and unintentional contact on the part of cleaners, laborers or neighboring exhibitors. Exhibit fixtures should always be erected on a concrete floor (where possible) and the use of shelves and racks for product or literature display should only be attempted with fixtures designed to support such a loading. Exhibitor must mask all displays with unsightly back/side walls.

**IMPORTANT:** Space dimensions shown on floor plan are from centerline of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

**Intent**
*Exhibitors adjoining portable or “pop-up” booths are entitled to reasonable safety precautions.*

**Storage**
Exhibitors are reminded that the storage of excess literature, product, or packing materials and cases, behind the exhibit back drape is strictly prohibited in every major exhibit facility in the U.S. In most cases, a limited supply of literature and/or product may be stored within the booth area, as well as fire retardant shipping cases, as long as these materials do not block access to the utility service or appear unsightly from the aisle.

**Intent**
*Exhibitors with small exhibit presentations who have purchased portable or “pop-up” displays and who do not require the services of the labor or drayage contractor, should be allowed to keep their materials within the confines of their rented booth space, as long as they do not create a safety problem or appear unsightly to the neighboring exhibits.*
ISLAND BOOTH

DEFINITION
Exhibit with one or more display levels in four or more standard units with aisles on all four sides.

Visual Openings
All island booths must have ample sightlines to assure adjacent exhibits are visually accessible. Total visual opening from all directions of your booth needs to have at least a 25% visual opening from top to bottom. Please note city marshal rules state you must have a 10’ opening every 100’.

Intent
To avoid the potential of Island Booths structures or hanging signs blocking sightlines of adjacent exhibits. To achieve this objective all final floor plan designs must be approved by HIMSS exhibit staff.

Height
Exhibit structures and hanging signs will be permitted to a maximum height of 24’0”. Structures and hanging signs will be allowed to a maximum height of 24’ provided the exhibit is not in a height-restricted area of the convention center.

Intent
When an island booth exceeds 8’3”, it does not interfere with other exhibitors because it obviously does not back up against another exhibitor’s back wall. The extra height is often required in an island booth exhibit to permit the open walk-through approach normally used in this type of location. The 24’ maximum height limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the other’s efforts. Also, the 24’ high exhibit will fit into most exposition centers, thus permitting each exhibitor to get the maximum use of his or her exhibit.

Depth
Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted. Exception: See Visual Opening rule above.

Structural Integrity
All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit structures and hanging signs/graphic exceeding 12’0” in height must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that include a signature of stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

Intent
Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

Demonstrations:
Any equipment that is showing a demonstration from your booth, must be set back into your booth at least 5’ off of any aisle.

Intent
Demonstration pieces that are placed around the perimeter of your booth will attract people. The 5’ inset is put into place to avoid congestion in the aisle.

FIRE EXTINGUISHERS / FIRE HOSE CABINETS / FIRE CONTROL VALVES
Please remember that all fire extinguishers, fire hose cabinets, and fire control valves must be kept clear, accessible, and remain free of obstruction (36” clearance) at all times. The fire hose cabinets, fire extinguishers, fire control valves, and permanent fixtures of the facility cannot be moved. These items are located on most columns.

IMPORTANT: You MUST submit a floor plan to scale with heights/width indicated on each structure and hanging sign or hanging graphic to HIMSS. All multi-level booths must be submitted to OCCC two months prior to the conference.

IMPORTANT: The exhibitor is required to order fire watch personnel through Orange County Convention Center, Event Services no less than two (2) weeks before the show moves in. Fire watch is required:

a. For ALL multi-level exhibits (regardless of the square footage) and all other covered exhibits exceeding three hundred (300) square feet.
b. On all show days
c. Beginning one half (1/2) hour prior to show opening and ending one half (1/2) hour following show closing. Fire watch personnel are charged at the prevailing rate.
d. To place order, contact: Orange County Convention Center, Event Services at 407-685-9882

Last minute changes to your booth can be costly. HIMSS would like to provide guidance during your booth design process to ensure that all rules and regulations are met and that your company does not incur any charges for last minute changes.

Please contact Virginia Geoghegan at 734-477-0855 or exhibitors@himss.org with any questions.

Please submit your island booth floor plans for approval before January 10 to exhibitors@himss.org
HANGING SIGNS

DEFINITION

An exhibit suspended component above a three or four sided booth. Only peninsula or island booths larger than 400 square feet can have a hanging sign.

Height
Hanging identification signs and/or hanging graphics will be permitted to a maximum height of 24’0” in peninsula and island booths only. Inline and perimeter booths may not hang signs over their booth at the HIMSS exhibit.

Intent
Hanging signs are part of the overall exhibit presentation and, therefore, must be treated as component of the total exhibit configuration. All hanging signs will be permitted to a maximum height of 24’ in peninsula and island booth configurations.

