

## **THE ATELIER: REQUIREMENTS + REGULATIONS**

### **BOOTH PACKAGES**

All ATELIER participants are required to purchase an ATELIER Booth Package through RX.

The Reed Exhibitions sales contact to order an ATELIER booth package is Cathrine Wolden. She can be reached by email at [Cathrine.Wolden@rxglobal.com](mailto:Cathrine.Wolden@rxglobal.com) or by phone at (203) 840-5383.

The official provider for the ATELIER Booth Packages for Vision Expo East 2023 is **FREEMAN**. An a la carte, preferred furniture list is also provided for the ATELIER by FREEMAN. The Freeman sales contact to order additional furniture is [turnkeyexhibits@freemanco.com](mailto:turnkeyexhibits@freemanco.com).

Additional rules and regulations for the UNION:

- Under no circumstance are pipe & drape or MIS walls allowed in the ATELIER. This is to maintain a creative and upscale look and feel for the ATELIER.
- Furnishings in the booth package offerings are not to be substituted. Any changes or swapping of furnishings will be at an additional expense of the items outside of the package that are being added. Additional furnishings can be ordered through the preferred furniture offering form provided by the sales team and Freeman.
- Exhibitors are NOT permitted to paint their booth package walls. Additionally, exhibitors may not pick and choose the walls that should be painted within the booth package.
- Full wall graphic branding is acceptable on side walls and available to purchase through Freeman, although exhibitors may bring in their own graphics. Note that exhibitor provided wall graphics applied to wall panels is not considered excessive damage, HOWEVER, a low-tac adhesive or paste **MUST BE USED** (i.e. 3M or Phototex).
- Exhibitors are responsible for any damages not deemed relative to typical rental use. They include:
  - o Holes larger than .25" (6.3mm) in diameter
  - o Graphics not removed (Please note: if Freeman produces and installs the graphics, Freeman will be responsible for removing those graphics on the exhibitor's behalf)
  - o Any hardware, screws or nails not removed of any size
- Shelving that is included in the design package will be installed per the package and prior to arrival at show site. Shelves may not be altered or moved within the booth package outside of what's shown as part of the package. Shelves can be added to the booth package at the exhibitor's expense, these can be placed at the exhibitor's discretion.

### **HEIGHT LIMITATIONS + HANGING SIGNS**

***NO HANGING SIGNS ARE PERMITTED IN THE ATELIER***

***ALL PACKAGE ATELIER BOOTHS – 8' MAXIMUM HEIGHT***

## **ADDITIONAL REGULATIONS**

Please note that ***ALL FIRE HOSE CABINETS AND FIRE EXTINGUISHERS MUST BE KEPT VISIBLE AND CLEAR WITH A 36" CLEARANCE. FIRE EXTINGUISHERS MAY BE NOT REMOVED OR RELOCATED.***

**CUSTOM WALLS + FLOORING GUIDELINES** – No custom walls or flooring are permitted in the ATELIER.

**GOOD TASTE AND THE RIGHTS OF OTHERS** - Show Management may require any Exhibitor to make changes in their exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards.

**NO NAILS OR SCREWS** - Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor.