



ORLANDO  
FEBRUARY 8-10  
2022

# 2022 EXHIBITOR SERVICES MANUAL

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**Welcome** to the Kitchen & Bath Industry Show 2022 Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at KBIS 2022. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience.

The Main Menu is designed so clicking on a topic will automatically transport you to that section of the manual. Also, each page includes linked tabs at the top to help you navigate back to the Main Menu or to another section of the manual.

We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth, and ask questions for any areas you need further clarification on.

## GENERAL INFO

### DATES & TIMES

#### Move-in

Tuesday, February 1, 2022	8:00 AM – 5:00 PM
Wednesday, February 2, 2022	8:00 AM – 5:00 PM
Thursday, February 3, 2022	8:00 AM – 5:00 PM
Friday, February 4, 2022	8:00 AM – 5:00 PM
Saturday, February 5, 2022	8:00 AM – 5:00 PM
Sunday, February 6, 2022	8:00 AM – 5:00 PM
Monday, February 7, 2022	8:00 AM – 5:00 PM

- The above Move-in hours are posted as standard move-in times.
- All exhibitors have a Targeted Freight Move-In Date and should review the [Targeted Freight Move-In Guidelines](#).
- All exhibitors are allowed access to the exhibit hall on a 24-hour basis during exhibitor move-in, show days, and exhibitor move-out without requiring approval.

#### Show Day

Tuesday, February 8, 2022	9:00 AM – 5:00 PM
Wednesday, February 9, 2022	9:00 AM – 5:00 PM
Thursday, February 10, 2022	9:00 AM – 5:00 PM

#### Move-out

Thursday, February 10, 2022	5:00 PM – 10:00 PM
Friday, February 11, 2022	8:00 AM – 5:00 PM
Saturday, February 12, 2022	8:00 AM – 5:00 PM
Sunday, February 13, 2022	8:00 AM – 12:00 PM

## EXHIBIT HALL LOCATION

Orange County Convention Center

Hall WA1-WA4, West Concourse  
9800 International Drive  
Orlando, FL 32819

South Hall SB, South Concourse  
9899 International Drive  
Orlando, FL 32819

This is a non-smoking building

## SHOW MANAGEMENT CONTACTS

[Click here](#) for a full list of show management contacts.

## VENDORS

Click on vendors to get more information.



FREEMAN  
[ORDER ONLINE](#)  
[E-MAIL](#)



ORANGE COUNTY  
CONVENTION CENTER  
UTILITIES & RIGGING  
[ORDER ONLINE](#)  
[ORDER FORMS](#)  
[E-MAIL](#)



SMART CITY  
INTERNET & TELEPHONE  
[ORDER ONLINE](#)  
[ORDER FORM](#)  
[E-MAIL](#)



ONPEAK HOUSING  
[ONLINE RESERVATIONS](#)  
PHONE: (855) 992-3353



PWP STUDIO  
PHOTOGRAPHY  
[ORDER ONLINE](#)  
PHONE: (678) 457-4578



CENTERPLATE CATERING  
[MENU & ORDER FORM](#)  
[E-MAIL](#)



RELIABLE  
BOOTH SECURITY  
[ORDER FORM](#)  
[E-MAIL](#)



TLC NATIONAL  
FLORAL & PLANT SERVICES  
[WEBSITE](#)  
[ORDER FORM](#)  
[E-MAIL](#)



MARITZ GLOBAL EVENTS  
LEAD RETRIEVAL  
[ORDER ONLINE](#)  
[ORDER FORM](#)  
[E-MAIL](#)



FREEMAN  
AUDIO / VISUAL  
[ORDER ONLINE](#)  
[E-MAIL](#)



IMAGE MODEL  
TALENT AGENCY  
[WEBSITE](#)  
[INFORMATION SHEET](#)  
[E-MAIL](#)



PHOENIX INTERNATIONAL  
INTERNATIONAL SHIPPING  
[WEBSITE](#)  
[INSTRUCTIONS](#)  
[E-MAIL](#)



nvytes  
CUSTOMER INVITES  
NICOLE SPERRY  
[E-MAIL](#)



FEDEX OFFICE  
[WEBSITE](#)  
[CATALOG](#)  
[E-MAIL](#)




MARSH TOTAL EVENT  
EXHIBITOR INSURANCE  
[ONLINE APPLICATION](#)  
[E-MAIL](#)

## SHOW PLANNER


Click on items to get more information and link to the website or form.

**NOV 30**



ORDER LEAD RETRIEVAL  
(TIERED PRICING)

**DEC 17**



UPDATE SHOW DIRECTORY LISTING


**JAN 4**



FREEMAN ADVANCE WAREHOUSE SHIPPING BEGINS

ACCEPTED THROUGH JANUARY 25 WITHOUT SURCHARGE


**JAN 10**



ORANGE COUNTY CONVENTION CENTER ORDER DEADLINE

ELECTRICAL  
PLUMBING & GAS  
RIGGING  
CABLE

**JAN 10**



SMART CITY ORDER DEADLINE

INTERNET  
TELEPHONE

**JAN 11**



FREEMAN DISCOUNT DEADLINE FOR ONLINE ORDERS

FURNISHINGS  
BOOTH CLEANING  
CARPET  
LABOR

### BEFORE YOU ARRIVE TO SHOWSITE

-  Submit Certificate of Insurance
-  Coordinate Hotel & Travel
-  Register Booth Personnel
-  Update Show Directory Exhibitor Profile
-  Submit EAC Notification Form & EAC Certificate of Insurance

### ONCE YOU ARRIVE

- PICK UP BADGE FROM REGISTRATION
- CONFIRM FREIGHT DELIVERY
- CONFIRM ADVANCED ORDERS
- PLACE ONSITE ORDERS

## INSURANCE

KBIS does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to Medtrade East before the show.

An exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitor's obligations under this paragraph.

The following three types of insurance are required:

- **Workers' Compensation** insurance, unless you are the sole proprietor. A sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- **Comprehensive General Liability** insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable).
- **Automobile Liability** insurance with limits not less than \$500,000 for each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured, Emerald (Show Management), National Kitchen and Bath Association (NKBA), Orange County Government (Facility), and Freeman (General Service Contractor). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without a 30-day advance written notice to Emerald.

The following MUST be contained on the certificate: [DOWNLOAD A SAMPLE CERTIFICATE OF INSURANCE](#)

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – "Emerald – KBIS 2022, National Kitchen & Bath Association, Freeman, the Orange County Convention Center and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates [move-in – move-out dates]

### NEED GENERAL LIABILITY INSURANCE?

Marsh/TotalEvent Insurance offers General Liability Insurance for \$65 plus tax. Click for more information.