Visual Openings
All island & peninsula booths must have ample sightlines to assure adjacent exhibits are visually accessible. At least 25% visual opening on all sides will need to be applied when designing your hanging sign.

Depth
All hanging signs in an island booth will be allowed to be hung in any area of your booth. All hanging signs in a peninsula booth must be hung at a minimum of 5’ away from connected exhibiting booths. All hanging signs must have ample sightlines within area of hanging sign to assure adjacent exhibitor hanging signs are visually accessible.

Intent
To avoid the potential of hanging signs blocking sightlines of adjacent exhibits. To achieve this objective all final hanging sign floor plan designs must be approved by HIMSS exhibit staff.

Size
Hanging signs or hanging graphics must follow other display regulations regarding height, line of sight and visual opening.

Intent
The size and number of hanging signs must be limited in order to minimize the stress to the facility ceiling structure on the part of any one exhibitor.
10x20 ISLAND BOOTH

**DEFINITION**
Ten-foot by 20-foot booth (10’ x 20’ / 3m x 6m) with aisles surrounding all sides of the exhibit

- The maximum height is 8’ (2.44m). Booth presence (including signs/graphics) can be 12’ (3.65m) with Show Management pre-approval.

- If you have any type of interactive display, you must have a 3’ clearance from the aisle(s) to allow for crowds.

- Must show at least a 25% visual opening on all sides of the booth, as to not block your exhibiting neighbors

- All booths must be carpeted entirely due to safety and aesthetic reasons

- All exhibitors must bring a copy of their US Engineer-stamped plans on-site for the Fire Marshal, if appropriate. The Fire Marshal reserves the right to deny booth construction without these plans.

- Floor plans must be approved by HIMSS prior to going into production. Please send to exhibitors@himss.org for approval.

- **Hanging signs are not allowed for 10’ X 20’ Island Booths.**
DEMONSTRATIONS

DEFINITION
The part of the exhibit program involving the interaction of exhibit personnel and their audience through corporate presentations, product demonstrations or sampling.

Regulation
Demonstration areas must be organized within the exhibitor’s space so as not to interfere with any traffic aisle and the demonstration tables must be placed a minimum of 5'0" from the aisle line. Should spectators interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, exposition management will request that the demonstration be eliminated and a loss of exhibitor points will occur.

Demonstrations & Marketing Activities
Exhibitor demonstrations and all marketing/promotional activities must be conducted within the confines of your booth space. Exhibitors are permitted to have 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. Orders may be taken during the normal activity on the exhibit floor but retail sales are not permitted.

Intent
The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or for sampling and interfere with the flow of traffic down aisle or create excessive crowds in neighboring booths, it is an infringement on the rights of other exhibitors. Aisles must not be obstructed at any time.

Sound/Noise
The use of megaphones, loudspeakers, or public address systems by exhibitors is prohibited. The decibel level of sound emitting from your booth 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 show management. Speakers must face into the exhibit booth itself and not into the aisles or into neighboring exhibits. Live music is prohibited in the exhibit hall. HIMSS reserves the right to determine at what point sound constitutes interference with other exhibitors and it must be discontinued.

Safety Precautions
All product demonstrations involving any moving and potentially hazardous machines, displays or parts must have hazard barriers to prevent accidental injury to spectators.

Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency and all demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks or flames, must be approved in writing by exposition management 60 days prior to the show.

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.

Solicitation
Exhibitors are required to remain in their own booth space during non-exhibit hours. Solicitation outside booth in any way is strictly prohibited.
CANOPIES & CEILINGS

DEFINITION
An exhibit component supported over an exhibitor’s space for decorative purposes only.

Height
Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed 8’3” (2.5m) in height in a standard booth configuration. Furthermore, the canopy or false ceiling will not exceed 1’0” (30cm) in depth and cannot be used for identification or display purposes.

Intent
Exhibitors requiring canopies or false ceilings to create the desired exhibit environment within their booth space should be allowed to do so as long as the canopy and its support structure does not violate the intent of the height or depth regulation. Exhibitors adjoining exhibits with canopies are entitled to the same reasonable sight line from the aisle, as they would expect if they were adjacent to an exhibitor with a standard booth.

Depth
Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor’s space providing that the support structure will not exceed 3” (7.62cm) in width when placed within 10 lineal feet (3.02m) of an adjoining exhibit and not confined to that area of the exhibitor’s space which is at least 5’0” (1.52m) from the aisle line. Furthermore, canopies, false ceilings or umbrellas will not be used for identification or display purposes except as would normally be allowed for any exhibit component within the regulations set forth for the exhibit configuration.

