

Dear RadTech 2022 Exhibitor:

This exhibitor service manual contains the information and order forms for your participation in RadTech UV&EB 2022! Even though you may have participated in RadTech events in prior years, it is important that you carefully review the contents of the manual.

Shepard Exposition Services (SES), which provides freight handling, furnishings, carpenters, display erectors, etc is the Official Service Contractor for RadTech UV&EB 2022. Other services for catering, electrical, telephone, and plumbing are also detailed in this manual.

Please note especially the information about deadlines and important contacts.

We have tried to anticipate most of your questions with information sheets on our services, but if you have any questions, please do not hesitate to contact us.

Best Regards,



Mickey Fortune  
RadTech UV&EB 2022 Show Manager

# IMPORTANT CONTACTS

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<b>Show &amp; Conference Management</b>	<b>RadTech North America</b> Mickey Fortune 240-643-0517 <a href="mailto:mickey@radtech.org">mickey@radtech.org</a>
<b>Shipping/Drayage/Furnishings</b>	<b>Shepard Exposition Services</b> 407-888-9669 <a href="mailto:orlando@shepardes.com">orlando@shepardes.com</a>
<b>Audio/Visual, Internet, &amp; Phone</b>	<b>Encore</b> Lola Sorensen <a href="mailto:lola.sorensen@encoreglobal.com">lola.sorensen@encoreglobal.com</a>
<b>Electrical</b>	<b>Edlen Electrical</b> Caitlin Ritchey <a href="mailto:critchey@edlen.com">critchey@edlen.com</a>
<b>Food Service/Catering</b>	<b>Hyatt Regency Orlando</b> Marissa Wojcik <a href="mailto:marissa.wojcik@hyatt.com">marissa.wojcik@hyatt.com</a>
<b>Hospitality Suites, Meeting Rooms</b>	<a href="mailto:Reservations.mcoro@hyatt.com">Reservations.mcoro@hyatt.com</a>

# ABOUT THIS MANUAL AND HOW TO USE IT

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This Manual is separated into easy-to-read sections, beginning with Helpful Hints where you'll find basic information and a Glossary of Terms. The remaining sections, noted below, relate specifically to equipment and services, that you may require in your exhibit. All forms that need to be completed and returned for these services are found at the back of this Manual under the Forms section.

## **Rules & Regulations**

Covers general setup and operation rules including display rules, fire safety rules, general union rules (where applicable), non-official contractor rules, etc.

**Security and Insurance** Please abide by these rules. They exist for your safety.

## **Shipping and Drayage**

This section details your options for the transportation of things to the exhibition hall (shipping) and the movement and placement of things from the dock to your booth (drayage). Carefully orchestrated timing is the key to efficient use of these services.

## **Labor**

This section offers guidelines for the services of skilled labor. Display installation and equipment assembly are the key areas covered.

## **Furnishings**

This section explains the standard issue with exhibit space, details the various furnishings offered, and describes in full any package plans that are available.

## **Utilities**

Here you will find information on electricity, water and drain, compressed air, and telephone. Advanced order of these services is crucial and in some cases mandatory. Please adhere strictly to the deadlines for utilities orders.

## **Specialties**

This contains information on a wide variety of show services, most of which offer a way to round out your presentation or display. Cleaning, audiovisual, floral and photography are the kinds of services you'll find in Specialties.

## **Forms**

All forms for services are found here.



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## HOTEL RESERVATIONS

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To make your reservations, please book your rooms online via the site below.

