



GENERAL

The official rules and regulations below apply to the 2026 ASPE Convention & Expo. The exposition is produced and managed on behalf of ASPE by Taffy Event Strategies.

Show Management is responsible for maintaining the overall safety and aesthetic appeal of the exhibit hall, and we appreciate your cooperation in helping ensure a professional and attractive exposition. The three most common issues arise from violations of booth restrictions, lack of booth carpeting, and the exposure of unfinished or unsightly parts of exhibits. While reviewing rules may not be the most exciting part of preparing for an event, these regulations are essential to maintaining an orderly, fair, and safe environment for all participants. **These rules form an integral part of your exhibitor contract.** If you have any questions or require clarification regarding any regulation, please contact Alicia Turner at +1 571-313-5159 or via email at aspeinfo@taffyevents.com.

RULES & REGULATIONS

Show Management has developed these Exhibit Display Rules & Regulations in accordance with the guidelines established by the International Association of Exhibitions and Events (IAEE). All exhibits must comply with these regulations. Exhibits not in compliance must be adjusted prior to the completion of exhibit set-up. These guidelines are intended to ensure that all exhibitors, regardless of booth size, have a fair opportunity to present their products and services in the most effective manner possible.

DIMENSIONS

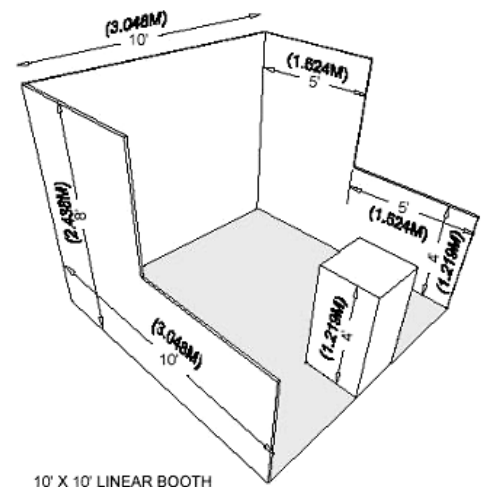
Width of exhibit space shown on the floor plan is measured from the centerline of the side rails. Depth is the overall measurement from the face of the front post to the back of the rear post.

BOOTH DISPLAY RULES

LINEAR BOOTH/IN-LINE BOOTH:

Linear Booths, also called "in-line" 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. These booths are most commonly ten feet (10') wide and ten feet (10') deep, i.e. 10'x10', and have a maximum back wall height limitation of eight feet (8').

Display materials should be arranged as not to obstruct sight lines of neighboring exhibitors. A maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



NOTE: When three or more Linear Booths are used in combination as a single exhibit space, the four-foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.

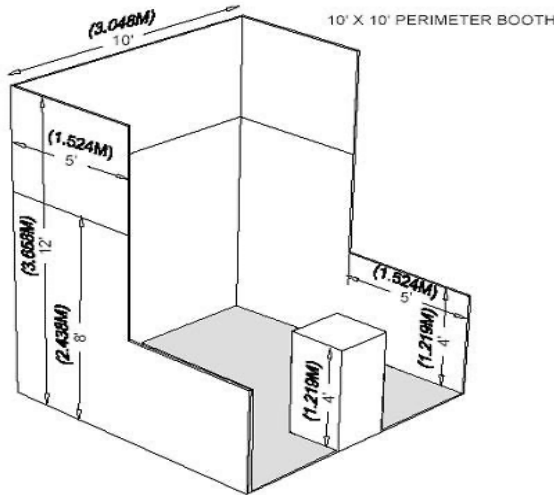


2026 EXHIBITOR SERVICES MANUAL

EXHIBIT DISPLAY RULES & REGULATIONS

PERIMETER BOOTH:

A Perimeter Booth is a Linear Booth that backs up to a wall of the exhibit facility rather than to another exhibit. These booths have a maximum back wall height limitation of twelve feet (12').



Display materials should be arranged as not to obstruct sight lines of neighboring exhibitors. A maximum height of twelve feet (12') is allowed only in the rear half of the booth space, with a four foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.

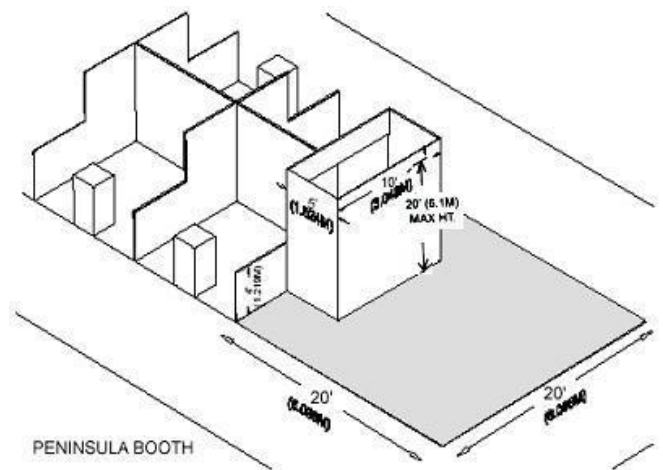
NOTE: When three or more Perimeter Booths are used in combination as a single exhibit space, the four-foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.

PENINSULA BOOTH:

Peninsula Booths are exposed to aisles on three (3) sides and are composed of a minimum of four (4) booths. These booths are twenty feet (20') wide and twenty feet (20') deep, i.e. 20'x20', or larger.

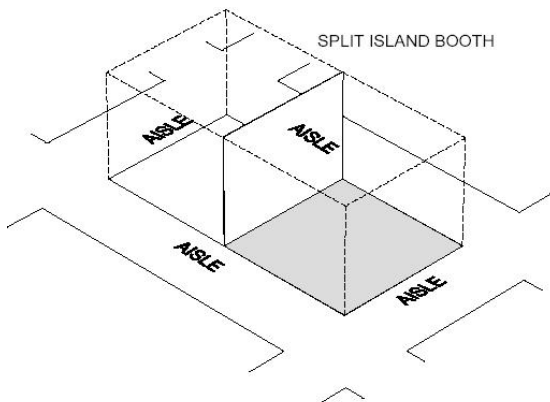
When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to four feet (4') high within five feet (5') of each aisle, permitting adequate line of sight for the adjoining Linear Booths.

Twenty (20') feet is the maximum height allowance, including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') from adjacent booths.



SPLIT ISLAND BOOTH:

A Split Island Booth is a Peninsula Booth which shares a common back-wall with another Peninsula Booth. These booths are twenty feet (20') wide and twenty feet (20') deep, i.e. 20'x20', or larger. The entire cubic content of this booth may be used, up to the maximum allowable height, which is twenty feet (20'), without any back-wall line of sight restrictions. Double-sided signs, logos and graphics shall be set back ten feet (10') from adjacent booths.





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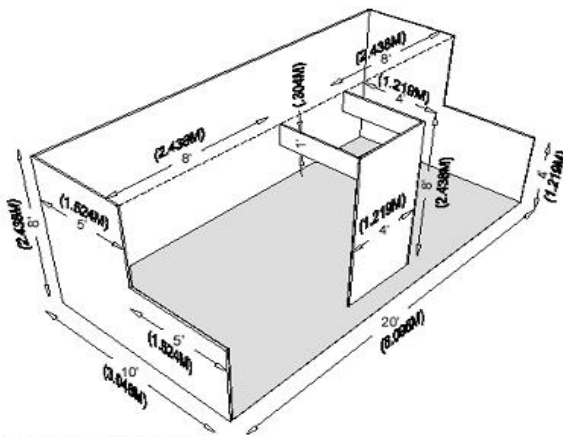
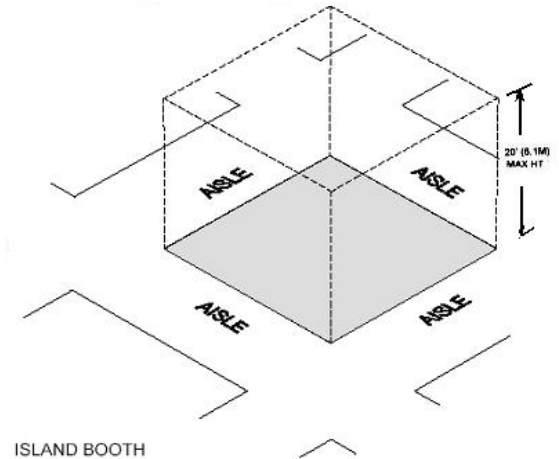
EXHIBIT DISPLAY RULES & REGULATIONS

