

# NRF<sup>®</sup> PROTECT

RETAIL'S LOSS PREVENTION AND CYBER RISK EVENT

JUNE 11-13, 2019 > ANAHEIM, CA

## RULES & REGULATIONS

Please read these Rules & Regulations in their entirety **BEFORE** finalizing your exhibiting plans.

### Contacts:

Island design/layout: Questions and submit plans to Anna Fassano ([anna\\_fassano@afassanoco.com](mailto:anna_fassano@afassanoco.com)) 856.364.3516  
Linear design/layout and general exhibit rules: Contact Williana Parker ([parkerw@nrf.com](mailto:parkerw@nrf.com)) 202.626.8164

### INSTRUCTIONS FOR SUBMISSION OF ISLAND SCHEMATICS – DEADLINE IS APRIL 15, 2019

**All Island Booth layouts and structures must be approved by the NRF. Linear booths are not required to submit schematics unless you have purchased a linear as an island.**

Requests for Variances and Island Schematic Submissions: [anna\\_fassano@afassanoco.com](mailto:anna_fassano@afassanoco.com)

All variance requests must be made in writing and sent via email to Anna Fassano, on or before April 15, 2019.

### Additional requirements when submitting island schematics:

- Deadline to submit your schematics is April 15, 2019.
- All dimensions must be in US measurements
- Elevation views should indicate the height of the following elements:
  - Top measurement of banner from the floor (No higher than 18 feet from the floor.)
  - Bottom measurement of banner from the floor (No lower than 16 feet from the floor.)
  - Overall height of the highest element of the display (14 feet with a hanging banner; 16 feet without a hanging banner.)
  - Height of elements in the sight paths (No higher than 48 inches)
  - Sight lines/paths must be shaded or called out based on sight line requirements above. (20% on all four sides)
  - If sight path is under a header, the height of the header(s) must be indicated. (Height of header limited to 2 feet)
  - For two-story displays, the percentage of square footage of the two-story to the size of the booth must be indicated. If the sight path is under a two-story, the material above must be clear and indicated on your plans.
  - If solid surface ceilings are used in your booth, the square footage must be indicated.

### ARE YOU AN ISLAND OR IN-LINE BOOTH?

An island booth is defined as a booth that has an aisle between it and all its neighbors. All other booths are considered in-line booths. If a booth only shares its back wall with another exhibitor, it is an in-line booth, NOT an island booth, and must adhere to the in-line booth guidelines.





**ISLAND BOOTHS WITHOUT HANGING SIGNS**

Below are the different options for booth design, with specifications on height and see through space. To ensure a fair and equitable exhibiting experience, all island booths are required to adhere to these guidelines.

**Island Booths with or without a floor supported header, but WITHOUT a Hanging Banner:**

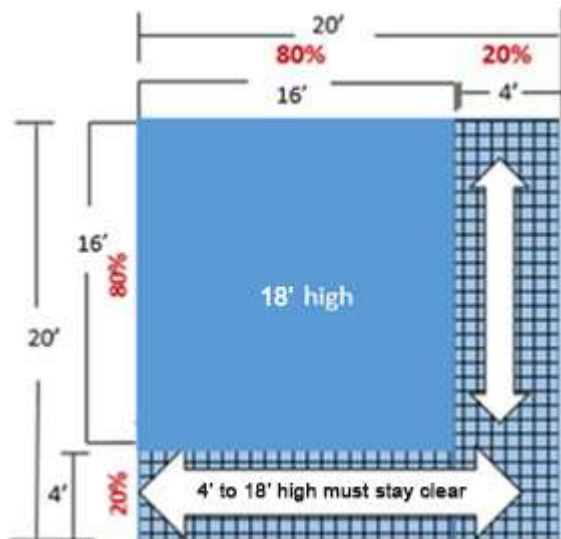
- Floor supported display height limitation is 18 feet
- Must have a 20% contiguous break on all four sides of the booth to create a direct line of sight through the booth. The 20% sight path may be present under a header; however, the header cannot be larger than 2' in height. Additionally, if the sight path is under a header, the bottom of the header can be no lower than 16' from the ground.

