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TO: ALL EXHIBITORS  
FROM: Morgan Crescent  
Expo Manager  
DATE: July 3, 2018  
SUBJECT: **WELCOME TO THE EXPO!**

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We appreciate your participation in the 2018 Humana Rock 'n' Roll Virginia Beach Health & Fitness Expo. We hope that the expo is a successful and enjoyable experience for you. Thank you for taking a moment to review the following information.

### EXPO HOURS

All booths should be in place before 1:00pm on Friday, September 1 when the show opens. Exhibitors must have personnel in their booths **at all times** during the hours of the Expo and Race Registration, which are:

Friday	September 1	1:00pm – 7:00pm
Saturday	September 2	10:00am – 5:00pm

*Exhibitors with badges may enter the hall at 8:00 am on show days. For safety reasons, **children under 18 years of age** will not be permitted on the exhibit floor during set-up and dismantling hours.*

### LOST AND FOUND

If items of value are left at your booth, please bring them immediately to the **Exhibitor Information** booth so that we can make an announcement before the owner leaves the expo. This includes credit cards, bib numbers, driver's licenses, car keys, etc.

### PARKING FOR EXHIBITORS

Parking will be available in the north lots, located to the west of the convention center. There will be no parking allowed in the loading dock area.

### MEDICAL EMERGENCIES

Please report any medical problems to the Exhibitor Information booth so that we can arrange for prompt help. Please do not go to the medical booth, which is for information purposes only.

### BOOTH APPEARANCE

- Displays and merchandise should have a neat and professional appearance
- Handwritten signs and cardboard cartons for display fixtures are not permitted
- Tables used along booth perimeters must be draped by Xpert
- Overflowing trash should not be visible within your booth
- Pop-up tents are required by the fire marshal to be taken down over night due to fire safety code regulations

### BOOTH DISPLAY HEIGHT

- Maximum height for all booths is 8 feet, with the exception of pre-constructed displays
- Prior approval is needed to exceed the 8' height of the backdrop booth drape
- Display fixtures, signs or merchandise may not be placed higher than 8'

### JANITORIAL SERVICES/BOXES/TRASH

- Show management provides aisle cleaning only - additional janitorial services, including booth vacuuming, are available at exhibitor's expense through Xpert.
- Companies sampling food or beverage must arrange for porter service through Xpert.

- During show hours, exhibitors who have not ordered porter service must empty their wastebaskets in the dumpster provided, and **not** in the public trash bins.
- Please break down your boxes before discarding them - Thank you!

### SECURITY

Twenty-four hour security service is provided by the Expo. Although we cannot guarantee the security of articles left in your booth overnight, we have enhanced security with this policy: *When the Expo is closed, no venue workers or exhibitors will be allowed in the exhibit area unless accompanied at all times by security personnel.* We suggest that you take small valuables with you at night.

### RETURN FREIGHT

Please remember to make arrangements to have all of your materials removed from the Virginia Beach Convention Center on Saturday evening before 10:00pm. The VBCC will **not** hold materials for later pick-up. A representative from Xpert will be available Saturday afternoon to help you with shipping arrangements.

### RULES & REGULATIONS

- Rock 'n' Roll Virginia Beach™ is a **registered trademark**. Use of its name or logos on written materials, products or publicity must be authorized in writing by Competitor Group, Inc.
- Fire Department safety regulations require that **aisles be kept clear at all times**. Please be sure that your table and other display materials do not go past the **edge of your carpet**. Your promotions must remain within your booth.
- **Please do not leaflet or distribute products in the aisles or near the doors.**
- Please do not tape anything to the walls of the building, or pin anything to the draping. Display materials can be hung from the back pipe of your booth using S hooks, which are available at the GES service desk.
- Please be considerate of your neighbors! Don't obstruct access to or visibility of their booths, or disrupt others with loud noise, **loud music**, or the use of flashing lights. We may need to ask you to limit or suspend a particular promotion, such as **wheels to spin for prizes**, if crowds block the aisles or limit access to others' booths.

### EXPO OFFICE & GES SERVICE DESK

Staff from Competitor Group, Inc. and Xpert will be available to assist you throughout the show. Please feel free to call on us if you have any questions.

We hope you enjoy the expo, the race, and your stay in Virginia Beach!

- Morgan and Mike