



29 - 30 September • Chicago

# **LABEL CONGRESS 2021**

[www.labelexpo.com/congress](http://www.labelexpo.com/congress)

## **Rules and Regulations A-Z**

### **APPROVAL OF STAND AND BOOTH DESIGNS**

Show management approval is required for ALL stand and booth structures not taking the standard pipe and drape package (offered to booths up to 200sqft in size). Plans should be submitted for approval **no later than August 31<sup>st</sup> 2021**

**PLEASE NOTE:** All booths of up to 200sqft will be offered a package including draped walls, table, 2 x chairs and a waste basket

Please make sure you also complete and send the Booth Contractor Details Form along with the design. Please send plans and design specifications to:

Claire Comery  
Pere Ramirez

Email: [ccomery@labelexpo.com](mailto:ccomery@labelexpo.com)  
Email: [pramirez@labelexpo.com](mailto:pramirez@labelexpo.com)

Tel: + 44 (0) 208 846 2706  
Tel: + 44 (0) 208 846 2930

### **BADGES AND PASSES**

For security reasons all persons working at or visiting the Label Congress will always require a badge to enter the Convention Center.

#### ***Exhibitor badges***

To avoid delays on site exhibitors should register for their badges on-line in advance via the Promotion Guide within the Exhibitor Portal at <https://www.labelexpo.com/congress/>

### **BANNERS**

Suspended banners are NOT permitted in the ballroom

### **BOOTH DESIGN & DISPLAY GUIDELINES**

**PLEASE NOTE:** ALL linear and split island booths must have a **compulsory** solid rear wall and dividing walls (if applicable). This can be ordered through the RES service manual. Please speak with your sales contact for further information. **PLEASE NOTE:** All booths of up to 200sqft will be offered a package including draped walls, table, 2 x chairs and a waste basket



29 - 30 September • Chicago

# **LABEL CONGRESS 2021**

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All booths, regardless of size, must be in keeping with the environment of the Label Congress as a whole. Any display deemed unprofessional in appearance, at the sole discretion of show management, will not be permitted.

***Remember ALL booths not taking the standard pipe and drape package are required to submit a diagram to Show Management for approval by August 31<sup>st</sup> 2021***

## **BACK WALLS**

***All exhibitors with linear and peninsular or split island booth locations are required to have solid back walls, finished on both sides, to separate you from your neighbour(s). It is the exhibitors' sole responsibility to bring, install or order a suitable structure***

***PLEASE NOTE THE MAXIMUM BUILD HEIGHT IN THE BALLROOM IS 12FT***

Exhibitors utilizing a pop-up display please note that it is ***your responsibility*** to cover the back and side wall to avoid unsightly views from the neighbours' perspective.

***Important note:*** These should be ordered in advance to avoid on-site surcharges.

## **CHILDREN**

No persons under the age of sixteen will be permitted into the exhibition halls.

## **COVID MEASURES & SAFETY GUIDELINES**

The health & safety of all our exhibitors, visitors and event stakeholders is our highest priority and will guide every decision we make in the planning and scheduling of our events. This is why we have put together a health & safety plan and some guidelines we would ask you to read.

Please note these guidelines will remain fluid in order to keep up with the new information and medical advice as and when it comes to light.

Please make sure you read the following documents which can be found in this section of the manual

- Trust Tarsus– Opening Label Congress Safely
- Label Congress COVID exhibitor guidance
- DESCC Safety Guidelines



29 - 30 September • Chicago

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## **DAMAGE & DILAPIDATION**

Exhibitors will be liable for the expense to repair any damage or dilapidation to the Rosemont Exposition Center caused by their actions or those of their contractors or employees.

## **FOOD AND BEVERAGE**

Rosemont Catering Company is the exclusive caterer to the Convention Center. They must provide all food and beverages served in the Center.

## **HEALTH AND SAFETY GUIDELINES AND RISK ASSESSMENT**

### ***Exhibitors responsibility***

Tarsus and Label Congress take their Health and Safety responsibilities very seriously and it is vital that Exhibitors and their contractors do likewise.