ISLAND BOOTH:

An Island Booth is a booth exposed to aisles on all four (4) sides. These booths are twenty feet (20') wide and twenty feet (20') deep, i.e. 20'x20', or larger.

The entire cubic content of this booth may be used, up to the maximum allowable height, which is twenty feet (20').

NOTE: Anything smaller than 20'x20' is not considered an Island and will have an eight foot (8') height restriction and no hanging signs will be allowed.



EXTENDED HEADER BOOTH

An Extended Header Booth is a Linear Booth that is twenty feet (20') or longer with a **center** extended header.

All guidelines for Linear Booths apply, except that the center extended header has a maximum height of eight feet (8'), a maximum width of 20% of the length of the booth, and a maximum depth of nine feet (9') from the back of the wall.

HANGING SIGNS

Hanging signs and graphics are permitted **only** in Peninsula, Split Island, and Island booths (20' x 20' or larger). The maximum allowable height for any hanging sign or graphic is twenty feet (20') from the exhibit hall floor. The top of any signage, whether suspended from above or supported from below, may not exceed this 20' height limit.

INSTALLATION EXCLUSIONS

All exhibits must be self-supporting and free-standing. Bolts, screws, hooks, nails, or other fasteners may not be driven into or attached to the walls, floors, or other surfaces of the exhibit facility. Displays may not be attached to or supported by the drape back wall or side dividers. In addition, decals, tape, or adhesive materials may not be applied to the walls, pillars, or floors of the exhibit hall. Exhibitors may display signage only within the boundaries of their assigned exhibit space.

NOTE: Please notify [Show Management](#) in advance if you plan to construct a **Multi-level Exhibit**.



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EXHIBIT DISPLAY RULES & REGULATIONS

UNFINISHED AREAS

Any open or unfinished portions of an exhibit that may be visible from neighboring booths or aisles must be properly finished or covered. If unfinished areas are not addressed, Show Management reserves the right to have them covered at the exhibitor's expense.

The backside of any display element bordering another exhibitor's space must be finished and may not include signage, logos, lettering, or graphics that face or detract from the neighboring exhibit.

STORAGE OF CRATES, CARTONS, & EXTRA MATERIALS

Storage of crates, cartons, packing materials, or other items within or around the booth space is **prohibited**. Areas behind booths are reserved exclusively for utilities and may not be used for storage.

FACILITY EQUIPMENT

Exhibitors are **prohibited** from using facility-owned equipment, including but not limited to ladders, tools, chairs, tables, stanchions, dollies, forklifts, vacuums, and brooms.

GOOD NEIGHBOR POLICY

Exhibitors are expected to observe a "Good Neighbor" policy at all times. Booth activities must not interfere with neighboring exhibits or the overall operation of the show.

If audio equipment is used within a booth, the volume must be kept at a level that does not disturb surrounding exhibitors. Any entertainers approved by Show Management must adhere to the same requirement.

"Sideshow" tactics are not permitted. Models, entertainers, and promotional staff must remain within the exhibitor's booth space and conduct themselves in a professional manner that is appropriate for the event environment and not offensive to attendees or neighboring exhibitors.

PRODUCT DEMONSTRATIONS

All displays, product demonstrations, and sales activities must remain within the confines of the contracted exhibit space. The following activities are strictly prohibited:

- Selling or soliciting in the aisles
- Hosting audiences in the aisles
- Booth structures or displays extending into aisles
- Distributing literature in aisles or common areas

These restrictions are necessary to maintain fairness among exhibitors and to ensure safe aisle access.

