International Association of Diecutting and Diemaking and Foil and Specialty Effects Association’s

ODYSSEY EXPO 2019

EXHIBITOR RULES & REGULATIONS

SPONSORSHIP AND MANAGEMENT

Odyssey Expo 2019 is an educational program produced by the International Association of Diecutting and Diemaking (IADD) and the Foil and Specialty Effects Association (FSEA). The IADD serves as Show Management, but has contracted with Susan Corcoran to serve as Exhibit Coordinator to handle all matters concerning exhibits in the Technology Hall. The IADD/FSEA will establish all exhibitor policies for the Odyssey Expo.

SPONSORSHIP AND MANAGEMENT

All matters not covered by these regulations or the Cobb Galleria Centre Production Guidelines are subject to a decision by the IADD/FSEA and the Exhibit Coordinator.

These regulations may be amended at any time by the IADD/FSEA, and all amendments that may be so made shall be equally binding to all parties affected by them, as are the original regulations. IADD/FSEA authorizes its Exhibit Coordinator to implement and manage all elements covered in this document in its name.

ELIGIBILITY FOR PARTICIPATION

IADD/FSEA determines the eligibility of a company or product for exhibition in the program. Until an exhibitor’s Booth and Techshop™ Space Application has been approved in writing by the Exhibit Coordinator, no rights to exhibit are granted.

Upon submitting a Booth and Techshop™ Space Application, the company requesting exhibit space certifies that they have read and will comply with the written rules and regulations as described in this document. The IADD/FSEA may prohibit installation or request removal, wholly or in part, that in its opinion is not in keeping with the Associations’ character or purpose.

PAYMENT SCHEDULE

An initial deposit of $1,000.00 US for IADD or FSEA member companies ($1,500.00 for non-members) for each requested booth or Techshop™ space must either accompany the Space Application form or the Exhibit Coordinator will place reserved booth spaces on hold for 7 working days pending the arrival of the deposit for the requested booth space(s). Deposits are non-refundable. Final payment for all booth and Techshop™ space is due January 15, 2019. If the balance due is not received by that date, the IADD/FSEA has sole discretion to realign the space to applicants on the waiting list with no refund to the original exhibitor. Applications received after January 15, 2019 must be accompanied by payment in full.

All checks for payments of space must be made out to the International Association of Diecutting & Diemaking (IADD) and will be sent to: Odyssey Expo, 651 Terra Cotta Ave., Suite 132, Crystal Lake, IL 60014 U.S.A. There will be a $50.00 charge assessed on all returned checks.

ASSIGNMENT OF BOOTH & TECHSHOP™ SPACE

Booths will be assigned according to a point system which rewards support of previous shows and IADD or FSEA membership (see exhibitor newsletter Vol. 2019-1), with previous exhibitors and IADD/FSEA member companies receiving priority. The IADD/FSEA reserves the right to modify the floor plan to accommodate space sales or make changes as necessary to avoid potential conflicts between competing exhibitors. Should conditions dictate, the IADD/FSEA reserves the right to relocate exhibitors as necessary after consultation with the affected exhibitors.

SHOW DATES AND HALL HOURS

Wednesday May 1, 2019 10:00 am - 5:00 pm
Thursday May 2, 2019 10:00 am - 5:00 pm
Friday May 3, 2019 10:00 am - 2:30 pm

INSTALLATION/DISMANTLING

Exhibitors shall move into the Exhibit Hall to set up booths 8:00 am to 4:30 pm on Sunday, April 28 (heavy machinery by invite only), Monday, April 29 (remaining heavy machinery) and Tuesday, April 30 (displays). Exhibitors will receive and follow a set-up/tear down schedule. All exhibits must be fully installed by 7:30 am on Wednesday, May 1. After that time, no installation work will be allowed without permission by the Exhibit Coordinator. If any exhibitor is not set up and in order by 7:30 am, the IADD/FSEA reserves the right to direct the official service contractor to set up the booth at the sole expense of the exhibitor, or make such other use of the space as deemed necessary or appropriate, with no refund made to the original exhibitor.

Arrangement and payment for transporting goods to and from the Odyssey Expo, receiving, decorating and removal of exhibits are the responsibility of the exhibitor.