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and attendees as far as is reasonably practicable throughout the exhibition. You should ensure that your actions (or in-actions) do not give rise to accidents, injuries or unsafe working environments, provide proper information, instruction and training and supervise all parties throughout the show. You should also check that any contractors, suppliers, agents, etc that you may be using have a Health & Safety Policy, suitable to the exhibition environment.

*Among the statutory duties owed under Health & Safety legislation the following are particularly relevant, although this list is by no means exhaustive:*

1. Each exhibitor should have a copy of their Company Health and Safety Policy available for inspection on their stand.
2. A "suitable and sufficient" risk assessment should exist in respect to all the significant risks in the business.
3. Every employer has a duty to co-operate with other employers (e.g. Exhibition Organizers) when sharing a workplace, whether temporarily or permanently.
4. Maintain emergency gangways through and to the center of the halls in build-up and breakdown situations - i.e. do not leave items in the gangway.
5. All operatives must wear suitable protective clothing relevant to their job, which includes eye, ear, foot and hand protection.
6. All operatives must wear hard hats when working beneath or near overhead working or if this is impracticable, restricting access in such areas.



29 - 30 September • Chicago

# **LABEL CONGRESS 2021**

[www.labelexpo.com/congress](http://www.labelexpo.com/congress)

7. Ensure safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
8. Ensure that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
9. Stacker trucks are not used by anyone other than fully trained personnel.
10. Disused fluorescent lights are placed in the trash bins in and around the halls, for safe and proper disposal.
11. Chemicals and flammable liquids are removed from the exhibition venue after use by the user or, in exceptional circumstances, brought to the attention of the venue-cleaning department for safe and proper disposal. Such products must not be placed in general trash bins or tips. **NO SMOKING** is permitted inside the exhibition halls.
12. Any work area is maintained free from general waste materials that could hazard operatives.
13. Only scaffolding incorporating standard safety features may be used and that any tower scaffold in use is properly stabilized and propped.
14. The Organizers' nominated contractor, RES, will carry out all electrical work within the Halls.
15. All materials used for construction or display be approved to Local Authority Standards.

## ***Key requirements for exhibitors***

Exhibitors must appoint a Safety Planning Supervisor to manage your on-site Health & Safety in conjunction with your stand (booth) planning and construction. This Supervisor will have specific responsibility for managing Health & Safety (including the provision of proper information & instruction, training, guarding & supervision of all parties concerned through the show) and be responsible for the undertaking of the steps below.

### ***1) HEALTH & SAFETY DECLARATION***

All exhibitors **MUST** complete and return this form, enclosed in this section of the manual, by the deadline given to indicate their commitment to Health & Safety at the exhibition.

### ***2) RISK ASSESSMENT***

Exhibitor constructing booths of more than 8 ft (2.4m) high **MUST** undertake a Risk Assessment prior to the exhibition, identifying the hazards present on-site and ways in which you will minimize and control these risks. If you are not employing the Official General Contractor (RES), you must also obtain copies of risk assessments from all your appointed contractors who undertake work on your stand.



29 - 30 September • Chicago

# **LABEL CONGRESS 2021**

[www.labelexpo.com/congress](http://www.labelexpo.com/congress)

## **HANGING SIGNS & BANNERS**

Hanging signs and banners are not permitted in the ballroom

## **INDEPENDENT CONTRACTORS – GUIDELINES**

If an exhibitor appoints a company other than Rosemont Exposition Services, Inc. to install and dismantle their exhibit they should read and complete the *Third-Party Billing Form* under the *RES General Information*, section 5.

Please also refer to “*Union Labor Guidelines*” in section 5.

It is advisable for independent contractors to read the exhibitor manual fully.

ALL contractors must be badged before being permitted access to the convention center. A link to register contractor personnel will be emailed in due course

## **INSURANCE**

Exhibitors are required to have general liability insurance to cover risks incurred while exhibiting at Label Congress 2021

Exhibitors are also required to provide a valid certificate of insurance to the organizer no later than 30 days prior to the expo. The certificate should name Tarsus Inc. as an additional insured and should evidence general liability coverage in the minimum amount of \$1,000,000 per claim occurrence, \$2,000,000 in the aggregate, for duration of the expo including the move-in and move-out dates.

