2027 EXHIBITOR SERVICES MANUAL

EVENT GUIDE & POLICIES

TRANSLATION AVAILABLE IN: ITALIAN | SPANISH | PORTUGUESE | TURKISH | MANDARIN CHINESE | HINDI

TABLE OF CONTENTS

GENERAL INFORMATION 1
ACCESS TO THE EXHIBIT HALL 2
EVENT RULES 2
BOOTH SETUP REGULATIONS & RESTRICTIONS 3
BOOTH CONDUCT & OTHER POLICIES 5
SHIPPING / MATERIAL HANDLING 9
INSTALL & DISMANTLE 10
ORDER FORMS & VENDORS 12
FLOORPLANS & MEETING ROOMS/SUITES 13
REGISTRATION & BADGES 14
SAFETY & SECURITY 14

GENERAL INFORMATION

SHOW LOCATION:	2027 EXHIBIT HALL HOURS
Orange County Convention Center (OCCC) 9899 International Drive Orlando, FL 32819 www.occc.net/Attendee-Getting-Here	Tuesday, April 6 10:00 AM – 5:30 PM Wednesday, April 7 10:00 AM – 5:30 PM Thursday, April 8 10:00 AM – 5:30 PM Friday, April 9 10:00 AM – 3:00 PM
EXHIBITOR MOVE IN HOURS **View the Target Move-in Plan** **Available January 2027*	**EXHIBITOR MOVE OUT HOURS**
Tuesday, March 30 8:00 AM – 5:00 PM Wednesday, March 31 8:00 AM – 5:00 PM Thursday, April 1 8:00 AM – 5:00 PM Friday, April 2 8:00 AM – 5:00 PM Saturday, April 3 8:00 AM – 5:00 PM Sunday, April 4 8:00 AM – 5:00 PM Monday, April 5 8:00 AM – 5:00 PM ** Please reference the color-coded **Target Move-in Plan** for assigned freight move-in information.*	Friday, April 9 3:00 PM – 11:59 PM Saturday, April 10 8:00 AM – 5:00 PM Sunday, April 11 8:00 AM – 5:00 PM Monday, April 12 8:00 AM – 10:00 AM
VIEW THE FULL EXHIBITOR SERVICE MANUAL AT: FREEMAN ONLINE	

ACCESS TO THE EXHIBIT HALL

AGE RESTRICTIONS

Move-In & Move-Out: No one under the age of 18 is permitted in the Event exhibit halls during move-in or move-out.

Show Days: During Event show days and only during official Event show hours, no one under the age of 16 is permitted in the Event exhibit halls unless accompanied by an adult. The accompanying adult assumes full responsibility for the individual under 16 and must sign a waiver at registration.

ANIMAL POLICIES

Animals are not permitted on Orange County Convention Center premises, except in conjunction with an approved exhibit or as a service animal in accordance with the Americans with Disabilities Act (ADA).
Under the ADA, a service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Emotional Support Animals are not considered service animals under the ADA.

WORKING AFTER HOURS IN THE EXHIBIT HALL

- Exhibitors and contractors who need to continue working after official hours must notify their Floor Manager or the Show Management Office no later than 4:00 PM on the day they intend to work late.
- Only exhibitors and contractors who are inside the exhibit hall at closing may remain in their booths. No in/out access will be permitted after the hall closes.
- Roaming or loitering in the exhibit halls after hours is not permitted.
- Additional security may be required, at the exhibitor's expense, when late-work permits are required.

