WorkTruckWeek® 2027

EXHIBITOR RULES AND REGULATIONS

Including display configurations and guidelines



MORE THAN A TRADE SHOW®

March 9–12 | Indiana Convention Center | Indianapolis, IN

Future Truck Summit March 9 | Educational sessions March 9–11

Work Truck Show exhibits March 10–12 | Ride & Drive March 10–11

Brought to you by

NTEA®
THE WORK TRUCK ASSOCIATION

ATTENTION EXHIBITOR

This document and the rules and regulations it contains are incorporated into your Application and Contract for Exhibit Space; your adherence is therefore binding.

Through a series of meetings with representatives of International Association for Exposition Managers, Exhibit Designers and Producers Association, Trade Show Exhibitors Association and Exhibition Service Contractors Association, a set of display limitations was developed. These guidelines give each Exhibitor the opportunity to make more effective use of its space without infringing on the rights of its neighbors.

Show management is based on the following tenet: "All Exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience." Trade Show Management must establish rules and regulations to make this possible while allowing flexibility within each exhibit. Remember: Trade Show Management wants each Exhibitor to be successful. The Exhibitor's responsibility can be summed up as: "Be a good neighbor."

With these thoughts in mind, please read carefully the Exhibitor Rules & Regulations* contained on the following pages. Contact NTEA Trade Show Management with questions at 248-489-7090.

All Work Truck Week exhibitors, sponsors and Ride & Drive participating companies and companies displaying vehicles must abide by the rules and requirements as contained in the 2027 Exhibitor Rules & Regulations (as applicable).

WorkTruckWeek® 2027

March 9–12 | Indiana Convention Center | Indianapolis, IN

Future Truck Summit March 9 | Educational sessions March 9–11

Work Truck Show exhibits March 10–12 | Ride & Drive March 10–11

Brought to you by

NTEA®

THE WORK TRUCK ASSOCIATION

RULES & REGULATIONS

1. ALCOHOL POLICY 4
2. DISPENSING OF FOOD AND/OR BEVERAGE (Convention Center Policy) 4
3. CANCELLATION OF TRADE SHOW 4
4. TRADE SHOW CONTRACTOR(S) 4
5. MOVE-IN & EXHIBIT INSTALLATION DEADLINES 4–5
6. EXHIBITS, REMOVAL 5
7. EXHIBITOR APPOINTED CONTRACTORS (EAC) (Convention Center and Trade Show Management Policy) 5
8. SPECIAL SERVICES & EQUIPMENT 5–6
9. RIGGING INFORMATION 6
10. SHIPMENT OF EXHIBITS 6–7
11. EXHIBITS, PLACING OF 7
12. MULTI-LEVEL/COVERED EXHIBITS 7
13. OUTSIDE EXHIBITS 7
14. TRANSPORTATION/FREIGHT VEHICLES 7
15. PACKING MATERIALS 7
16. TAXES 7
17. ASSIGNMENT & RELOCATION OF EXHIBITS 7
18. UNFORESEEN EXPENSES 8
19. PROTECTION OF THE PUBLIC 8
20. CARE & SAFETY OF BUILDING (Convention Center Policy) 8
21. CARE OF EXHIBIT SPACE & RELATIONS WITH OTHER EXHIBITORS 8
22. FACILITY RULES — FEDERAL, STATE & LOCAL LAWS 8–9
23. AUDIO/VISUAL EQUIPMENT 9
24 SOUND PRODUCING APPARATUS 9
25. PRODUCT DISPLAY LIGHTING 9
26. COPYRIGHTED MATERIALS 9
27. DEMONSTRATIONS 9
28. CATALOGS, SOUVENIRS, MODELS, ETC. 10
29. CEILING-SUPPORTED STRUCTURES, FIXTURES, LED WALLS, SIGNS & RIGGING 10
30. FLAMMABLE GASES, FLAMMABLE/ COMBUSTIBLE LIQUIDS, COMBUSTIBLE MATERIALS, OPEN FLAMES, HAZARDOUS MATERIALS (Convention Center Policy) 10–11
31. MOTORIZED DISPLAY VEHICLES (Convention Center Policy) 11
32. DISPLAY OF ELECTRIC VEHICLES 12
33. ELECTRICAL 12
34. BOOTH CARPET & FLOOR COVERING POLICY 12
35. PASSES FOR EXHIBITORS & THEIR PERSONNEL 12
36. BOOTH STAFFING 12
37. MINORS 12
38. CONSENT AND WAIVER: HEALTH SCREENING REQUIREMENTS 12
39. EXHIBITOR USE OF PHOTOGRAPHY & VIDEO 12
40. BADGE SCANNING 13
41. EXHIBITOR OBLIGATION TO DEFEND 13
42. LIABILITY, INDEMNIFICATION, INSURANCE AND REMEDIES 13 13–15
43. SMOKING 15
44. VERBAL AGREEMENTS 15
45. MATTERS NOT ADDRESSED BY CONTRACT 15
46. RECALLS 15
47. ENFORCEABILITY 15
48. DEFINITIONS 15

DISPLAY CONFIGURATIONS & GUIDELINES

A. STANDARD OR CORNER BOOTH 15
B-1. ISLAND BOOTH 16
B-2. ISLAND BOOTH (over 2,000 square feet) 17
C. SPLIT ISLAND BOOTH 18
D. CANOPIES & CEILINGS 19
E. CEILING-SUPPORTED STRUCTURES, FIXTURES, LED WALLS & SIGNS (Islands & Split Island Booths Only) 20
F. DEMONSTRATIONS 21

RULES & REGULATIONS

1. ALCOHOL POLICY

Dispensation of alcoholic beverages by Exhibitors, their agents, contractors or employees within their contracted exhibit space is prohibited by Trade Show Management.

The use or possession of alcoholic beverages by Exhibitor personnel, their agents, contractors and employees in the exhibit area(s) is prohibited during Show hours, as well as exhibit move-in, set-up, dismantle and move-out. Note one exception: Exhibitors may serve alcohol during their receptions on Show days (Wednesday, March 11 and Thursday, March 12) beginning at 4 p.m. (Refer to Section 2 for more information regarding dispensation of food and/or beverage.)

2. DISPENSING OF FOOD AND/OR BEVERAGE *(Convention Center Policy)*

All food and beverage, catering and concession operations, or any service requiring such commodities, are reserved exclusively for the Catering/Sodexo Live! (formerly Centerplate) department of Indiana Convention Center & Lucas Oil Stadium ("Indiana Convention Center"). To order food and/or beverage service in your booth, contact Sodexo Live! (formerly Centerplate) at 317-262-3500.

In no event may popcorn be dispensed from any booth on the Trade Show floor. Exhibitor shall not, and shall cause its agents, contractors and employees to not, bring any food and beverages, including bottled water, into Indiana Convention Center.

3. CANCELLATION OF TRADE SHOW

Exhibitor specifically understands and agrees that if, (in the sole and unreviewable opinion of Trade Show Management), it is not practical to carry out the in-person Trade Show for any reason (including, but not limited to, any embargo or regulation of any department or agency of the United States Government against the holding or carrying out of the in-person Trade Show, act of God, labor disturbance, unsatisfactory number of Exhibitors or other reason beyond the reasonable control of Trade Show Management), Trade Show Management has the right, at any time, to cancel or truncate the in-person Trade Show and/or terminate the Contract, in which event Exhibitor's sole remedy shall be the return of any payment (or in the case of a truncated in-person event, the return of a prorated portion thereof) made by the Exhibitor to Trade Show Management. The Exhibitor hereby expressly waives any and all claims of every kind and nature arising as a result of any such cancellation, truncation and/or termination, except for such amount as the Exhibitor has previously paid to Trade Show Management for exhibit space (or, in the case of a truncated event, such prorated amount).

4. TRADE SHOW CONTRACTOR(S)

As a necessary requirement of the Trade Show, Trade Show Management has selected an official trade show contractor for the Trade Show. Exhibitors must contract with the official trade show contractor for material handling and rigging (including without limitation, the move-in, positioning, placement and move-out of all exhibit materials) at Indiana Convention Center. Vacuuming and other carpet cleaning services must be performed by either a full-time employee of the exhibiting company or by the official service contractor. EACs are not allowed to perform floor and carpet cleaning services. For any other services for which the official trade show contractor is not the exclusive provider under the terms of the Contract, Exhibitors may contract with any other exhibitor-appointed contractor ("EAC") that is pre-qualified by Indiana Convention Center and satisfies the other requirements in Section 7 hereof.

5. MOVE-IN & EXHIBIT INSTALLATION DEADLINES

The official trade show contractor has the exclusive responsibility for maintaining the inbound and outbound traffic schedules at the Trade Show site. All Exhibitors, including local Exhibitors, shipping their exhibit materials via personal or company vehicles must receive authorization for all movements from the official trade show contractor prior to move-in.

By 3 p.m. on Tuesday, March 9, 2027, (1) Exhibitor must have delivered to Indiana Convention Center all items necessary for its exhibit, and (2) all such items must be completely installed, pursuant to the conditions set out herein, in the space assigned to the Exhibitor by Trade Show Management. Installation of aisle carpet will begin promptly at 3 p.m. on Tuesday, March 9, 2027. For booths larger than 300 square feet all crates must be marked for storage by 2 p.m., and no installation and dismantle work will be permitted outside of the contracted exhibit space after 3 p.m. on Tuesday, March 9, 2027. Exhibiting companies may be subject to financial penalties of up to $1,000 per half hour of time that work is performed outside of their contracted exhibit space and for work related to empty crates that are not properly labeled for storage prior to the 2 p.m. deadline. Move-in and set-up of exhibit materials received on or after the opening day of the Show must have prior approval by Trade Show Management (which approval may be withheld in its sole and unreviewable discretion). Minor exhibit touch-up is permitted on Wednesday, March 10, 2027, from 7:30–8:30 a.m.

Approximately five (5) months prior to the Show, Trade Show Management will issue a targeted booth move-in schedule based on equipment size and location

of exhibits in the exhibit hall. This targeted schedule includes Exhibitors with 300 square feet or more of exhibit space. In addition, if the Exhibitor's booth is less than 300 square feet, but includes the exhibition of heavy equipment and/or a vehicle, the Exhibitor MUST notify Trade Show Management so that a target time and date can be assigned. **Due to the Logistics of the Trade Show, if Trade Show Management does not receive notification of said equipment/vehicle(s), or if Exhibitor does not strictly adhere to the target schedule, Trade Show Management has the sole and unreviewable discretion to prohibit delivery of the equipment/vehicle(s) to the Exhibitor's booth. Regardless of booth size or type of exhibit, if the Exhibitor is assigned a targeted move-in date and time, Exhibitor shall adhere strictly to this target schedule. Exhibitors who do not have equipment/ vehicles in their booth at the targeted time may be subject to an "off-target" penalty of $1,000 per unit of equipment or vehicle.** Please note it is the responsibility of the Exhibitor to communicate this targeted booth move-in schedule to its EACs (if applicable) and no Exhibitor/EAC will be allowed access or to begin installation work on the Trade Show floor prior to their specific targeted move-in time. The Exhibitor will be solely responsible for all overtime, labor and material fees incurred in connection with the installation of its exhibit related to Exhibitor's failure to conduct its installation based on its targeted schedule.