#### *Certificate Holder Information should be listed as:*

KBIS 2022  
1145 Sanctuary Pkwy, Ste 355  
Alpharetta, GA 30009

Click here to submit your insurance documents online. Be sure the name of the attachment reflects the name of the insured exhibiting company

## REPORTING

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

## BOOTH REGULATIONS

### CONSTRUCTION/DESIGN

#### **KBIS is a “Cubic Content” show**

Booths must be constructed per the booth guidelines provided within this kit for the specific type of booth space being leased. Violations could result in a fine and/or loss of priority points.

#### **KBIS is a “No Concrete” show**

All booths must order or supply their own floor covering that completely covers the cement floor within their contracted booth space.

#### **Show Colors**

Backwall and Siderail Drape: Black

Aisle Carpet: Purple

#### **Standard Booth Equipment**

##### Linear, Corner and Perimeter booths

- 8’ high pipe and drape back wall.
- 3’ high pipe and drape side rails.
- 7” x 44” booth identification sign with the company name and booth number.

##### Split Island, Peninsula and End-Cap booths

- 8’ high pipe and drape back wall.
- 7” x 44” booth identification sign with the company name and booth number.

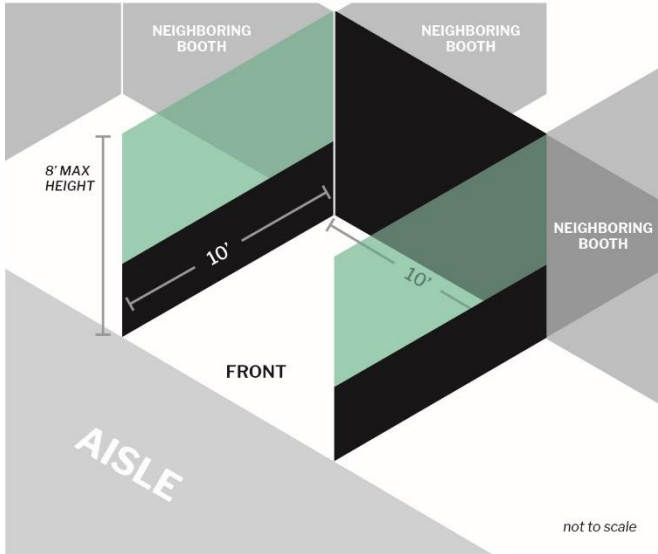
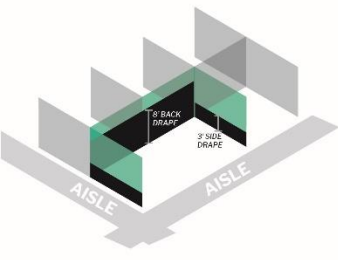
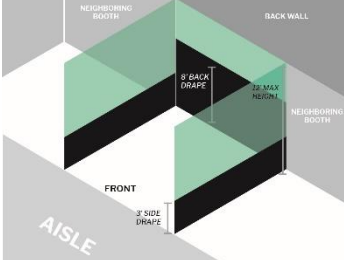

##### Island booths

- Island booths do not come with back drapes or ID signs. If desired, they may be ordered from Shepard.


All other equipment and services are the responsibility of the exhibitor. Online ordering (where available) and printable order forms are located within this kit.



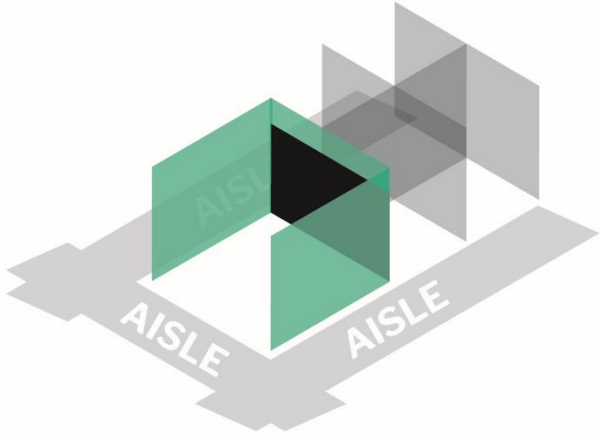
Linear / Inline Booth Guidelines

<p><b>Definition and/or Dimension</b>                  Linear booths, also called “inline” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.</p> <p>Linear &amp; Perimeter booths are commonly ten feet (10') deep and multiples of ten feet (10') wide, i.e., 10' x 10', 10' x 20', 10' x 30', etc.</p>	<p style="text-align: center;"><b>INLINE BOOTH SPACE</b>                  10 X 10, cubic content, with provided drape, max height 8'</p>  <p style="text-align: right;"><i>not to scale</i></p>	
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• 8' high pipe and drape back wall.</li> <li>• 3' high pipe and drape side rails.</li> <li>• 7" x 44" booth identification sign with the company name and booth number.</li> </ul> <p>All other equipment and services are the responsibility of the exhibitor.</p>	<p><b>Use of Space – Cubic Content Rule:</b>                  Exhibitors may build their exhibit within the entire width and depth of their booth and up to the maximum allowable height of the linear booth type/variation.</p> <p><b>Footprint Rule or “Wiggle Room” Factor</b>                  The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>	
<p><b>Hanging Signs / Graphics</b>                  Linear/Inline booths are not permitted to have hanging signs.</p> <p>Signs, logos and graphics placed along booth edges may not face into adjacent booths.</p>	<p><b>Exposed Surfaces</b>                  All exposed exhibit components extending above the 3' high pipe and drape sidewalls and/or the 8' high pipe and drape backwall must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor’s expense.</p>	
<p><b>Additional Information</b>  <a href="#">Labor/Union Laws</a>  <a href="#">Building Rules/Guidelines</a>  <a href="#">Onsite Booth Guidelines</a></p>	<p><b>Variance Requests</b>                  Variance requests can be submitted to Show Management for review using the online <a href="#">Booth Variance Request Form</a>.</p>	
<p><b>Linear / Inline Booth Variations:</b></p>		
<p><b>Corner</b> booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to an aisle.</p>	<p><b>Perimeter</b> booths are linear booths that back up against a wall of the facility, not to another line of exhibits, and have a maximum height of twelve feet (12').</p>	<p><b>End-Cap</b> booths are exposed to an aisle on three sides and comprised of two adjacent 10'x10' booth spaces and must adhere to the same guidelines as linear booths.</p>
<p style="text-align: center;"><b>CORNER BOOTH SPACE</b>                  aisles on 2 sides; cubic content w/ provided drape</p>  <p style="text-align: right;"><i>not to scale</i></p>	<p style="text-align: center;"><b>PERIMETER BOOTH SPACE</b>                  booth backs up to wall in event space, max height 12'</p>  <p style="text-align: right;"><i>not to scale</i></p>	<p style="text-align: center;"><b>END CAP PENINSULA BOOTH SPACE</b>                  cubic content, aisles on 3 sides</p>  <p style="text-align: right;"><i>not to scale</i></p>