### **RadTech UV&EB Technology Expo & Conference 2022**

*Official Convention Hotel*

Book Hotel Rooms Online Direct: <https://www.radtech2022.com/hotel-travel/>

### **Hyatt Regency Orlando (Conference & Tradeshow Site & Official Hotel)**

\$229 per night if booked prior to April 18, 2022

9801 International Drive

Orlando, Florida 32819

(402) 593-5048 (Reservations)

Book Hotel At: <https://www.radtech2022.com/hotel-travel/>

### **Hospitality**

Hospitality suites and meeting rooms at the Hyatt Regency Orlando may be available on a first-come basis to exhibiting companies. **All requests for RadTech UV&EB 2022 suites or meeting rooms at official hotels must be approved by RadTech to ensure suites and hospitality rooms are reserved only for exhibiting companies.** If you need more information, email Mickey Fortune at [mickey@radtech.org](mailto:mickey@radtech.org).

**REMEMBER:** You MAY NOT host hospitality or functions of any kind (this includes meetings, golf outings, food functions, etc.) during show and conference hours without special permission from RadTech Show Management.

### **Beware of Hotel Booking Scams**

Beware of scams. RadTech 2022 hotel reservations should only be made following the instructions listed on the event website. Do not provide your personal or credit card information to any parties that solicit hotel reservations via phone or fax. RadTech does not employ any third-party services to coordinate hotel reservations. Beware of telephone/fax scams offering "special" hotel rates on behalf of RadTech.

# SHOW MANAGEMENT RULES AND REGULATIONS

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Exhibits and Exhibitors are subject to the following Rules & Regulations. "Management" refers to RadTech International, manager of the exhibit, and its service contractors. It is the responsibility of the exhibitor to read, understand and be familiar with all Rules & Regulations.

## **I. Contract for Space**

This application, properly, executed by Exhibitor, shall upon written acceptance and notification of space assigned by Management, be a valid and binding contract between the exhibiting company RadTech International N.A. owner of RadTech UV & EB 2022. After assignment, space location may not be changed without Management's prior written approval. Should the facility or designated halls change after initial space has been confirmed, Management reserves the right to re-layout the exhibit hall and reassign space.

## **II. Use of Exhibit Space**

Exhibits may not project beyond allotted space or interfere with the lighting or space of other Exhibitors. Aisles must be kept clear of exhibits and Exhibits may not interfere with the free flow of traffic. No Exhibitor may assign, sublet or share all or part of its space with other Exhibitors. Exhibitors may display only products and services they officially represent.

Demonstrations or related activities must be confined to Exhibitor's assigned space, as must distribution of circulars, catalogs, folders, promotion materials and devices. None of these may be distributed in the aisles, meeting rooms, registration areas, or any other rooms or areas of the Exhibit and Conference. Exhibits may not contain sound systems or noise-making devices that annoy or disturb adjacent Exhibitors. Management may restrict, reject, eject or, prohibit any exhibit, in whole or part, which detracts from the exhibition due to sound, appearance, distribution of materials, personal conduct, or anything Management rules to be objectionable. In enforcing these regulations, Management is not liable for refunds of space rental or other expenses incurred by Exhibitor.

Management reserves the right to limit the rental of exhibit space, and the assignment of hospitality suites at the convention center and participating hotels, to those companies exhibiting products and/or services which are directly related to UV and EB technology.

## **III. Booth Specifications**

A standard booth is 10 x 10 ft. Standard back wall and side rails will be furnished by Management. A complementary two-line identification sign will be provided if requested through the Exhibitor Services Manual. In-line booths may not exceed eight feet in height. Island booths may not exceed sixteen feet in height. Signs hung from the ceiling may only be hung above island booths or peninsula booths 600 sq. ft. and larger. You must email Mickey Fortune via [mickey@radtech.org](mailto:mickey@radtech.org) for hanging sign permission. All Exhibitors wishing to hang signs from the ceiling MUST obtain permission in writing from Management prior to the show. Peninsula booths MUST adhere to back wall specifications listed in TYPES OF EXHIBITS and following these "Rules & Regulations.