Examples of calculations:

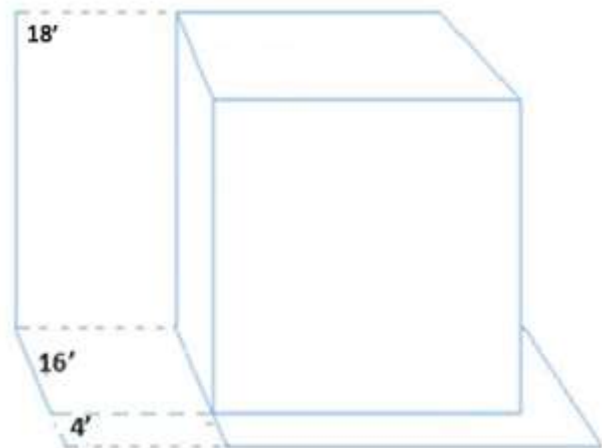
- **20' x 20' booth:** Booth must include a 4' direct line of sight to the opposite side of the booth, creating a 4' opening on all sides. Complete, clear visibility, must begin at 4' and continue to 18' high. If the sight path is under a header, the header cannot be larger than 2' in height and the bottom of the header no lower than 16'.

**Example of an Island Booth with NO Hanging Banner and WITHOUT a Floor Supported Header**

**Aerial View**



**Elevation View**





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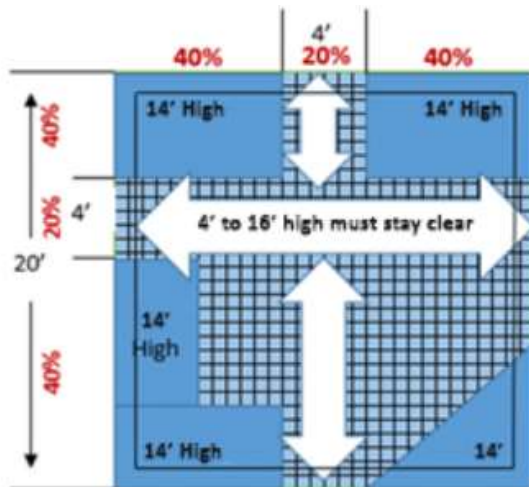


## Island Booths WITH a Hanging Banner:

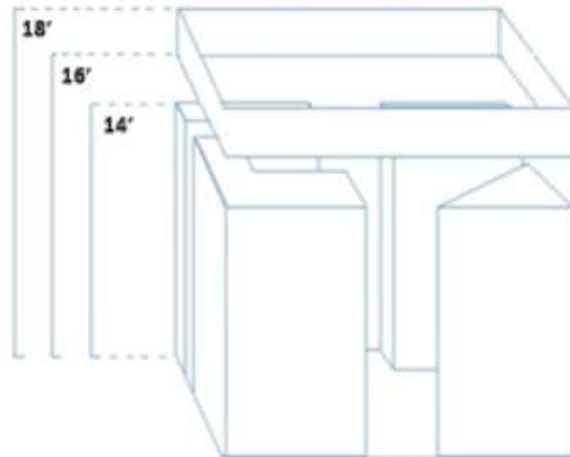
- Floor supported display height limitation is 14 feet
- In addition to rules and regulations listed above, if your booth includes a hanging banner, the bottom of the banner cannot be lower than 16' from the floor and the top of the hanging banner cannot be higher than 18' from the floor. If the sight path is under a header, header cannot be larger than 2' in height and the bottom of the header no lower than 12'.

## Example of an Island Booth with Hanging Banner and Header

Aerial View



Elevation View



## Additional Island Booth Construction Guidelines

- Any stage that is part of the booth must face the middle of the booth, and all speakers and A/V that are part of the presentation must be directed inside the booth. The booth must also have sufficient room for spectators of the presentations, as attendees will not be allowed to stand in the aisles to watch presentations. After seeing the booth layout, if Show Management feels the presentations may affect surrounding booths, a schedule of presentations will be required, and will be distributed to surrounding booths.
- **Two-Story Booths** are permissible only if the exhibit is centered in the **Island Booth** space. The 20% sight line rules still apply as outlined above. Additionally, no more than 60% of the island booth space may be occupied by the two-story booth and the unit must be located in the center of the company's exhibit booth area. Contact Anna Fassano at [anna\\_fassano@afassanoco.com](mailto:anna_fassano@afassanoco.com) or call at 856.364.3516 for more details and facility requirements.



