

TRANSLATION AVAILABLE IN: **ITALIAN MANDARIN CHINESE PORTUGUESE SPANISH TURKISH**

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GENERAL INFORMATION

SHOW LOCATION:		2025 EXHIBIT HALL HOURS	
Orange County Convention Center 9899 International Drive Orlando, FL 32819 www.occc.net/Attendee-Getting-Here		Tuesday, April 29	10:00 AM – 5:30 PM
		Wednesday, April 30	10:00 AM – 5:30 PM
		Thursday, May 01	10:00 AM – 5:30 PM
		Friday, May 02	10:00 AM – 3:00 PM
EXHIBITOR MOVE IN HOURS		EXHIBITOR MOVE OUT HOURS	
View the Target Move-in Plan (December 2024)		View the Target Move-out Plan (December 2024)	
Tuesday, April 22	8:00 AM – 5:00 PM	Friday, May 02	4:00 AM – 10:00 PM
Wednesday, April 23	8:00 AM – 5:00 PM	Saturday, May 03	8:00 AM – 5:00 PM
Thursday, April 24	8:00 AM – 5:00 PM	Sunday, May 04	8:00 AM – 5:00 PM
Friday, April 25	8:00 AM – 5:00 PM	Monday, May 05	8:00 AM – 9:00 AM
Saturday, April 26	8:00 AM – 5:00 PM	*Please refer to the Targeted Move-out Floorplans to coordinate your booth with Material Handling Agreements (MHA) and driver check-in times.	
Sunday, April 27	8:00 AM – 5:00 PM		
Monday, April 28	8:00 AM – 2:00 PM		
VIEW THE FULL EXHIBITOR SERVICE MANUAL			

ACCESS TO THE EXHIBIT HALL

AGE RESTRICTIONS

No one under the age of 18 is permitted in the Event exhibit hall during move-in and move-out. During Event show days and only during Event show hours, no one under the age of 16 will be allowed into the Event's exhibit halls unless accompanied by an adult. The accompanying adult assumes all responsibility for the person under 16 and must sign a waiver at registration.

ANIMAL POLICIES

Animals are not permitted on OCCC premises, except in conjunction with an approved exhibit, or in accordance with Americans with Disabilities Act (ADA) as a service animal trained to do work or perform tasks for the benefit of an individual with a disability

WORKING LATE IN THE EXHIBIT HALL

Exhibitors and contractors that need to continue work after official move-in/out hours must notify your Floor Manager or come to the Show Management office no later than 4:00 p.m. on the day you will be working late.

- Only those inside of the hall at closing are permitted to remain in their booth, no in/out access is permitted.
- After hours roaming/loitering in the exhibit hall is not permitted.
- Additional security may be required at the exhibitor's expense if 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 Loading Dock and Hall Entrances. All [exhibiting companies](#) and their [Exhibitor Appointed Contractors \(EACs\)](#), including any sub-contractors, must submit a Certificate of Insurance in order 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 is in conflict 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)

In the U.S., all exhibiting companies are required to be in compliance with 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** should 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 should 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 Orange County Convention Center (OCCC) 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 (COIS)

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 28, 2025**. Commercial General Liability coverage with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate must be in force through the move in and move out dates of April 21-May 2, 2025. Taffy Event Strategies (2300 Clarendon Blvd, Ste 305, Arlington, VA 22201) should be named as the "Certificate Holder". The following must be named as additional insured: International Tile Exposition, LLC a Delaware limited liability company t/a Coverings, Taffy Event Strategies, Orange County Convention Center, and Freeman. Failure to provide a COI will prevent access to the exhibit hall for move-in. For more information, review the [Exhibitor Certificates of Insurance \(COIs\)](#) & [Exhibitor Appointed Contractors \(EACs\)](#) information sheets.

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 local, state and federal regulations, smoking, including the use of e-cigarettes and vapes, is not permitted within the OCCC. Smoking is also strictly prohibited during any show move-in or move-out activity. Show Management, Freeman, and the Fire Marshal shall enforce this policy and appropriate signage will be posted. The OCCC will provide designated smoking areas that are at least 25 feet from building ventilation, doors, windows, workspaces or regulated materials. Smoking is prohibited in any location not designated for smoking.

Exterior smoking areas have been designated for those exhibitors who require dock access for smoking. In addition, there are designated smoking areas located outside the buildings, at various locations.

BOOTH SETUP REGULATIONS & RESTRICTIONS

BOOTH CONSTRUCTION RULES

Please refer to the official Coverings 2025 [Booth Display Rules](#) for detailed information.

CUBIC CONTENT STYLE

Coverings follows Cubic Content style, which allows exhibitors to maximize their exhibit space and investment. Cubic Content style allows exhibits to fully occupy the width, depth and height (up to the maximum allowable height) of the booth footprint according to their booth type as outlined below.

BOOTH SCHEMATIC APPROVAL

Please refer to the official Coverings 2025 [Booth Display Rules](#) for detailed information on submitting booth schematics.

