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COVERINGS 2024 EVENT RULES & REGULATIONS

Age Restrictions

No one under the age of 18 is permitted in the exhibit hall during move-in or move-out. All ages are welcome to attend during official show hours, but anyone 17 years or younger are required to be accompanied by an adult and must complete a wavier at Registration before entry will be granted.

Animal Policies

Animals are not permitted on Georgia World Congress Center 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.

Americans with Disabilities Act (ADA)

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 (800) 514-0301, and from the ADA website at [the official ADA website](#).

- **Exhibits with raised floors** must include ramps onto which scooters or wheelchairs can roll, but do not extend beyond the contracted booth space. A standard wheelchair ramp should have a grade no steeper than 12:1, meaning there should be 12 inches of run (length) for every inch of rise (height).

Exhibitors shall indemnify, hold harmless and defend Taffy Event Strategies, International Tile Exposition, LLC a Delaware limited liability company t/a Coverings, Freeman, and Georgia World Congress Center (GWCC) 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.

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.

Badges

An official Coverings 2024 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. *Exhibitors who do not comply with registration policies either by sharing badges or registering non-employees will be penalized.*

Balloons

The use of helium balloons, mylar balloons, and balloon columns/arches are prohibited within the exhibit hall.

Booth Construction Rules

Please refer to the official [Coverings 2024 Booth Display Regulations](#) for detailed information.

Catering – In Booth

Catering is permitted within contracted booth space. Levy is the exclusive caterer of all functions requiring food and/or beverage services held at the Georgia World Congress Center. No outside food and/or beverage services are permitted without the written consent of Levy. Exhibitors may incur a corkage fee if outside food and/or beverage is used without approval. Place your food & beverage order [here](#).

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.

Cubic Content Style

Coverings follows Cubic Content style, which allows exhibits to fully occupy the width, depth, and height of the booth footprint. Under Cubic Content style, exhibitors may build up to the front of their booths, and up to the maximum allowable height in accordance with the booth type as described above.

Cutting of Materials

CUTTING OF TILE AND STONE MATERIAL AND DUST PRODUCTION (Rules updated January 20, 2024)

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 work space 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.

Demolition

Advise Show Management of the extent of your booth demolition for close of show by **March 22, 2024**. 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.

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 the 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.

Facility Equipment

Exhibitors are prohibited from using Georgia World Congress Center or Freeman equipment, i.e., ladders, tools, chairs, tables, stanchions, dollies, forklifts, vacuums, brooms, etc.

Fire Protection/Safety

Please refer to the official [Coverings 2024 Booth Display Regulations](#) 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.

Fire Retardancy

All materials used in display construction or decorating should be coated or treated by approved methods to render them fire retardant. All fabrics, films, draperies, curtains, and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Resistant of Textiles and Films. Samples and/or a flame-proofing certificate must be available upon request for inspection.

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 **3:00 p.m. on Sunday, April 21** then carpet will be forced by Freeman at the Exhibitor’s expense.

Graphics

Signs, lettering, or graphics facing any neighboring exhibit must be located at least ten feet (10') from that 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 Georgia World Congress Center and union labor employees are not permitted to accept gratuities of any kind. If you are solicited for a tip by convention center employees or booth labor personnel, please report the incident to [Show Management](#).

Hanging Signs

NEW THIS YEAR, due to logistical and time constraints, NO SIGNS/BANNERS WILL BE PERMITTED TO HANG FROM THE CEILINGS AT COVERINGS 2024.

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 Georgia World Congress Center. 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.

Insurance

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). 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 14-April 29, 2024. 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, Freeman, and the Georgia World Congress Center. 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 Sheet](#).

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.

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.

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 [Security Guard 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.

Raffles

Georgia law §16-12-22.1 requires any entity performing a raffle to obtain a permit from the Sheriff's Office of the county in which it is located. For additional rules and information please visit the [Fulton County Raffle](#) site.

Schematics

Please refer to the official [Coverings 2024 Booth Display Regulations](#) for detailed information on submitting booth schematics. Exhibitors with booths greater than 600 square feet must submit the [600+ Sq Ft Booth Design Submission Form](#) to Show Management for approval no later than **Friday, March 22, 2024**. Exhibitors with Multi-Level and/or 300 sq ft or greater of any type of Ceiling Covering must submit the [Multi-Level & Covered Booth Design Submission Form](#), along with a licensed structural engineer's stamp of certification, to Show Management and the Georgia World Congress Center Authority Event Services Representative for approval no later than **Wednesday, February 14, 2024**.

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 Georgia World Congress 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](#). If an item is stolen from your booth, please report the incident to the [Show Management](#) immediately.

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.

Smoking

Smoking, including the use of e-cigarettes and vapes, is not permitted anywhere within the Georgia World Congress Center during show hours or move-in and move-out. Smoking outside the building is permitted, provided that it takes place at least twenty-five-feet (25') from any entrance doors to the facility. Covered smoking areas have been provided for contractor use during move-in and move-out on the loading docks in designated areas. No smoking policies will be strictly enforced by Show Management, Freeman, and the Fire Marshal. Violations will be subject to a monetary fine.

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, a joint venture, by ASCAP, BMI, SESAC or other licensing organization for the playing of such music.

Special Work Permits

Exhibitors who require access to the exhibit hall outside published hours must be issued a *Special Work Permit*.

- Please ask your floor manager or come to the Show Management Office no later than 4:00 p.m. to obtain your Special Work Permit for that evening.
- Only those inside of the hall at closing are permitted to remain in their booth, no in/out access will be 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.

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.

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 2024, 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.

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 2024.

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.

Utility Orders

Place all flooring, electric, and internet orders prior to arrival in Atlanta to avoid additional wait times onsite and ensure that you begin constructing your exhibit immediately. Review all order forms [here](#).

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.