Trade Show Management will not be responsible for the shipping, storage or set up of any property or materials of the Exhibitor. Trade Show Management and Indiana Convention Center shall not be liable for exhibits delivered to Indiana Convention Center's loading docks.

6. EXHIBITS, REMOVAL

All exhibits must be removed from Indiana Convention Center by 3 p.m. on Saturday, March 13, 2027. Exhibits will not be permitted to be removed from the building at any time after installation until after the closing of the Trade Show on Friday, March 12, 2027, unless written consent is obtained from Trade Show Management (which consent may be withheld in its sole and unreviewable discretion). If an Exhibitor attempts to remove any part of its exhibit prior to the official close of the Show, twelve (12) points will be deducted from the Exhibitor's accumulated priority point total. Exhibitors in violation will be notified by registered mail after the close of the Trade Show and provided their adjusted assignment point totals. Dismantling and removal of exhibits prior to close of the Show is expressly prohibited.

No exhibit property, boxes, crates or related material may be removed through any street entrance of Indiana Convention Center. Exhibitor may not remove any property used in its exhibit until it has fully paid all bills owed to the official trade show contractor, Trade Show Management and Indiana Convention Center. In the case of such failure to pay all bills, Trade Show Management and the official trade show contractor will have a lien upon such property, and may arrange for such property to be stored at the sole cost and expense of Exhibitor, and shall be entitled to all rights of a valid lien holder under applicable law.

Exhibitor understands and agrees that if its property is not removed by 5 p.m. on Saturday, March 13, 2027. the official trade show contractor may, at the Exhibitor's sole cost and expense, dismantle the property and either return the property COD, make arrangements to store the property and/or make arrangements to dispose of the property.

7. EXHIBITOR APPOINTED CONTRACTORS (EAC) *(Convention Center and Trade Show Management Policy)*

All EACs must be pre-qualified before providing any services at Indiana Convention Center. To see if Exhibitor's vendor has been prequalified, consult the Pre-Qualified Vendor Lists on icclos.com. If EAC is not on the Pre-Qualified Vendor List, and would like to be pre-qualified to provide services at Indiana Convention Center, email Pam James at pam.james@icclos.com (include "Pre-Qualified Vendor Request" in email subject line). In addition, each Exhibitor is responsible to ensure that it and/or its EACs (as applicable) have completed all appropriate forms and complied with all other requirements relating to EACs that are posted on worktruckweek.com. For questions regarding appropriate forms for EACs, please contact 317-262-3400.

Any EAC that has not provided Indiana Convention Center with a signed EAC Agreement or has not complied with the insurance requirements of the EAC Agreement may be banned from the Indiana Convention Center.

EAC's are required to keep all materials and equipment within their designated booth space. EAC's are not allowed service desks or storage areas on the show floor.

8. SPECIAL SERVICES & EQUIPMENT

The Exhibitor understands and acknowledges that it has the responsibility to arrange, at its sole cost, through Trade Show Management, Indiana Convention Center, the official trade show contractor, and one or more EACs, as applicable, for any special services and equipment required for its exhibit, including but not limited to teamsters, projectionists, public address systems and operators, booth/display area clean up, police guards, maids, porters, food or beverage costs, booth/display area carpeting, electrical consumption, decorations, telephone service, permits, licenses, signs, booth/display area furniture, electrical wiring, lights, material handling and any labor requirements. To aid the Exhibitor in obtaining such services, review the Exhibitor Services Manual, available on your Exhibitor Dashboard. Trade Show Management makes no guarantee that

requests for special services and equipment will be satisfied. It is recommended that these arrangements be made at least 90 days prior to the opening of the Show. The Exhibitor understands that all utility installations must be made through Indiana Convention Center and all food and beverage services must be arranged through Indiana Convention Center Catering/ Sodexo Live! (formerly Centerplate). (Refer to Section 2 for more information regarding dispensation of food a nd/or beverage.) Vacuuming and other carpet cleaning services must be performed by either a full-time employee of the exhibiting company or by the official service contractor. EACs are not allowed to perform floor and carpet cleaning services.

9. RIGGING INFORMATION

Exhibitor agrees that the official trade show contractor shall be the exclusive provider of rigging equipment and labor for rigging services for the Trade Show. Rigging equipment shall include all hanging points, chain motors, rigging hardware and lifts. “Rigging Services” shall be generally defined as the attaching, installing, assembling, dismantling and removing of equipment (including, without limitation, hardware) to the building structure, such as hoists, chain motors and all ceiling-supported structures, fixtures, LED walls and signs. Exhibitors are allowed to utilize their own truss, lighting and other audiovisual equipment, or the equipment of an EAC with the written approval of Trade Show Management (which approval may be withheld in its sole and unreviewable discretion). Assembly, installation and removal of such items will be considered “Rigging Services” and must be performed by the official trade show contractor. The use of any motorized equipment and lifts shall be exclusively contracted by the official trade show contractor. Forms and rates to order equipment (and labor) can be found in the Exhibitor Services Manual. Exhibitor agrees to comply with the following rules:

- Rigging must conform to all requirements in the Contract and all requirements of the Indiana Convention Center.
- All overhead ceiling-supported structures, fixtures, LED walls and signs must be assembled, attached, installed, dismantled and removed by the official trade show contractor.
- All ceiling-supported structures, fixtures, LED walls and signs are subject to on-site inspection from an ETCP certified rigger for structural integrity and safety. Any ceiling-supported structures, fixtures, LED walls, and signs that do not meet certified rigging criteria will not be installed until they meet accepted industry safety guidelines.
- Exhibitors and an EAC display company and/or an Install & Dismantle representative of Exhibitor may supervise, but will not be allowed to assemble, install or remove ceiling-supported structures, fixtures, LED walls and signs.
- All ceiling-supported structures, fixtures, LED walls and signs must be certified for structural integrity and safety in order to be approved for hanging by the official trade show contractor.
- Set up instructions must be provided to the official trade show contractor for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance.
- If any hang point supports more than 250 pounds, Exhibitor shall notify the official trade show contractor immediately and request special authorization.
- Ceiling-supported structures, fixtures, LED walls and signs must be installed no later than 5 p.m. on Monday, March 8, 2027
- Overhead hanging signs must be shipped in separate containers clearly identifying the shipment as a “HANGING SIGN” directly to the advance warehouse. This container must arrive between Feb. 5, 2027 and Feb. 26, 2027 (subject to change) to avoid surcharges. Labor for rigging, ceiling-supported structures, fixtures, LED walls and sign installation must be ordered in advance of the Trade Show through the official trade show contractor. Ceiling-supported structures, fixtures, LED walls and sign orders must include clear instructions and diagrams for placement of your ceiling-supported structure, fixture, LED wall or sign. For clarification or assistance with rigging, ceiling-supported structures, fixtures, LED walls and signs, please contact the official trade show contractor at 404-720-8600.

10. SHIPMENT OF EXHIBITS

All shipments by truck freight, rail motor freight or air freight must be prepaid by Exhibitor on a straight material handling agreement. Exhibitor shall cause the material handling agreements to show the number of pieces, weight classification, carrier, routing to Trade Show and delivering carrier. Shipments made in the Exhibitor’s own vehicles and not covered by material handling agreements must be accompanied by a delivery ticket showing number of pieces and weights. A copy of material handling agreements and notice of shipment or, if applicable, delivery tickets, must be received by the official trade show contractor prior to delivery. Shipments can be consigned to the official trade show contractor to be received, handled, stored and delivered by the official trade show contractor to the Convention Center at the rates listed in the Exhibitor Services Manual. The official trade show contractor will establish all labor rates in coordination and agreement

with Trade Show Management. Payment of all related charges is the sole obligation of the Exhibitor. The Exhibitor understands and agrees that Trade Show Management and Indiana Convention Center assume no liability and will not be held liable by the Exhibitor for the acts or omissions of the official trade show contractor or any other Trade Show contractor.

All shipped exhibit materials must be marked as directed in the Exhibitor Services Manual, and include the name and address of the Exhibitor and the number of the exhibit space.

11. EXHIBITS, PLACING OF

All Exhibitors must arrange with the official trade show contractor the move-in, positioning, placement and move-out of all display vehicles and other exhibit materials in Indiana Convention Center at Exhibitor's sole cost and expense. The official trade show contractor may decline to place any exhibit materials it determines (in its sole and non-reviewable discretion) are not of reasonable weight and bulk. Exhibit materials may be placed by the Exhibitor only if, in the sole and non-reviewable discretion of Trade Show Management, the Exhibitor is able, through insurance or otherwise, to cover potential liability arising from the movement, placement or conduct of the exhibit.

Without limiting the generality of the liability provisions in the Contract, Trade Show Management is not liable for loss, liability or claims resulting from the move-in, positioning, placement and move-out of exhibits or from the failure of any exhibit to fit within the dimensions and capacity of the loading entrance to the building, elevators and aisles, existing or as installed.

An Exhibitor is expressly prohibited from setting up or displaying its products and/or services in any space not assigned to it by Trade Show Management, including, but not limited to aisle space, public space, lobby, parking lot, loading dock, meeting rooms or restaurants.

The Exhibitor must place and maintain its display materials within the parameters set forth in the Contract. Trade Show Management will strictly enforce these parameters.

Exhibitor is required to carpet, or to provide other suitable floor covering for, its entire contracted exhibit space. Show Management reserves the right to "force carpet" in any exhibit space after 3 p.m. on Tuesday, March 9, 2027.

Exhibits (including, without limitation, displays and demonstrations) shall not be installed in such a manner as to interfere in any way with access to required exits or exit signs, nor shall any exhibit block fire equipment.

12. MULTI-LEVEL/COVERED EXHIBITS

If Exhibitor is displaying a multi-level or covered exhibit, it is required to contact Trade Show Management directly for more information and requirements.

13. OUTSIDE EXHIBITS

Exhibits and/or the distribution of any type of promotional material or similar activities are prohibited anywhere on Indiana Convention Center property that is outside the exhibit hall, except if provided pursuant to a sponsorship contract. All such exhibits (including, without limitation, displays and demonstrations) will be removed or terminated at Exhibitor's sole cost and expense.

14. TRANSPORTATION/FREIGHT VEHICLES

Transportation or freight vehicles must be parked in parking areas designated for such purpose by the official trade show contractor, Trade Show Management and Indiana Convention Center. Parking on the loading docks or inside the building (except for loading and unloading) is prohibited; violators' vehicles will be towed at owners' expense.

15. PACKING MATERIALS

Removal from, storage and return to Indiana Convention Center of crates, boxes and other packing materials will be performed by the official trade show contractor at the Exhibitor's sole cost and expense. Exhibitors must have their packing materials (labeled "EMPTY") ready for removal and storage during the trade show by 2 p.m. on Tuesday, March 9, 2027.