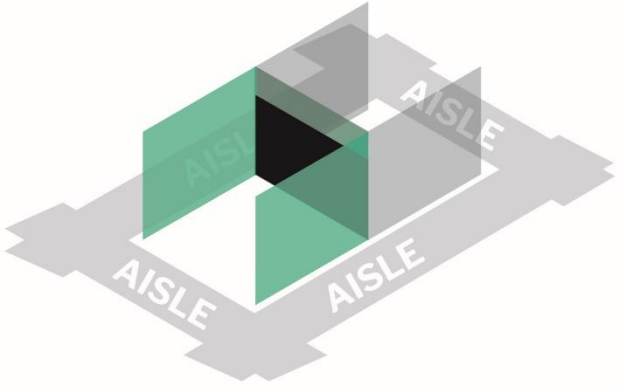
## Island Booth Guidelines

<p><b>Definition and/or Dimension</b> Island booths are any size booth exposed to an aisle on all four sides.</p> <p>Island booths are typically twenty feet (20') by twenty feet (20') or larger, although may be configured differently.</p>	<p style="text-align: center;"><b>ISLAND BOOTH SPACE</b> aisles on 4 sides</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p><b>What's Provided / Included</b> Island booths do not come with drapes or ID signs.</p> <p>All equipment and services are the responsibility of the exhibitor.</p>	
<p><b>Use of Space – Cubic Content Rule:</b> The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.</p>	<p><b>Footprint Rule or “Wiggle Room” Factor</b> Since Island Booths do not have any adjacent booths, the footprint rule is not applicable.</p>
<p><b>Multi-Level Exhibits</b> A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a “structure” for building purposes.</p> <p>All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>	<p><b>Covered Exhibits</b> A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable.</p> <p>All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>
<p><b>Hanging Signs / Graphics</b> Hanging signs may be hung to a maximum height of twenty-five feet (25') from the floor to the top of sign.</p> <p>If a hanging sign is used, there must be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. This empty space must be continuous throughout the entire cubic space of the booth.</p>	<p><b>Exposed Surfaces</b> All exposed exhibit components must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor’s expense.</p>
<p><b>Additional Information</b>  <a href="#">Labor/Union Laws</a>      <a href="#">Demonstration Guidelines</a>  <a href="#">Building Rules/Guidelines</a>      <a href="#">Americans with Disabilities Act</a>  <a href="#">Display Guidelines</a></p>	<p><b>Variance Requests</b> Variance requests can be submitted to Show Management for review using the online <a href="#">Booth &amp; Hanging Sign Variance Request Form</a>.</p>

Peninsula Booth Guidelines

<p><b>Definition and/or Dimension</b>                  Peninsula booths are exposed to an aisle on three sides, comprised of a minimum of four booths, and typically back up to linear booths behind.</p> <p>Peninsula booths are usually twenty feet (20') by twenty feet (20') or larger.</p>	<p style="text-align: center;"><b>PENINSULA BOOTH SPACE</b>                  cubic content, aisles on 3 sides, with provided drape</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• 8' high pipe and drape back wall.</li> <li>• 7" x 44" booth identification sign with the company name and booth number.</li> </ul> <p>All other equipment and services are the responsibility of the exhibitor.</p>	
<p><b>Use of Space – Cubic Content Rule:</b>                  The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.</p>	<p><b>Footprint Rule or "Wiggle Room" Factor</b>                  The width and depth of your booth structure should be designed so any side adjacent to another exhibitor's booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p><b>Multi-Level Exhibits</b>                  A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a "structure" for building purposes.</p> <p>All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>	<p><b>Covered Exhibits</b>                  A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable.</p> <p>All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>
<p><b>Hanging Signs / Graphics</b>                  Hanging signs may be hung to a maximum height of twenty-five feet (25') from the floor to the top of sign.</p> <p>Signs, logos and graphics must be set back no less than five feet (5') from adjacent booths. This includes the side of a hanging sign that is facing adjacent booths.</p> <p>If a hanging sign is used, there must be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. This empty space must be continuous throughout the entire cubic space of the booth.</p>	<p><b>Exposed Surfaces</b>                  All exposed exhibit components must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.</p>
<p><b>Additional Information</b></p> <p><a href="#">Labor/Union Laws</a>      <a href="#">Demonstration Guidelines</a>  <a href="#">Building Rules/Guidelines</a>      <a href="#">Americans with Disabilities Act</a>  <a href="#">Display Guidelines</a></p>	<p><b>Variance Requests</b>                  Variance requests can be submitted to Show Management for review using the online <a href="#">Booth &amp; Hanging Sign Variance Request Form</a>.</p>

## Split Island Booth Guidelines

<p><b>Definition and/or Dimension</b>                  Split Island booths are exposed to an aisle on three sides, comprised of a minimum of four booths, and typically back up to another island booth behind.</p> <p>Split Island booths are typically twenty feet (20') by twenty feet (20') or larger, although may be configured differently.</p>	<p style="text-align: center;"><b>SPLIT ISLAND BOOTH SPACE</b> w/ provided drape</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• 8' high pipe and drape back wall.</li> <li>• 7" x 44" booth identification sign with the company name and booth number.</li> </ul> <p>All other equipment and services are the responsibility of the exhibitor.</p>	
<p><b>Use of Space – Cubic Content Rule:</b>                  The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.</p>	<p><b>Footprint Rule or "Wiggle Room" Factor</b>                  The width and depth of your booth structure should be designed so any side adjacent to another exhibitor's booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p><b>Multi-Level Exhibits</b>                  A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a "structure" for building purposes.</p> <p>All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>	<p><b>Covered Exhibits</b>                  A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable.</p> <p>All Covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p>
<p><b>Hanging Signs / Graphics</b>                  Hanging signs may be hung to a maximum height of twenty-five feet (25') from the floor to the top of sign.</p> <p>Signs, logos and graphics must be set back no less than five feet (5') from adjacent booths. This includes the side of a hanging sign that is facing adjacent booths.</p> <p>If a hanging sign is used, there must be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. This empty space must be continuous throughout the entire cubic space of the booth.</p>	<p><b>Exposed Surfaces</b>                  All exposed exhibit components must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.</p>
<p><b>Additional Information</b></p> <p><a href="#">Labor/Union Laws</a>      <a href="#">Demonstration Guidelines</a>  <a href="#">Building Rules/Guidelines</a>      <a href="#">Americans with Disabilities Act</a>  <a href="#">Display Guidelines</a></p>	<p><b>Variance Requests</b>                  Variance requests can be submitted to Show Management for review using the online <a href="#">Booth &amp; Hanging Sign Variance Request Form</a>.</p>