WRISTBANDS

During move-in, all contracted workers and exhibiting company personnel must wear wristbands, provided by DTA Security, to enter the exhibit hall. In the interest of safety, only individuals that are directly responsible for the installation and dismantle of the booth will be permitted in the exhibit hall during the move-in and move-out times. Wristbands will be distributed at the following locations:

- Top of the Escalator on the South Side (SA2)
- Top of the Escalator on the North Side (NA2)
- NB Employee Entrance (NB2 Dock) by Ramp 20
- SB Employee Entrance (SB2 Dock) by Ramp 15

All Exhibitors and their Exhibitor Appointed Contractors (EAC's) including any sub-contractors, must have a valid Certificate of Insurance on file to obtain a wristband. There will be no exceptions

EVENT RULES

COMPLIANCE WITH THE LAW

Exhibitors shall not engage in any display, publication, performance, or other activity that conflicts with any federal, state, or local law, regulation, rule, or ordinance, nor shall the exhibitor, its employees, representatives, or contractors, engage in any lewd display, publication, or performance.

U.S. AMERICANS WITH DISABILITIES ACT (ADA)

All exhibiting companies are required to follow the U.S. Americans with Disabilities Act (ADA) and are encouraged to be sensitive and as reasonably accommodating as possible to attendees with disabilities. When designing your booth, refer to the Accessible by Design Summary or find more information regarding ADA compliance from the U.S. Department of Justice ADA Information Line +1 (800) 514-0301, and from the ADA website at www.ada.gov.

- **Exhibits with raised floors** must make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps must have a minimum width of 36 inches.

Exhibitors shall indemnify, hold harmless and defend Taffy Event Strategies, International Tile Exposition, LLC a Delaware limited liability company t/a Coverings, Freeman, and the Orange County Convention Center against any claims, liabilities, losses, damages, and expenses (including attorneys' fees and expenses) resulting from or arising out of the exhibitors' failure or allegations of exhibitors' failure to comply with the provisions of the ADA.

CERTIFICATES OF INSURANCE (COI)

All exhibitors and their appointed contractors, including those within designated pavilions, must provide proof of liability insurance in the form of a Certificate of Insurance (COI) by **February 25, 2027**. For more information, review the Exhibitor Certificate of Insurance (COI) and Exhibitor Appointed Contractors (EAC's) information sheets. ***Failure to provide a COI will prevent access to the exhibit hall for move-in.***

NO SMOKING POLICY (INCLUDING E-CIGARETTES AND VAPING)

In compliance with the Florida Clean Indoor Air Act (FCIAA), Florida Statutes Section 386.204, and other applicable local, state, and federal regulations, smoking, including the use of e-cigarettes and vapes, is prohibited inside the Orange County Convention Center (OCCC).

Smoking is also strictly prohibited during all show move-in and move-out activities. Show Management, Freeman, and the Fire Marshal will enforce this policy, and appropriate signage will be posted throughout the facility.

The OCCC provides designated smoking areas located at least 25 feet from building ventilation systems, doors, windows, workspaces, and regulated materials. Smoking is prohibited in any area that is not specifically designated for smoking.

BOOTH SETUP REGULATIONS & RESTRICTIONS

BOOTH CONSTRUCTION RULES

Please refer to the official Coverings 2027 Booth Display Rules detailed information.

BOOTH DESIGN APPROVAL

Please refer to the official Coverings 2027 Booth Display Rules submitting booth design drawings.

BOOTH LOCATION

Exhibitors must occupy the booth assigned to them as per their contract. Under no circumstances may an Exhibitor relocate their booth or expand into an unoccupied adjacent booth without permission from Show Management.

CUTTING OF MATERIALS: CUTTING OF TILE AND STONE MATERIAL AND DUST PRODUCTION

Motorized dry cutting, drilling, or sanding of tile and/or stone materials inside the exhibit hall is forbidden, both during the booth installation and dismantle and during the Show.

Scoring and snap cutting and cutting with a stationary wet saw with an integrated water delivery system (per OSHA 1926.1153 Table 1) is permitted.

Exhibitors can operate motorized dry cutting devices only in designated dry sawing rooms on the show floor. The dry sawing rooms will be a negative pressure environment with a HEPA-filtered air scrubber (per OSHA 1926.1153 Table 1).

Coverings show management has organized wash stations for water and water waste throughout the show floor. Exhibitors are required to properly wet clean workspace and tools promptly after cutting materials to avoid any residual dust.