Obstructed aisles may result in intervention by the fire marshal.

Exhibitors are also asked to refrain from soliciting other exhibitors' business during show hours while they are interacting with their customers.



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Show Management reserves the right to restrict exhibits or demonstrations that become objectionable due to noise, conduct, materials, presentations, or other activities deemed not to be in the best interest of the exposition.

Products and services exhibited must meet generally accepted plumbing engineering and design practices and professional standards. In the event of a dispute, the decision of ASPE Show Management shall be final.

HIRED GUESTS & GIVEAWAY APPROVAL PROCESS

Exhibitors planning to utilize hired booth guests or performers must submit [Booth Activity Approval Form](#) to ASPE no later than **September 28, 2026**. Individuals representing exhibitors must maintain a professional appearance and conduct appropriate for the event environment. Activity and attire of models and demonstrators shall be consistent with the professional atmosphere of the exposition

Questions regarding hired guests or giveaways may be directed to:
+1 571-313-5159 or aspeinfo@taffyevents.com

BOOTH ACTIVITIES & GIVEAWAY APPROVAL PROCESS

Exhibitors planning special booth activities or giveaways must complete and submit a [Booth Activity Approval Form](#) by **September 28, 2026**. Activities requiring approval include:

- Giveaways
- Quizzes
- Contests
- Games
- Raffles
- Promotional entertainment or attractions

Standard booth interactions such as distributing literature and speaking with attendees do not require approval.

All contests and promotions must:

- Be designed for individual, non-competitive participation
- Avoid distracting elements such as flashing lights or sound effects
- Comply with all applicable laws and venue regulations

Approval will be granted on a case-by-case basis.

PROHIBITED ACTIVITIES AND ITEMS

The following are not permitted in the Exhibit Hall:

- Lighter-than-air objects or balloons
- Flashing lights



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- Excessive sound amplification
- Distribution of coupons or vouchers for meals, entertainment, or personal services
- Distribution of alcoholic beverages
- Promotion or sale of products from non-exhibiting companies
- Magicians, jugglers, illusionists, motivational speakers, or similar entertainment
- Soliciting outside the exhibitor's assigned booth space
- Activities or attire that detract from the professional environment of the exposition

All activities or promotional attractions must submit a [Booth Activity Approval Form](#) to ASPE in advance.

EXHIBITOR EVENTS / OUTSIDE TOUR APPROVAL PROCESS

Exhibitors planning to host off-site events during the Convention & Expo must submit a [Hospitality Event Request Form](#). One form must be submitted per event.

This process helps prevent scheduling conflicts with other exhibitor or ASPE-sponsored events. Events may not be promoted or hosted during official show hours.

- Monday, October 12 11:00 AM – 5:00 PM
- Tuesday, October 13 10:00 AM – 3:00 PM

Exhibitors who schedule events, tours, or transportation for attendees that conflict with official ASPE events will be penalized and result in the loss of priority point status.

NON-EXHIBITING COMPANIES/SUITCASING

Suitcasing refers to the practice of soliciting business within the exhibit hall or other public spaces by companies that are not official exhibitors. This practice is strictly prohibited. Individuals observed engaging in suitcasing will be asked to leave the event immediately.

Exhibitors who observe this activity are encouraged to report it to Show Management and, if possible, provide the individual's name and company. Show Management will also monitor registration to help prevent unauthorized selling.

AGE RESTRICTIONS

Due to insurance and liability requirements, individuals under the age of 18 are not permitted in the exhibit hall at any time.

SUBLEASING OF SPACE

Exhibitors may not sublease, share, or assign their booth space to another company, nor permit display or promotion by non-exhibiting organizations.



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SELLING (CASH & CARRY POLICY)

“Cash-and-carry” sales are not permitted on the show floor. This policy will be strictly enforced.