No exhibit shall be dismantled before the official closing of the Exhibit Hall at 2:30 pm on Friday, May 3, and NO PACKING of equipment and materials may begin until that time unless specially authorized by the Exhibit Coordinator. Violators may be subject to reduction of some or all of their exhibitor points accrued to date and/or be subject to loss of their right to participate in future Odyssey Expo events. All attempts will be made to caution exhibitors on site to return to compliance. Emails will be sent post-show informing exhibitors of their penalty.

All exhibits must be removed from the site by 4:00 pm on Saturday, May 4. Exhibitors shall be liable for all storage and handling charges resulting from failure to remove their exhibit materials from the convention center before the end of dismantling as specified by the Show Management.

STANDARD BOOTH EQUIPMENT

Each 10 feet deep by 10 feet (3 meters x 3 meters) wide standard booth space includes an 8 feet (2.4 meters) high backdrape and 3 feet (9 meters) high side rails with draping. A company identification sign measuring 7 inches x 44 inches (177mm x 1,117mm) including the company name and booth number will be provided. 24-hour perimeter security will begin with set-up and conclude after all freight has been removed. The aisles will be carpeted; all exhibitors are responsible for carpeting or providing flooring for their booths.
BOOTH CONSTRUCTION AND DISPLAY ARRANGEMENT

A standard/linear booth (also called an “in-line booth”) is any booth that shares a common back wall and adjoins other exhibits on one or two sides. The size is 10 feet deep by 10 feet wide (3 meters x 3 meters) (100 square feet (9 square meters)). Standard in-line booths may not exceed a backwall height of 8 feet (2.4 meters), and no part of the equipment contained therein may exceed a height of 8 feet (2.4 meters) in the back half of the booth and 4 feet (1.2 meters) in the front half of the booth. Every attempt should be made to display items in the booth to allow visibility for neighboring booths.

Exceptions are at the discretion of Show Management. Exhibitor must leave room for back pipe and drape to be shared between its booth and the booth behind it. Booth should not be set so that the plate for the pipe and drape is completely in a neighboring booth. All exposed parts of the display must be finished so as not to be objectionable to neighboring exhibitors. Hanging signs/graphics and/or ceilings or canopies are NOT permitted over standard/linear booths.

Perimeter booths are standard/linear booths that back to an outside wall of the exhibit facility rather than to another exhibit. The same regulations apply to these booths as to the standard/linear booths (see above).

End cap booths are standard/linear booths located on either end of a row of standard/linear booths. Unless an exception is made by Show Management, the entrance of such booths must face in the same direction as the others in the row. The same regulations apply to these booths as to the standard/linear booths (see above).

Special exception: If a rare exception is made and exhibitors are allowed to “turn” such booths 90 degrees, note in the diagram how below the same regulations are applied.

Island booths are any exhibit 20 feet x 20 feet (6 meters x 6 meters) or larger which is surrounded by aisles on four sides. The maximum height of an island booth is 15 feet (4.572 meters) in all areas of the booth; however, structures rising above the area of the booth between 8 feet and 15 feet (2.4 meters and 4.572 meters) must allow at least 50% (see-through) visibility (e.g., a solid wall would not be allowed in this area but solid posts that allow visibility in between would be allowed). Exceptions are at the discretion of Show Management.

A sketch of island booths should be submitted to the Exhibit Coordinator at least 60 days prior to the show for approval of design. If not submitted, and the construction is determined to be in violation of the above restrictions or detrimental to other exhibits, the IADD/FSEA reserves the right to prohibit assembly, or direct revisions, at the exhibitor’s expense, to comply with these regulations. Hanging signs, ceilings and/or canopies are permitted over island booths as long as they conform to the above regulations.

Miscellaneous. Cylinders containing oxygen, compressed air or other gases must be secured by a strap, stand or cart in an upright position to prevent tipping.

HANGING SIGNS & GRAPHICS

Hanging signs are permitted in island booths with dimensions of 20 feet x 20 feet (6 meters x 6 meters) or larger. Hanging signs are NOT permitted in standard/linear booths, the Techshop or to be displayed over booths other than your own. At the discretion of Show Management, hanging signs may be allowed over common areas (e.g., the concession stand or entryway). No lighting or spotlighting of hanging signs is allowed.