If an Exhibitor does not comply with health and safety regulations outlined in these Rules, Coverings reserves the right to stop the Exhibitor's operations until adequate remedial measures approved by Coverings are adopted and require the Exhibitor to pay a $1,000 fine.

The fine for a second violation by an Exhibitor will double. In the event of a third violation by the Exhibitor, and for each subsequent violation, Coverings, at its option, may (i) again double the fine and/or (ii) terminate the rights of the Exhibitor under the Exhibitor's Contract, resell the Exhibitor's Booth Space, and retain all payments of the Minimum Payment Due made by the Exhibitor under the Exhibitor's Contract as liquidated damages and not as a penalty.

Any cutting, drilling, or sanding of materials other than tile and/ or stone materials (such as wooden framing) can be done using tools with a dust bag or vacuum dust collection equipment (per OSHA 1926.1153 Table 1). At all times, Coverings reserves the right to stop any such operations that it determines in its sole discretion to be potentially hazardous.

Consistent with the terms of the Exhibitor's Contract, the Exhibitor is obligated to indemnify and hold Coverings show management and International Tile Exposition LLC harmless from any and all liability, including damages, claims, and indemnities, arising from any third party (including other exhibitors or visitors) as a result of the Exhibitor's breach of these Rules.

DECORATIONS, SIGNS, DECALS

Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns. Holes may not be drilled, cored, or punched into any walls, floors, or ceilings of the OCCC.

Adhesive-backed (stick-on) decals or similar items (except name tags) are not allowed in the OCCC and may not be distributed by exhibitors. Costs incurred by the OCCC for removal of these items will be charged to Exhibitor.

OBSTRUCTIONS

Aisles and exits designated on the approved floor plans shall be kept clean, clear, and free of obstructions. Booth construction shall be fixed in position for the duration of the event. Easels, signs, chairs, etc., shall not be placed beyond the designated booth area into the aisles. Demonstrations in booths must be designed to take place and keep audiences within the existing booth space to allow free access to the aisles and other neighboring booths.

STRUCTURAL INTEGRITY

All exhibit displays must be designed and erected to withstand normal contact and vibration caused by neighboring Exhibitors, hall laborers, and installation and dismantling equipment, including forklifts.

Displays must also be designed to withstand moderate wind effects that may occur within the exhibit hall when freight doors are open.

Exhibitors are responsible for ensuring that all display fixtures, including tables, racks, shelving, and similar structures, are properly designed and securely installed to safely support the products and marketing materials being displayed.

If a booth is deemed structurally unsound, Show Management reserves the right to require modifications to make the display safe, even if the booth's design was previously approved. Show Management will coordinate with the appropriate vendors to make the necessary modifications, and all resulting charges will be the responsibility of the Exhibitor.

UNFINISHED AREAS

All exposed or open sides of a booth bordering another exhibitor’s space that appear unsightly must be professionally finished or draped to present an attractive appearance. Show Management reserves the right to have unfinished areas covered at Exhibitor's expense.

BOOTH CONDUCT & OTHER POLICIES

ATTIRE

Business and business casual attire are recommended during show days.
No open toed shoes will be allowed on the show floor during move-in and move-out.

BALLOONS

The OCCC prohibits the use of helium filled balloons for displays, exhibits, giveaways or general decoration anywhere on property.

CONDUCT AND COURTESY

Approaching registrants or promoting products and services in the show aisles or other public areas is strictly prohibited. Sales calls or solicitation of other Exhibitors on the show floor are also prohibited.
Exhibitors must not enter another Exhibitor's booth space without permission. Entering another Exhibitor's un-occupied booth after official show hours is strictly prohibited.

DEMONSTRATIONS

For the safety and courtesy of all Exhibitors and attendees, sales presentations, product demonstrations, press conferences, and other media events must be conducted entirely within the Exhibitor's contracted booth space. Exhibitors must ensure that personnel and attendees do not encroach on aisles or neighboring exhibits.