16. TAXES

Exhibitor shall be responsible for the payment of all applicable sales taxes in connection with the Trade Show, and for payroll, earnings, withholding, unemployment, Social Security, Medicare and similar taxes levied by any federal, state, county, or city taxing authority based upon wages paid to any employee, contractor, subcontractor, or other person or entity performing work in the State of Indiana on behalf of the Exhibitor in conjunction with the Trade Show.

17. ASSIGNMENT & RELOCATION OF EXHIBITS

The Exhibitor understands and agrees that Trade Show Management has sole and non-reviewable discretion as to assignment and relocation of exhibit space. Trade Show Management is under no obligation to assign the Exhibitor the space requested by the Exhibitor.

Trade Show Management reserves the right to reassign space at any time (and without any fault of the Exhibitor) if in the sole and non-reviewable discretion of Trade Show Management such reassignment is deemed in the best interest of the Trade Show (including without limitation for safety and logistical purposes). Before exercising such discretion, Trade Show Management will consult with the Exhibitor, to the extent reasonably possible.

The Exhibitor understands and agrees that Trade Show Management also may, at the sole and

non-reviewable discretion of Trade Show Management, revise the Trade Show floor plan and/or renumber the Exhibitor's space at any time (and without any fault of the Exhibitor).

18. UNFORESEEN EXPENSES

Trade Show Management is not liable for any unforeseen expenses incurred by the Exhibitor due to (a) the Rules and Regulations and/or the Other Rules, (b) the lease agreement between Trade Show Management and Indiana Convention Center, (c) Trade Show Management's agreement with a Trade Show contractor, and/or (d) any and all agreements between Exhibitor and its employees, representatives, agents and contractors (including, without limitation, an EAC), as such agreements apply to the Trade Show.

19. PROTECTION OF THE PUBLIC

The Exhibitor agrees to take all precautions necessary to protect all people from injury and death, and from loss or damage to property, related to machinery, apparatuses, vehicles or other potentially dangerous items that are for the benefit of Exhibitor with respect to the Trade Show.

20. CARE & SAFETY OF BUILDING

(Convention Center Policy)

a. Decorations, signs, banners and similar items may not be taped, nailed, drilled, tacked, stapled or otherwise fastened to ceilings, windows, walls, floors, doors, fixtures, painted surfaces or columns.

b. No holes may be drilled, cored or punched in Indiana Convention Center.

c. No adhesive-backed (stick-on) decals, badges or similar items may be distributed or used in Indiana Convention Center.

d. No sample food and/or beverage products may be distributed by exhibition sponsoring organizations and/or Exhibitors EXCEPT UPON WRITTEN AUTHORIZATION of Indiana Convention Center's exclusive catering contractor, Sodexo Live! (formerly Centerplate).

e. Parking in loading dock and service drives and Indiana Convention Center employee parking area, except for loading and unloading, is prohibited. Violators will be towed at their own expense and risk.

f. All freight and exhibit material must enter Indiana Convention Center through designated loading docks. In no case should passenger elevators, escalators or public lobbies be used for this purpose.

g. Exhibitor shall strictly comply with all fire, safety and building regulations. Particular attention should be paid to the prohibition of propane, acetylene and other flammable materials.

h. Exhibitor is responsible for the removal of all materials at the conclusion of the Trade Show.

i. Animals are not allowed in the facility unless they are Service Animals (recognized as such under titles II and III of the ADA).

j. Stickers, glitter and confetti are not permitted in Indiana Convention Center. Helium tanks and helium balloons are not permitted in Indiana Convention Center.

k. Spray painting, touch-up painting or use of cleaning materials (i.e., ArmorAll) on equipment may be done only after the Exhibitor has provided adequate protection for surrounding surfaces. Exhibitors that fail to provide the protection are billed at a rate to be determined at the time of cleaning. A one-hour minimum will be charged. Absolutely no painting will be permitted in any carpeted area of Indiana Convention Center.

l. Due to government restrictions, the use of any drones, remote controlled aerial devices, or anything of the like, are strictly prohibited.

21. CARE OF EXHIBIT SPACE & RELATIONS WITH OTHER EXHIBITORS

The Exhibitor will care for and keep in good order its exhibit space. If such space or other space on the Trade Show premises is damaged by the acts or omissions of the Exhibitor, or its agents, representatives, employees, contractors, patrons or guests, the Exhibitor on demand must pay such sum as necessary to restore said space to the same condition it was in when first occupied by the Exhibitor.

Exhibitor shall be (and shall be responsible for ensuring its agents, representatives, employees, contractors and invitees are) considerate and professional in all interactions with other exhibitors (and their respective employees, representatives, agents, contractors and invitees) and exhibits. If Trade Show Management determines (in its sole and non-reviewable discretion) that an exhibit or any part thereof is offensive or inappropriate, or otherwise is not compatible with the spirit and character of NTEA or its Trade Show, it shall have the right to require that the exhibit (or a portion thereof) be modified or dismantled and removed. If Trade Show Management determines (in its sole and non-reviewable discretion) that one or more of an exhibitor's employees, representatives, agents, contractors or invitees are acting in an offensive or inappropriate manner, Trade Show Management shall have the right to remove the offending party from the Trade Show.

22. FACILITY RULES — FEDERAL, STATE & LOCAL LAWS

At Exhibitor's sole cost and expense, Exhibitor shall, and cause each Exhibitor Party to, comply with (a) all

Laws (including without limitation, all applicable fire regulations, music licensing regulations and Marion County Board of Health regulations), and (b) all applicable requirements, conditions, rules, orders, and policies of the Indiana Convention Center (including without limitation, building/catering rules and labor/union policies), the Indiana Convention Center's insurance carrier, and fire departments. In addition, Exhibitor agrees to obtain, at its own cost and expense, any necessary permits, licenses, additional insurance or equipment required for the particular exhibit (including without limitation, displays) of the Exhibitor. The Exhibitor agrees that failure to comply with any such rules, orders, regulations or requirements may result in the modification or closure and removal of its exhibit by Trade Show Management, and the Exhibitor hereby waives any claims of any kind or nature against Trade Show Management, the official trade show contractor or Indiana Convention Center arising as a result of such modification or closure and removal.

23. AUDIO/VISUAL EQUIPMENT

Audio/video equipment, slide projectors, tape recorders or other equipment that Exhibitor possesses or uses in connection with its exhibit must be self-contained, fireproof, acceptable to the Underwriters Laboratories, Inc. (UL) and the Indiana Fire Department, and safe in every respect. The sound must be kept at a volume not to exceed that of normal conversation. Such equipment must not interfere with neighboring exhibitors and must not exceed the height limitations of the exhibit space. The audio/visual presentation must be devoted exclusively to the business of the Exhibitor. The operator, equipment and audience must be in the exhibit space and not in the aisle. Any and all audio/visual equipment or LED walls suspended from the ceiling must conform to the same trim heights of ceiling-supported structures, fixtures and signs.

24. SOUND PRODUCING APPARATUS

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at osha.gov for more information.) Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. No Exhibitor may show any object or apparatus in operation if the same is noisy or objectionable in the sole and non-reviewable judgment of Trade Show Management. Refer also to Section F of these Rules and Regulations for additional information and requirements regarding Demonstrations.

25. PRODUCT DISPLAY LIGHTING

Exhibitors must adhere to the following guidelines when determining booth lighting:

- Lighting should not project onto other exhibits, exhibition aisles or facility walls. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobes lights that can trigger photosensitive epilepsy must be receive written approval of Trade Show Management (which approval may be withheld in its sole and unreviewable discretion).
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

If Trade Show Management determines (in its sole and non-reviewable discretion) that any display lighting products pose a safety concern or unreasonably distract other exhibitors or attendees, Exhibitor shall promptly remove such lighting products.

26. COPYRIGHTED MATERIALS

Each Exhibitor is responsible for obtaining all necessary licenses and permits, and to pay any and all royalties or other payments, to use music, photographs or other copyrighted or trademarked items in the Exhibitor's booth. No Exhibitor will be permitted to play, broadcast or have performed any music or use any copyrighted or trademarked material without the appropriate license or permit, if applicable. Exhibitor acknowledges that Trade Show Management will not arbitrate disputes between Exhibitor and another party or entity regarding whether an item is subject to copyright or trademark protection, but will use reasonable efforts to enforce any valid and applicable court injunction that is presented to Trade Show Management with respect to an unlawful use of copyrighted or trademarked items at the Trade Show. Exhibitor agrees that, in no event, shall Trade Show Management be liable for the unlawful use by a person or entity at the Trade Show of items protected by copyright or trademark.

27. DEMONSTRATIONS

An Exhibitor may not conduct demonstrations near the aisle line of exhibits. Should spectators to an exhibit interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits on either side or across the aisle, Trade Show Management may (in its sole and non-reviewable discretion) require the Exhibitor to limit, modify or eliminate the presentation. Please refer to Section F of these Rules and Regulations for more detailed requirements regarding demonstrations.

28. CATALOGS, SOUVENIRS, MODELS, ETC.

No catalog, advertising, or printed or non-printed matter, which, in the sole and non-reviewable determination of Trade Show Management, is inappropriate, may be distributed. Approved professional models may be used to distribute information, but they (and all other Exhibitor personnel) must be appropriately dressed (in the sole and non-reviewable determination of Trade Show Management) and may only distribute information within the confines of the Exhibitor's own contracted exhibit area. **Each Exhibitor planning to use professional models in the Trade Show must advise Trade Show Management of that fact 90 days in advance, and may use models only in accordance with the prior written approval of Trade Show Management.**

All promotional material must be distributed from within the confines of the Exhibitor's own contracted exhibit area. Handout material must be stored neatly within the booth. No storage is allowed behind booths or near electrical service. Signs or other material regarding hospitality suites or other promotional activities are not permitted.

29. CEILING-SUPPORTED STRUCTURES, FIXTURES, LED WALLS, SIGNS & RIGGING

Exhibitor shall not display or hang ceiling-supported structures, fixtures, LED walls or signs on any standard or corner booths. Exhibitors with Island and Split Island Booths may hang ceiling-supported structures, fixtures, LED walls and signs at a maximum height of 25'0", excluding those areas of the floor where the ceiling height differential will not permit. Ceiling-supported structures, fixtures, LED walls and signs must be a minimum of 14'0" off the ground. Please note, this maximum height is only applicable to ceiling-supported structures, fixtures, LED walls and signs (including electronic signage) and does not apply to truss or lighting used by Exhibitors. Maximum height of truss or lighting units, regardless of booth type, must be pre-approved by the official trade show contractor. All equipment, regardless of booth type, must stay within the boundaries of the Exhibitor's assigned space and may not extend into any aisle or common area without prior approval from Trade Show Management.

Any items to be hung from the ceiling must be submitted for approval to the official trade show contractor and Trade Show Management by Feb. 5, 2027 (which approval may be withheld in the sole and unreviewable discretion of the official trade show contractor or Trade Show Management). The request for approval shall include the official trade show contractor Structural Integrity Form and a detailed description and plans regarding the items to be hung. If approved by the official trade show contractor and Trade Show Management, the Exhibitor will be so notified and the item may be hung at the Exhibitor's sole cost and expense.