## **IV. Installation and Removal of Exhibits**

All exhibits must be installed one hour prior to the opening of the show on the first day and remain open until the published closing time on the final day. Failure to occupy space one hour prior to show opening gives Management the right to use such space as they deem fit without any obligation of returning any amount paid by Exhibitor. Exhibitor shall not dismantle or start packing prior to the closing time. No exhibit will be installed or removed during Exhibit hours. Exhibits must be removed by the time and date set forth by Management. Any exhibitor dismantling or removing their exhibit prior to the close of the show on the final day will forfeit all of the accrued space selection points for this show.

## **V. Conference Registration**

Exhibitors will receive information on conference registration discounts in their Exhibitor Services Manual.

## **VI. Cancellation/Refund Policy**

Original 50% deposit is non-refundable. Management will refund 50% of remaining payments made if space or any portion thereof is canceled in writing up to 90 days prior to the exhibition opening. No refund thereafter. Upon receipt of cancellation in writing by an exhibitor, ALL rights associated with being an exhibitor are relinquished. Exhibit space may be released by Management for non-payment of rental space fees that are more than 30 days past due. Any payments made to the date of release will be non-refundable.

## **VII. Liability**

Neither Management, Show Co-Sponsors or the Convention Facility, its officers, employees or representatives are responsible for the loss, damage or injury to Exhibitor or Exhibitor's employees or property from any cause, before, during or after period covered by this contract. Exhibitor, upon signing this contract, releases Management, Show co-sponsors, the Convention Facility, its officers, employees and representatives from, and agrees to indemnify same against, any claims for loss, damage or injury.

Exhibitor assumes responsibility for accident, injury, or property damage to any person visiting their exhibit, where such accident, injury or damage is caused by negligence of the Exhibitor, or their employees or agents.

Exhibitors insuring exhibits, materials and/or personnel do so at their own expense. Exhibitors utilizing independent (non-official) contractor services agree to forward to Management a Certificate of Insurance naming RadTech International N.A., Hyatt Regency Orlando, and official service contractors as co-insured.

Management is not liable for non fulfillment of commitment for delivery of space if the event is cancelled due to circumstance beyond the control of Management or the Show Co-Sponsors including fire, accident, act of God or public enemy including terrorist attack, strike, authority of law, curtailment of transportation or any other cause. If exhibition is cancelled, Management's sole liability is to reimburse Exhibitor the space rental fee, less any costs of charges paid or incurred by Management up to the date of cancellation for promotion, administration and similar purposes. This shall be the sole remedy and terminate this agreement without further claim or damage.

## **VIII. Protection of Exhibit Facility Property**

Use of screws, bolts, nails, staples, tacks, pins, tape or other items that may deface or damage floors, walls, ceilings, doors or other exhibit facility property is prohibited. Exhibitor agrees to repair damage caused by their employees or hired contractors at their own expense.

## **IX. Security**

Management shall provide guard service throughout the hours of installation, non-exhibit hours, and tear-down period, and exercise reasonable care for the protection of Exhibitors' materials and displays. Beyond this, Management, the Convention Facility or, any officer or staff member thereof will not be responsible for the safety of the property of the Exhibitor, their employees; or agents, from theft, damage by fire, accident, or any other cause. Exhibitors must provide their own insurance and/or policy riders to cover all booth contents.

## **X. Licensing Agreement/Fees**

Exhibitor acknowledges and accepts responsibility for securing any licensing agreements and royalty payments for the use of music, video or printed materials that may be protected under United States copyright laws.

## **XI. Photography & Videotaping**

The taking of photograph and/or videotaping is restricted exclusively to your own booth at all times. You may not photograph or videotape other Exhibitors' booths at any time.

## **XII. Utilities**

Management will exercise proper and reasonable care to insure all services are installed and operational during show hours. However, Management cannot be held responsible for late installation or interruption of service.

**XIII. Union Regulations**

Exhibitor agrees to abide by any union regulations that might be in force at the Convention Facility or with authorized service contractors hired by Management.