Any queue or line formed for customer interaction must also remain within the booth footprint and may not obstruct aisles or neighboring exhibits.

Exhibitors are responsible for arranging displays, product presentations, audio-visual equipment, and demonstration areas in compliance with all applicable rules and regulations, including the Sound/Music Restrictions outlined in this manual.

Machinery and Equipment Demonstrations:

Special care must be taken when demonstrating machinery, equipment with moving parts, or any product that may present a potential hazard.

Exhibitors must provide a minimum three-foot (3') setback between the demonstration area and spectators and/or install appropriate barriers to prevent accidental injury.

All demonstrations involving potentially hazardous equipment must be conducted by qualified Exhibitor personnel.

FLOOR MANAGERS

Floor Managers are a valuable resource for Exhibitors. They serve as liaisons between Exhibitors, Show Management, and show vendors and provide logistical and operational oversight throughout the event.

Floor Managers assist with coordinating exhibitors, managing vendors, enforcing show rules and regulations, and addressing issues that may arise during move-in, show days, and move-out on the show floor.

Exhibitors can contact a Floor Manager by visiting one of the Floor Manager Stations located throughout the show floor or by visiting the Show Management Office.

GRAPHICS & SIGNS

Signs, lettering, or graphics facing any neighboring exhibit must be located at least ten feet (10') from the neighboring exhibit unless the side facing the neighbor is blank. This includes all free-standing signage and "tear drop" type flags. Signs must be finished on all exposed sides.

GRATUITIES/SOLICITATION

The Orange County Government policy prohibits any OCCC employee from accepting gifts, gratuities, or any other favors from anyone doing business with the OCCC. If you are solicited for a tip by convention center employees or booth labor personnel, please report the incident to Show Management.

LIGHTING

- All lighting, fixtures, trusses, or overhead lighting must fall within the boundaries of the contracted booth space and may not extend into the airspace of the aisles or neighboring booths.
- Lighting should not be projected onto other exhibits, exhibition aisles, or ceilings.
- Lighting, including gobos, should be directed to the inner confines of the booth space.
- Neon lighting and any lighting that flashes or strobes is not permitted.
- Lighting may not be shined directly at attendees; use of any potentially harmful lighting devices (lasers, UV lighting) must obtain prior approval from Show Management and correspond to national safety standards.
- Video projection equipment and screens must be in the rear one-third of In-Line (10' deep) Booths or in the center area of Island and Peninsula Booths.

PHOTOGRAPHY/VIDEO/RECORDING

This policy establishes guidelines for photography and videography within the Exhibit Hall to protect the privacy and security of Exhibitors, safeguard intellectual property, and maintain a professional environment.

General Restrictions

Photography and videography are strictly prohibited for any exhibit booth other than an exhibitor's own contracted booth. Exhibitors may only capture images or videos of their own booth and products. Photographing or recording another exhibitor's booth or products is permitted only with the explicit permission of that exhibitor.

Official Event Photographers

Show Management has appointed Official Photographers to provide commercial photography and videography services. No other commercial photographers or videographers will be permitted in the exhibit hall without prior approval from Show Management.

Exhibitor-Appointed Photographers

Exhibitors contracting an external photographer must submit an Exhibitor Appointed Contractor (EAC) Notification Form to Show Management. Contracted photographers must provide a valid Certificate of Insurance (COI) in full compliance with Exhibitor Appointed Contractor requirements.

Once approved, the contracted photographer will be registered as an "EXHIBIT PHOTOGRAPHER" and must display the designated credential badge at all times while at the Event.

- The "EXHIBIT PHOTOGRAPHER" badge will be issued from the exhibitor's allotted badge count. If an exhibitor exceeds their badge allotment, additional badges may be purchased for $75 per badge.
- Photographers may enter the exhibit hall only during published Exhibitor access hours unless otherwise authorized by Show Management.

Unauthorized Photography & Consequences

Any individual found taking unauthorized photographs or videos within the exhibit hall, or registration areas will be subject to immediate removal from the event. Show Management security reserves the right to confiscate photography or video equipment used in violation of this policy.