CARPETING / FLOORING

All exhibitors are REQUIRED to provide carpet or other professional floor covering for the entire booth space.

Carpet must align with booth boundary markings. If gaps occur between booth carpeting and aisle carpeting, Show Management may fill the area to maintain a continuous show floor appearance. Any associated costs will be charged to the exhibitor.

PHOTOGRAPHY

Attendees or exhibitors wishing to photograph or record another exhibit must first obtain permission from that exhibitor. If an exhibitor objects, photography or recording of their display is strictly prohibited. Show Management and Security reserve the right to confiscate cameras or recording devices used without authorization.

Only the Official Show Photographer may conduct commercial photography unless prior arrangements have been approved by Show Management.

BALLOONS

All lighter-than-air balloons and flying devices are prohibited in the exhibit hall. Any costs associated with their removal will be charged to the exhibitor responsible.

FOOD & BEVERAGE / ALCOHOL

All food and beverage served in exhibit booths must be ordered through the official catering provider of the Oklahoma City Convention Center, SAVOR.

Alcohol may not be ordered or served from exhibit booths.

GRATUITIES

Convention center staff and union labor personnel are not permitted to accept gratuities. If you are asked for a tip, please report the incident to Show Management immediately.

LIGHTING & SOUND

Lighting and sound can be an integral part of an exciting exhibit presence, however in the interest of fairness and safety, the following guidelines have been established:

Lighting

- Lighting fixtures, trusses, or systems may not extend outside booth boundaries.
- Hanging lighting systems must be submitted to Show Management for approval.



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- Lighting should be directed into the booth and not toward aisles or neighboring exhibits.
- Lasers, ultraviolet lighting, or other specialized lighting must comply with facility rules and receive written approval.
- Rotating or specialized lighting effects must not interfere with neighboring exhibits.

Sound

- Sound equipment is permitted provided it does not disrupt nearby exhibitors.
- Speakers must be positioned to direct sound into the booth space.
- Sound levels should not exceed 85 decibels.
- Show Management may restrict or prohibit sound equipment that becomes objectionable.

MUSIC LICENSING

Exhibitors using music in their booth, either live or mechanical, must provide show management with a copy of the exhibitor's Licensing Agreement with ASCAP, BMI, SESAC or other such licensing organization or must expressly warrant in writing to show management that no such license is required due to exemption under 17 U.S.C. § 110 (5) or other specified exemption.

Should Exhibitor play music, Exhibitor agrees to indemnify and hold Taffy Event Strategies and/or the Association harmless from any action brought against Taffy Event Strategies and/or ASPE by ASCAP, BMI, SESAC or other licensing organization for the playing of such music.

FIRE SAFETY

Basic Fire Code Regulations:

- a) The NFPA 101 Life Safety Code 2000 Edition has been adopted with specific revisions and interpretations for review of occupancies and events in this facility.
- b) All drapes, curtains, table coverings, skirts, carpet or any materials used in exhibits must be flame retardant.
- c) Fire hose cabinets, fire extinguishers, sprinklers, fire exit doors, route of egress and any other fire safety device or facility must not be hidden, obstructed or otherwise disturbed.
- d) Crates, packing material, wooden boxes and other highly combustible materials may not be stored in exhibit halls, meeting rooms or fire exit areas.
- e) Vehicles on display must have all fuel tank openings locked and sealed in an approved manner to prevent the escape of vapors. Less than one gallon of gas must be in the fuel tank. At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped to avoid potential sparks.
- f) The use of pyrotechnics and welding equipment, open flames or smoke emitting material as part of an exhibit or display must be individually reviewed by Oklahoma City Event Services and the Fire Marshall for the State of Oklahoma. All requests must be submitted in writing and include appropriate and required documentation.

These are basic rules and every exhibit **MUST** comply prior to the scheduled opening.



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SMOKING

Smoking or vaping is prohibited within the facility. Smoking is permitted outside the facility only.

