



# EXHIBITORS DETAILS



# EXHIBITOR KIT

## INCLUDED IN BOOTH RENTAL:

- Complimentary Tickets:
  - 10' x 10' and 10' x 20' booths: 5 Complimentary Tickets (3 must be used to staff your booth, ONLY 2 can be used for invited guests to the show). Tickets include access to keynote presentations
  - 20' x 20' booth: 7 Complimentary Tickets (5 must be used to staff your booth, ONLY 2 can be used for invited guests to the show). Tickets include access to keynote presentations
- 2 Complimentary Tickets to the USS Midway 100th BIA/SC & 85th BIA San Diego Celebration Party on Wednesday October 25th
- Allotment of 2 free tickets to Meet the Builder
- One hotel Room for Wednesday October 25th (only hotel room costs, does not include taxes, fees, or incidentals) for 10' x 10' booth or 10' x 20' booth, (2) Hotel Rooms for 20' x 20' booth
- Company and product listing in the official Show Program Book and on the BIS website
- Standard booths come with 8 high draped back wall and 3 high draped side rails (blue drapery)
- (1) One line 7"x 44" ID sign
- Trash can
- (1) One draped 6' table and (2) two chairs (blue table linen included)
- Exhibit space is carpeted

## NOT INCLUDED

- Staff will put you in contact with any Vendors you will need to get any of the additional items below
- Electricity & AV (Hotel Approved Vendor)
- Pre-show freight handling and drayage, special carpet beyond the carpeted flooring in show space, additional furniture – Innovative Expo (selected vendor)

## PAYMENT & CANCELLATION POLICY

- A 50% deposit is required within 5 days of booth selection. 50% (balance due) is due on or before August 15, 2023. Contracts received after August 15th must be accompanied by full payment. If paying by check, payment must be received within 14 days of booth selection. Booth location will be confirmed once payment is received. Send payment ASAP if you are looking for a specific booth location. Checks will not be accepted on show site.
- Cancellation request submitted via email to Laura Barber at [lbarber@biasc.org](mailto:lbarber@biasc.org) and received no later than August 15, 2023 will be refunded any received payments less a cancellation fee equal to 50% of the total rental fee.
- No cancellation refunds will be made after August 15, 2023 and your space will be forfeited.





# EXHIBITOR KIT

## SCHEDULE

Installation Hours: Wednesday October 25th for Exhibitors in Sections 7-13; 8:00am - 4:30pm. For exhibitors in Sections 5-6, load in will take place from 10am - 4:40pm.

- Show Floor Hours: Thursday, October 26th, 9am - 5 pm
- Dismantle Hours: Thursday October 26th 5:00 - 9:00pm and Friday October 27th 8:00am - 12:00pm.

## RULES & REGULATIONS

### INTRODUCTION

It is understood and agreed by each exhibitor that the Building Industry Association of Southern California (BIA/SC) and BIA San Diego for the purpose of servicing and educating their members and the building industry of Southern California undertakes the Building Industry Show.

To this end, each exhibitor agrees as follows:

1. The distribution of any promotional materials is limited to your contracted booth space and the aisle space directly in front of it. You are not allowed to distribute any promotional materials of any kind in the main aisles, aisle intersections, common areas of Marriott Grand Ballroom.
2. To exhibit only products of their own manufacturer comprising materials, equipment, apparatus, systems, services, and other component products pertinent to the building industry. To display such products or services in a manner which is intended to describe and depict the advantages of using such products or services. The exhibitor shall not sell, assign, transfer, not convey this agreement or assign, sublet or permit its pace, or any part thereof, to be used by another, or allow any use of the premises other than that specified in its accepted application.
3. The use of loud speakers, recording equipment, TVs and radios or the use of operating machinery, which is of sufficient volume to annoy neighboring exhibitors, will not be permitted. Exhibitors using audio systems and or live entertainment must keep amplification at a conversational level.
4. Management reserves the right to prohibit any exhibitor or party thereof, which in its sole opinion violates the agreement described herein or is in other ways not suitable to and in keeping with the character and spirit of the Building Industry Show. Management further reserves the right to change the show dates or the floor plan, without prior notice, in its absolute discretion it deems it necessary to do so provide, in its judgment, a more satisfactory, attractive and successful conference and exposition.