**Peninsula Booths** will not be assigned.

#### **GENERAL BOOTH CONSTRUCTION GUIDELINES**

- No exhibit may span an aisle by ceiling or floor covering.
- Exposed or unfinished sides and/or exhibit backgrounds must be draped to present an attractive appearance. Exhibits will be inspected during the move-in and the service contractor, with the approval of the NRF Show Manager, will provide draping deemed necessary and submit the bill to the exhibitor. NRF reserves the right to base all decisions on the best interests of all concerned parties. All decisions are final.
- **Multiple Booths Sharing a Common Aisle:** A Company may reserve two or more island booths at an NRF event; however, these booths may not be located in such a manner that they are situated across from each other on a main, transecting aisle of the Exhibit Hall. Additionally, employees of an exhibiting company that reserves two or more island booths are required to remain in the confines of their respective exhibit spaces and are not permitted to block traffic in the intervening aisle.
- ***ALL BOOTH CONSTRUCTION GUIDELINES WILL BE STRICTLY ENFORCED.***

#### **INSTALLATION & DISMANTLING**

Exhibitor move-in begins at 8:00 a.m. on Monday, June 10, 2019. **If you will require additional set-up time, please contact NRF.**

#### **Work Passes**

Registered exhibitors may enter the Exhibit Hall during installation and dismantle by obtaining a wristband, which can be picked up at the main entrance of the exhibit hall. Installation and dismantle companies must obtain work passes for all personnel at the Exhibitor Services Office. In the interest of safety, only those individuals directly responsible for the installation and dismantle of the booth will be permitted in the Exhibit Area during the move-in and move-out times. Exhibitor Appointed Contractors must also wear a wristband. Once the EXPO Hall opens, everyone entering must be registered and wearing a badge.

Skilled labor will be available for hire during installation and dismantle. Exhibitors are urged to notify The Expo Group, in advance, of labor requirements. At the NRF Show Manager's discretion, any exhibit not in the process of being assembled by 12:00 noon Monday, June 10, 2019, will be installed at the exhibitor's expense. All exhibits must be fully assembled by 4:30 p.m. on Tuesday, June 11, 2019. Request for additional installation time before or after the specified installation hours must be made in writing in advance to the NRF Office.

Due to fire regulations, no empty cartons, fiber cases or literature may be stored in or behind booths. After move-in has been completed, please label all empties. The service contractor will place them in storage until the end of the show.

**OFFICIAL CLOSING TIME OF THE EXHIBITION IS 2:30 p.m., THURSDAY, JUNE 13. NO PACKING OR DISMANTLING OF EXHIBIT MATERIAL WILL BE PERMITTED PRIOR TO THAT TIME.** Violators will not be invited to exhibit at future NRF Exhibitions and priority points will be jeopardized.

#### **Access to Exhibit Hall**

All workers and exhibiting company personnel must wear NRP Protect 2019 badges or work passes during move-in and move-out. At no time during the show (Move-In, Show Hours or Move-Out) are minors allowed on the show floor. **Anyone under the age of 18 will not be permitted on the show floor at any time.** No variances or exceptions to this rule will be made. NRF will not be responsible for watching any minors, so we strongly encourage exhibitors not to bring them to the building.

All personnel must vacate the hall no later than 30 minutes after the closing of the hall. No one will be admitted into the Exhibit Hall after show hours. If you would like to have a meeting during non-EXPO Hall hours, please refer to the form in this Service Manual.

#### **Exhibitor Appointed Contractors (EAC) – Installation and Dismantling**



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Exhibitors may utilize the services of a company other than The Expo Group to perform installation and dismantling at the 2019 Protect Conference. Exhibitors using an EAC must comply with the following:

- Complete the Exhibitor Appointed Service Contractor form located in The Expo Group section of this manual and submit, along with a General Liability Insurance Certificate, to The Expo Group by May 15, 2019. EAC forms or insurance certificates not received by The Expo Group by May 15, 2019, may not be accepted and the EAC may NOT be granted access to the Expo Floor.
- The Certificate of Liability should indicate proof of insurance with limits of not less than \$1,000,000 for bodily injury, \$500,000 for property damage and \$1,000,000 for liability and workers compensation and name the National Retail Federation, The Expo Group, and the Anaheim Convention Center as additional insured. In addition, such insurance shall include contractual liability and products liability coverage with combined and single limits of liability of not less than \$1,000,000. The certificate of insurance must confirm full coverage for installation, show, and dismantling days.
- The exhibitor will manage all EAC activities and ensure that the EAC adheres to all policies, schedules, and regulations stated in this Service Manual.
- Workers Compensation and Occupational Disease insurance shall be in full compliance with all federal and state laws, covering all EAC's employees engaged in the performance of any work for the exhibitor.
- All EACs must be approved and bonded to work in the Gaylord Texan Resort & Convention Center. EACs that do not meet this qualification will not be permitted on the Expo Floor.
- All property of the EAC is understood to remain under its custody and control in transit to and from the confines of the expo hall and during the show.
- The EAC must comply with the local labor agreements and practices and must not commit any acts that could lead to work stoppages, strikes or labor problems.
- The EAC must furnish The Expo Group with the name of the on-site supervisor(s). The on-site supervisor will be responsible for ensuring that labor has the proper work passes at all times while working in the Expo Hall.
- The EAC may NOT solicit business in the Expo Hall and must confine their work to the exhibit area of their client(s).
- The EAC is required to demonstrate professional tradeshow behavior.
- The EAC must daily obtain temporary work passes at the Hall Entrance to gain access to the Expo Hall.

## **AMERICANS WITH DISABILITIES ACT**

Exhibitors shall be fully responsible for complying with the Americans with Disabilities Act (ADA) regarding their booth space, including, but not limited to, the wheelchair access provisions. Exhibitors shall indemnify, hold harmless and defend NRF, its officers, directors, agents, members and employees against any claims, liabilities, losses, damages and expenses (including attorneys' fees and expenses) resulting from or arising out of the exhibitors' failure or allegations of exhibitors' failure to comply with the provisions of the ADA. Information regarding ADA compliance is available from the US Department of Justice ADA Information Line 800-514-0301.

## **ANIMALS**

Exhibitors will not display or bring into the EXPO Hall an animal, except Seeing Eye dogs, without the written permission of NRF Show Management.

## **CELEBRITIES**

Exhibitors planning to have a celebrity in their booth must notify NRF in writing of the time and purpose of the appearance. Exhibitors must layout their booth in such a way that the attendees do not impede the aisles. If needed, NRF will work with the exhibitor on a special entry point for the celebrity, but this must be pre-arranged. If it is not brought to the attention of the NRF until show-site, special provisions will not be made.

## **COMPLIANCE WITH LAW**

The exhibitor shall not engage in any display, publication, performance, or other activity that is in conflict with any federal, state, or local law, regulation, rule, or ordinance, nor shall the exhibitor, its employees, representatives, or contractors, engage in any lewd display, publication, or performance.

## **CONDUCT AND COURTESY**



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Exhibitors may demonstrate the company's equipment and make formal presentations regarding the product line or service within the confines of the assigned booth space. All activities are restricted to the booth footprint. Approaching registrants and/or promoting products/services in the aisles is strictly prohibited. Furthermore, sales calls to other exhibitors on the show floor are strictly prohibited. Personnel should not enter another exhibitor's booth space without obtaining permission nor should personnel block access to another booth.

## **ENFORCEMENT OF RULES**

As a condition of exhibiting, each exhibitor agrees to adhere to all policies. If a company or one of its representatives is found to be in violation of a policy, it will be given a directive by NRF Show Management to stop; if it does not, the company will be subject to a penalty applied progressively for each day the objectionable practice continues.

Penalties shall be as follows:

- First violation results in the company accruing NO exhibit points for the year.
- Second violation results in the company losing ONE-HALF of its accrued exhibit points.
- Third violation results in the company losing ALL its accrued exhibit points.

Continued violations, undesirable practices, or multiple infractions may incur the levying of more severe penalties without the requirement of progressing through each of the above successive steps.

## **EVENTS/RECEPTIONS**

As an exhibitor, your contract specifies that your off-site events CANNOT overlap NRF's events. We have a form for you to fill out if you are hosting an event that outlines approved days and times that do not conflict with the Protect Conference. NRF will be strictly enforcing this contractual obligation moving forward. Penalty for holding a conflicting event will include loss of 50% of priority points for the first offense, and inability to exhibit for second time offenders. It is crucial that your entire team is aware of this rule so you can avoid conflicts and the resulting penalties. Please note that even if you are not the "host" of the event, but a sponsor of the event, the penalty remains the same.