NO SALE OF ADVERTISING BY EXHIBITORS

Exhibitors may not offer, sell, or distribute any publication, directory, or other materials at an ASPE exposition or trade show that were created through the sale of advertising to exhibitors or to plumbing engineering and design organizations not in attendance at the event, when such materials are intended for distribution during the exposition.

AMERICANS WITH DISABILITIES ACT (ADA)

Exhibitors must acknowledge their responsibilities under the Americans with Disabilities Act (ADA) to make their booth accessible to persons with disabilities. The key publications of concern to exhibitors are the ADA's *Title III Regulations* and *Guidelines for Small Businesses*. These can be viewed via [www.ada.gov/ada_title III](http://www.ada.gov/ada_title_III).

Exhibitors with complex displays should pay special attention to the following conditions. Platforms and steps should not be used, or alternative access must be provided in the form of ramps with a grade of not more than one inch to one foot. The maximum rise for any run is 30 inches. Ramps with a rise of more than six inches, or a run longer than six feet, should have railings on both sides. Ramps must have edge protection in the form of curbs, walls or railings, and must have level landings at the bottom and top of each ramp. Rough or unfinished edges are not permitted. Landings should be at least as wide as the ramp and should be at least five feet in length. Raised corners should be marked to avoid tripping.

Exhibitors shall also indemnify and hold harmless Taffy Event Strategies, ASPE and its agents, Freeman, and the Oklahoma City Convention Center against cost, expense, liability or damage which may be incident to, arise out of, or be caused by Exhibitor's failure to have their booth comply with requirements under the Act.

SPECIAL WORK PERMITS

Exhibitors requiring access to the exhibit hall outside of published move-in or move-out hours must obtain a Special Work Permit from the Show Management Office. Permits must be requested no later than 4:00 PM on the day access is needed.

Additional security personnel may be required for after-hours work, and any associated costs will be the responsibility of the exhibitor. Exhibitors are strongly encouraged to complete exhibit installation and dismantling during the scheduled hours whenever possible.

NOTE: Special Work Permits are issued only for work after show closing and will not be granted prior to show opening hours.



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EXHIBIT DISPLAY RULES & REGULATIONS

USE OF AN EXHIBITOR APPOINTED CONTRACTOR (EAC)

WHAT IS AN EXHIBITOR APPOINTED CONTRACTOR (EAC)?

An **Exhibitor Appointed Contractor (EAC)** is a subcontractor, other than the General Services Contractor (Freeman), selected by an exhibitor to complete a nonexclusive service for their booth build that will require access to the exhibit hall for move-in, during the event, or move-out. These third-party contractors include but are not limited to booth design, installation, dismantle, furniture rental, floral, audio visual, or anyone that is not a direct employee of your company that will be working on any products/equipment within your booth.

WHAT ARE THE EXCLUSIVE SERVICES THAT AN EAC CANNOT PERFORM?

EACs are not permitted to provide the below services:

- Booth Cleaning and Trash Removal: Freeman
- Food & Beverage: SAVOR
- Internet & Telecommunications: Oklahoma City Convention Center
- Material Handling: Freeman
- Rigging:
 - Over 100 lbs.: Oklahoma City Convention Center
 - Under 100 lbs.: Freeman
- Utilities (electrical, plumbing, compressed air): Oklahoma City Convention Center

HOW TO GET APPROVAL TO USE AN EAC?

Exhibitors who plan to use an Exhibitor Appointed Contractor (EAC) must complete the steps below and submit the [Notification of Intent to Use an EAC Form](#) no later than **September 21, 2026**.

- **Step 1 – Submit Notification Form**
Exhibitors wishing to use an EAC must complete and submit the Notification of Intent to Use an EAC Form no later than **September 21, 2026**.
- **Step 2 – Provide Certificate of Insurance (COI)**
EACs must [upload a Certificate of Insurance \(COI\)](#) or email it to aspeinfo@taffyevents.com no later than **September 21, 2026**. All individuals requiring access to the show floor must be covered by insurance. Any person who is not a direct employee of the exhibiting company must provide proof of insurance before being allowed access to an exhibitor's booth.
Note: Exhibiting companies are responsible for providing insurance coverage for their own employees (see additional information and insurance requirements below).
- **Step 3 – Accept Show Rules and Regulations**
The EAC must provide written acceptance of all Show Rules and Regulations governing EACs by completing the acceptance section on the [Notification Form](#) no later than **September 21, 2026**.