Space assignments will be determined based upon total square footage, years in show, and date deposit received. Management reserves the right to change the floor plan, without notice, in order to comply with fire and safety regulations, or if in its absolute discretion deems it necessary to do so to provide, in its judgment a more satisfactory, attractive and successful Building Industry Show.

No children under the age of 16 (including strollers) are allowed on the exhibit floor at any time. NO EXCEPTIONS.





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## INSURANCE

All property of the exhibitor is understood to remain under its custody and control in transit to and from and within the confines of the exhibit area and the exhibitor shall maintain insurance covering the exhibitor's property. Exhibitor shall also carry commercial general liability coverage: \$1,000,000 for Each Occurrence, \$1,000,000 Aggregate, and Worker's Compensation: Statutory Limits, Employers Liability: \$1,000,000 Each Accident, \$1,000,000 Disease-Each Employee and \$1,000,000 Disease-Policy Limit.

## LIABILITY

Neither the BIA/SC, BIA San Diego, Marriott Marquis San Diego, members of the Building Industry Show Committee, nor the officers, employees or agents of any of them shall have any liability for any personal injury to the exhibitor or its officers, agents, or employees, or to any other person in attendance at the Building Industry Show; whether such injury or damage is caused by action of the elements or by acts or omissions of such parties, whether any such injury or damage occurs prior to, during or after the Building Industry Show unless such injury or damage is the direct result of the gross negligence or willful act of the person attempted to be charged therefore. The exhibitor, by signing this contract, expressly releases such parties from and against any and all claims for such injury or damage. The BINS, BIA/SC, BIA San Diego, and the Building Industry Show hereby declare themselves NOT RESPONSIBLE for and assume no liability arising from fire, theft, damage to or loss of any property placed in the exhibit booth space. Only a rental of space license is granted hereby and no bailment is created. Eventualities In the event of postponement of the show for any cause beyond the BINS's control, the BINS shall have no obligation whatsoever to the exhibitors.

## INDEMNIFICATION

Exhibitor shall and does hereby indemnify, defend and hold harmless BIA/SC, BIA San Diego and (as applicable) each of its parents, subsidiaries, affiliates, chapters, committees and councils, and as applicable, each of their individual or collective past and present directors, officers, employees, representatives, shareholders, agents, patrons, guests, invitees, insurers, attorneys, administrators, accountants, executors, heirs, assigns, predecessors, and successors in interest, and all persons acting by, through, or in concert with any of them (Indemnities) from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, and reasonable attorney fees and costs, that Indemnity may incur or suffer and that result from or are related to any breach or failure of exhibitor to perform any of the terms or conditions of this Agreement.

## FORCE MAJEURE

If the Show is terminated for any reason beyond the reasonable control of Show Management, including without limitation acts of God, war, strikes, labor disputes, accidents, government requisitions, restrictions or regulations on travel, facility, lack of commodities or supplies, inability to secure sufficient labor, civil disturbance, terrorism or threats of terrorism, disruption to transportation, disaster, fire, earthquakes, epidemic, or any other comparable casualty or condition, Show Management is unable to fulfill its obligations under the Contract, the parties may terminate the Contract without liability, and Show Management may retain the earned portion of the rental fee required to recompense it for expenses and commitments incurred up to the time of terminating the event.

Any remaining unearned rental fees will be returned to the Exhibitor. Additionally, if any part of the convention facility is damaged or if circumstances beyond Show Management's reasonable control make it impossible or impractical for Show Management to permit an Exhibitor to occupy or continue to occupy its assigned exhibit space location during any part of or the entire Show, the Exhibitor will only be charged a pro rata exhibit space rental fee for the period that the exhibit was or could have been occupied by the Exhibitor. In no event will Show Management, the City of San Diego, County of San Diego, Marriott Marquis San Diego, or their respective owners, directors, officers, employees, agents and representatives be liable for consequential, indirect, or incidental damages of any nature or for any reason whatsoever.