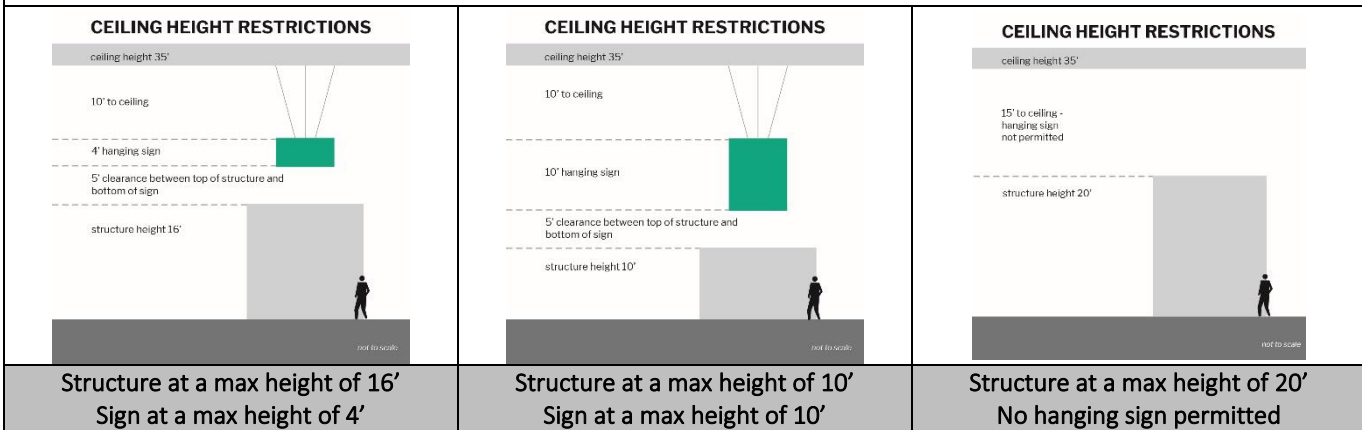
## Hanging Signs & Airborne Objects

Permitted in all Island, Split Island, and Peninsula booths that are 400 sq. ft. or larger. End-cap and linear booths do not qualify for hanging signs and graphics, regardless of size.

Maximum height of twenty-five feet (25') from the floor to the top of the hanging sign.

The maximum combined vertical height between any ground supported structure and hanging sign, at their highest dimensions when viewed perpendicular to the floor from any point on any side, may not exceed a maximum of twenty feet (20'). Examples of different types of booth and hanging sign designs in a hall with a 35' ceiling are shown below (actual designs will vary based on actual hall ceiling height). If a structure that is twenty feet (20') in height is used, a hanging sign is not permitted.

$$\text{Height of Structure} + \text{Height of Hanging Sign} = \text{Combined Max of 20'}$$



### Rigging Orders

The Orange County Convention Center is the exclusive provider of aerial rigging services inside the exhibit hall.

For more information on aerial rigging services, please review the [Orange County Convention Center's Rigging Guidelines](#).

Aerial rigging services can either be [ordered online](#) or [download the order form](#).

Please note that OCCA Aerial Rigging will only hang signs as they do not construct them. Exhibitors need to have their hanging signs constructed prior to the scheduled rigging time. Exhibitors may hire Shepard labor to construct them, have them constructed by their approved EAC staff, or construct them using staff that are full time employees of the exhibiting company. Onsite inspection of constructed hanging signs will be performed by OCCA Aerial Rigging for final approval prior to rigging.

Hanging signs should be shipped to the Freeman Advance Warehouse arriving between January 4 and January 25 using the [Hanging Sign Shipping Label](#). Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number

### Approval Process

If your hanging sign does not comply with the KBIS Hanging Sign & Graphics Guidelines or you would like to request approval to hang signs at a height of twenty-six to thirty feet (26'-30'), please submit for a variance approval from KBIS Show Management using the [Booth & Hanging Sign Variance Request Form](#).

Variances may be issued at show management's discretion. Drawings and three-dimensional renderings of both the hanging sign and the floor supported booth structure, with dimensions, should be submitted to Show Management with the approval request and available onsite for inspection. If your hanging sign complies with the KBIS Hanging Sign & Graphics Guidelines, a variance approval submission is not required.

**Booth and Hanging Sign Variance Request Form**

## Drones

No drones, remotely piloted aircraft systems (RPAS), or Unmanned Aerial Vehicles (UAVs) are permitted in any exhibit hall or any KBIS space.

## Balloons or Inflatables

Any exhibitor planning to use balloons or other lighter-than-air objects as part of their display must submit the Orange County Convention Center's Balloons & Other Lighter-Than-Air Objects Agreement that is included with the [OCCC Exhibitor Forms](#) and receive approval from the convention center.

## Lighting/Truss

No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to show management for approval.

Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.

Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by show management.

Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.

Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with show management for rules specific to the event facility.

Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.

Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

## FREIGHT & DELIVERIES

### Warehouse Address

Exhibiting Company Name

Booth No.

KBIS 2022

c/o Freeman

10088 General Dr.

Orlando, FL 32824

Freeman will accept crated, boxed, or skidded materials at their warehouse beginning Tuesday, January 4, 2022 at the above address. Material arriving after Tuesday, January 25, 2022 will be received at the warehouse with an additional after deadline charge.

Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material, and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing over 5,000 pounds, or a single piece of freight beyond the dimensions of 180 inches high x 93 inches wide.

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. and 3:30 p.m.

Certified weight tickets must accompany all shipments.

If required, provide your carrier with this phone number: (888) 508-5054.