Policy Enforcement & Violations

Exhibitors or photographers found in violation of this policy may face penalties up to and including removal from the event, at the exhibitor's expense. Show Management reserves the right to enforce this policy at its discretion to maintain the integrity of the event.

SELLING (CASH & CARRY POLICY)

"Cash and Carry"/retail sales are not permitted on the show floor and will be strictly enforced with the intent of preserving the integrity of the Show and maintaining a good relationship between buyer and exhibitor.

SOUND / MUSIC

Please use a good neighbor approach when planning a booth space that includes a sound system. Remember that Coverings is a business-to-business event, and other Exhibitors may be trying to conduct business with their customers. Excessive noise can potentially interfere with their ability to effectively do business. Please ensure your sound levels stay proper for the event environment.

The use of sound equipment in booths is permitted provided the noise level does not exceed 75 decibels read from the aisle line of your booth.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) toward non-reflecting surfaces rather than outward (towards aisles and other exhibitor booths).

After a reasonable number of warnings, demonstrations found to be objectionable due to noise or *sound pressure/vibration* level will be terminated at the discretion of Show Management.

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 that no such license is required due to exemption under 17 U.S.C. § 110 (5) or other specified exemption. Further, 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 or Coverings LLC by ASCAP, BMI, SESAC, or other licensing organization for the playing of such music.

SUITCASING/OUTBOARDING

The distribution of promotional material, publications, samples, and printed matter of any kind is restricted to the confines of each company's exhibit space.

Manufacturers and distributors may attend Coverings 2027 without exhibiting. However, non-exhibiting suppliers may not solicit business at the Show.

Suitcasing is the practice of soliciting business in the show aisles or other public spaces, including another company's booth, eating areas, lounges, or hotel lobbies. Suitcasing is prohibited at Coverings.

Anyone seen soliciting business who is not a legitimate Exhibitor should be reported to Show Management and may be asked to leave the Show at once.

If you see a non-exhibitor soliciting business on the exhibit floor, if possible, please provide their business card or name and company information to your Floor Manager or the Show Management Office as soon as possible.

This policy is in place to protect the integrity of the Show and support a positive and productive relationship between buyers and Exhibitors.

WASH STATIONS

There are 26 wash stations for grout and liquid waste throughout the show floor. Please do not use facility restrooms for liquid waste and grout disposal.

SHIPPING / MATERIAL HANDLING

Sixty days prior to move-in, Freeman will invoice all Exhibitors $8.00 per square foot of assigned exhibit space for Show Site Material Handling Services. This covers your fees for inbound and outbound freight handling into and out of the OCCC.

For Exhibitors opting to use the Freeman Advance Warehouse, there is an additional charge of $.20/lb of freight which will be invoiced to Exhibitors at the end of the show.

FREIGHT SHIPPING ADDRESS (ADVANCE WAREHOUSE)

- Freeman will accept crated, boxed or skidded materials beginning **March 01, 2027,** at the address below.
- Material arriving after **March 19, 2027,** will be received at the warehouse with an after-deadline charge.
- Materials are accepted at the warehouse Monday through Friday between 8:00 AM - 3:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: +1 (888) 508-5054.

Shipping address for Advance Warehouse should be labeled as follows:

Exhibiting Company Name / Booth Number
Coverings 2027
C/O Freeman
10088 General Dr
Orlando, FL 32824 US

- T**he Freeman Warehouse does not accept:**
  - **Uncrated freight (loose, pad-wrapped material and/or un-skidded machinery)**

- **COD shipments**
- **Hazardous materials**
- **Freight requiring refrigerated or frozen storage**
- **A single piece of freight weighing more than 4,500 pounds**
- **A single piece of freight beyond the dimensions of 108"H x 93"W x 144”L**

- **Do not send any container shipments (ocean cargo containers) to the Advance Warehouse**. Freeman will not accept them, and they will be turned away. Containers must be sent directly to the show site at the address below:

  Coverings
  Orange County Convention Center
  9400 Universal Blvd
  Orlando, FL 32819 US

FREIGHT SHIPPING ADDRESS (DIRECT TO SHOW SITE)

- Freeman will receive shipments at the exhibit facility beginning **March 29, 2027**.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- Certified weight tickets must accompany all shipments.
- Ensure your driver has the Show Name, Exhibitor Name, and Booth # to expedite unloading and delivery to your booth. If required, provide your carrier with this phone number: +1 (888) 508-5054.