RIGGING

For information related to rigging equipment and services, see Section 9 of the Rules & Regulations.

30. FLAMMABLE GASES, FLAMMABLE/ COMBUSTIBLE LIQUIDS, COMBUSTIBLE MATERIALS, OPEN FLAMES, HAZARDOUS MATERIALS

(Convention Center Policy)

For safety, all Exhibitors must comply as follows.

Exhibitor must comply with all federal, state and municipal codes that apply to places or buildings of public assembly. Article 25 of the Municipal Code (available at the Indianapolis Fire Department Fire Prevention Bureau) shall become a part of any and all contract documents, whether implied or not.

Nothing is permitted to block fire-fighting or other emergency equipment. This includes fire hose and extinguisher cabinets and fire pull boxes. Aisles and fire doors must be kept free for use.

Electrical equipment must be Underwriters Laboratories (UL) approved. Gas-operated equipment must be approved by the American Gas Association.

Flammable gas storage tanks are not permitted in Indiana Convention Center. If vehicles or equipment have such tanks, full or empty, they must be removed and placed outside the facility.

In accordance with National Fire Protection codes, open gas cans, gas, oil, propane, butane, helium or other gases may not be brought into the exhibit area. The use of any open flame is not allowed. Small tanks for soldering purposes are allowed with approval by Indiana Convention Center Event Coordinator. The Indiana Convention Center Event Coordinator must be notified in advance.

Hazardous materials are prohibited, including compressed flammable gases (e.g., acetylene, hydrogen and propane). Please note, there is an existing exemption in place between Trade Show Management and Indiana Convention Center as long as certain restrictions are met (see Section 31 of the Rules & Regulations).

Helium gas is not allowed inside Indiana Convention

Center, nor is storage of compressed gases permitted. Helium tanks and helium balloons are not permitted in the facility. Neon tubing and devices may be utilized only if a strict protection criterion is followed, the Exhibitor notifies Trade Show Management at least 30 days in advance of the Trade Show and receives prior approval from Trade Show Management.

All buntings, curtains, table skirts, drapes and decorations must be made of noncombustible materials. No combustible materials, merchandise or signs shall be attached to, hung from or draped over side- and rear-divider draperies of booths (whether or not such divider draperies are flame-proofed) or attached to non-flamed-proofed table skirting facing aisles.

All packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage.

No one shall be allowed to store, sell or bring into the Indiana Convention Center any substance of an explosive nature such as fireworks or Class B or Class A explosives.

Smoke or fog machines must be water-based and have prior approval from Indiana Convention Center Event Coordinator and Trade Show Management.

Straw, chips and any other flammable material may be used for display purposes only if they are fireproofed. Plastic must be placed on the floor before the material is used. Material must be contained to prevent spreading beyond the plastic area.

Questions or requests for Trade Show Management approval regarding the provisions in this section should be directed to Michelle Kubitz, NTEA senior director of events, at 248-479-8192 or michellek@ntea.com.

31. MOTORIZED DISPLAY VEHICLES

(Convention Center Policy)

Motorized vehicles including, but not limited to, automobiles, trucks, boats, tractors, machinery and any other vehicles utilizing flammable fuels shall adhere to the following rules and requirements:

a. The maximum amount of gasoline permitted to remain in the tank is ¼ tank or 5 gallons (whichever is the least).

b. All fuel and storage tank openings and caps must be locked, taped or sealed and approved by the State of Indiana Fire Marshal and the Indianapolis Fire Department.

c. All battery connections must be removed from the battery upon termination of the move-in through commencement of the move-out. Battery cables/ connecting leads must be wrapped with electrical tape to avoid any chance of sparks.

d. Fueling and de-fueling of vehicles must be done outside of Indiana Convention Center. Fuel should be removed with the appropriate safety equipment and may never be “dumped” on Indiana Convention Center property.

e. Except to the extent set forth in Section 31 m., (i) all Liquid Propane (LP) gas tanks must be removed from trailers, mobile homes and any other vehicles using LP, and (ii) no LP tanks, empty or full, are allowed in Indiana Convention Center.

f. Any act involving movement of a vehicle using its fuel as a propellant, or any act involving use of the electrical system to demonstrate parts of the vehicle during a Show is prohibited without prior written approval of the State of Indiana Fire Marshal, the Indianapolis Fire Department and Indiana Convention Center Event Coordinator.

g. When movement of a vehicle is necessary as part of a demonstration, explicit details must be submitted to the Indianapolis Fire Department and Indiana Convention Center Event Coordinator in writing at least seven (7) days prior to the move-in date. Demonstrations may not be held without prior approval by the State of Indiana Fire Marshal, the Indianapolis Fire Department and Indiana Convention Center.

h. Equipment must be operated and installed by, or under the supervision of, a competent operator to ensure the personal protection of the viewers and demonstrators, as well as the protection of materials and the Indiana Convention Center itself.

i. Demonstrations may not interfere with the egress of people during an emergency.

j. Any exhibit that produces fumes must have prior written approval by Indiana Convention Center Event Coordinator and Trade Show Management.

k. Display vehicles cannot be moved during Trade Show hours.

l. Vehicles should have plastic or visqueen in place under motor and drivetrain components when placed on a carpeted area outside of the Exhibitor’s contracted exhibit space (i.e., common areas such as hallways, registration areas, ballrooms, etc).

m. In addition to the requirements and conditions set forth in this Section 31, any Exhibitor that is displaying vehicles or systems powered by natural gas, hydrogen, propane or CNG must adhere to the following requirements:

- Batteries on the vehicles are disconnected and taped to prevent contact with battery terminal.
- Fuel in tanks does not exceed ¼ tank or 5 gallons (whichever is least).
- Individual tank isolation/shut-off valves must be closed once the vehicle has been positioned, and the engine must be operational until all remaining fuel has been expended (usually evidenced by the engine stopping).

- Fuel tanks and fill openings are closed and sealed (with duct tape or similar) to prevent tampering.
- Vehicles or other motor craft equipment are not fueled or defueled within the building.
- Vehicles or other motor craft equipment will have appropriate CNG identification decals as required.

Approval and any questions regarding compliance with these requirements should be directed to Michelle Kubitz, NTEA senior director of events, at 248-479-8192 or michellek@ntea.com. She will help coordinate and facilitate any requests.

32. DISPLAY OF ELECTRIC VEHICLES

For electric vehicles utilized for display or demonstration purposes, the vehicle's powertrain must be rendered "non-operational" by means of an override switch or similar lock-out mechanism. The display vehicle's lights, monitors, and other small display features may be operated utilizing the internal battery systems as long as the powertrain has been rendered "non-operational". Any required electrical cords for connections must be sourced from the Indiana Convention Center's utility department and must be run underneath the carpeting within the display space.

Any electric vehicle used for display purposes, whose powertrain is unable to be rendered "non-operational" by means of an override switch or similar lock-out mechanism, shall be de-energized by removing the battery or by disconnecting the battery cables and covering them with electrical tape, upon the termination of the move-in until the commencement of the move-out.

All exhibits displaying electric vehicles must have an ABC Fire Extinguisher (10-pound minimum) within the space containing the vehicle and the vehicles must be locked each evening.

33. ELECTRICAL

Electrical wiring must be properly sized to handle demand, and all extension cords must be UL listed, labeled and appropriately sized. Electrical cords cannot be placed in aisles and connections must be accessible and free from debris and storage materials. Excessive use of extension cords, as determined in the sole and non-reviewable discretion of Indiana Convention Center and Trade Show Management, is discouraged and shall require Exhibitor to obtain the approval of Indiana Convention Center and Trade Show Management prior to use. Electrical Order Forms will be included in the Exhibitor Services Manual. If no prior approval is sought and Indiana Convention Center determines that Exhibitor is excessively using extension cords, the Exhibitor may be required to cease such use of extension cords.

34. BOOTH CARPET & FLOOR COVERING POLICY

The Exhibitor shall provide carpet or other suitable floor covering for its entire exhibit space during all exhibit hours. Exhibitors are responsible for removal and disposal of all floor coverings at the close of the event. Any floor coverings or carpet remaining in the booth will be removed by the official trade show contractor, and the Exhibitor will be subject to a labor and disposal fee.

35. PASSES FOR EXHIBITORS & THEIR PERSONNEL

Trade Show Management, upon proper registration, will furnish appropriate badges/identifications to Exhibitors, their agents and employees. All Exhibitor staff, including move in/move out and setup/dismantle staff, must wear proper badge identification at all times in the exhibit hall.

36. BOOTH STAFFING

Exhibitors are required to have their exhibit space staffed by at least one appropriately registered company representative during all Trade Show hours.

37. MINORS

Minors (persons under the age of 18) are not allowed access to the exhibit hall and loading dock area during move in, setup, dismantle or move out hours.

38. CONSENT AND WAIVER: HEALTH SCREENING REQUIREMENTS

In order to enter the Trade Show (and related activities), at the discretion of Trade Show Management, Exhibitor consents to Trade Show Management requiring Exhibitor to provide vaccine records, negative test results for one or more communicable diseases, and/or answers to questions about Exhibitor's current health related to symptoms, exposure, and diagnosis of one or more communicable diseases ("Event Access Health Screening Requirements"), and Exhibitor agrees that Trade Show Management may use the information collected by the Event Access Health Screening Requirements to make determinations as to whether Exhibitor will be granted access to the Trade Show (and related activities). Exhibitor holds harmless, indemnifies, and covenants not to sue Released Parties in connection with Claims, and waives all Claims against Released Parties, related to the Event Access Health Screening Requirements, including but not limited to

Claims related to invasion of privacy or disclosure of confidential information, even if Claims arise from the negligence of a Released Party.

39. EXHIBITOR USE OF PHOTOGRAPHY & VIDEO

To protect the privacy of intellectual property, still and video cameras may be used only after stating your purpose and acquiring permission from each affected Exhibitor or attendee. Failure to comply may result in confiscation of credentials, video and images and/or being asked to leave the premises.

40. BADGE SCANNING

Badge scanning is limited to Exhibitor's assigned booth space or private event. Badge scanning may not extend into any common area or meeting room without written approval of Trade Show Management (which approval may be withheld in its sole and unreviewable discretion).

41. EXHIBITOR OBLIGATION TO DEFEND

Upon written notice from Trade Show Management, Exhibitor agrees to assume and control the defense of any Claim brought against one or more Released Parties for which Exhibitor has an obligation to indemnify and hold harmless; provided that, the Released Party shall retain the right to participate in the defense of the Claim at its sole cost and expense. Exhibitor shall not settle or compromise a Claim against a Released Party, or consent to entry of judgment, if such compromise, settlement or consent (1) does not include as an unconditional term thereof a release by the claimant or plaintiff of all liability of the Released Party related to such Claim, or (2) obligates a Released Party prospectively to take certain actions or to refrain from taking certain actions. If Exhibitor fails to acknowledge in writing its indemnification obligations (including its obligation to defend) with respect to a Claim within thirty (30) days after the Indemnitee has delivered notice of such Claim, the Released Party shall have the right to undertake the defense, settlement or compromise of such Claim on behalf of, and at the sole cost and expense of, the Exhibitor.