**XIV. Handling and Storage**

Management and the owners/managers of the facility where the exhibition is to be held shall not accept or store display materials or empty crates. Exhibitors shall make their own arrangements for shipments, delivery, receipt, and storage of such materials and crates directly with the Official Drayage Company. The Exhibitor must provide the Official Drayage Company with all bills of lading. All shipments and deliveries to the Exhibition must be prepaid

**XV. Outside Activities**

Exhibitors agree to refrain from hosting any kind of activities that occur outside of the show floor during conference and show hours. This includes meetings, hospitality and off-site-functions of any kind. Hospitality suites at the official RadTech hotel or the convention facility must be approved by Management.

**XVI. Age Restrictions**

No one under the age of 18 will be allowed on the exhibit show floor at any time during set-up, teardown and show hours.

**XVII. Amendments**

These rules may be revised by Management and all points not covered are subject to Management's decision.

# GENERAL DISPLAY RULES

## **Arrangements of Exhibits**

Displays are to be arranged in such a fashion as to not obstruct the general view or hide the displays of others. Any special displays that do not adhere to this rule must be reviewed by Show Management prior to set-up. All booths must allow for sight clearance as outlined in the diagrams that follow.

## **Unfinished Displays**

No display material exposing an unfinished surface to neighboring exhibits or an aisle will be permitted. Any unfinished booth areas will be draped by show management at the exhibitor's expense.

## **Sound Equipment**

All exhibitors that operate sound equipment and/ or amplifying equipment are asked to be sensitive to those exhibitors surrounding them and keep sound at a comfortable level. We appreciate your courtesy.

## **Music Licensing**

Exhibitors are strictly forbidden to play live or recorded music in their booths, due to the current controversies surrounding music licensing. Any exhibitor wishing to play video containing music must submit proof of copyright or music licensing permission prior to the Show opening.

## **Show Aisles**

The aisles are the property of all exhibitors. Therefore, each exhibitor has the responsibility to assist in the proper flow of traffic through the entire show. When large crowds gather to watch a demonstration, the subsequent interference with the flow of traffic down aisles is an infringement on exhibitors' rights. Exhibitors may not obstruct aisles at any time, and need to be sensitive to crowd control during demonstrations. Equipment and displays may not completely fill your booth preventing attendees from entering into your booth and clearing the aisles.

## **Demonstrations and Lectures**

Demonstrations are to be held within your exhibit area. Your exhibit should be designed to have sufficient space within its confines to absorb the majority of the viewing crowd. If spectators interfere with the normal traffic flow in the aisle or overflow in the exhibits of your neighbors on either side or across the aisle, the Show Management may have no alternative but to request that you limit or eliminate the presentation.

## **Press Conferences and General Meetings**

If you want to schedule either a press conference or general meeting in your booth, the following rules will apply:

1. Such activities are restricted to 1-1/2 hours prior to the show opening
2. All persons must be registered attendees, press, or booth personnel and must remain at the booth only. Entry will not be permitted without a badge. Exhibitor must meet the group at the show entrance and escort them to and from their booth.
3. If the press conference is over prior to the show opening, non-exhibit participants must be escorted to the registration area.
4. Any early entry pass must be secured from the Show Office a minimum of one day prior to the planned activity

