

Rules and Regulations for Booth Design and Construction

Please consider the below in design/construction of the booth space.

1. The design of the booth must be so that customer interaction can be done inside the space that the company purchased.
2. No walls or facades that directly impact other exhibitors that are around them.
3. No sound amplification equipment.
4. No strobe lights or bright lights that can be disruptive to other exhibitors.
5. No drones or helium balloons.
6. Assembly of booth is allowed only in the normal setup hours available to exhibitors. If Tri-State Seminar, LLC (TSS) or Western Event Services (WES; Show Decorator) deem necessary, scheduled delivery or pick up may be required.
7. After show closes on Wednesday evening, booth and product must be removed from floor by 10:00pm. Exceptions can be made but need to be made at time the booth is setup.
8. Union rules and regulations apply. Installers must have own tools and equipment.
9. Material handling (Drayage) fees apply.
10. Storage of containers is part of Material Handling. Odd-shaped containers may incur additional charges.
11. Any items that require out of the ordinary usage of a forklift (or any special unloading) may incur charges.
12. To help ensure that there are minimal problems, please send final design (or any design questions) to exhibitors@tristateseminar.com. This is an unmonitored email address and replies may take up to 48 hours.
13. All installers must be registered as Booth Staff by the exhibiting company. No badge sharing is allowed. ID/badge checks may take place to insure ownership of the exhibitor badge. Those not in compliance will be required to register as Exhibitor Staff.
14. TSS and its subcontractors reserve the right to change, modify, or limit the guidelines and regulations.