42. LIABILITY, INDEMNIFICATION, INSURANCE AND REMEDIES

- It is agreed that Exhibitor is participating in the Trade Show at its sole risk. Exhibitor hereby expressly indemnifies and holds harmless and covenants not to sue Trade Show Management, the Indiana Convention Center, and/or their respective agents, representatives, officers, directors, employees, or members (collectively, "Released Parties") in connection with claims, liabilities, damages, losses, costs, and expenses (including without limitation, reasonable attorneys' fees, fines, and penalties), and/or causes of action (collectively, "Claims"), and waives all Claims against Released Parties, relating to the preparation or participation of the Exhibitor, or the contractors, subcontractors, agents, representatives, employees, patrons, or guests of Exhibitor (each, an "Exhibitor Party"), for or at the Trade Show, including Claims for personal injury, death, illness (contracting, exposing or spreading), and property damage and loss, even if such Claims are caused by the negligence of a Released Party.
- Without limiting the generality of the foregoing, Exhibitor understands and agrees that it (A) hereby waives any Claim against Trade Show Management arising out of or related to (x) the exercise by Trade Show Management of any of its rights or remedies under the Contract, including without limitation, the refusal to allow Exhibitor to take possession of the exhibit space, the modification of an exhibit or closure or removal of an exhibit, (y) an act or omission of one or more Exhibitor Parties (including without limitation the official trade contractor or any EAC), and/or (z) an act or omission of the Indiana Convention Center or any of its agents, representatives, contractors, or employees ("Convention Center Parties"), including without limitation any act or omission under (y) or (z) that results in Trade Show Management's failure to comply with the terms and provisions of the Contract, and (B) hereby indemnifies and holds harmless Trade Show Management and the Indiana Convention Center (and the other Released Parties) from all Claims that arise from or relate to (i) the violation by Exhibitor or an Exhibitor Party of any applicable laws, rules, regulations, policies, conditions, orders or requirements of any federal, state and local authorities (together, "Laws"); (ii) the failure of Exhibitor or an Exhibitor Party to comply with the terms (and conditions of the Contract, and any amendments or supplements thereto, as described in Section B.6 hereof); (iii) the failure of Exhibitor or an Exhibitor Party to comply with applicable policies, conditions, rules or requirements of the Indiana Convention Center (including without limitation, building/catering policies and labor/union policies), fire departments, or any contractor or subcontractor working for or on behalf of Exhibitor; (iv) Recordations, as described in the last bullet point of this Section; and/or (v) any claims against Trade Show Management or the Indiana

Convention Center asserted by one or more Exhibitor Parties that, if asserted by Exhibitor itself, would be waived by Exhibitor under the terms of the Contract.

- Notwithstanding any indemnification obligation of Exhibitor in the Contract to the contrary, Exhibitor shall have no indemnification obligation to a Released Party to the extent the Claim is proximately caused by (A) such Released Party's gross negligence or willful misconduct, or (B) if Trade Show Management is the Released Party, a material breach of one or more of Trade Show Management's express obligations under the Contract that is not the result of an act or omission of a Convention Center Party, or Exhibitor Party.
- Upon written notice from Trade Show Management, Exhibitor agrees to assume and control the defense of any Claim brought against one or more Released Parties for which Exhibitor has an obligation to indemnify and hold harmless, in accordance with and subject to, the terms of Section 41 of the Rules and Regulations.
- Each Exhibitor must, at its sole cost and expense, procure and maintain, from the arrival of Exhibitor (or an Exhibitor Party, whichever occurs first), at the Indiana Convention Center in connection with its preparation or participation in the Trade Show through the departure of Exhibitor (or an Exhibitor Party, whichever occurs later), from the Indiana Convention Center at the conclusion of the Trade Show, one or more insurance policies from an insurance carrier with a current Best's Guide Rating of B++ and Class VI or better, and authorized to do business in the State of Indiana, that satisfies the following requirements:

a. Employer's Liability insurance that provides at least $500,000 in coverage, and Workers Compensation insurance that complies with the minimum requirements of the State of Indiana.

b. Comprehensive General Liability Insurance that contains broad form contractual liability with a combined single limit of at least $1,000,000 each occurrence and an aggregate limit of at least $2,000,000.

c. Automobile Liability insurance that includes all owned, non-owned and hired vehicles with limits of $1,000,000 bodily injury and $1,000,000 property damage liability.

d. Umbrella or Excess Liability insurance that contains an additional $1,000,000 coverage to apply, in excess, of Commercial General Liability, Employer's Liability, and Automobile Liability policies, which Umbrella/Excess Liability shall follow form and in no event be less than the amount otherwise carried by Exhibitor.

With respect to each of the policy(ies) described above in (a) through (d), the policies shall (1) be primary and non-contributing with respect to any insurance carried by Trade Show Management, the Indiana Convention Center and the official trade show contractor; (2) not include a deductible or self-insured retention in an amount greater than $25,000; and (3) include a waiver of subrogation in favor of Trade Show Management, the Indiana Convention Center and the official trade show contractor. With respect to each of the policy(ies) described above in (b), (c) and (d), the policies must contain an additional insured endorsement in favor of Trade Show Management, the Indiana Convention Center and the official trade show contractor (and their respective officers, directors, agents, and employees). The policy limits described above in (a) through (d) of such insurance does not in any way limit the potential liability of Exhibitor for damages. Each Exhibitor shall be responsible for ensuring that all Exhibitor Parties performing work in the State of Indiana on behalf of the Exhibitor in connection with the Trade Show, either are covered by Exhibitor's insurance or are otherwise covered by insurance policy(ies) that satisfy the above requirements. Exhibitor shall provide Trade Show Management with certificate(s) of insurance evidencing Exhibitor's obtainment of the insurance coverage required by the Contract. Acceptance by Trade Show Management of any such certificates that do not comply with the requirements set forth above or Trade Show Management's failure to require Exhibitor to provide such certificates shall not operate as a waiver of Exhibitor's obligations to comply with the above insurance requirements.

- Trade Show Management makes no representations or warranties, express or implied, with respect to the quality or nature of the services, actions or resources provided in connection with the Trade Show by Trade Show Management, the Indiana Convention Center, the official trade show contractor or any EAC (or other contractor), including without

limitation, any representation or warranty as to the merchantability and fitness for a particular purpose with respect to such services, actions or resources.

- If Exhibitor (or any Exhibitor Party) fails to comply with any terms or conditions (including without limitation, the payment terms) in the Contract, Trade Show Management may, in its sole and non-reviewable discretion and without any refund to Exhibitor, (A) refuse delivery and access for set up of any exhibit, (including any display or demonstration), in whole or in part, (B) refuse to allow the Exhibitor to take possession of the exhibit space and/or (C) arrange for the relocation, dismantling, removal and/or termination of an exhibit (including any display or demonstration) and any other activities occurring in the exhibit space, in whole or in part, which actions in (A) through (C) by Trade Show Management shall be at the sole cost and expense of Exhibitor. All remedies identified in the Contract are in addition to any other remedies available at law or in equity.
- Exhibitor consents, and shall cause the Exhibitor Parties to consent, to Trade Show Management taking and using photography, video and audio recordings, and other methods of recordation, and derivative works thereof (collectively, "Recordations"), of Exhibitor and Exhibitor Parties and the property of Exhibitor and Exhibitor Parties, including for marketing and promotional purposes. Exhibitor holds harmless, indemnifies, and covenants not to sue Released Parties in connection with Claims, and waives all Claims against Released Parties, related to the use of Recordations (or the failure to be compensated for such use) by Trade Show Management or any other individual or entity.

43. SMOKING

Smoking is prohibited in all areas of Indiana Convention Center. This includes vaping and e-cigarette devices.

44. VERBAL AGREEMENTS

Trade Show Management will not be bound to any verbal agreements, representations or statements made between Trade Show Management and an Exhibitor or its representative, unless confirmed and signed in writing by Trade Show Management.

45. MATTERS NOT ADDRESSED BY CONTRACT

The Exhibitor understands and agrees that any matters not expressly addressed in the Contract with respect to an issue, question or dispute that arises, will be decided in the sole and non-reviewable judgment of Trade Show Management through its President & CEO, and such decision will be binding upon the Exhibitor. The Exhibitor hereby waives any and all claims against Trade Show Management based on or resulting from such decisions.

46. RECALLS

No vehicle, equipment or component that is subject to a recall, whether voluntary or mandatory, may be displayed at the Trade Show or be brought into the Indiana Convention Center, unless all the issues triggering the recall have been fully remedied.

47. ENFORCEABILITY

In the event any provision of the Contract is declared to exceed the limit of validity prescribed by applicable law, then Exhibitor and Trade Show Management agree that such provision shall be modified or amended to be legally enforceable and to effect an equitable adjustment that is as near as possible to its original intent (based on the language of the Contract) and effect. If the foregoing sentence cannot be given effect under applicable law, and if a provision of the Contract operates or would operate prospectively to invalidate any portion of the Contract, in whole or in part, then such provision only shall be held ineffective, as though not contained in the Contract, and the remainder of the Contract shall remain operative and in full force and effect.

48. DEFINITIONS

All capitalized terms not defined in these Rules and Regulations shall have the meaning ascribed to the term in the Application & Contract for Exhibit Space. The term "contractor" shall include all subcontractors, if any.

Display Configurations & Guidelines (Sections A through F)

A. STANDARD OR CORNER BOOTH

IMPORTANT

Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and utility service at rear of booth. Please contact Trade Show Management with questions or concerns.

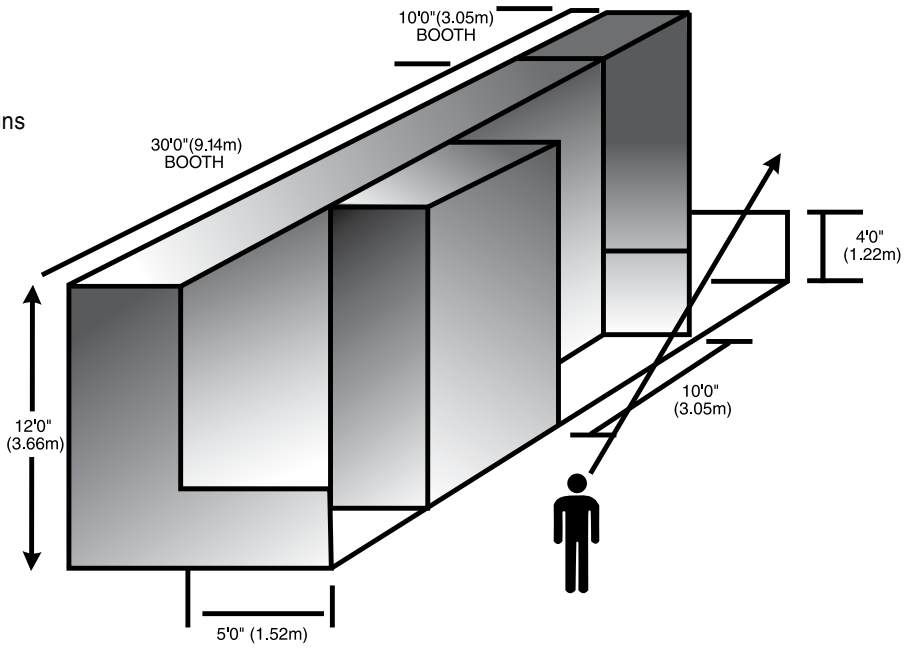
DEFINITION

One or more standard units in a straight line.