## **Display Houses and Contractors**

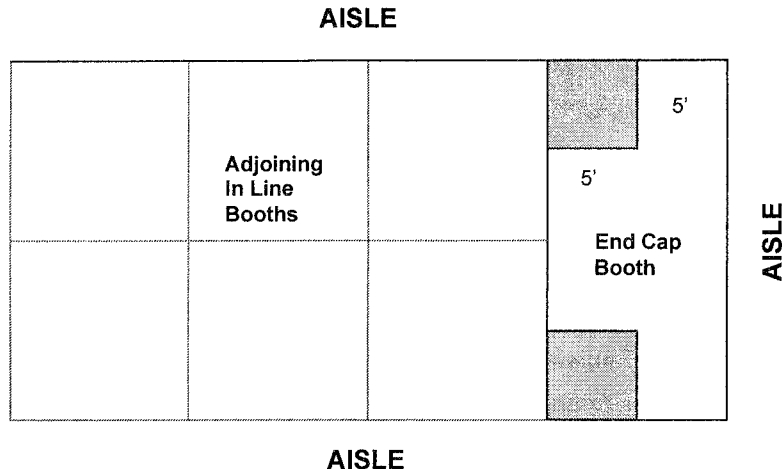
Only contractors designated as official by Show Management will be permitted to work in the hall. If an outside display house or other type of contractor is to be used to install and/or manage an exhibit, the exhibitor must notify Show Management in writing at least 45 days prior to the event that it wishes this particular contractor to work for it, and submit plans of the display or describe the other services in detail for Show Management approval. In union facilities, only the appropriate crafts can be employed.

**An "Exhibitor Appointed Contractor" form is in the forms section of this manual. This form, along with the contractor's Certificate of Insurance, must be returned to show management at least 30 days prior to show set-up.**

**If the booth you have selected fits one of the types below, the limits here will be placed on your booth's back wall at RadTech 2022. Non-conforming booths will need to be dismantled on-site**

### **End Cap Booth**

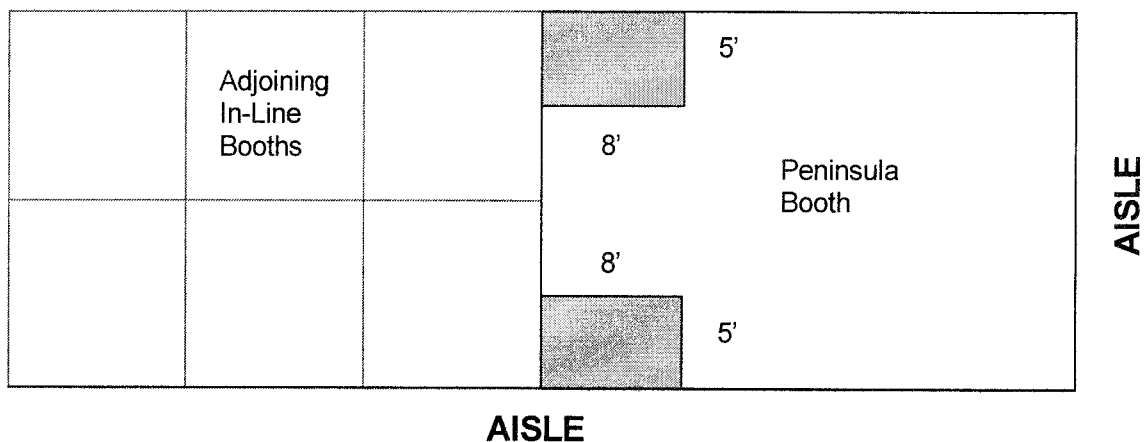
A 10'x 20' exhibit with an aisle on three sides



Displays within the gray shaded areas (including a back wall) are restricted to a maximum of 4' high to allow a line of sight into neighboring booths. This area extends in 5 feet from either side aisle and from the back of the booth. Because the back of the booth faces into other booths, all exposed areas on the back of the back wall must be finished, and may not carry identification

### **Peninsula Booth**

An exhibit with an aisle on three sides, of at least 400 sq. ft



Displays within the gray shaded areas (including a back wall) are restricted to a maximum of 4' high to allow line of sight into neighboring booths. This area extends in 5 feet from either side aisle and 8 feet from the back of the booth. Because the back of the booth faces into other booths, all exposed areas on the back of the back wall must be finished, and may not carry identification signs or other copy that would detract from any adjoining exhibits.

**These rules will be strictly enforced! Non-conforming booths will be removed from the show floor at the exhibitor's expense.**

# EXHIBITOR APPOINTED CONTRACTORS

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These guidelines have been established for the purpose of providing smooth show operation and satisfaction for all concerned parties.