Exhibitors will be notified directly only if their request for authorization is **NOT APPROVED**. If no such notification is received from Show Management, and all required conditions have been satisfied, approval to use an Exhibitor Appointed Contractor (EAC) will be considered granted.



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Show Management will authorize the use of an EAC upon receipt and approval of the following:

- Certificate of Comprehensive General Liability insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 per aggregate for Independent Contractors who have been authorized by Show Management to enter the premises of the show site hired by Exhibitor, with Single Limit Bodily Injury and Property Damage Coverage for each occurrence, Contractual Liability coverage, Products Liability coverage, and with completed operations coverage included.
- Comprehensive Automobile Liability coverage, including hired and non-owned auto for no less than \$500,000.
- Workers' Compensation, Employee and Employers' Liability coverage in full compliance with all laws covering clients' employees.
- Insurance must be in force during the lease dates of the event, October 8-14, 2026.
- Certificate holder: Taffy Event Strategies
Clarendon Blvd, Suite 305
Arlington, VA 22201
- Name as Additionally Insured:
 1. Taffy Event Strategies
 2. ASPE
 3. Oklahoma City Convention Center
 4. Freeman

Followed by the statement: "This coverage is primary to all other coverage of the additional, named insured with respect to (Exhibitor's) contract for exhibition space with Taffy Event Strategies/ASPE, and preparation and use of the show premises for exhibitions."

- Provide written notice to Show Management of cancellation of any coverage along with proof of replacement coverage meeting the same conditions as expressed above before entering the premises of the show site.
- Any other coverage that may be required by Show Management shall be obtained on demand.

RULES & REGULATIONS GOVERNING EAC'S

Exhibitors utilizing EACs agree to indemnify and hold Taffy Event Strategies, ASPE, Oklahoma City Convention Center, and Freeman from any and all liability, including attorney's fees, which may arise due to the third-party contractor's (EACs) presence or actions.

- The EAC will refrain from placing an undue burden on the Official Contractor by interfering in any way with the Official Contractor's work.
- The EAC will not solicit business on the show floor at any time.
- The EAC will share with the Official Contractor all reasonable costs incurred in connection with his operation, including overtime pay for stewards, security, if necessary, restoration of exhibit space to its initial condition, marking of exhibit floor, etc.
- The EAC will cooperate fully with the Official Contractors and will comply with existing labor/union regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the Official Contractors.



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- All EACs and their labor must be badged/wristbanded through Show Management by completing the [Notification of Intent to Use an EAC Form](#). No one will be allowed on the show floor without proper identification.
- EACs will not be permitted to store equipment in the Convention Center. Due to limited space and fire regulations, all equipment must be stored off the premises. If found, equipment will be removed from the building.
- An EAC, under no circumstances, will be allowed to remove floor-marking tape until the close of the exposition.

ASPE Show Management has developed these regulations in accordance with the guidelines adopted by the International Association of Exhibitions and Events (IAEE). All exhibits must conform to these regulations and are an integral part of your signed exhibit space contract.

For questions regarding booth design and approval contact Ashlyn Perez at aperez@taffyevents.com.

EXHIBITOR VIOLATION POLICY

The Rules and Regulations for the 2026 ASPE Convention & Expo are intended to promote a safe, professional, and successful event. ASPE reserves the right to interpret, enforce, and amend the Rules and Regulations without prior notice.

ENFORCEMENT PROCESS

Exhibitors and/or their agents found to be in violation will be subject to the following enforcement:

- Verbal warning
- Written warning
- Immediate penalty if the violation is not corrected or if the violation is deemed severe

ASPE reserves the right to bypass progressive enforcement and impose immediate penalties for violations involving safety, legal compliance, or intentional misconduct.