You can download and print Advance Warehouse Shipping Labels for booths in the West Hall and for booths in the South Hall. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

- [South Hall Advance Warehouse Shipping Labels](#)
- [West Hall Advance Warehouse Shipping Labels](#)

Shepard material handling fees for advance shipments to the Shepard warehouse include:

- Delivery of items to the booth prior to 8:00 AM on scheduled Targeted Freight Move-In Day.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and all aisle carpet is rolled. This process will take several hours and Freeman cannot guarantee or specify the arrival time of empty crates.

### Direct to Site Address

#### South Hall Exhibitors

Exhibiting Company Name

Booth No.

KBIS 2022

Orange County Convention Center

c/o Freeman

9899 International Dr.

Orlando, FL 32819-8199

#### West Hall Exhibitors

Exhibiting Company Name

Booth No.

KBIS 2022

Orange County Convention Center

c/o Freeman

9800 International Dr.

Orlando, FL 32819-8111

Freeman will receive shipments at the exhibit facility on target dates. Shipments arriving before target dates may be refused by the facility. Any charges incurred for early freight accepted by the facility or for multiple delivery attempts will be the responsibility of the exhibitor.

Certified weight tickets must accompany all shipments.

If required, provide your carrier with this phone number: (888) 508-5054.

This show will be marshalled. Drivers must check in no later than 2:30 p.m. on targeted move-in date in order to be off-loaded on the same day. Show site deliveries do not have a guaranteed time and are handled on an "as checked in and received" basis.

Please note: Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling Form in [FreemanOnline](#) for charges for the service.

You can download and print Show Site Shipping Labels for booths in the West Hall and for booths in the South Hall. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

- [South Hall Show Site Shipping Labels](#)
- [West Hall Show Site Shipping Labels](#)

Shepard material handling fees for direct shipments to the Georgia World Congress Center include:

- Acceptance and unloading of items upon delivery and delivery to the booth.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and all aisle carpet is rolled. This process will take several hours and Freeman cannot guarantee or specify the arrival time of empty crates.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

### Marshaling Yard

All delivering carriers must check in at the Freeman Marshaling Yard prior to delivering to the Orange County Convention Center. The Freeman Marshaling Yard is located at 10088 General Drive, Orlando, FL 32824. Please review the [marshalling yard map](#) for directions and the [driver check-in requirements for inbound shipments](#).

If required, provide your carrier with this phone number: (888) 508-5054.

### Targeted Freight Move-In Guidelines

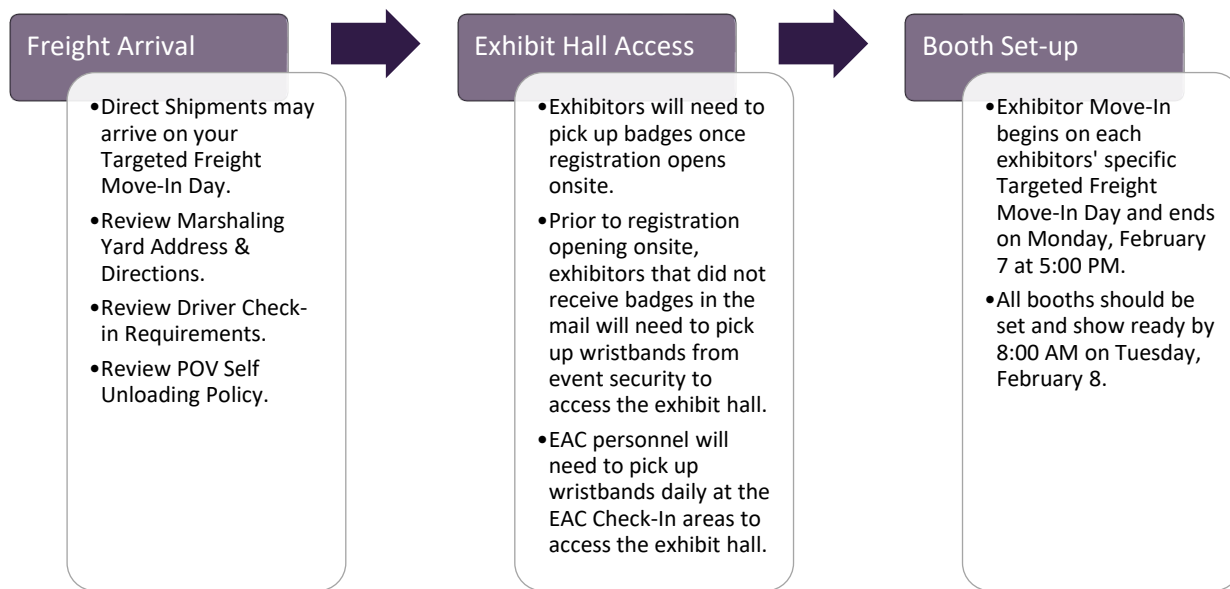
**All Exhibitors have a Targeted Freight Move-In Date.** Determine your targeted freight move-in day by referring to the color-coded Targeted Freight Move-In Floor Plan for the exhibit hall your booth is in found on the [Exhibitor Service Center](#) of the KBIS website.

- The targeted freight move-in schedule pertains only to freight arrival. It does not necessarily represent the day the exhibitor should start setting up. Exhibitors may move in once their freight has been delivered to their booth. We HIGHLY encourage you to ship to the advance warehouse.
- The targeted freight move-in date primarily applies to direct shipments. It is the day that exhibitors shipping direct to the convention center can have their shipments arrive. All delivery vehicles must check-in to the marshaling yard and await deployment to the convention center to be unloaded. The delivery of the direct shipments to the booth will depend on when the truck checks into the marshaling yard, what position in line the truck is in to be sent to the convention center for unloading, and how long it takes Freeman to unload the truck at the loading dock, log in all parts of the shipment and then deliver them to the booth. Due to the amount of direct deliveries each day, this can take hours. Even though an exhibitor has a target time of 8:00am on a specific date, this does not mean the shipment can come directly to the convention center and get to the booth by 8:00am to start setting up. As a result, exhibitors should not schedule setup labor at their exact targeted freight time.
- The way that the target freight move-in date applies to advance shipments is that this is the day and time that Freeman guarantees that warehouse deliveries will be delivered to the booth by. In this scenario, if an exhibitor has a targeted freight time of 8:00am on a specific day and has shipped everything to the advance warehouse, they could order labor to start at 8:00am as their shipment will be at their booth. If there are concerns with the amount of time available to set up, we recommend shipping to the advance warehouse as this provides the maximum amount of setup time available.
- Exhibitors do not need to be present on their targeted freight day if they do not feel the need to be there. If an exhibitor is targeted with 4 days to setup but they only need 2 days, they only need to make sure any shipments sent directly to the convention center arrive on their target date. Any advance shipments will be placed at their booth by the target day. When exhibitors arrive to setup, their shipment will be at the booth and they will be ready to begin working.