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## EXHIBIT EQUIPMENT AND HEIGHT REQUIREMENTS

No exhibit shall obstruct the view of their neighboring booth(s). The following display regulations are designed to ensure that each exhibitor, regardless of size, has the opportunity to present their product in the most effective manner possible.

**STANDARD BOOTH PROVISIONS:** An exhibitor may use the full area of its booth up to 8 feet high. Exhibit space is sold in 10' x 10' with a minimum size requirement of 100 square feet. The price of the booth includes, in addition to the space itself, an ID sign 7" x 44", 8' high pipe and drape back wall and 3' high pipe, carpet, and drape side-rails, fifteen exhibit badges, and a company listing in the official show guide.

Any portion of an exhibitor's back wall which extends above 8' high or any portion of an exhibitor's side wall that exceeds 3' must be finished off facing the neighboring booth and such areas facing the neighbors may not display any company name, logo, or any other advertising.

**CANOPIES AND CEILINGS:** An exhibit component supported over an exhibitor's space for decorative purposes will be permitted in exhibits of 10' x 20' or larger.

**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. 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. Canopies may not extend beyond the aisle line.

Please note that any exhibitor installing a ceiling or other similar structure is required to submit certified plans to Star Way Productions who will submit for approval to the Fire Marshall to insure that their display meets with necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

**HANGING SIGNS:** An exhibit component suspended above an exhibit of 10' x 20' or larger for the purpose of displaying graphics or identification. Height: Hanging identification signs and graphics will be permitted to a maximum height of 16'-0". Hanging signs and graphics will be permitted to a total length on each side of the exhibitor's space that does not exceed 50% of the corresponding dimension of the booth.

**TOWERS:** A free standing exhibit component separate from the main exhibit fixture that is used for identification and display purposes only. Height: Towers are permitted to a height and depth that correspond to the height and depth regulations of the appropriate exhibit configuration of which they are a part.

Height variance requests will be reviewed on a case-by-case basis and will be granted only when, in the opinion of Show Management, there is a clear and compelling need and where the granting of said waiver poses no detriment to other exhibitors. Variance requests that are primarily designed to create a visual advantage for any one exhibitor will not be granted.

The following booth configurations will require prior special approval: Any booth/exhibit with a canopy or ceiling requires special approval. For all exhibit booths, the burden of proof rests with the exhibitor to Demonstrate the structural integrity of the exhibit booth and its components.

Materials, Processes or Equipment Requiring Special Permit for Use, display or storage of the following restricted materials, processes or equipment is subject to approval and requires special permit: Vehicles: All liquid or gas fueled vehicles, and gasoline/diesel powered equipment shall have their batteries disconnected, fuel supplies at 1/4 tank or 5 gallons, whichever is less. Drip pan must also be placed below engine of vehicle.



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**COOKING APPLIANCES:** Must be isolated away from public by 4 feet or be protected by a clear plastic shield.

- Heat Producing Equipment: Requires protective shields
- Exhibits involving hazardous processing or materials
- Flammable liquids
- Hydraulically powered equipment using flammable fluid
- Pressure vessels

Other materials or processes which in the judgment of the facility Fire Marshal increase the risk of fire or unduly endanger life safety.

**ALL MATERIALS AND FURNISHINGS SHALL BE:** Made from non-combustible materials; or Treated and maintained in a flame retardant condition by an approved flame solution or process. Approved by the facility Fire Marshal when containing material constructed of plastic. (Note: Oilpaper, tarpaper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited) Interior furnishings and materials shall not be located to obstruct or block exit ways, fire and life safety devices or equipment. Storage of any kind is prohibited behind the back drapes or display walls, or inside display area. Smoking is not permitted anywhere within the Marriott Grand Ballroom. Placement of chairs in aisles and corridors is strictly prohibited.