Exhibitors are also advised to obtain insurance coverage for their exhibit and display materials while in transit to and from and for the duration of the expo.

Please send copies of your certificate of insurance to:

Rebecca Holister

Email: [help@labelexpo.com](mailto:help@labelexpo.com)

**If your company does not have a Public Liability Insurance or your coverage does not meet our regulations, we can issue a policy that is valid from 27<sup>th</sup> September – 1<sup>st</sup> October 2021**



29 - 30 September • Chicago

# **LABEL CONGRESS 2021**

[www.labelexpo.com/congress](http://www.labelexpo.com/congress)

- The cost of the policy is
  - **U\$350** for stands between 100sft – 400sqft
  - **U\$450** for stands bigger than 400sqft
- The insurance is available to exhibiting companies only; contractors must obtain their own insurance to the required level of cover.

Please note Exhibitors are only covered from the day payment is received.

**PAYMENT INSTRUCTIONS:** Please complete the credit card form and make sure you write your Stand Number along with the client name. Please return to Rebecca Holister [help@labelexpo.com](mailto:help@labelexpo.com) as soon as possible

**Providing an Insurance Certificate is compulsory for all exhibitors. We won't issue exhibitor badges to any companies who have not provided their insurance.**

The coverage must include the following:

**Public Liability:**

Standard Cover \$2,000,000 any one occurrence; Legal liability of the exhibitor to pay compensation, legal costs and expenses as a result of accidental death or injury to a third party or damage to their property at the venue

## **MACHINERY & EQUIPMENT**

Machinery is not permitted at the Label Congress due to weight restrictions in the ballroom and in the freight elevator. The maximum weight limit in booth is 600lbs

## **PARKING**

Parking for exhibitors is available at a special rate of \$40 per car/private van for all three show days and move-in and move-out days as required. Daily parking without a pass is \$15. Exhibitors are to claim their parking ticket at the garage and bring it into the RES Service Center for payment and their receipt.

## **PRODUCT GIVEAWAYS & HANDOUTS**

Offering or giving out any handouts such as literature, product samples or specialty materials shall only take place within the confines of the exhibitors' own booth.



29 - 30 September • Chicago

# **LABEL CONGRESS 2021**

[www.labelexpo.com/congress](http://www.labelexpo.com/congress)

## **SECURITY**

Show security will be on duty 24 hours a day from move-in to move-out. Exhibitors and attendees are always required to wear badges during show hours as these will be checked upon entry to the Convention Center.

However, show security cannot and should not be counted on to provide more than a presence to inhibit theft. The show hereby gives formal notice to exhibitors that the show and its management, its agents and its official vendors neither offer nor accept responsibility for exhibitors' property of any kind.

Label Congress recommends the following measures exhibitors may wish to take to further safeguard their property:

- 1) Never leave laptops or valuable merchandise unattended in the booth. Be especially careful during move-in and move-out periods.
- 2) Be sure that boxes and cartons cannot be mistaken for trash. Place trash bags in the aisle at the close of each show day.
- 3) Hire the services of a guard to provide exclusive presence in their booth overnight. Contact show organizer for details of approved security services that are available.

## **SMOKING POLICY**

Smoking is not permitted in the exhibit halls or meeting rooms.

## **STAFFING POLICY**

At least one representative of the exhibitor should be on duty in the booth during show hours.

## **STORAGE**

No packing cases or crates may remain in the Convention Center while the show is open to attendees. Rosemont Exposition Services Inc will, if required, arrange for the removal and return of such items.



29 - 30 September • Chicago

# **LABEL CONGRESS 2021**

[www.labelexpo.com/congress](http://www.labelexpo.com/congress)

## **UNION LABOR GUIDELINES**

Exhibitors are advised that union labor will be required for certain aspects of exhibit installation and handling. Please read the *Labor Union Guidelines*, under the *Utilities and Labor*, section 5.

## **VIDEO-TAPING, PHOTOGRAPHING & BROADCASTING**

Video-taping or sound recording during Label Congress for the purpose of commercial use, broadcasting or distribution to the general media is prohibited without the prior written consent of the organizer. Permission should also be obtained from individual exhibitors prior to the filming or photographing of their exhibit.