- Exhibitors wishing to request a revised targeted move-in date and time must complete and return the [Target Change Request Form](#) to Freeman by **January 11, 2022**. All target change requests must be authorized and approved by Freeman and revised target times will be communicated by email.

## Move-in/out Procedures



## Self-Unloading / Hand Carry Policy

Full-time exhibitor personnel may carry materials in and out of the Orange County Convention Center by hand or with the use of an exhibitor-owned, non-motorized two-wheeled hand cart. This does NOT include pallet jacks or motorized equipment of any type. If needed, cart service and/or empty storage and return will be provided by Freeman at the prevailing rates.

## Privately Owned Vehicles (POV)

Vehicles that qualify as a POV may utilize the POV Check-In Area at the Orange County Convention Center. Freeman workers equipped with flat carts will assist exhibitors with unloading at the posted roundtrip rate. Two people must be with the vehicle – one to accompany the product to the booth and one to remove the vehicle from the area – and the vehicle must be completely unloaded within 30 minutes of arrival at the unloading area. Vehicles that do not qualify for this service or that require mechanical assistance to unload will be directed to the marshaling yard. Please review the information about [POV's, Cart Service, and the Self-Unloading Policy](#) prior to arrival.

*POV, or Privately Owned Vehicles, are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use, not for cargo or freight.*

## Outbound Shipping

Freeman Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show. Please review the [driver check-in requirements for outbound shipments](#).

**Dismantle Booth**

- Review Move-out Schedule.
- Exhibitors must be completely clear of the hall by 12:00 PM on Sunday, February 13.

**Driver Check-in**

- Review Driver Check-in Requirements.
- Carriers must arrive and check-in no later than 8:00 AM on Sunday, February 13.

**Outbound Shipping**

- Submit Outbound Material Handling Authorization Form to the Freeman Service Desk for freight to be released to driver.

## Accessible Storage

Accessible storage service is available at show site for exhibitors to easily access their product samples and literature during show days only.

## International Freight

Phoenix International Business Logistics has been appointed as the official international freight forwarder and customs broker. For more information, please visit their [website](#) or [download the International Shipping Instructions](#).

## INSTALL/DISMANTLE & LABOR REGULATIONS

### 24-Hour Access

Exhibitors are allowed 24-hour access to the exhibit hall during move-in days, show days, and move-out days. Please note that the exhibitor service desk will only be in operation during the hours noted in the Freeman Quick Facts and services provided by Freeman and other vendors may be limited outside of those times.

### Labor/Union Laws

Florida is a “right-to-work” state. Full time employees of the exhibiting companies may set up their own exhibits. Union Labor, however, is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the providers’ order forms. Exhibitors may not operate or utilize any type of powered or mechanical equipment

Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products.

If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

### Forklifts

Forklift labor is an exclusive service provided by Freeman.

### Tipping

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Freeman.

### Building Rules/Guidelines

It is strongly recommended that all exhibitors visit the [Orange County Convention Center’s Exhibitor page](#). This page includes a [Guidelines & Information](#) section with documents to be downloaded with information that should be reviewed and understood for any topics relating to your booth.

## Safety

### Fire Marshal Requirements & Permitting

Please visit the Orange County Convention Center's [Guidelines & Information](#) page for Fire Marshal requirements.

### OSHA Regulations

All exhibitors and hired third-party contractors, must comply with environmental laws and OSHA regulations.

## Cleaning

### Clean Floor Policy

Items must be removed from the show floor as follows:

All crates and skids labeled for EMPTY storage: ***no later than 5:00 PM on Monday, February 7, 2022***

All bulk trash labeled for disposal: ***no later than 5:00 PM on Monday, February 7, 2022***

All ladders and large booth construction equipment: ***no later than 7:00 AM on Tuesday, February 8, 2022***

All booths set and show ready: ***no later than 8:00 AM on Tuesday, February 8, 2022***

Following this Clean Floor Policy schedule will allow Shepard sufficient time to complete the laying of the aisle carpet and the overall cleaning of the exhibit hall, as well as provide exhibitors the space to complete their booth set up by keeping aisles clear.

There will be no exceptions to this policy. Crates without empty or access storage stickers will be tagged by the area floor managers or Shepard and removed from the exhibit hall – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

### Cutting & Sawing

All cutting and sawing equipment used inside the convention center must have dust collection bag attachments.

A designated outdoor cutting and sawing area will be available for those exhibitors unable to work within the booth space.

Beginning Monday, February 7, all cutting and sawing must be conducting within the confines of the booth space or in the designate outdoor cutting and sawing area.

Violation of the cutting and sawing regulations will result in immediate equipment removal from the building with a minimum of \$500.00 cleaning fee being added to your invoice. When equipment is compliant, it can be used within your booth space.

### Excessive/Bulk Trash

Any bulk trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a dumpster fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for an outbound shipment or donation will be considered abandoned and deemed as bulk trash. Bulk trash is defined as any waste larger than 3' x 3' x 3' or 1m x 1m x 1m. The exhibitor will be charged for the removal and disposal of these items.

### Booth & Material Abandonment

Exhibiting companies are required to make cleaning and labor arrangements for both material dismantle and/or removal. It is expected and required that all the exhibiting material be removed at the end of the show. It is not appropriate for bulk material to be left in the aisles during move-in or left behind during move-out. This includes, but is not limited to: flooring, large boxes and crates, racks, exhibit displays, literature, etc. If the exhibiting company does not want any or part of their exhibit material, arrangements for cleaning labor and dumpster/disposal need to be made in advance through Shepard. Exhibitors that do not comply with this policy and leave excessive literature and/or display materials in their booth during move-in or move-out will be deemed guilty of "material abandonment" and will be charged for the removal of these items.

### Care of the Facility

It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.

No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.

No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.

Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit areas.

All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.

Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

### DONATIONS

Exhibitors wishing to donate product may make arrangements to do so at the conclusion of the show. Booth and display materials should not be left as donated materials. More information on donations will be available closer to the show.