## **EVICITION AND RESTRICTION**

NRF Show Management reserves the right to restrict or evict exhibits that, because of noise, method of operation, materials, or any other reason become objectionable, and also to prohibit or evict any exhibit, which, in the opinion of NRF Show Management, may detract from the general character of the exhibits as a whole. This includes persons, things, conduct, printed matter, or anything of a character, which NRF Show Management determines, in its opinion, is objectionable to the exhibit. In the event of such restriction or eviction, NRF Show Management is not liable for any refunds of rentals or other exhibit expenses. Companies receiving such notice will not be eligible to exhibit at future NRF meetings.

## **EXHIBIT STAFFING**

As a courtesy to the attendees and to other exhibitors, we require that booths be staffed at all times during the official exhibit hours. Each exhibiting company MUST have at least two staff people at the event, so that the booth will not be unattended.

## **FIRE SECURITY REQUIREMENTS**

- **Smoking:** Smoking is prohibited within 20 feet of any entrance to the Convention Center. The Authority will strictly enforce all fire and safety regulations including the playing of required public service announcements. We thank you for your cooperation in enforcing this policy.
- **Exits:** For your safety, exit doors may not be obstructed. Exit doors shall not be locked, blocked or held open, except by an approved smoke detection closing device. Nothing shall be placed within 15 feet of a means of egress doorway. Exit signs shall not be obstructed from view by booths, decorations or any other objects or hanging materials.



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- **Fire Fighting Equipment:** Access to firefighting equipment and view of accompanying signage shall not be obstructed by exhibition materials. A distance of five feet shall be maintained between fire protection equipment and exhibition material. \*This includes exhibit hall pillars, which house fire and electrical equipment.
- **Aisles:** Aisles in exhibition halls must be at least eight (8) feet wide.
- **Electrical Equipment:** Electrical equipment shall be listed equipment (U.L., F.M., etc.). Electrical wiring shall be in accordance with the National Electrical Code. 14 gauge wire or better is required for all connections. All extension cords must be 3-wire, grounded.
- **Exhibition Booth Construction and Decorations:** Exhibition booths shall be constructed of noncombustible or limited-combustible materials. Wood shall be greater than 1/4 inch nominal thickness or wood not greater than 1/4 inch thickness shall be treated fire retardant wood meeting the requirements of National Fire Protection Association (NFPA) standard 703. Other combustible materials shall be flame resistant in accordance with NFPA 701 for textiles and films, and Underwriters Laboratories (U.L.) 1975 for foamed plastics.
- **Hard Wall Structures:** 20' x 20' hard wall structure requires one exit door if used as an office. If structure is being used for any other purpose, it must contain two exit doors. Exit doors must be positioned as far apart from one another as possible.
- **Crate Storage:** Crates and other combustible shipping and packing materials shall be stored outside in loading dock areas or in sprinklered rooms used exclusively for storage and separated from assembly areas by one hour fire resistant rated construction. Crate storage shall not exceed a height of 12 feet and shall have eight (8) foot aisles every 50 feet.
- **Combustible Storage:** Combustible storage within a booth shall be limited to a one-day supply. Combustible storage outside of a booth is prohibited.
- **Open Flame:** Open flame devices and candles are not permitted except by written approval from the Fire Department.
- **Cooking and Baking Appliances:** Cooking and baking appliances shall be on noncombustible surfaces and separated horizontally from combustible materials by at least two feet. Cooking ranges and deep-well cooking equipment shall be protected by an approved automatic fire suppression system or at least two 20BC portable fire extinguishers. The Fire Marshal will require a test of all cooking equipment prior to event opening.
- **Display of Motor Vehicles:** Vehicles on display shall not contain more than one-quarter (1/4) tank of fuel or 5 gallons (19L) (whichever is least) is permitted. Fuel applies to gasoline, diesel, CNG, LPG, etc. All fuel tank openings shall be closed with a locking tank or must be taped shut to prevent the escape of vapors. Both vehicles battery cables shall be disconnected and taped. Refueling or the removal of fuel from the vehicles on the premises is prohibited. Vehicles shall not be moved during show hours. An extra set of keys must be left with the building in case of emergency. (See display of motor vehicles page 41). All vehicle locations must be shown on floorplans submitted to Fire Marshal for approval.
- **Flammable and Combustible Liquids:** Flammable and combustible liquids are prohibited in exhibition areas.
- **Compressed Gases:** Compressed gases are prohibited except for one pound gas capacity cylinders used for demonstration purposes. No more than one cylinder per booth shall be in use. Reserve cylinders are limited to 20 in the building and shall be stored in a room not accessible to the public. Permission to exceed the stated quantities shall require written approval from the Fire Dept. Approval may be granted only after receipt of a written request to be received at least 15 days prior to the first day of move-in. This request shall state the gases being used, the quantities of each gas and how the gas will be used.