HEIGHT

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12'0" (3.66m) in all in-line and perimeter exhibits. All equipment must stay within the boundaries of the Exhibitor's assigned space and may not extend into any aisle or common area. Branding, logos, and light graphics may not be placed in the rear portion of the booth if such extends above 8 feet.

NOTE: Pipe and drape provided will be set at 8' (2.44m). 12'0" (3.66m) pipe and drape can be ordered at an additional cost if desired.



Intent: If a portion of an exhibit booth extends above the 8' (2.44m) drape provided, and detracts from the overall impact of the exhibit directly behind that booth, Trade Show Management, (at its sole and unreviewable discretion), may choose to install a 12'0" (3.66m) drape to maintain fair sightlines which will be at the Exhibitor's sole cost and expense.

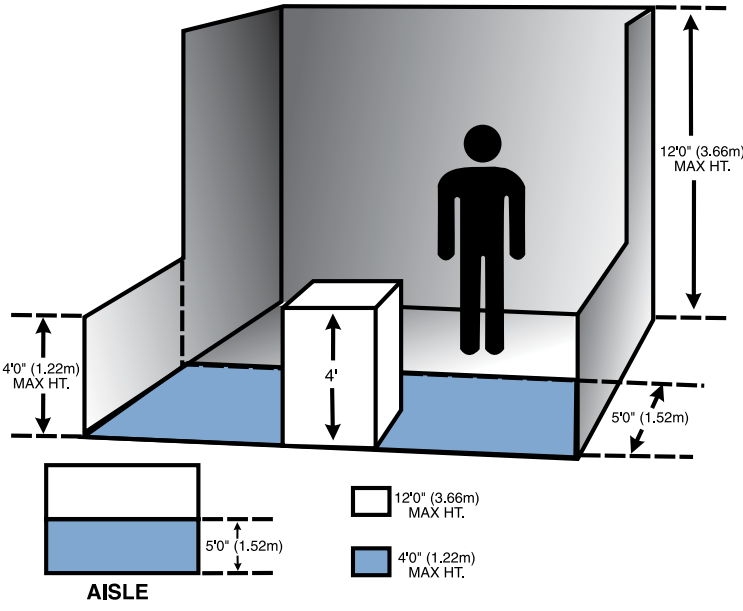
Ceiling heights: *Due to uneven ceiling heights within Indiana Convention Center, exhibit heights allowed by Trade Show Management may not be available in all areas. Please contact Trade Show Management with questions or concerns.*

DEPTH

All exhibit fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit must be confined to that area of the Exhibitor's space at least 5'0" (1.52m) from the aisle line.

Intent: Each Exhibitor is entitled to a reasonable sightline from the aisle regardless of exhibit size. Exhibitors with larger space — 30 lineal feet (9.14m) or more — should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on exhibit fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.

Ceiling-supported structures, fixtures, LED walls and signs are not permitted in a standard or corner booth.



B-1. ISLAND BOOTH

(for information and requirements on island booths 2,000 square feet or larger, please review page 19)

IMPORTANT

Please check with Trade Show Management for height requirements and submit plans if you are including solid walls in your island booth. Exhibitors must coordinate with Indiana Convention Center and the local fire department when installing exhibits with a ceiling or a second level to ensure their exhibits meet the necessary fire safety precautions, which may include smoke alarms, fire extinguishers, sprinkler systems, etc.

DEFINITION

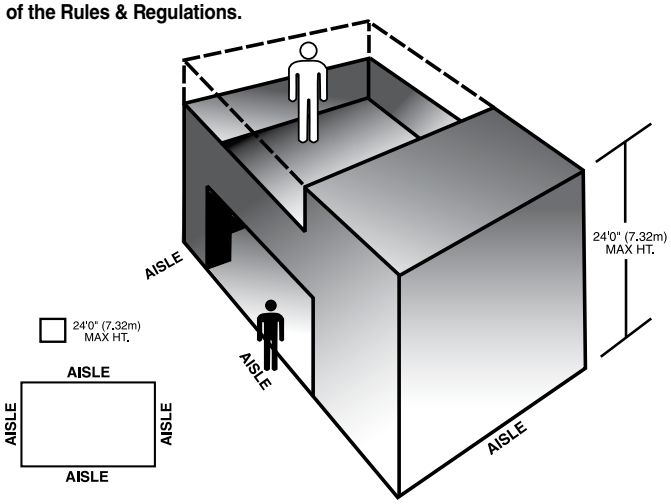
Exhibit with one or more display levels in four or more standard units with aisles on all four sides.

HEIGHT

Floor-supported exhibit fixtures, components and structures will be permitted to a maximum height of 24'0" (7.32m). Floor-supported exhibit fixtures, components and structures within 10 feet of the perimeter of an exhibit space 2,000 square feet or larger may not exceed 50% of the total length or width of the booth. For information and requirements on booths 2,000 square feet or larger, please review page 19 of the Rules & Regulations. All equipment must stay within the boundaries of the Exhibitor's assigned space and may not extend into any aisle or common area.

Intent: When the height of an island booth exceeds 12'0" (3.66m), it does not interfere with other Exhibitors because it does not back up against another Exhibitor's back wall. The extra height is often required in an island booth exhibit to permit the open walk-through approach normally used in this type of location. The 24'0" (7.32m) maximum height limitation has been set to avoid undue competition between Exhibitors to see who can go the highest or be seen the farthest with each negating the other's efforts. Also, the 24'0" (7.32m) high exhibit will fit into most exhibition centers, thus permitting each Exhibitor to get the maximum use of its exhibit. Please contact Trade Show Management with any questions or concerns.

***Floor-supported exhibit fixtures, components and structures within 10 feet of the perimeter of an exhibit space 2,000 square feet or larger may not exceed 50% of the total length or width of the booth. For information and requirements on booths 2,000 square feet or larger, please review page 16 of the Rules & Regulations.**



Ceiling heights: *Due to uneven ceiling heights within Indiana Convention Center, exhibit heights allowed by Trade Show Management may not be available in all areas. Please contact Trade Show Management with questions or concerns.*

MULTI-STORY STRUCTURES

Double-deck (two-story) booths are permitted. A written request must be submitted to Trade Show Management for approval within 60 days of the Trade Show.

DEPTH

Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

STRUCTURAL INTEGRITY

All multi-story exhibits and all exhibit fixtures and components, regardless of whether people will occupy the upper area or not, must have drawings available for inspection by Trade Show Management, the installation and dismantling contractor, the Exhibitor and government authority during the time the exhibit is being erected, exhibited and dismantled at the Trade Show, including a signature or stamp of a reviewing structural engineer indicating that the structural design is properly engineered for its proposed use. A signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings is also required. Signs must be posted indicating the maximum number of people the structure will accommodate.

Intent: Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if adjacent to a standard booth.

CEILING-SUPPORTED STRUCTURES, FIXTURES, LED WALLS AND SIGNS

Ceiling-supported structures, fixtures, LED walls and signs are permitted in an island booth. For information and requirements on ceiling-supported structures, fixtures, LED walls and signs, please review Section 29 and Section E of the Rules & Regulations.

RIGGING

For information and requirements on rigging, please review Section 9 of the Rules & Regulations.

B-2. ISLAND BOOTH (over 2,000 square feet)

IMPORTANT

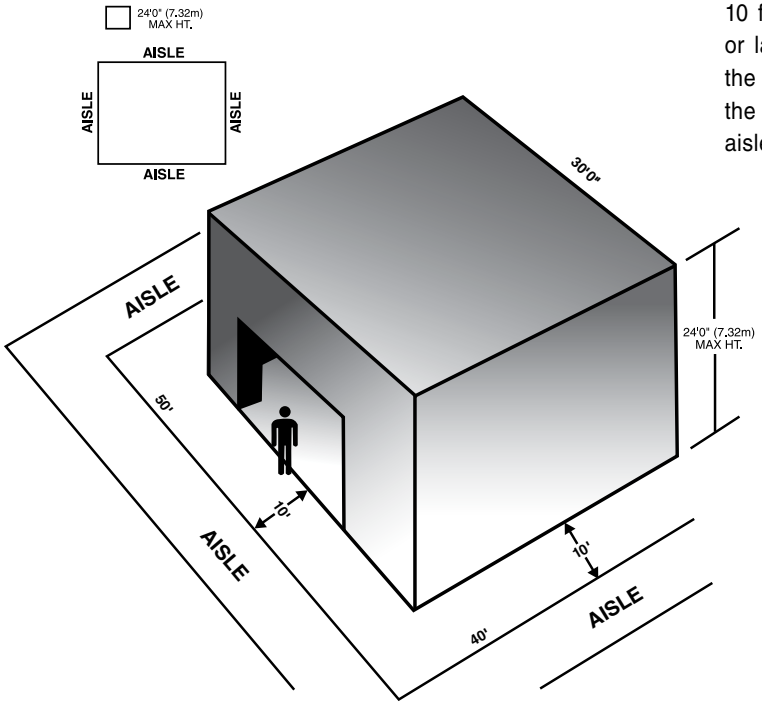
Please check with Trade Show Management for height requirements and submit plans if you are including solid walls in your island booth. For more information and requirements on island booths, please review page 18 of the Rules & Regulations.