All sides of hanging signs and graphics must be covered or finished in such a manner as not to detract from those booths behind it. All hanging signs and graphics, regardless of size, should be constructed of lightweight, flameproof materials.

Certain physical limitations of the exhibit facility may prohibit hanging signs. The maximum allowable height of hanging signs is also dependent on the ceiling load limits.

Exhibitors are responsible for notifying Show Management if they are planning on hanging signs in their exhibit booth design. Exhibitors must send this written notification within 60 days of the show. If written notification is not received, Show Management cannot guarantee the hanging of the sign or graphic. All overhead hanging signs must be assembled, installed, removed and disassembled by Official Exhibit Service Provider exhibit services. Exhibitors, display companies and/or I&D representatives may supervise their respective rigging activities, but will not be allowed to assemble/disassemble or install/remove rigging. All rigging must conform to show rules, regulations and exhibit facility limitations. Hanging anchor points must be pre-fabricated and ready to use. No hang point may support over 250 pounds. Exhibitor is responsible for providing Official Exhibit Service Provider with a placement diagram of the hanging sign including the number of feet from each side of the exhibit space that the sign is to be placed. The ceiling structure and relations to the support beams may require exhibitor’s sign to be moved from the requested location. Exhibitor is also responsible for providing Official Exhibit

[Diagram of island booth, hanging signs, and standard/linear booths]
Service Provider with the type of sign (cloth, metal, wood, other), shape (square, triangle, rectangle, other), size (height, length, width) and weight.

Overhead hanging signs are to be sent in separate containers directly to the Official Exhibit Service Provider. All containers must arrive no later than one week prior to the first exhibitor move-in day.

All hanging signs are subject to Show Management inspection and may require on-site modification.

Any booth signage extending higher than the external booth wall and visible to those viewing booths in the aisles behind it must remain stationary (no rotating signs), with the rear of the sign covered and/or finished in such a manner as not to detract from those booths behind it. All materials must be contained within the contracted booth space.

Exhibitors in the Techshop are allowed one stationary sign or monitor per machine. Techshop signs or monitors may not exceed 8 feet high x 4 feet wide (2.4 meters x 1.2 meters). Signs may be lighted or use electricity.

Permanent facility graphics, signs or displays may not be blocked in any manner.

LIGHTING OF MACHINERY IN BOOTHS AND TECHSHOP

Exhibitors are precluded from hanging (or making arrangements to hang) lighting from ceiling trusses over booths and Techshop space.

CANCELLATION/REDUCTION/RELOCATION OF SPACE

Notification of space cancellation or reduction must be made in writing to the Show Management Company. Deposits paid for assigned spaces are non-refundable. There are no refunds for cancellations or reductions received after November 1, 2018. The IADD/FSEA assumes no responsibility for having included the name of the cancelled exhibitor or description of their products in program materials. Exhibitors who request booth relocation after January 15, 2019 will incur a $200 service fee per booth affected.

MATERIAL HANDLING AND EXHIBITOR SERVICES

IADD/FSEA will announce an Official Exhibition Services Contractor. A link to the Exhibitor Service Kit containing information and order forms for furnishings, freight handling, labor, and ancillary services will be sent to exhibitors 120 days prior to the start of the program.

A number of factors—such as truck size, dock limitations or the height, weight and overall size of heavy equipment and machinery—will determine whether unloading can be handled on the dock versus through the large “elephant door” at ground level. Exhibitors will be directed to the appropriate area. In many cases, use of a Versa Lift is preferred to a regular forklift in order to provide greater accuracy and stability. The Exhibition Services Contractor will make all attempts to give those who require this service a quote prior to the show; however, they reserve the right to make such a determination on-site, depending on the circumstances.

SUBLETTING SPACE

Exhibitors may not assign, sublet, or apportion any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of their business.

USE OF SPACE

Exhibitors are encouraged to offer information that is educational, professional and instructional. All exhibitors must conduct exhibits in a dignified and professional manner. All activities must be limited to the confines of the rented space, and must not impede traffic or interfere with the activity of other exhibitors. Unless part of the Odyssey Expo program and approved by the IADD/FSEA, publicizing and/or maintaining any extraneous activities, including hospitality suites, inducements, demonstrations or displays away from the exhibit area during exhibit hours or program hours is not permitted. Dissemination of food or beverages is allowed only if they are purchased from the convention center and may be subject to additional rules and regulations.