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- **Cryogenic Liquids:** Cryogenic liquids are prohibited, except by written approval from the Fire Dept. Approval may be granted only after receipt of a written request to be received at least 15 days prior to the first day of move-in. This request shall state the liquid being used, the quantities of each and how it will be used or demonstrated.
- **Hazardous Displays:** Hazardous displays, such as, welding, brazing, torch cutting, lasers or use of radioactive materials, require written approval from the Fire Dept. depending on quantities, permits may be necessary. Approval may be granted only after receipt of a written request to be received at least 15 days prior to the first day of move-in. This request shall state exactly what is taking place in the display, materials being used, quantities of each and what precautions are being taken to protect both the exhibitor and attendee.
- **Hazardous Chemicals:** Hazardous chemicals, including pool chemicals, pesticides and herbicides are prohibited, except in small quantities used for demonstration purposes. A material safety data sheet shall be provided for each chemical which will be present. Permitted quantities:
  - Liquids - one quart per chemical
  - Solids - two pounds per chemical
- **Explosives:** Explosives, including the performance of live pyrotechnic or fireworks displays are prohibited.
- **Pyrotechnic or Fireworks Displays:** The performance of live pyrotechnic or fireworks displays is prohibited in the convention center.
- **Aerosols:** Pressurized containers having flammable propellants are prohibited, except by written approval from the Fire

## **The following items require a show permit obtained through the Fire Department:**

- Flammable or Combustible Aerosols/Liquids
- Describe the use and amounts for each day of the show on the Show Permit form. Include the Material Safety Data Sheet (MSDS) for the product. Quantities may be limited by the Anaheim Fire Department. All flammable or combustible aerosol containers, used for display purposes, must be empty.
- Hazardous Materials/Compressed Gas
- Describe the use and amounts for each day of the show on the Show Permit form. Include the Material Safety Data Sheet (MSDS) for the product. Quantities may be limited by the Anaheim Fire Department. Hazardous materials are defined in the 2010 California Fire Code. Natural gas connections shall be conducted by a licensed plumbing contractor.
- 
- Open Flame
- Describe the use on the Show Permit form. The Trade Show Inspector must be contacted prior to completing a Show Permit form if open flame is being used for theatrical purposes or demonstrations. A permit is not required for the use of candles in a tradeshow (refer to candle section).
- 
- Propane or Butane
- Describe the use on the Show Permit form. Propane and Butane will be limited to two-17 ounce containers.
- Two-Story Booths (Two or More Staircases)
- A diagram of the booth shall be submitted with the Show Permit form listing the width of each staircase between the handrails, the square footage of the second floor, the distance between the staircases and the maximum overall diagonal of the booth from corner to corner. Booth diagrams are not reviewed for structural stability.Department.

## **FOOD AND/OR BEVERAGE DISTRIBUTION**

Aramark Sports & Entertainment Services is the exclusive caterer of all functions requiring food and/or beverage services held at the Anaheim Convention Center. Anaheim Convention Center retains the rights to all food and



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beverage services. Ordering information can be found in the Catering section of this Service Manual. No outside food and/or beverage services are permitted without the written consent of Anaheim Convention Center. Exhibitors may incur a corkage fee if outside food and/or beverage is used.

