

# 2024 CRCA Exhibitor Rules and Regulations

**Exhibitor Booth Size:** 10' wide x 9' deep

**Exhibit Space:** Components and signs will be permitted to a maximum height of 10'. All components must fit into booth size purchased including carpeting. *Display materials over 4 ft. high must be confined to the booth area and is at least 5 ft. from the aisle line.*

**Double width end cap booths:** Back wall of display cannot exceed 10' wide and must maintain a 5' sightline for neighboring booths. Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. CRCA will resolve discrepancies.

**Direct Shipments:** Can only be received at Drury Lane, Wed. January 16 between 1-5 pm. Shipments received any other time will be rejected. *Shipments CANNOT be sent to Hilton Suites or Hilton Garden Hotels. CRCA recommends shipping in advance to the warehouse.*

**Advance Shipments:** See Events Services Contractor Information for Material Handling and shipping information.

## **Booth Set Up:**

- The Exhibit Services Contractor will unload the exhibitor's truck and set up equipment in the exhibitor's booth at no additional charge Wednesday. Trucks **cannot be unloaded** on Thursday.
- Carpenter Labor on Wednesday and Friday, January is FREE, but only if ordered by the deadline. See Exhibit Services info.
- Labor Order Form rates will apply after the deadline.

**Booth Dismantling:** *Booth/Contents dismantling begins at 1:00 pm, Friday, Jan. 19. Early dismantling is not allowed. Any exhibitor dismantling or removing exhibition materials from exhibit hall or leaving booth unattended early will forfeit the \$200 Compliance Deposit and may lose 2025 exhibitor space.*

- The Event Services Contractor will load exhibitor trucks at no additional cost.
- Dismantling and loading of trucks must be completed, and the exhibit hall vacated by Friday, January 19, 3:00 pm
- **NO WHEELED CARTS** thru Drury Lane's front doors (Theater Lobby). Use West doors for wheeled carts and large boxes.
- **Exhibitors may HAND-CARRY** one box per person into the Exhibit Hall prior to show hours on Thursday or Friday. Larger items must be delivered/carried during Wednesday's Exhibitor Move-in through the Drury Lane back loading doors.

**Booths not staffed** with exhibitor personnel during **all** exhibit hours will forfeit exhibitor deposit and may lose 2025 exhibitor space.

**Event Services Contractor** will provide storage for empty boxes and crates during the show.

**Conflicting Events** at Drury Lane and Hilton properties are prohibited during show/ seminar hours.

**Hospitality Suites** are acceptable provided they are not open during event/ exhibit/ seminar hours. CRCA approval required.

**Alcohol:** Alcohol Sales/Distribution at exhibitor booths prohibited.

**Cash or Credit Card Sales** are prohibited during the show.

**Announcements:** Microphones and amplifiers are not allowed.

**"Give Away" Items:** Razor blades, knives and similar items are prohibited.

**Exhibitor Raffles:** CRCA can announce winners of raffles held at individual exhibitor booths.

**Entertainment:** Exhibitor may operate games, raffles, and entertainment in the booth with prior CRCA approval.

**Machinery:** May be operated provided it is quiet, clean, safe, and approved by CRCA. All machinery must be placed on plywood or heavy plastic provided by the exhibitor. All vehicles must conform to regulations set forth by Drury Lane and CRCA. Trucks longer than the typical parking space shall not be parked in attendee parking areas.

**Electric:** Electrical connection is to be pre-ordered through CRCA. On-site electrical orders may be charged at a premium and availability cannot be guaranteed.

**Security:** CRCA will provide security.