

# **DRI**2018

## The Professional's Conference

Gaylord Opryland Resort and  
Convention Center  
Nashville, TN

### Exhibit Space Display & Event Regulations

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#### **AGE RESTRICTION:**

No one under 18 years of age will be allowed in the conference sessions or the Expo Hall including setup, dismantle or event hours.

#### **BALLOONS:**

No balloons of any kind will be permitted. No Exceptions.

#### **BOOTH SPACE INCLUDES:**

Standard 8ft. back wall drape, a combination of blue and green drape; 3ft. high blue side rail drape and a 7"x44" company identification sign.

#### **CARPET:**

*THE EXHIBIT HALL IS CARPETED.*

#### **EXHIBIT ADMISSION HOURS:**

Exhibitors will be allowed on the Expo Hall floor one (1) hour prior to Expo hours daily with the proper exhibitor badge.

If for some reason an exhibitor must remain with his exhibit after Expo hours, please contact Event Management so we can notify security personnel the details of the extended time period.

#### **REMOVAL OF EXHIBITS: -VERY IMPORTANT!**

All exhibits will close promptly at 1:45 pm Tuesday. Exhibits are not to be dismantled or removed, in whole or in part, prior to the official closing at 1:45 pm. Beginning at this time empty exhibitor boxes/crates will be returned.

#### **TEMPORARY SET-UP/DISMANTLE BADGES:**

All personnel representing the exhibitor or their agents on the Expo Hall floor during installation and dismantling must be properly identified with the official DRI badge.

If an exhibitor is using a contractor (i.e. I&D company) that is not on the official contractor list, they must submit an EAC form.

#### **EXHIBITORS SERVICE CENTER:**

To assist exhibitors on-site, a service desk will be operational on the Expo Hall floor staffed by the official contractors. Directional signs indicating location will be posted. Exhibitors may follow-up with advance orders or order any on-site services and products at this desk. Representatives from each of the contracting firms will be available in this area.

**HEIGHT REGULATIONS:**

Please review the height regulations based on the size of your booth.

If you have any questions regarding the allowed height of your display or product, please contact Theresa Urbanczyk at [turbanczyk@rocexhibitions.com](mailto:turbanczyk@rocexhibitions.com) or 630-271-8231.

**OPEN BOOTH LOCATIONS:**

Any open exhibit space will be available at the current exhibit pricing.

To purchase an additional open space location or to expand your space into an open location, please contact a member of Event Management for pricing and payment options.

Any exhibitor that expands into another space location that is not contracted to them will be charged the current exhibit rate for the additional space.

**BEWARE OF TRADESHOW SCAMS OR UNAUTHORIZED VENDORS:**

Be careful of companies calling posing as vendors for the event. Some scams include housing, directory listings, fair guides and onsite services.

DRI is owned and organized by ROC Exhibitions, Inc. If you are contacted by any outside company you find suspicious or are unsure that they are legitimate authorized vendor for this event, please contact us immediately at [turbanczyk@rocexhibitions.com](mailto:turbanczyk@rocexhibitions.com) or call 630-271-8231. Please refer to the official contractors list.

**Structural Integrity:**

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

**Suitcasing & Outboarding:**

“Suitcasing” is the act of suppliers or sales representatives soliciting business in the aisles of the exhibition, in another company’s booth, during any event activities without authorization from Show Management. Notify Show Management if you witness anyone “suitcasing”. “Outboarding” is the act of non-exhibiting companies, Associations, suppliers, or sales representatives conducting meetings, hospitality functions, training or showrooms with event participants off of the show floor (in hotels, restaurants, parking lots and other venues) without having purchased a booth at the event or having authorization from Event Management. “Suitcasing and outboarding” are violations of the DRI exhibition policy. Please report any violations to Event Management.