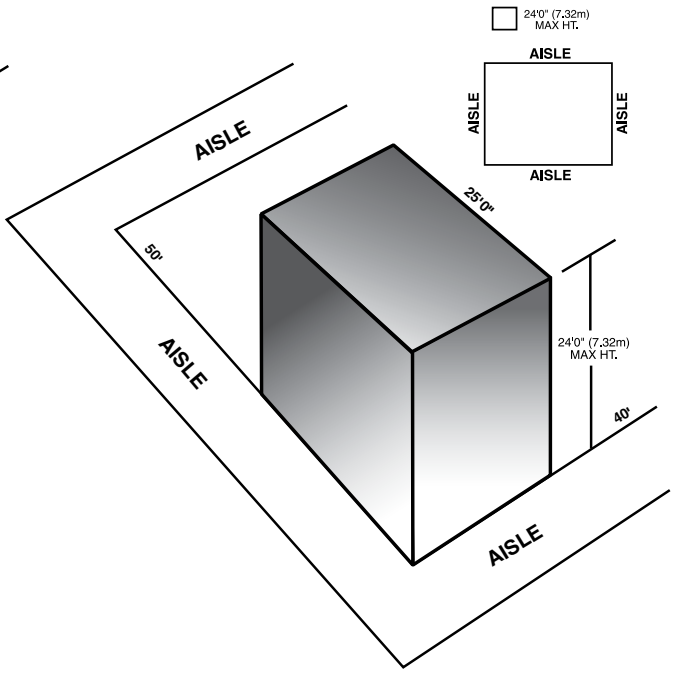
DEFINITION

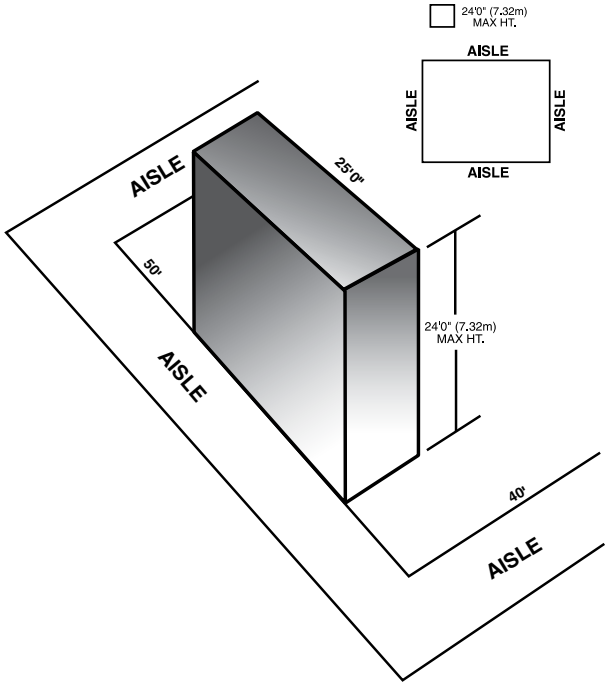
Exhibit (over 2,000 square feet) with one or more display levels in four or more standard units with aisles on all four sides.

HEIGHT

Floor-supported exhibit fixtures, components and structures will be permitted to a maximum height of 24'0" (7.32m). Floor-supported exhibit fixtures, components and structures within 10 feet of the perimeter of an exhibit space 2,000 square feet or larger may not exceed 50% of the total length or width of the booth. All equipment must stay within the boundaries of the Exhibitor's assigned space and may not extend into any aisle or common area.







C. SPLIT ISLAND BOOTH

DEFINITION

Exhibit with more than four standard units with aisles on three sides that share a common back wall with another split island booth.

HEIGHT

Floor-supported exhibit fixtures, components and structures will be permitted to a maximum height of 24'0" (7.32m). Ceiling-supported structures, fixtures, LED walls and signs are allowed. All equipment must stay within the boundaries of the Exhibitor's assigned space and may not extend into any aisle or common area.

Intent: Because the two neighboring booths share a common back wall, branding, logos, and light graphics may not be placed in the rear portion of the booth if such extends above 8 feet. Please contact Trade Show Management with any questions or concerns.

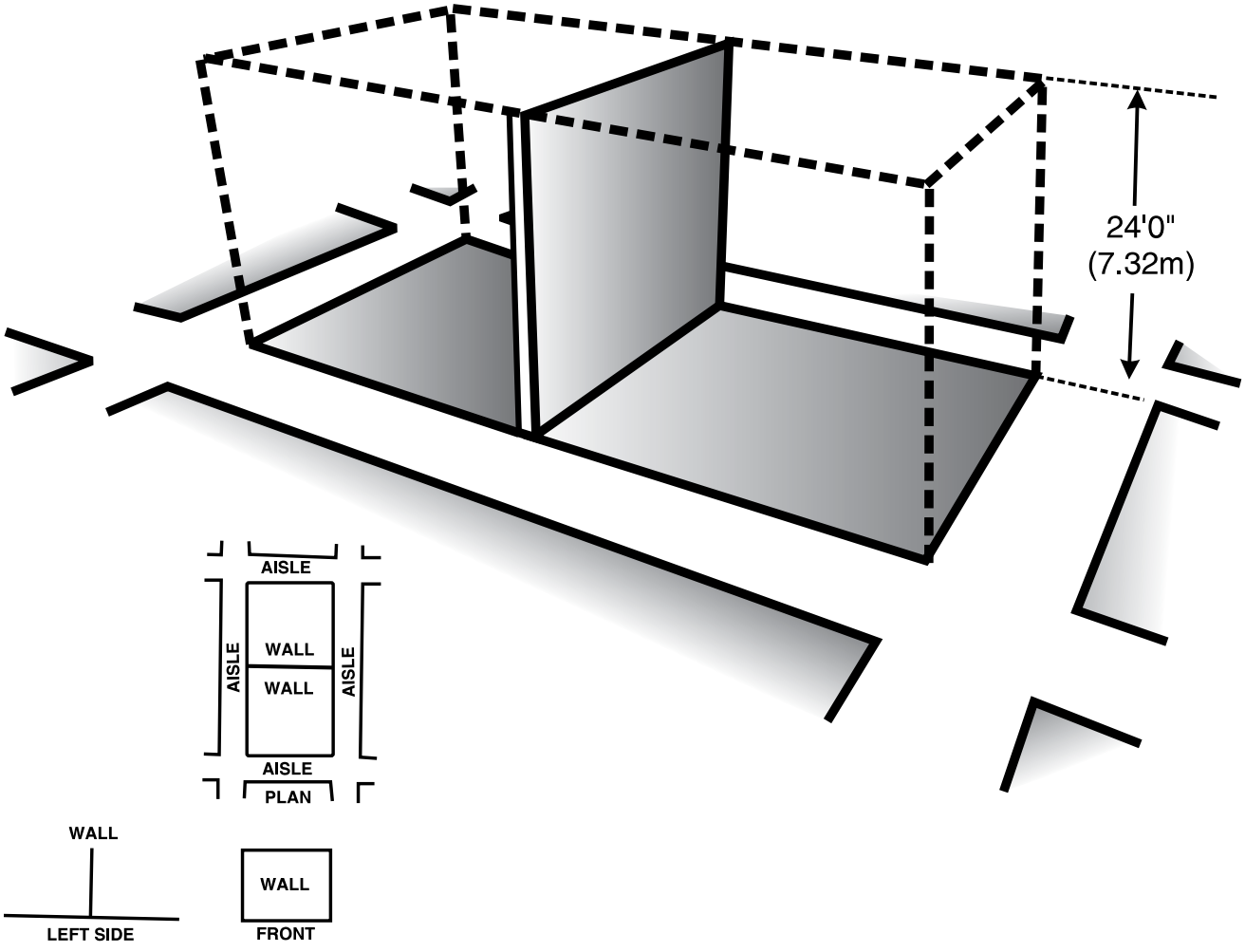
Ceiling heights: *Due to uneven ceiling heights within Indiana Convention Center, exhibit heights allowed by Trade Show Management may not be available in all areas. Please contact Trade Show Management with questions or concerns.*

CEILING-SUPPORTED STRUCTURES, FIXTURES, LED WALLS AND SIGNS

Ceiling-supported structures, fixtures, LED walls and signs are permitted in a split island booth. For information and requirements on ceiling-supported structures, fixtures, LED walls and signs, please review Section 29 and Section E of the Rules & Regulations.

RIGGING

For information and requirements on rigging, please review Section 9 of the Rules & Regulations.



D. CANOPIES & CEILINGS

IMPORTANT

When installing exhibits with a ceiling or second level, Exhibitors are required to check with Indiana Convention Center and the local fire department to ensure their exhibits meet with the necessary fire safety precautions, which may include smoke alarms, fire extinguishers, sprinkler systems, etc. Please contact Trade Show Management with any questions or concerns.

DEFINITION

An exhibit component supported over an Exhibitor's space for decorative purposes only.

HEIGHT

Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed 12'0" (3.66m) in height in a standard booth configuration. Furthermore, the canopy or false ceiling will not exceed 1'0" (30cm) in depth and cannot be used for identification or display purposes. All equipment must stay within the boundaries of the Exhibitor's assigned space and may not extend into any aisle or common area.

Intent: Exhibitors requiring canopies or false ceilings to create the desired exhibit environment within their booth space should be allowed to do so as long as the canopy and its support structure do not violate the intent of the height or depth regulation.

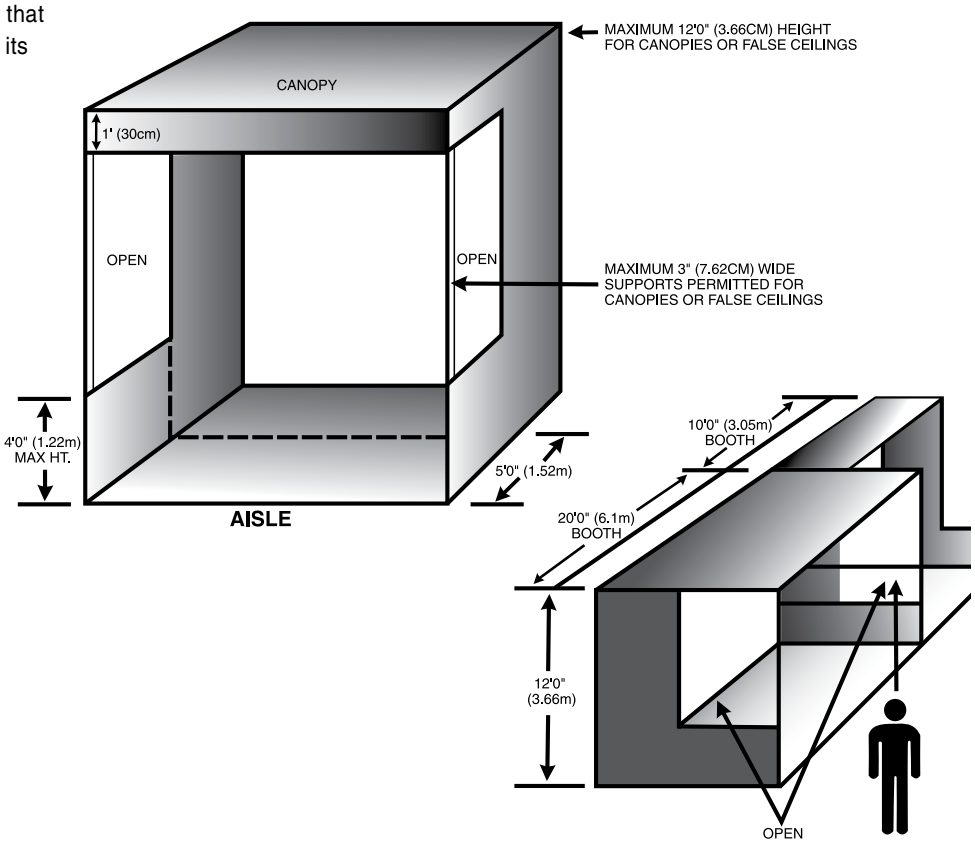
If a portion of an exhibit booth extends above the 8' (2.44m) drape provided, and detracts from the overall impact of the exhibit directly behind that booth, Trade Show Management, at its discretion, may choose to install a 12'0" (3.66m) drape to maintain fair sightlines which will be at the Exhibitor's sole cost and expense. Please contact Trade Show Management with any questions or concerns.