## EXHIBITOR APPOINTED CONTRACTOR

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. **These rules will be strictly enforced.** Completion of the required [EAC Notification Form & Insurance Submission](#) qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

The EAC/I&D contractor must be licensed, insured, and authorized to work in the Orange County Convention Center. Contractors must adhere to all rules and regulations of KBIS, Freeman, the Orange County Convention Center, and the local unions. This includes keeping “no freight aisles” clear, clearing empty crates off the show floor, not dismantling any portion of the booth before show close, and being properly badged.

All contracted personnel must pick up the daily EAC wristband from a designated EAC Check-In area before admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.

The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor’s work. If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show Management will have the final decision in such instances.

The EAC will not solicit business at the event and personnel must wear the daily wristband at all times. It is the exhibitor’s responsibility to make sure that all independent contractors are properly badged before arrival.

Emerald (Show Management), National Kitchen & Bath Association (NKBA) (Show Management), the Orange County Convention Center (Facility), and Freeman (General Service Contractor) must be named as additionally insured by all contractors working in the hall. Show Management must receive the certificate of insurance no later than 30 days before the commencement of installation and it must be submitted using the online [EAC Notification Form & Insurance Submission](#). Certificates received through mail, e-mail, fax, or any other means will not be accepted. Show Management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

- Certificate of insurance for workers’ compensation and employers’ liability, comprehensive general liability, and automobile liability insurance.
- The workers’ compensation and employers’ liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
- Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name Show Management, the sponsoring associations, the event owners, the official contractor, and the facility as additional insured.
- Automobile liability should include all owned, non-owned, and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.

In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Show Management in any contracts with the official contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.

Services ordered on behalf of exhibitors by EAC’s or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.



Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) to set-up or teardown their exhibit, must complete the EAC Notification Form & Insurance Submission by September 20.

Complete this form **only** if you are using the services of an outside contractor to install or dismantle any part of your display. The form but be filled out completely and submitted with the EAC’s certificate of insurance.

## UTILITIES

### ELECTRICAL, PLUMBING, GAS & CABLE

The Orange County Convention Center is the exclusive provider of electrical, plumbing, gas, and cable services to exhibitors. Services can be [ordered online](#) or [download the order form](#).

### INTERNET SERVICES

Smart City is the exclusive provider of telephone services, as well as both hard wired and wireless high-speed Internet to exhibitors at the Orange County Convention Center. Services can be [ordered online](#) or [download the order form](#).

## ONSITE BOOTH GUIDELINES

### DISPLAY

#### Animals

Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by show management then by the facility. Non-domesticated animals will be considered on an individual basis.

#### Booth Appearance

All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at the exhibitor's expense.

Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

Exhibitors that do not properly cover the floor of their entire exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.

#### Display of Product

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product, or demonstration may extend into any aisle, including the audience. Space within the booth must be designated for any group of attendees viewing or participating in a presentation or demonstration within the booth.

Fog, smoke, and steam machines are not permitted.

Exhibitors are prohibited from possessing, displaying, or depicting any products or components in their booth which could be interpreted as being a promotion of another company.

No exhibit will be permitted which interferes with the use of other exhibits or impedes access to the aisles.

Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.

#### Floral

The official provider of floral and plants is TLC National Convention Plant Services. Visit their [website](#) for more information or [download the order form](#).

#### Vehicles on Display

Please review the requirements for display vehicles in the [OCCC Fire Marshal Regulations](#).

## DEMONSTRATIONS

### Exhibitor Conduct /Good Neighbor Policy

Activities may not disturb neighboring booths. Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed.

### Food & Beverage Sampling

All food and beverage samples brought into the Orange County Convention Center must have written approval from Centerplate Catering prior to the event. For more information, [e-mail Centerplate Catering](#).

### Models / Temporary Staffing

The official provider of models, hosts, and other talent is Image Model Talent Agency. Visit their [website](#) for more information or [download the information sheet](#).

### Noise / Music

In general, exhibitors with booths that are 400 sq. ft. and larger may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of show management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.

Sound created by amplified devices should not exceed 80 decibels when measured from the aisle immediately in front of a booth.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

Booths under 400 sq. ft. in size are not allowed to utilize any type of sound system or any device that amplifies sound.

### Raffles, Drawings, and Contests

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

## ADDITIONAL

### Americans with Disabilities Act (ADA)

All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Click [here](#) for more information on the Americans with Disabilities Act (ADA).

### Distribution of Promotional Items

Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only inside the exhibitor's display. Distribution from booth to booth or canvassing on any part of the facility property is forbidden. Exhibitors must confine their exhibit activities to the space for which they have contracted.

No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without prior written approval of show management.

## Photography

Photography and video recording are NOT permitted in the exhibit hall except by the Official Show Photographer or an *approved* Exhibitor Appointed Photographer.

Exhibitors and/or *approved* Exhibitor Appointed Contractors may photograph or record their own exhibits during show days ONLY.

Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, Keynote Sessions, Conference Sessions and Meeting Rooms) is prohibited.

Photo shoots scheduled outside of published show hours must include a security escort ordered from the official security provider.

Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth.



Submit the Photography  
Approval Form if planning to  
use a third-party  
photographer.

## Selling at Booth

Selling merchandise from your booth during the show is strictly prohibited.

Any display items sold during the show cannot be removed from the show floor until after closing on the final show day. Exhibitors who choose to sell their display items must work jointly with the purchasing party to arrange for removal of the items from the show floor, while following all move-out and labor regulations. Exhibitors must also escort the purchaser to the exhibit hall exit and confirm with security that the purchaser is authorized to remove the items from the exhibit hall.

## Sharing of Exhibit Space

An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from show management

## Strolling Entertainment & Suitcasing

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by show management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by show management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within [state restriction—include metrics if needed] of the exhibit facility without the permission of show management are in violation of this clause.

## SECURITY INFORMATION

KBIS Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Orange County Convention Center, agents nor employees assumes any responsibility for such property, loss, or theft.



Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

#### ***Tips To Help Protect Your Product***

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended



Review the Booth Security Form for more information on booth guards.

## REGISTRATION

### STAFF BADGES

Booth personnel may be registered online by logging in to your [KBIS Exhibitor Console](#).

Badges will be mailed to the main contact on file for exhibitors with mailing addresses in the United States for all staff registered before January 4, 2022. Staff registered after January 4, 2022 and exhibitors outside of the United States will need to pick up their badges onsite at registration upon arriving at the Orange County Convention Center. Exhibitors will not be allowed to pick up badges for anyone else and everyone must present photo I.D. when picking up their badge.

All exhibitor personnel must have and visibly wear their Exhibitor badge while in the exhibit hall during move-in, move-out and official show hours.