  Shipping address for Direct to Show should be labeled as follows:

  Exhibiting Company Name / Booth Number
  Coverings 2027
  Orange County Convention Center
  C/O Freeman
  9400 Universal Blvd
  Orlando, FL 32819 US

Please refer to the **Target Floorplan** (*coming January 2027*) for your assigned Target Freight Move-in.

Exhibitors will be invoiced an additional $25.00 per CWT for off target and shipments arriving after 5:00 PM on Monday, **April 5, 2027.** Please do not ship split shipments as they may greatly affect Freeman’s ability to unload your material on your targeted move-in date.

INSTALL & DISMANTLE

DEMOLITION

Advise Show Management of the extent of your booth demolition for close of show by **April 5, 2027**. There is no additional cost for booth demolition, however the Demolition Notification Form must be completed and is required for all booths to help aid in our safety and demolition planning.

EXHIBITOR APPOINTED CONTRACTORS

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, and dismantle; furniture rental, floral, audio visual, or anyone that is not a direct employee of the exhibiting company that will be working on any products/equipment within your booth.

EAC's are not permitted to provide the below services:

- Food & Beverage: Sodexo Live!
- Internet & Telecommunications: Smart City
- Material Handling: Freeman
- Aerial Rigging (hanging signs): OCCC Rigging
- Ground Rigging (truss): Freeman
- Utilities (electrical, plumbing, compressed air): OCCC Utilities

Exhibitors who use an EAC must read and act on the information outlined in the EAC Information Sheet

FACILITY EQUIPMENT & FREIGHT MOVEMENT

All equipment and freight shall always be loaded/unloaded in the appropriate venue dock areas. The loading/unloading of equipment and/or freight from the main guest exterior entrance areas is strictly prohibited.

The use of escalators and passenger elevators for the movement of freight, equipment, or meeting room support materials is prohibited.

Exhibitors are prohibited from using Orange County Convention Center or Freeman equipment, i.e., ladders, tools, chairs, tables, stanchions, dollies, forklifts, vacuums, brooms, etc.

INSTALLATION EXCLUSIONS

All exhibits must be free standing. No item (including decals or other adhesive materials) can be taped, bolted, hooked, posted, tacked, nailed, screwed, or otherwise attached to the columns, walls, floor, ceiling, furniture or other property of Freeman or the OCCC. No part of the display may be attached to, or otherwise secured to, the drapery backdrop or side dividers. The cost of repairing damages inflicted by the exhibitor, its employees, contractors, or representatives will be billed to and paid for by the exhibitor.

PERSONALLY OWNED VEHICLES (POVS)

Coverings will have Personally Owned Vehicle (POV) ramps available for self-unloading.
Exhibitor POV's can proceed directly towards the loading docks and then advance to the Guard Shack. After your information is recorded, you will receive a dock pass and be directed to where to unload.
POV's have 30 minutes to unload. Review Freeman's POV Guide for more information and details including what vehicles qualify for this option.

Please note that any unloading assistance from Freeman will result in material handling charges. There will be no unloading equipment available for Exhibitor use.

ORDER FORMS & VENDORS

BUSINESS CENTERS

There are 3 FedEx Offices, which are convenient full-service business centers, located in the OCCC for onsite printing needs. Please check for days and hours of operation as they may vary.