An EXHIBITOR APPOINTED CONTRACTOR is defined as any company other than the Official Contractor designated by Show Management which will be providing exhibit services on the show floor, including exhibit installation and dismantling, audiovisual, floral, photography, display rental, display house services, etc.

1. Exhibitors are allowed to employ outside services to install and dismantle their display; however, exhibitors may not use an outside drayage contracting service. This service is provided by the exhibition's official drayage contractor as listed in this Manual.
2. An exhibitor appointed contractor shall have the right to provide services requested by an exhibitor for the set-up/ dismantling of their exhibit on the show floor and to utilize qualified employees, provided Show Management is notified by the exhibitor 45 days prior to the first scheduled installation date.
3. All exhibitors using an Exhibitor Appointed Contractor MUST complete and return the appropriate form - INDEPENDENT DISPLAY HOUSE CONTRACTORS - contained in the forms section in the back of this manual.
4. These services shall not conflict with existing labor regulations or contracts, and the exhibitor appointed contractor shall adhere to the entrance regulations set by the hall and Show Management.
5. The exhibitor appointed contractor shall possess, and have a copy of the same, on file with Show Management, a public liability and property damage insurance policy, naming specified insured and in the amounts required by the facility, be a signatory and conform with the current and acceptable labor contracts.
6. The exhibitor appointed contractor shall have a true and valid order for service from an exhibitor in advance of the show installation dates, and shall not solicit business upon the show floor or during installation and dismantling periods.
7. The exhibitor appointed contractor MUST provide notice to Show Management, in letter form, 30 days prior to scheduled installation dates, of the exhibitors who have retained its services. Show Management and the official, contractor will keep this information confidential. Show Management will make every effort to meet the desires of the exhibitors, provided this can be done without disrupting the smooth installation of the show.
8. The exhibitor appointed contractor, prior to starting work, will furnish the show office, at the exhibit hall, with the names of all employees who will be working in the hall, as well as names, addresses, and telephone numbers of key executives for emergency contact. Upon verification by the exhibitor of intent to Use an exhibitor appointed contractor, the contractor will be supplied with the appropriate notification form. All exhibitor appointed contractor workers must check-in each day to obtain a work pass. Work pass must be visible at all times.
9. The exhibitor appointed contractor is responsible for adherence to all rules of ingress and egress in a timely, professional manner and should complete their assigned services within prescribed time limits.
10. Exhibitor appointed display installation firms must remain within the perimeter of the booths they are erecting. They will not be allowed to set up work/dispatch stations in the aisles or other unused areas of the exhibit hall. Storage and dispatch areas will be assigned by Show Management.
11. The exhibitor appointed contractor will share with the official contractor all reasonable costs related to their operation, including the sharing of payment of union stewards, any required restoration of exhibit space to its initial condition, etc.

12. The exhibitor appointed contractor shall cooperate fully with the official show contractor and assist them when necessary in filling their scheduled responsibilities, especially by refraining from interfering with the efficient utilization of labor by the official show contractor.

13. It is the responsibility of the exhibitor to provide the exhibit appointed contractor with information pertinent to the installation and servicing of the exhibit, e.g., utilities, service order forms, installation and dismantling dates, shipping instructions and labels, display regulations, work passes, etc.

# TYPES OF EXHIBITS

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## **Standard Exhibit (In-Line booth)**

An exhibit with neighboring exhibits on each side, which faces only one main aisle.

## **Walk Through Exhibit**

An exhibit with neighboring exhibits on each side and faces two main aisles (basically, this is two standard exhibits, back-to-back, facing on two different aisles).

## **Corner Exhibit**

A standard exhibit with at least 15' of main aisle frontage, with an adjoining neighboring exhibit on one side and a cross aisle on the other.

## **Double Corner Exhibit**

Double corner exhibits have three open sides, two sides on the cross aisles and one large open side on the main aisle.