Each exhibiting firm receives five (5) booth staff badges per 100 square foot space occupied. Additional exhibitor registrations are available for a fee. Buyers, customers, and exhibitor appointed contractor personnel should **not** be registered as exhibitors.

Badges are the property of show management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

Exhibitor badges do NOT automatically receive access to conference sessions. If exhibiting staff desire to attend conference sessions, this can be added to their registration for a fee at Exhibitor Registration.

### ADMISSION POLICY

#### Children

Children under the age of 18 must be accompanied and supervised by an adult while on the exhibit floor.

Registration for children is complimentary and must be done onsite. All children except infants in backpacks or slings must be registered and badged to be admitted to the exhibit areas.

Strollers for children are permitted in the exhibit areas during published show hours. Attendees assume all risks associated with the use of strollers on the show floor, including but not limited to personal injury or property damage.

#### Early Appointments

Exhibitors with proper badges and/or the appropriate daily wristband are permitted 24-hour access to the exhibit hall on exhibitor move-in days, show days, and exhibitor move-out days.

Attendees, speakers, press, and any other registration type other than Exhibitor will not be allowed access to the show floor at any time during move-in and move-out or prior to 9:00 AM on show days.

#### Exhibitor Appointed Contractors (EAC)

All contracted personnel must pick up wristbands daily at the EAC Check-In areas before admission to the exhibit floor. Each individual person must sign-in and present photo I.D. each day to be issued a wristband. Wristbands cannot be picked up for others. A different wristband will be used each day and available after 1:00 PM the day prior.

#### Guests

All guests must have and visibly wear their Guest badge while in the exhibit hall, sessions, or any function held by KBIS during move-in, move-out or show hours.

## GETTING THERE

### HOTELS

onPeak is the official hotel agency for KBIS and the best way to book hotel reservations. Hotel arrangements can be made online beginning Wednesday, September 1 through the [Exhibitor Housing Reservations](#) page.

With onPeak you will receive descriptions, photos, and maps to help you choose the perfect hotel. An acknowledgment of your hotel reservation will be sent to you immediately via email upon completion of the online process or within 24 hours for reservations received via phone, fax, or mail.

Reservations are accepted on a first-come, first-served basis and require a first night's room and tax deposit guaranteed by check or credit card. All deposits are due when the initial reservation is made. All new reservations, changes, substitutions, and cancellations must be made through onPeak. Please refer to your hotel confirmation for individual cancellation policies.

### PARKING

Parking Information can be found on the [Orange County Convention Center's Exhibitor page](#).

### SHUTTLES

Complimentary Shuttle Bus Service will be provided between the Orange County Convention Center and the hotel properties in the KBIS hotel block. Signs will be posted at each hotel property on the shuttle routes and at both the West and South Concourses at the Orange County Convention Center indicating the schedules, routes, pick-up and drop-off points.

### RIDESHARE / TAXI

Taxis, Uber, and Lyft are available for anyone choosing to use their services. Drop-off and pick-up will be in designated areas at the Orange County Convention Center.

### CITY RESOURCES

While in Orlando, experience a world of thrilling attractions, superb restaurants, championship golf courses, world-class spas, captivating museum exhibitions and performing arts, and more than 1,200 retail shops. Take advantage of [Visit Orlando](#) to plan your trip!

### BUSINESS CENTER

[FedEx Office](#) is the exclusive business center for all convention participants, offering full-service printing materials, advertising opportunities, mobility services, Internet access and faxing.

## SPONSORSHIP OPPORTUNITIES

Log in to your [KBIS Exhibitor Console](#) to enter your company profile and product categories by Friday, December 17.

Find opportunities to maximize your exposure and brand presence to the entire KBIS audience by visiting the [Advertising & Sponsorship](#) page of the KBIS website.

## EVENTS

### AFTER HOURS BOOTH EVENTS

Exhibitors wishing to hold hospitality functions within their booth space after show hours with invited attendees or press must submit the [After Hours Booth Event Request Form](#).

After hours events on the show floor are limited to only Tuesday, February 8 or Wednesday, February 9, and must conclude by 6:30 PM.

Any booth function scheduled beyond the 5:00 PM show closing time with attendance beyond booth staff is considered an after hours events and must be approved. Submission for approval is not required for meetings or functions held within the booth that consists solely of exhibitor booth staff.

Only exhibitors with 1,500 sq. ft. or larger booths may hold afterhours functions within their booth space.

There is a fee of \$3,000 per afterhours booth event per night. This fee is used to extend the hotel shuttles for guests and staff, provide security guards to help keep your guests within your booth space during the function, and extend hall lighting and HVAC.

For more information on and to review additional exhibitor responsibilities for after hours booth events, please review the [After Hours Booth Event Request Form](#).

## HOTEL FUNCTIONS

Exhibiting companies with at least 400 square feet of booth space at KBIS may hold functions at the hotels within the KBIS hotel block with KBIS Show Management approval.

Hotel functions cannot conflict with show hours and may NOT be held during the hours of 9:00 AM to 5:00 PM on Tuesday, February 8 through Thursday, February 10.

Hotel functions can include receptions, banquets, or meetings. Meeting rooms cannot be used for exhibiting or display of product.

To inquire about hotel functions, please contact the desired hotel directly. The hotel will then contact KBIS Show Management to review for approval.

## CONVENTION CENTER MEETING ROOM RENTAL

A limited number of meeting rooms at the Orange County Convention Center are available for exhibitor usage.

Exhibiting companies must have at least 1,000 square feet of booth space at KBIS to use a meeting room for multiple days during KBIS or have at least 400 square feet of booth space at KBIS to use a meeting room for one day during KBIS.

Meeting rooms may be used for hospitality functions or meetings. Meeting rooms cannot be used for exhibiting or display of product unless contracted for that specific purpose.

Meeting rooms may be used any day from Monday, February 7 through Thursday, February 10 between the hours of 7:00 AM and 10:00 PM daily.

Please contact your KBIS Sales representative for pricing and availability of meeting rooms at the Orange County Convention Center.

## NETWORKING EVENTS

Review the [KBIS website](#) for special events providing the opportunity to engage with customers and other industry professionals during KBIS.

## **ONSITE EXHIBIT SPACE RENEWALS**

Prior to the show, you will receive a space selection appointment for KBIS 2023. During your assigned space selection appointment, please go to the designated KBIS Sales Office to select your booth space for KBIS 2023 when Design & Construction Week returns to the Las Vegas Convention Center.