- West Building Center: Located on the main concourse outside Hall C.
- North Building Center
- South Building Center
- Primary Phone: +1 (407) 363-2831
- Email: usa3996@fedex.com

Hours of Operation:
Monday – Friday: 8:00 AM – 5:00 PM
Saturday – Sunday: 8:00 AM – 5:00 PM
(*Hours may flex depending on event schedules and show volume)*

CATERING

- Catering is permitted within contracted booth space. Sodexo Live! is the exclusive caterer of all functions requiring food and/or beverage services held at the OCCC. No outside food and/or beverage services are permitted without the written consent of Sodexo Live! Exhibitors may incur a corkage fee if outside food and/or beverage is used without approval. Place your food & beverage here: Sodexo Live!. Click here for the Exhibitor Catering Menu.

INTERNET

- Smart City is the exclusive provider of internet, Wi-Fi and telecommunications at the OCCC. All internet wired and wireless data communication services (voice and data), equipment and transmission lines should be coordinated through Smart City in advance.

UTILITY AND RIGGING ORDERS

Place all Utility and Rigging Orders including electrical and plumbing, aerial and theatrical rigging with OCCC Rigging for your booth prior to your arrival in Las Vegas so you can begin constructing your exhibit immediately.

OUTSIDE VENDOR ORDERS

Place all other Vendor Orders (including furnishings, flooring, lead retrieval, catering, etc.) for your booth prior to your arrival in Orlando so you can begin constructing your exhibit immediately.

VEHICLE DISPLAY GUIDELINES

Motorized vehicles within the exhibit halls are permissible, provided each vehicle can be defined as a vehicle that is propelled by an internal combustion engine using a Class I or Class II fuel, such as, but not limited to automobiles, trucks, motorcycles, aircraft, watercraft, and lawnmowers.

Tractors/trailers, cabs/trucks or other gas/diesel power equipment with motors idling are not permitted in any OCCC exhibit halls as appropriate ventilation is not available.

Vehicles must be positioned prior to the opening of an event to the public. If placed in the public concourse, vehicles must be pushed on protective covering and not driven. Each vehicle will be subject to inspection for compliance with the following items:

- All fuel tank openings shall be locked and sealed to prevent the escape of vapor.
- Fuel tanks may not contain more than one-fourth (1/4) capacity or five (5) gallons of fuel, whichever is less.
- At least one battery cable must be removed from the batteries used to start the vehicle engine. The disconnected battery cable must be taped.
- Auxiliary batteries not connected to the engine's starting system may be left connected.
- Electric and hybrid vehicles must have a power cut off switch deployed
- External power is recommended for demonstration purposes.
- Fueling or de-fueling of vehicles is prohibited on OCCC property.
- Battery charging is not permitted inside the building.
- Vehicles may not be moved during show hours.
- Floor covering must be placed under each display vehicle.

FLOORPLANS & MEETING ROOMS/SUITES

HOTEL SUITES

To reserve a hotel suite, complete the Hotel Suite Request Form by February 19, 2027. Please contact coverings@onpeaksupport.com with questions about reserving a hotel suite. Hotel suites are available on a first-come, first-served basis. More information about hotel suites can be found here.

MEETING ROOMS AT THE CONVENTION CENTER

To reserve a meeting room at the convention center, complete the Meeting Room Request Form. Rooms are available on a first-come, first-served basis. Rooms are to be used for meetings ONLY. Under no circumstances can exhibits or products be on display. To display a limited amount of product privately on the show floor, please book a meeting suite on the show floor. Find more information here.

MEETING SUITES ON THE EXHIBIT HALL FLOOR

The intent of a Meeting Suite is to give exhibitors the opportunity to meet with customers in a private, quiet, and convenient space on the show floor. While Meeting Suites in the Exhibit Hall are NOT intended to be used in place of a booth display, they are the ideal place to display new lines that are not yet introduced, demonstrate proprietary products, and conduct private appointments.

Meeting Suite Exhibitors are REQUIRED to complete the Meeting Suites Furnishings Request Form to indicate the package items, they want to have delivered to their Meeting Suite. Review the full Meeting Suites Mini-Kit for detailed information about Display Rules, graphics, furnishing inclusions, and more!