## **Peninsula and End Cap Exhibits**

An exhibit with three open sides, two sides on the main aisles and one side on the cross aisle. These booths have limits placed on back wall size and placement. Please review the diagrams on the next page and in the Rules & Regulations Section.

## **Island Exhibit**

An exhibit with no adjoining neighbors and with two sides in the main two side on the cross aisle (basically, this is two double corner units).

## **Perimeter Exhibits**

Standard exhibit located on the perimeter wall of the floor plan.

## **Interior Exhibit**

Any exhibit with a neighboring exhibit behind its back wall.

## **Canopies**

A canopy or false ceiling over the exhibit which uses vertical supports up to 3" in width in the corner of their space. Vertical supports which are strictly decorative will not be permitted if the manner in which they are used obscures the sightline of the adjoining exhibit.

## **IMPORTANT RULE REMINDERS FOR ALL BOOTHS**

- Exhibits may not project beyond their allotted space or interfere with the lighting or space of other exhibitors.
- Demonstrations or related activities must be confined to exhibitors' assigned space. Booths must be designed to accommodate expected attendees within the booth area.
- Exhibits may not contain sound systems or noisemaking devices that annoy or disturb neighboring exhibitors.

# SAFETY REGULATIONS

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Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety, and health which may be applicable in the exhibit hall during this event.

## **Safety Regulations**

Safety precautions involving operating equipment and displays materials must be taken including:

- Shielding from chips, sparks, strong lights, radiation, moving machinery, smoke or any toxic substances must be complete. Safety markings, masking, flagging of railings must be placed around or on any projection or other object where attendees could injure themselves.
- Machinery, operational equipment and other objects which might cause bodily harm must be adequately safeguarded. Management will have sole judgment and authority regarding the adequacy of safeguarding shields and barriers. Storage of materials is NOT permitted behind any backwalls or between two backwalls.
- Show Management will inspect the show floor daily. All unsafe displays, machinery demonstrations or exhibit operations will be brought to the exhibitor's attention. Any violation not corrected within the time allotted following notification will be corrected or removed (as deemed necessary) by Show Management at the exhibitor's expense.
- No one under the age of 18 will be allowed on the exhibit show floor at any time, including set-up, teardown and show hours.

# SECURITY

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## **Security**

It is very important to us and to the success of the conference and exhibits that a safe and secure environment is provided for all exhibitors.

Show Management shall provide guard service throughout the hours of installation, exhibition and dismantling period, and exercise reasonable care for the protection of exhibitors' materials and display. Beyond this, Show Management, the Show facility, or any officer or staff member there are not responsible for the safety of the property of the Exhibitor, their employees or agents, from theft, damage by fire, accident, or any other cause. Exhibitors must provide their own insurance and/ or policy riders to cover all booth contents.

You may provide your own personnel for security, where permitted by the hall. However, you must advise the Show Management in writing and meet certain basic requirements for licensing and insurance.

You'll find a list of suggestions regarding security in the "Helpful Hints" section of this service manual. Please be sure to look it over.

## **Insurance**

Extensive security measures do not preclude the need for you to have insurance where your exhibit is concerned. Show Management and all organization and individuals who are employed by or associated with the Exhibition are not responsible for injury that may occur to an Exhibitor, their employees or agents, nor the safety of an exhibit or other property against robbery, fire, accident, or any other destructive causes.

Insurance coverage against damage and loss, and public liability insurance against injury to the person and property of others is required. Exhibit materials must be covered from the time your exhibit shipments leave your plant, during move-in, on show days, during move-out, and until all materials have been returned to point-of-origin. It is recommended that you seek this coverage through your current insurance carrier.

Safety precautions must be taken with operating equipment and display materials. Be sure your exhibit includes all necessary shielding and safety markings for safe and efficient operation.

If you have any questions on a special circumstance or need regarding your exhibit, please feel free to contact RadTech International N.A.