PENALTIES

Violations including failure to comply with ASPE Rules and Regulations or actions that divert/remove attendees from the exposition during show hours (e.g., hosting conflicting events such as hospitality suites, meetings, tours, or arranged transportation) may result in:

- Loss of priority points and/or show seniority
- Removal from the exposition floor
- Ineligibility for future events

All penalties are assessed by Show Management and approved by ASPE. All decisions are final, and no refunds or appeals will be granted.



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FAILURE TO OCCUPY CONTRACTED SPACE

Failure to occupy contracted space or comply with ASPE Rules and Regulations may result in reassignment of space without notice. The Exhibitor remains fully responsible for all financial obligations and any resulting damages, including consequential losses, third-party claims, and associated costs incurred by ASPE.

EXHIBIT INSTALLATION & DISMANTLE

Exhibitors may not dismantle exhibits prior to the official show close. Early teardown will result in loss of priority points.

SHOW MANAGEMENT AUTHORITY & ELIGIBILITY

ASPE retains full authority in the interpretation and enforcement of all Rules and Regulations. ASPE reserves the right to determine the eligibility of any company, product, or exhibit and may restrict or remove any exhibit deemed undesirable at any time, without recourse.

VIOLATIONS

The following violations may result in penalties, including the loss of priority points and/or show seniority, if the Exhibitor fails to correct the issue onsite after notification by Show Management:

1. Damage to the facility, another exhibitor's property, or contractor property without appropriate remediation, compensation, or a formal agreement to pay for damages.
2. Serving or distributing alcoholic beverages in the exhibition hall.
3. Use of an unauthorized contractor not approved by Show Management.
4. Display of products or equipment in violation of the ASPE Rules and Regulations.
5. Failure to comply with the Exhibitor Services Manual, including but not limited to booth display height restrictions, floor covering requirements, and other exhibit specifications.
6. Use of non-compliant displays, fixtures, or signage, including prohibited promotional flags in Linear/In-Line booths.
7. Violation of established labor union regulations or policies.
8. Offering or providing gratuities or incentives in exchange for preferential treatment.
9. Accessing the show floor during restricted hours without authorization, or after being denied entry by security or Show Management.
10. Entering an unstaffed exhibit booth belonging to another exhibitor during non-show hours.
11. Photographing or video recording another exhibitor's booth or products without permission, and/or failure to surrender unauthorized materials upon request by Show Management.
12. Distribution of materials, samples, literature, or promotional items outside of the assigned booth space after being directed to cease such activity.
13. Failure to complete exhibit installation within the designated move-in schedule.
14. Initiating teardown or abandoning an exhibit prior to the official show close (3:00 PM, Tuesday, October 13).
15. Subleasing or sharing contracted exhibit space without authorization, which will result in the loss of all show seniority points for both the current and subsequent year.



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EXHIBITOR LIABILITY & INSURANCE

Exhibitors, including their officers, agents, employees, and representatives, are required to maintain Commercial General Liability insurance with limits of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The policy must name the following as Additional Insureds: ASPE, its agents and employees; Taffy Event Strategies, its agents and employees; and the Oklahoma City Convention Center, including its employees.

Exhibitors are also required to maintain Workers' Compensation insurance in accordance with applicable state laws and/or facility requirements.

Each Exhibitor is solely responsible for the safety and security of its own property. While ASPE will provide general security services throughout the event, including during official move-in and move-out periods, such services are provided for overall event security only and do not constitute a guarantee against loss, theft, or damage.

Submission of a Certificate of Insurance (COI) is optional unless otherwise specified. Exhibitors electing to provide proof must [Upload a COI](#) by October 5, 2026. Any required insurance coverage must be valid for the full duration of the lease period, October 8–14, 2026.

If you prefer to purchase an event specific policy to cover ASPE only, you can apply online at Brown & Brown (coming soon!). Please Contact: Kendra Reilly Monahan at + 1 (212) 867-3642 or kendra.monahan@bbrown.com.