EXHIBITOR BADGES

Exhibitors will be furnished with two exhibitor badges for company personnel for each 10 x 10 feet (3 m x 3 m) booth or Techshop space leased/paid. Additional exhibit booth personnel are required to register as Exhibitor Personnel at the reduced registration fee of $250.00 per person. This registration allows the individual to attend all education sessions. Other events (such as the BASH!) will be ticketed separately.

STAFFING

Exhibitors must open their exhibit on time and staff the booth at all times during show hours. A designated booth manager shall represent the exhibitor in connection with set-up, operation, and dismantling of the exhibit. Only representatives who are employed by the exhibiting company and who are working in the booth are to be registered as booth personnel. False certification of individuals as exhibitor’s representatives, sharing of exhibitor’s badges, or any other method used to assist unauthorized persons to gain admission to the exhibit floor will be just cause for expelling the violator from the program. All exhibitors must be 18 years of age or older.

ADVERTISING

Exhibitors are invited to advertise in the Odyssey Expo Show Guide, the IADD’s publication “The Cutting Edge,” or the FSEA’s publication “PostPress News.” Information on rates, mechanical specifications and copy deadline may be obtained from the IADD by phoning 1-815-455-7519, by faxing 1-815-455-7510 or by email at cccrouse@iadd.org. Information may be obtained from the FSEA at 1-785-271-5816, faxing 1-785-271-6404 or by email at jeff@fsea.com.

USE OF ODYSSEY EXPO LOGO

Exhibitors wishing to use the Odyssey Expo logo in any promotion, newsletter, etc. must first have written permission from the Exhibit Coordinator and may be asked to provide a sample of its intended use.

GIVEAWAYS

Novelty giveaways, souvenirs and drawing awards must be submitted to the IADD/FSEA for review and approval no
functions.

rooms, the exhibit hall and social

The Odyssey Expo program is designated

SMOKING

products photographed.

permission to have their exhibit and/or

Show Management or the Exhibit

photographers is subject to approval by

PHOTOGRAPHY

arrangements for proper disposal thereof.

hazardous waste and make appropriate

requirements of all regulatory agencies

hazardous waste material must conform to

water or land. Exhibitors who generate

cause injury or death, or pollutes the air,

stored, recycled or thrown away that could

Hazardous waste is any material being

LIABILITY

Each exhibitor assumes the entire

responsible for knowledge of and compliance with all union/non-

neighboring buildings, and services provided by the Cobb Galleria

PRACTICAL INFORMATION

checklist for exhibitors...

Galleria Centre.

Exhibitors must make provision for

INSTRUCTORS/ARTISTS

will perform at the event.

ODYSSEY EXPO PROGRAM

If any part of the Exhibit Hall is damaged,

or theft of any kind.

USE OF EXHIBITOR APPOINTED

Exhibitors choosing to use labor services

contractor.

SOCIETY OF INDUSTRIAL DESIGNERS

It is true that there is a certain amount of

SMOKING

The Odyssey Expo program is designated

as a non-smoking meeting. Smoking is

prohibited in IADD/FSEA meeting

rooms, the exhibit hall and social

functions.
GENERAL

All matters and questions not covered by these regulations are subject to the decision of the IADD/FSEA and the Exhibit Coordinator. These regulations may be amended at any time by the IADD/FSEA and all amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations.

For further information contact:
Cindy C. Crouse, CAE, CEO
International Association of Diecutting and Diemaking
651 Terra Cotta Ave., Suite 132
Crystal Lake, IL 60014
Tel: 1-815-455-7519
Fax: 1-815-455-7510
Email: info@OdysseyExpo.org

For exhibiting information contact:
Susan M. Corcoran, Exhibit Coordinator
Odyssey Expo
20 Winter St., Kingston, MA 02364 U.S.A.
Tel: 1-617-840-7202
Fax: 1-781-582-3944
Email: exhibit@OdysseyExpo.org

Revised 5/8/18