Rules & Regulations
Life Safety Code...13.7.4.3.6.3...The following shall be protected by automatic extinguishing systems; Single-level and multi-level exhibit booths exceeding 300 square feet and covered with a ceiling. A fire watch is required for all covered booths greater than 300 sq. ft.

IMPORTANT: IMPORTANT: You MUST submit a floor plan to scale with heights/width indicated on each structure and hanging sign or hanging graphic to HIMSS. All multi-level booths must be submitted to OCCC two months prior to the conference.

IMPORTANT: The exhibitor is required to order fire watch personnel through Orange County Convention Center, Event Services no less than two (2) weeks before the show moves in. Fire watch is required:
- a. For ALL multi-level exhibits (regardless of the square footage) and all other covered exhibits exceeding three hundred (300) square feet.
- b. On all show days
- c. Beginning one half (1/2) hour prior to show opening and ending one half (1/2) hour following show closing. Fire watch personnel are charged at the prevailing rate.
- d. To place order, contact: Orange County Convention Center, Event Services at 407-685-9882

Last minute changes to your booth can be costly. HIMSS would like to provide guidance during your booth design process to ensure that all rules and regulations are met and that your company does not incur any charges for last minute changes.

Please contact Virginia Geoghegan at 734-477-0855 or exhibitors@himss.org with any questions.

Please submit your island booth floor plans for approval before January 10 to exhibitors@himss.org
PERIMETER WALL BOOTH

DEFINITION
Standard booth located on the outer-perimeter wall of the exhibit floor. Hanging signs not permitted in Perimeter booths.

Height
Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12'0" (3.66m) in perimeter-wall booths.

Intent
Because the outer perimeter booths are not backed up against another exhibitor’s booth, display back walls and materials over 8’3" (2.5m) will not interfere with or distract from any other exhibit booth.

Depth
All display fixtures over 4’0” (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor’s space which is at least 5’0” (1.52m) from the aisle line.

Intent
Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space—30 lineal feet (9.14m) or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4’0” (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.

Last minute changes to your booth can be costly. HIMSS would like to provide guidance during your booth design process to ensure that all rules and regulations are met and that your company does not incur any charges for last minute changes.

Please contact Virginia Geoghegan at 734-477-0855 or exhibitors@himss.org with any questions.
Rigging Frequently Asked Questions for Exhibitors

Do you have a Rigging section on your website? [http://www.occc.net/exhibitor](http://www.occc.net/exhibitor)

When do I owe my first payment? An Aerial Rigging Labor Deposit is required. The Incentive rate of ($554) placed 21 days or more from the first day the show moves into the building or Base rate of ($806) placed after the 21 day deadline.

When do I get my final invoice? Exhibitor Services will send an invoice within one week after the last day of the show.

Will it cost more to place a rigging services order on-site? The OCCC has three tiers of pricing: “Incentive Rates” are orders placed 21 days prior to move in dates; “Base Rates” are orders placed prior to move in dates, but less than 21 days prior; and on-site orders are those placed during move-in dates. Onsite orders placed will be put on the Will Call List and may not be hung until the next day.

When I am ready for a Rigging Team, what should I do? Once your Sign is assembled, you or your designee on the CC Authorization, will need to go to the OCCC Service Desk to sign off on your rigging order. The Service Desk then contacts the Rigging Coordinator for the show. The Rigging Coordinator will send you the next available crew. Each time you need a Rigging Team at your booth, please return to the OCCC Service Desk.

What is the protocol when I need to have my order done at a specific time? If you are not flexible and need to book a specific date and time, you will need to order a dedicated rigging team. Please reach out to Exhibitor Services as soon as possible to make arrangements ahead of time.

What does a Dedicated Rigging Team cost and include? A dedicated team is three riggers that are booked in advance for your specific time frame. Exhibitors will be billed a minimum of 4 hours per man and then in half-hour increments until the work is complete.

What are the cost difference between a Will Call Team and a Dedicated Team? A will call team is billed as time served. A dedicated team requires a deposit of ($1,108) at the Incentive rate and the base rate of ($1,612), which is a 4-hour team minimum. Beyond the 4-hour minimum charges, additional time will be billed for each half hour of work.

What is the minimum number of Riggers scheduled per crew? The OCCC operates in three-man teams for both the lift teams and crews that use the fall protection system to walk the structural steel. Each team consists of two up riggers and one ground rigger.

Will I be charged if I cancel my rigging services? There is a $35 Admin Fee associated with any order canceled before work begins.
Rigging FAQ for Exhibitors

Will I be charged overtime rate? The overtime rate starts after 8 hours of continuous work per booth space or on County holidays. The rate is time and a half the rate that your deposit is locked in at (Incentive or Base).

How late are the riggers available for services? OCCC riggers will be on-site during the same hours as the service desk unless prior arrangements have been made.

How much will the rigging services cost me? This will vary based on the scope of work, a Rigging Coordinator will be happy to discuss the details and give advice on how to mitigate costs and provide estimate based on the details you provide.

Do you assemble\disassemble signs? All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor-appointed contractor.

Where do I ship my sign to? Refer to your exhibitor manual or ask your show management for proper drayage instructions. Freight deliveries, including UPS, FedEx, RPS, GPS, etc., will not be accepted by the OCCC. OCCC Rigging will not take possession of any non OCCC equipment.

What is the maximum height for rigging? The OCCC Rigging Department does not put height restrictions on any signage. The show management for each event will determine how high an exhibitor will be permitted to hang their equipment. This information can typically be found in the Exhibitor Packet provided by Show Management.

Can I contract my own riggers? No. OCCC Rigging is the exclusive provider of rigging services for the aerial attachment of any equipment to the venue. OCCC Rigging does not provide services for ground supported structures.

Who is responsible for making attachments of hanging elements to truss? Should you require anything to be attached to truss (signs, AV equipment, scenic elements, etc.), it would need to be done by your EAC or GSC. Any Rigging hardware needed for the attachment to the truss will need to be provided by your EAC or GSC and must be approved for overhead rigging. OCCC Rigging will make a final inspection of the attachments to make sure everything is safe before raising truss to final trim. If you have any questions or need assistance please contact the OCCC Rigging Coordinator assigned to the event.

Is OCCC the exclusive provider of Truss and Motors? No. However, all equipment must be in good working condition with proper and updated certification or it will not be approved for use. OCCC is the exclusive Aerial Rigging Services Provider.

Does OCCC provide truss ground-supported structures? No. You will need to contract your own labor and equipment for any approved ground-supported structures.

Where can I get the load limits for the exhibit halls? Please request this information by contacting our Rigging Coordinators at 407-685-5555 or email us at rigging@occc.net
Rigging FAQ for Exhibitors

Where can I get a Reflective Ceiling Plan or CAD files for the exhibit halls? Please request this information by contacting our Rigging Coordinators at 407-685-5555 or email us at rigging@occc.net

Who do I send the rigging plots, drawings, blueprints or engineers certification to? Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the OCCC Rigging Coordinator for the show a minimum of three weeks in advance of the first move-in day for your show. They must include the location, dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.

When do I need a structural engineer’s approval? All equipment, signs, products, etc. must be engineered to be suspend safely. In some cases, signs that have hidden attachments or noticeable wear may require a structural engineer’s seal of approval. A Rigging Coordinator will request an engineered seal of approval if the equipment does not meet industry standards. If you are not sure, please contact us at rigging@occc.net.

What is approved hardware? Any hardware that will be suspended overhead will require a working load limit rating. The Working Load Limit is the maximum load which should ever be applied to a product, even when the product is new and when the load is uniformly applied.

What are some things I can do to make sure my order is expedited? Good communication with your event assigned Rigging Coordinator in advance of the event is crucial for the success of your installation. Additionally, please be sure your EAC or GSC has your sign onsite, ready and assembled prior to the rigging teams’ arrival and only using approved hardware with visible tags indicating their working load limits. Finally, please note that OCCC Rigging does not assemble signs.

Who can do the lighting focus on my truss? OCCC Rigging does not handle any audio visual equipment. Please contact the events service contractor for any approved vendor for any AV needs. OCCC does not provide lifts for AV work or any other work not related to actual rigging. AV vendors must supply/rent their own lifts.

Can I use my own lighting on your steel grid or catwalks? Only OCCC Par Cans may be attached to OCCC steel or catwalks. OCCC Par Cans must be installed by OCCC personnel.

How much surface area does a par can light cover? The PAR64 is an ideal unit for display and stage lighting. Its long barrel design reduces light glare/spill while maintaining a theatrical appearance. PAR64 lamps allow this unit to throw up to 50 ft. with spot angles as low as 12° and flood angles as much as 72°. Accepts PAR64 lamps up to 1000-watts. OCCC Par cans are not color adjustable and only create a yellow light. OCCC Par Cans must be installed by OCCC personnel. Please note that any item attached to the building must be done by OCCC Rigging.

When is a Truss Protector needed? Truss Protectors needed on house rented truss and when Altman clamps are used. Truss Protectors must be supplied by your AV Contractor.
Rigging FAQ for Exhibitors

Is OCCC the exclusive lift providers for any exhibitors? OCCC rigging does not provide boom/scissor lifts for anything outside of the installation or removal of rigging attachments to the OCCC structure.

Can I operate OCCC Motors? OCCC equipment can only be operated by OCCC personnel.


How late can exhibitor/client’s labor stay in the building? The official move-in hours can be found in your Exhibitor Packet. Any after-hours work must be approved by show management and on-site security the day it will be needed.