## **INJURY, LOSS, DAMAGE**

NRF Show Management will not be responsible for any injury, loss, or damage that may occur to the exhibitor's employees or property and exhibitors shall indemnify and exempt the National Retail Federation, its vendors and contractors, and the Anaheim Convention Center from all liability which may ensue from any cause whatsoever. NRF Show Management will not be liable for any injury, loss, or damage which may be sustained by any person who may be on the premises leased or rented to the exhibitor, or watching, observing, or participating in any demonstration in the exhibitor's exhibit unless such injury, loss, or damage is caused by active negligence or willful act of NRF Show Management.

If NRF Show Management should be held liable for any exhibitor's action or failure to act in any matter whatsoever, the exhibitor shall reimburse NRF Show Management for all expenses incurred and hold NRF Show Management harmless from any resulting liability.

## **INSURANCE**

The exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of the contract for exhibit space, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. The Certificate of Liability should indicate proof of insurance with limits of not less than \$1,000,000 comprehensive general liability and \$250,000 in workers compensation coverage and name the National Retail Federation, The Expo Group, and Anaheim Convention Center as additional insured. The certificate of insurance must confirm full coverage for installation, show, and dismantling days. The exhibitor shall obtain and shall furnish upon request of NRF Show Management a certificate of insurance documenting the required insurance.

## **LIABILITY**

Each exhibitor agrees to indemnify, hold harmless and defend the NRF; the Anaheim Convention Center; The Expo Group; and their respective members, officers, directors, agents and employees from and against any and all liabilities, damages, actions, costs, losses, claims and expenses (including attorneys' fees), including litigation commenced by or against Licensee, on account of personal injury, negligence, fault or violation of law or ordinance or from or out of the occupancy or use of the Facility by Licensee or its employees, agents, contractors, patrons, guests, licensees, invitees or any other person entering the Facilities licensed with the implied or express permission of Licensee. Such indemnification by Licensee shall apply unless such damage or injury results from the sole negligence, gross negligence or willful misconduct of the NRF; Anaheim Convention Center The Expo Group; or the members, officers, directors, agents and employees of each of these four entities.

In addition, each exhibitor acknowledges that the NRF does not maintain insurance covering exhibitor's property, and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

## **LITERATURE DISTRIBUTION**

The distribution of publications, samples and printed matter of any kind or any promotional material, is restricted to the confines of each company's exhibit space. Brochures, fliers or any printed materials may not be distributed or left in the public areas of the Anaheim Convention Center, in the EXPO Hall, lounges, cafes or, restrooms. Any materials found in public areas will be confiscated and the company may be penalized for the distribution of materials outside of the NRF's specified methods of distribution. Repeated violations will result in the company's removal from the show, possible loss of priority points, and/or eligibility to exhibit at future NRF shows.

## **MODEL/HOSTESSES/HOSTS**

Temporary staff (models/hostesses/hosts) must be properly registered and have the appropriate badge for admittance into the EXPO hall. The Exhibiting Company is responsible for ensuring that temporary staff gains admittance (registration staff will not contact or "track-down" the exhibitor upon temporary staff arrival) and the actions of their models/hosts/hostesses.



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Temporary staff must remain in the exhibitor's contracted exhibit space. NRF reserves the right to ask hired booth personnel who are roaming the aisles to return to their booth space. If they do not, they will be asked to leave and their badge will be confiscated with no refund to the exhibitor.

NRF expects exhibitors to use prudent judgment when live models are used in an exhibit. Professional attire, dignity and discretion should be observed at all times. Models contracted to assist with demonstrations in an exhibitor's booth are required to wear appropriate attire. Tight fitting or other inappropriate garments, which include leotards, T-backs, and short shorts, will not be permitted on the exhibit floor.

- If employing the services of a modeling agency, please make sure the agency has the appropriate license to work.
- The use of minors as live models is prohibited.
- Models are considered employees of the exhibiting company.

## **NO SMOKING POLICY**

The NRF has established a no-smoking policy for all NRF meetings. As the EXPO is considered an integral part of the convention, the no-smoking policy applies to the EXPO Hall, all areas therein, and the meeting rooms. Exhibitors (and anyone working in their booth) found in violation of this policy will risk penalties, including booth closure and forfeiting the right to exhibit in future NRF shows. **\*Smoking:** Here at the ACC, smoking & vaping is permitted on the exterior (25) twenty-five feet from windows and/or doors. Vaping is considered smoking within the City of Anaheim and all regulations regarding smoking apply to vaping as well.