TARGET FLOOR PLAN

Coverings uses a **targeted floor plan** (coming in January 2027) to help facilitate an efficient and safe move-in. Please refer to this plan to determine the date and time your freight can be scheduled for delivery to show site, or the date and time your freight will be delivered to your booth if using the advance warehouse.

REGISTRATION & BADGES

BADGES

An official Coverings 2027 registration badge is required to gain admittance to the Coverings show floor. Badges must be worn at all times, including during move-in and move-out hours. Exhibitors are responsible for ensuring badges are provided only to the exhibiting company's employees or authorized agent of the exhibiting company. Exhibitor badges may **not** be ordered for, shared, or transferred to buyers/attendees or non-employees. Find additional information about Registration, Badges, Hotels & Travel.

Exhibitors who do not comply with registration policies either by sharing badges or registering non-employees will be penalized.

BADGE ALLOTMENT

Coverings exhibitors are allotted five (5) complimentary booth personnel badges per 100 square feet of exhibit space. Additional registrants over the allotment may be purchased for $75 each. You can register for exhibitor badges by logging into the Coverings Exhibitor Hub. Not sure how to log in? Click here for instructions.

BADGE PICK-UP

Badges will be available for pick-up onsite from the registration desk located in the North and South Hall Lobbies of the OCCC.

LOST OR FORGOTTEN BADGES

Lost or forgotten badges can be re-printed at Registration for a fee of $49. This policy is in place to help maintain event security and protect the integrity of the Show.

REGISTRATION FEES

Coverings is charging a nominal attendee registration fee this year. However, exhibitors can invite their customers and clients to visit their booth and register for Coverings 2027 **free of charge**. Discount promo codes and access to the Exhibitor Invitation System will be available in January 2027. Visit the Marketing pages of the Exhibitor Services Manual to learn more and to discover more ways to promote your participation in #Coverings2027.

SAFETY & SECURITY

FIRE PROTECTION/SAFETY

Please refer to the official Coverings 2027 Booth Display Rules detailed fire safety requirements and submissions for Covered and Multi-Level Booths as Fire Marshal approval; special equipment and charges may apply. Exhibit displays should note the following:

- Firefighting and emergency equipment must not be blocked or impeded. This includes fire alarm boxes, fire extinguisher cabinets, and any like areas or equipment.
- Electrical and telephone closet doors must not be blocked.
- Exit doors must not be blocked.
- No booth, display or sign shall be erected in a manner that may interfere with the operation of the sprinkler system.
- Exhibitors are expected to comply with all local fire regulations. If inspection indicates that an exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, Coverings reserves the right to cancel all, or such part of the exhibit as may be irregular.

For safety and operational efficiency, the Orlando Convention Center Fire Prevention personnel reserve the right to access and inspect all electrical components within exhibitor booths, including those integrated into prefabricated structures. This access is crucial to ensure compliance with safety regulations, identify potential hazards, and facilitate necessary maintenance or emergency procedures. Exhibitors are expected to maintain clear and unobstructed access to all electrical installations throughout the show.

FLAMMABLE & TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and the environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

HAZARDOUS WASTE

Hazardous waste requires special arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

LADDERS

OCCC does not allow the use of homemade ladders or ladders that have been repaired in a makeshift or poor-quality manner. Any ladder brought into the facility must be in safe, working condition and must comply with OSHA 1926 and ANSI Standards.

SECURITY

Show Management provides security to control access in and out of the exhibit hall, not to secure individual booths. Coverings, its contractors, and the Orlando Convention Center are not responsible for any loss of or damage to exhibitor property and cannot guarantee or protect exhibitors against loss of any kind. Exhibitors are responsible for their own equipment and property. Exhibitors are encouraged, if believed necessary, to order

additional Event Security Order Form If an item is stolen from your booth, please report the incident to Show Management at once.