*Exhibits with greater than 600 square feet must submit the [600+ Sq Ft Booth Design Submission Form](#) for approval no later than **Friday, February 21, 2025**.

*Exhibitors with Multi-Level and/or 300 sq ft or greater of Ceiling Covering (including fabric) must submit the [Multi-Level & Covered Booth Design Submission Form](#) for approval no later than **Friday, February 21, 2025**.

FLOOR COVERING/CARPET

All exhibits are required to have wall-to-wall carpeting or other professional flooring, with no concrete floor exposed underneath. Show Management will provide “tuxedo” (black and gray) aisle carpet only. You may supply your own carpet/floor covering or rent it from Freeman under the “Flooring Solutions” section. If your carpet/flooring is not installed by **12:00 p.m. on Monday, April 28** then carpet will be forced by Freeman at the Exhibitor’s expense.

COVERED CEILINGS

- **Less than 300 square feet:** OCCC requires that any booth with any type of covered ceiling (including fabrics) with less than 300 square feet of covered ceiling must have a 2-A, 10-BC portable, dry chemical fire extinguisher which must be visibly mounted. In addition, Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibitor structure regardless the square footage.
- **Greater than 300 square feet:** For full details refer to the Guidelines for Covered Exhibits With Less Than 300 Covered Square Feet part of OCCC Exhibitor Services section:
[www.occc.net/Portals/0/Library/exhibit/docs/OCCC Multi-Level and Covered Booth Guidelines.pdf](http://www.occc.net/Portals/0/Library/exhibit/docs/OCCC_Multi-Level_and_Covered_Booth_Guidelines.pdf)

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

Motorized dry cutting, drilling, or sanding of tile, stone, or any other silica-containing 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](#)) are permitted.

Exhibitors can operate motorized dry cutting devices only in one of the 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. In addition, Exhibitors may rent a wet saw from Sunbelt Rentals, Inc.

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, stone, and other silica-containing materials (such as wooden framing) can only 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 nametags) are not permitted 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 should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed. If your booth is structurally unsound, Show Management will work with our respective vendors to make your display safe, and the resulting charges will be responsibility of the exhibitor.

UNFINISHED AREAS

All exposed or open sides of a booth bordering another exhibitor's space and/or 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 is 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 or general decoration anywhere on property.

CONDUCT AND COURTESY

Approaching registrants and/or promoting products/services in the aisles is strictly prohibited. Furthermore, sales calls to other exhibitors on the show floor are strictly prohibited. Personnel should not enter another exhibitor's booth space without obtaining permission nor should personnel block access to another booth.

DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees are within their contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other listed rules and regulations including all "Sound/Music Restrictions" (below).

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of three feet (3') and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel.

GRAPHICS

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 project 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, in the center area of Island and Peninsula Booths.

PHOTOGRAPHY/VIDEO/RECORDING

- Photographing or videotaping any exhibit booth, other than one's own contracted booth, is strictly prohibited. An exhibit booth and/or product(s) may be photographed or videotaped only with the expressed permission of the contracted exhibitor of that booth.
- Show Management has appointed Official Photographers to provide commercial photographs of exhibits. No other commercial photographer will be admitted to the exhibit hall unless special arrangements are made with [Show Management](#).
- If you contract your own photographer, you must hire security to escort your Exhibitor Appointed Photographer. Please refer to the [Booth Security Order Form](#) found under Additional Services.
- Anyone found taking unauthorized photographs or videos within the exhibit halls and registration areas is subject to ejection from the event and have their photography equipment confiscated.
- If an exhibitor violates this policy, Show Management reserves the right to remove the exhibit and exhibitor from the show at the exhibiting company's expense.

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

The use of sound equipment in booths is permitted as long as the noise level is not audible more than three feet (3') into the aisles or adjacent booths. 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 publications, samples and printed matter of any kind or any promotional material, is restricted to the confines of each company's exhibit space. There are manufacturers and distributors who will attend Coverings 2025, but not to exhibit. Some non-exhibiting suppliers may attempt to "*suitcase*" the Show. Suitcasing is the act of soliciting business in the show aisles or other public spaces, including another company's booth, eating areas, lounges, or hotel lobbies. This practice is strictly prohibited by Coverings, and anyone observed approaching buyers that is not a legitimate exhibitor, should be reported to Show Management and will be asked to leave the show immediately. If you see a non-exhibitor trying to sell on the exhibit floor, please

pass their business card or name/company to your floor manager or the Show Management Office as soon as possible. This will be strictly enforced with the intent of preserving the integrity of the Show and maintaining a good relationship between buyer and exhibitor.

WASH STATIONS

There are more than 30 wash stations for grout and liquid waste throughout the show floor. Please do not use facility restrooms for liquid waste and grout disposal.