## INSTALLATION AND REMOVAL OF EXHIBITS

Complete details will be included in the Exhibitor Service Kit.

**Load-in date:** Wednesday October 25th for Exhibitors in Sections 7-13; 8:00am – 4:30pm. For exhibitors in Sections 5-6, load in will take place from 10am-4:40pm. Exhibits will not be permitted to leave the building at any time after installation until final closing of the Building Industry Show.

**Load-out:** Thursday October 26th 5:00-9:00pm and Friday October 27th 8:00am-12:00pm. No goods exhibited may be removed from the building until all bills accruing against it shall be fully paid or credit approved by BIA/SC. The exhibitor agrees that in the event said exhibit is not dismantled and packed for removal by 12:00 p.m. Friday, October 27, 2023 by exhibitor staff. BIS management may arrange for the removal and packing of said booth and the exhibitor shall reimburse BIS and/or Official Service Contractor for all costs incurred.

The exhibitor agrees that in the event said exhibit is not dismantled and packed for removal by 12:00 p.m. Friday, October 27, 2023 by exhibitor staff. BIS management may arrange for the removal and packing of said booth and the exhibitor shall reimburse BIS and/or Official Service Contractor for all costs incurred.



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## OFFICIAL SERVICE CONTRACTOR

The BIA/SC will enter into contracts with contractors (“Official Contractors”) to provide various services to the exhibitors. Such Official Contractors will provide all show services other than supervision. The exhibitor shall provide only the material and equipment, which it owns and is to be used in its exhibit space.

All other items or show services are to be provided only by the Official Contractors or as set forth in the Exhibitor Service Kit. It contains forms for obtaining the necessary services with instruction for each. All services not ordered in advance must be procured through the Exhibitor Service Desk, which will be maintained in the exhibit hall. Exceptions to the foregoing will be granted only in cases where permission has been requested in writing. For services such as electrical, plumbing, telephone, custom cleaning, and drayage (Including all movement of material and equipment), no exception will be made, and the Official Contractor will be used.

## EXHIBITOR APPOINTED CONTRACTORS

Exhibitors are required to sign and return “Set-Up By Exhibitor Appointed Contractor” request form only if using a non official contractor. As an agent for the exhibitor, all exhibitor appointees will be bound by the rules and regulations of BIS as stated herein and in the Exhibitor Service Kit. Exhibitors will be responsible for ensuring that adequate insurance coverage as specified in these rules and regulations and for the conduct of everyone they appoint. More information will be available in the Exhibitor Service Kit.

## BADGES

Official BIS badges MUST be worn by exhibitors at all times on show premises, admittance to the Exhibit Area will require a badge at all times. Register your badges at [www.buildingindustryshow.com](http://www.buildingindustryshow.com). Click on “Exhibit” on the top of our home page This will take you to the registration page to enter Exhibitor Badges. The BIA/SC and SD BIA San Diego staff will provide each vendor the approved template to register your attendee.

## AMENDMENTS

The Building Industry Show Committee and Management shall have full power in the interpretation and enforcement of all rules contained herein, and the power to make from time to time such reasonable amendments thereto and such further rules and regulations as it shall consider necessary for the proper conduct of the Building Industry Show, provided same do not materially alter or change the contractual rights of the exhibitors. Notwithstanding anything to the contrary herein contained, the exhibitor agrees that this Agreement is subject to the terms of a Lease Agreement between the BIA/SC, BIA San Diego, and the Marriott Marquis under which the BIA/SC and BIA San Diego has leased the premises of which the exposition space herein let is a part.



# EXHIBITOR KIT







QUESTIONS:

E: [lbarber@biasc.org](mailto:lbarber@biasc.org) | 949.777.3861  
E: [bsalgado@biasc.org](mailto:bsalgado@biasc.org) | 949.777.3854

[BuildingIndustryShow.com](http://BuildingIndustryShow.com)



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