## **OBSTRUCTIONS**

Aisles and exits designated on the approved floor plans shall be kept clean, clear, and free of obstructions. Booth construction shall be fixed in position for the duration of the show. Easels, signs, chairs, etc., shall not be placed beyond booth area into the aisles. Demonstrations in booths must be designed to take place and keep audiences within the existing booth space to allow free access to the aisles.

## **PHOTOGRAPHY/VIDEOTAPING POLICY**

Photographing or videotaping any exhibit booth other than one's own contracted booth, is strictly prohibited. An exhibit booth and/or product(s) may be photographed or videotaped only with the expressed permission of the contracted exhibitor of that booth.

## **PRIORITY POINT ACCRUAL**

Each exhibitor will obtain Priority Points for their participation in Protect 2019. Please refer to the Priority Point Information sheet in the **General Exhibitor Information** section of this Service Manual to see how points are accrued.

## **SECURITY**

NRF will provide 24-hour perimeter security beginning with the first day of move-in and continuing until the EXPO Hall is vacated. The National Retail Federation and the Anaheim Convention Center are not responsible for any loss of or damage to exhibitor property. Exhibitors are responsible for their equipment and property. All property of the exhibitor is understood to remain under his/her custody and control in transit to, within, and in transit from the confines of the EXPO Hall. Security guards will patrol the aisles and perimeters of the exhibit area, but the National Retail Federation, its vendors and contractors, and the Anaheim Convention Center cannot guarantee or protect the exhibitor against loss of any kind. Each party agrees to be responsible for its own property through insurance or self-insurance and shall hold harmless each of the other parties for any and all damage caused by theft and those perils normally covered by fire and extended coverage policy.

Exhibitors are reminded to practice common sense and do not leave the booth unattended, particularly during move-in and move-out and to inventory products regularly. Exhibitors are encouraged, if deemed necessary, to order additional security personnel via the order form located in the **Official Vendors** section of this Service Manual. If an item is stolen from your booth,



# NRF<sup>®</sup> PROTECT

RETAIL'S LOSS PREVENTION AND CYBER RISK EVENT

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please report the incident to the NRF immediately. NRF is not responsible for lost or stolen items. Please ensure that all your items are properly insured (refer to the outlined insurance policies).

## **SEGWAYS/HOVERBOARDS**

The use of Segways, Hoverboards, or anything similar at NRF PROTECT is prohibited. They may not be used in the EXPO Hall, the Convention Center hallways or the hotels.

## **SIGNS**

No item can be posted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floor, ceiling, furniture or other property of the convention center. The cost of repairing damages inflicted by the exhibitor, its employees, contractors, or representatives to the convention center will be billed to and paid for by the exhibitor. \*Please see the "Booth Construction" section of this document for the hanging sign regulations.

## **SOLICITATION/GRATUITIES**

Solicitation of tips or special payments of any kind is strictly prohibited. Please report any attempts to solicit a gratuity within the convention center to NRF Show Management immediately.

## **SOUND RESTRICTIONS**

Electrical and other mechanical apparatus must be maintained at level so that noise does not disturb neighboring exhibitors. Videotapes and films may be shown provided that screens and receivers are placed in the rear of inline booths and the center of island booths to eliminate noise and congestion in the aisles and provided that the sound is held at a level of 70-decibels. This 70-decibel sound level will be monitored closely by NRF Show Management. Written warnings will be issued in the event the Sound Restriction is not adhered to and the performance/display will be terminated after the issuance of three (3) written warnings.

## **THEATER DEMONSTRATIONS**

Exhibitors planning a theater demonstration in the booth must submit a description of the demonstration and a diagram of the demonstration area to NRF Show Management by May 18, 2019. Exhibitors must adhere to the "Sound Restriction" guidelines (see above) and ensure the demonstration does not disturb the business being conducted in neighboring booths. Exhibitors must also adhere to the "Booth Construction Guidelines" (see above).

## **INTERPRETATION OF RULES – FINAL DECISION**

NRF shall have full authority to interpret or amend rules, and its decision is final. All issues not addressed are subject to the decision of NRF. These rules and regulations have been formulated in the best interests of all exhibitors and NRF. Full cooperation will ensure a successful meeting for exhibitors and attendees. NRF reserves the right to base all decisions on the best interests of all concerned parties. All decisions are final.