SHIPPING

FREIGHT SHIPPING ADDRESS (ADVANCED WAREHOUSE)

- Freeman will accept crated, boxed or skidded materials beginning **March 24, 2025** at the address below.
- Material arriving after **April 10, 2025** 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.
- The Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: +1 (888) 508-5054.
Exhibiting Company Name / Booth Number
Coverings
C/O Freeman
10088 General Dr
Orlando, FL 32824 USA
- Do not send any container shipment (ocean cargo containers) to the Advance Warehouse. Freeman will not accept them and they will be turned away. Containers must be sent to:
Orange County Convention Center
C/O Freeman
9400 Universal Blvd
Orlando, FL 32819

FREIGHT SHIPPING ADDRESS (DIRECT TO SHOW SITE)

- Freeman will receive shipments at the exhibit facility beginning **April 22, 2025**.
- Shipments arriving before April 22, 2025 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.
Exhibiting Company Name / Booth Number
Coverings
Orange County Convention Center
C/O Freeman
9400 Universal Blvd
Orlando, FL 32819 USA

Please refer to the Target Floorplans for your assigned Target Freight Move-in (available December 2024). Exhibitors will be invoiced an additional \$17.00 per sqft for off-target shipments. Please do not ship split shipments as they may greatly affect Freeman's ability to unload your material on your targeted move-in date. Shipments arriving after 5:00 PM on Sunday, **April 27, 2025** will be subject to an additional \$17.00 per cwt surcharge.

INSTALL & DISMANTLE

DEMOLITION

Advise Show Management of the extent of your booth demolition for close of show by **April 1, 2025**. There is no additional cost for booth demolition, however [Demolition Notification](#) must be completed and is required for all booths to help aid in our safety and demolition planning. Any large structures that fall near columns must be dismantled (or pay Freeman to dismantle) prior to the demolition.

EXHIBITOR APPOINTED CONTRACTORS

An Exhibitor Appointed Contractor 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.

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

- Booth Cleaning & Trash Removal: Freeman
- Food & Beverage: Sodexo Live!
- Internet & Telecommunications: SmartCity
- Material Handling: Freeman
- Rigging: Orange County Convention Center
- Utilities (electrical, plumbing, compressed air): Orange County Convention Center

Exhibitors who plan to use an EAC must read and act on the information outlined in the [Exhibitor Appointed Contractor \(EAC\)](#) information sheet.

FACILITY EQUIPMENT & FREIGHT MOVEMENT

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

The use of escalators, moving sidewalks 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 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.

ORDER FORMS & VENDORS

BUSINESS CENTER

There is a [FedEx Office](#), a convenient full-service business center, located in the West Concourse, near Hall for any onsite printing needs.

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 order [here](#).

INTERNET

Smart City is the exclusive provider of [Internet](#) 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. Please review the official [Exhibitor Ordering Guide](#) for more information.

UTILITY ORDERS

Place [all orders](#) (including flooring, [electrical](#), [internet](#), [telephone](#), 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 ten (10) 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.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited on OCCC property.
- Vehicles may not be moved during show hours.
- Floor covering must be placed under each display vehicle.

Additional requirements for buses, trailers or other heavy equipment (where applicable):

- Fire extinguisher
- Smoke detector
- Fire Watch (if awning/canopy is used)
- Gas/propane cooking equipment disconnected and canister removed
- Handrails on stairs

Electric and hybrid vehicles will have different requirements based on vehicle specifications.

FLOORPLANS & MEETING ROOMS/SUITES

HOTEL SUITES

To reserve a hotel suite, complete the [Hotel Suite Request Form](#) by March 21, 2025. Please contact coverings@onpeak.com with questions about reserving a hotel suite. Hotel suites are available on a first-come, first-served basis and 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 IN THE EXHIBIT HALL

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 Suite Furnishings Form](#) to indicate the package items they want to have delivered to their Meeting Suite. Review the full [Meeting Suite Exhibitor Mini Kit](#) for detailed information about Display Rules, graphics, furnishing inclusions, and more!

TARGET FLOORPLANS

Coverings follows a targeted floorplan to help facilitate an efficient and safe move-in and move-out. Target floorplans will be available in January 2025.

REGISTRATION & BADGES

BADGES

An official Coverings 2025 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 company's personnel. Exhibitor badges may **not** be ordered for or transferred to buyers or non-employees. Badges are the property of Show Management and are non-transferable. [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 South Lobby of the Orange County Convention Center.

REGISTRATION FEES

New for 2025: 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 2025 **free of charge**. Discount promo codes and access to the Exhibitor Invitation System will be available in January 2025. Visit the [marketing section](#) of the Exhibitor Services Manual to learn more and to discover more ways to promote your participation in #Coverings2025.

SAFETY & SECURITY

FIRE PROTECTION/SAFETY

Please refer to the official Coverings 2025 [Booth Display Rules](#) for 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.

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 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.

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 Orange County 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 deemed necessary, to order additional [Booth Security Order Form](#). If an item is stolen from your booth, please report the incident to the [Show Management](#) immediately.