

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

### **BOOTH PACKAGES**

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

The RX sales contact is Gregory Scott. He can be reached by email or phone at:  
[Gregory.Scott@rxglobal.com](mailto:Gregory.Scott@rxglobal.com) or (203) 722-7136.

The official provider for the ATELIER Booth Packages for Vision Expo East 2024 is **FREEMAN**. Freeman offers an a la carte, preferred furniture list for the ATELIER. The Freeman sales contact to order additional furniture is [turnkeyexhibits@freemanco.com](mailto:turnkeyexhibits@freemanco.com).

Additional rules and regulations for the ATELIER:

- Under no circumstance are pipe & drape or MIS walls allowed in the ATELIER. This is to maintain a creative and upscale look and feel for the neighborhood.
- Furnishings in the booth package are not to be substituted. Any changes or swapping of furnishings will be at an additional expense of the items outside of the package that are being added. Additional furnishings from the preferred furniture brochure can be ordered through Freeman.
- Exhibitors are not permitted to paint their booth package walls. Additionally, exhibitors may not pick and choose the walls that should be painted within the booth package.
- Half and full wall graphic branding is permitted on back and side interior booth walls. These options, which include install and dismantle, are available for purchase through Freeman.
- No exhibitor branding is permitted on any exterior booth walls.
- Exhibitors are permitted to bring their own wall graphics. Please note that exhibitor-provided wall graphics applied to wall panels are not considered excessive damage, however, a low-tack adhesive or paste **MUST BE USED** (e.g. 3M or Phototex). Exhibitors are responsible for removing wall graphics that they provide at the close of show.
- Exhibitors are responsible for any damages not deemed relative to typical rental use. They include:
  - o Holes larger than .25" (6.3mm) in diameter
  - o Graphics not removed at the close of show
    - (Please note: if Freeman produces and installs the graphics, Freeman will be responsible for removing those graphics on the exhibitor's behalf)
  - o Any hardware, screws or nails not removed of any size
- Excessive damages to package booth wall panels will result in a panel repair and refurbish charge of \$394.40 per panel which will appear on your Freeman invoice.
- Shelving that is included in the design package will be installed per the package and prior to arrival at show site. Shelves may not be altered or moved within the booth package outside of what's shown as part of the package. Shelves can be added to the booth package at the exhibitor's expense.

## HEIGHT LIMITATIONS + HANGING SIGNS

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

***NO STANDING SIGNS ARE PERMITTED IN BOOTHS OR AISLES IN THE ATELIER***

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

## **ADDITIONAL REGULATIONS**

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

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

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

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