DEPTH

Canopies may extend out to the aisle line and up to the booth line on either side of an Exhibitor's space provided that the support structure will not exceed 3" (7.62cm) in width when placed within 10 lineal feet (3.05m) of an adjoining exhibit and is confined to that area of the Exhibitor's space that is at least 5'0" (1.52m) from the aisle line. Furthermore, canopies, false ceilings or umbrellas may not be used for identification or display purposes except as would normally be allowed for any exhibit component within the regulations set forth for the exhibit configuration.

Intent: Exhibitors adjoining exhibits with canopies are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to a standard booth.

Ceiling heights: *Due to uneven ceiling heights within Indiana Convention Center, exhibit heights allowed by Trade Show Management may not be available in all areas. Please contact Trade Show Management with questions or concerns.*



E. CEILING-SUPPORTED STRUCTURES, FIXTURES, LED WALLS & SIGNS

(Islands & Split Island Booths Only)

DEFINITION

An exhibit component suspended above an exhibit four or more standard units back-to-back with an aisle on at least three sides for the purpose of displaying graphics or identification.

HEIGHT

For height information and requirements, please review Section 29 of the Rules & Regulations.

Intent: Ceiling-supported structures, fixtures, LED walls and signs/graphics are part of the overall exhibit presentation and, therefore, must be treated as a component of the total exhibit configuration. Ceiling-supported structures, fixtures, LED walls and signs/graphics, whether double-faced or not, must be set back within the Exhibitor's space so as not to detract from the overall impact of the exhibit that is directly adjacent.

Ceiling heights: *Due to uneven ceiling heights within Indiana Convention Center, exhibit heights allowed by Trade Show Management may not be available in all areas. Please contact Trade Show Management with questions or concerns.*

SIZE

Ceiling-supported structures, fixtures, LED walls and signs/graphics will be limited to a total length on each side of the Exhibitor's space corresponding to the dimension of the booth.

Intent: The size and number of ceiling-supported structures, fixtures and signs/graphics must be limited in order to minimize the stress to the facility ceiling structure on the part of any one Exhibitor. If Trade Show Management determines (in its sole and non-reviewable discretion) that the size or number of ceiling supported structures, fixtures, LED walls and signs/graphics is too big, Trade Show Management has the right to require Exhibitor to remove, reduce or limit the size or number of such structures, fixtures, LED walls and signs/graphics.

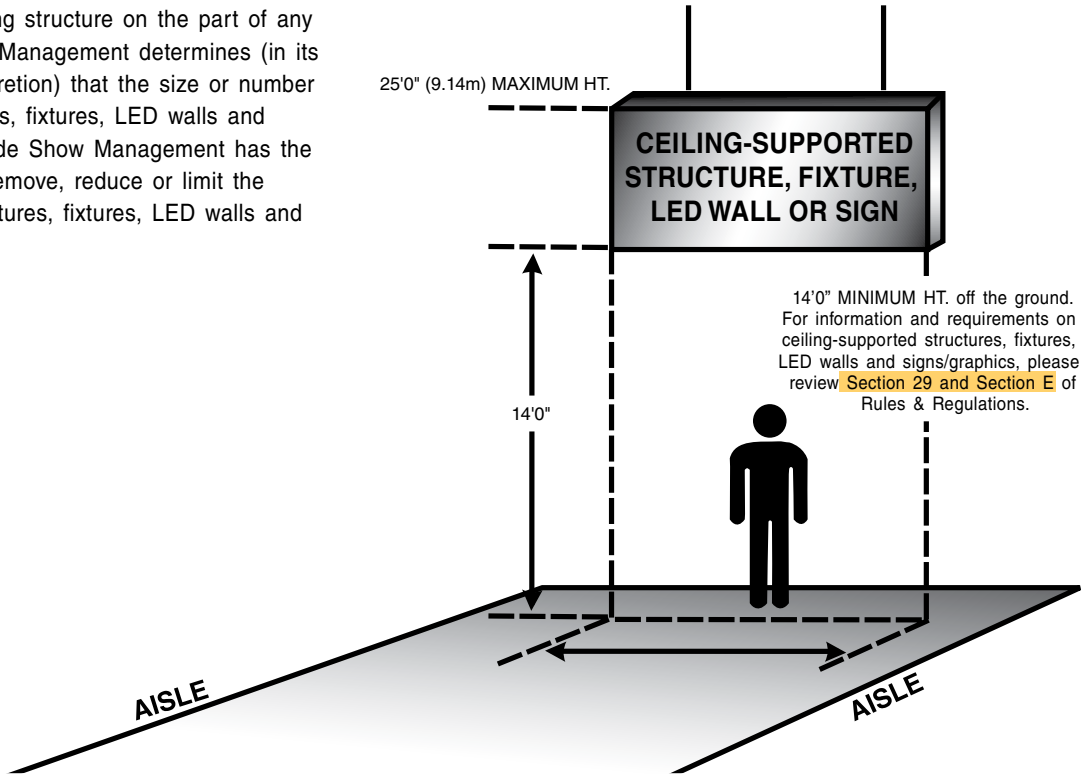
STRUCTURAL INTEGRITY

The Exhibitor must have detailed drawings (including, without limitation, specifications) for all ceiling-supported structures, fixtures, LED walls and signs/graphics available for inspection by Trade Show Management, the official trade show contractor, an EAC, if applicable, and governmental authorities during the time the component is being hung, suspended and removed at the Trade Show. Such drawings and specifications must include a signature or stamp of a reviewing structural engineer indicating that stress points for hanging the structures, fixtures, LED walls and signs/graphics have been properly engineered, and a signature of an authorized official of the exhibitor or EAC indicating that the ceiling-supported structures, fixtures, LED walls and signs/graphics are built in compliance with the details and specifications set forth on the drawings. (**Note:** Exhibitors are encouraged to use lightweight materials in the construction of a ceiling-supported structure, fixture, LED wall and/or sign/graphic to eliminate excessive stress to the facility ceiling structure.)

Intent: Exhibitors adjoining booths with ceiling-supported structures, fixtures, LED walls and signs/graphics are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

RIGGING

For information and requirements on rigging, please review Section 9 of the Rules & Regulations.



F. DEMONSTRATIONS

DEFINITION

The part of the exhibit program involving the interaction of personnel and their audience through corporate presentations, product demonstrations or sampling.

REGULATION

Demonstration areas must be organized within the Exhibitor's space(s) so as not to interfere with any traffic in the aisle and sampling or demonstration tables must be placed a minimum of 2'0" (60cm) from the aisle line. If Trade Show Management determines (in its sole and non-reviewable discretion) that spectators or samplers are interfering with the normal traffic flow in the aisle or overflowing into neighboring exhibits, Exhibitor shall promptly cease such presentation or sampling.

Intent: The aisles are the property of the entire Show, and each Exhibitor has the responsibility to assure proper flow of traffic through the entire Trade Show. When large crowds gather to watch a demonstration or for sampling and interfere with the flow of traffic down aisles or create excessive crowds in neighboring booths, it is an infringement on the right of other Exhibitors. Aisles must not be obstructed at any time.

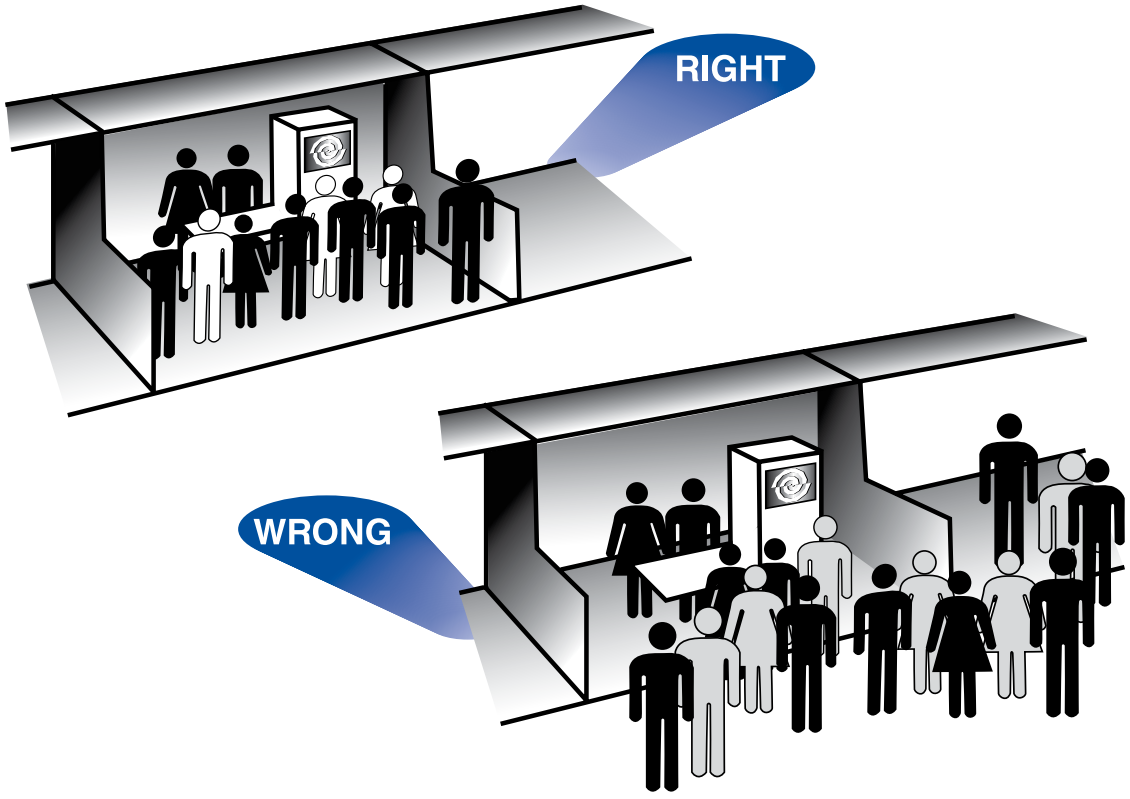
SOUND

Exhibitors must keep noise levels from demonstrations or sound systems to a minimum and not interfere with others. Remember, the use of sound systems or equipment producing sound is an exception to the rule, not a right. Trade Show Management reserves the right to determine (in its sole and non-reviewable discretion) when sound constitutes interference with others. Upon such determination, Trade Show Management has the right to require Exhibitor to discontinue the sound. Refer also to Section 24 for additional information and requirements regarding Sound Producing Apparatus.

Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to osha.gov for more information.) Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

SAFETY PRECAUTIONS

All product demonstrations involving any moving or potentially hazardous machines, display or parts must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by Exhibitor personnel who can stop the demonstration in the event of an emergency. All demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks or flames, must be approved in writing by Trade Show Management 60 days prior to the Trade Show (which approval Trade Show Management may withhold in its sole and non-reviewable discretion).





INDIANA CONVENTION CENTER

100 South Capitol Ave, Indianapolis, IN 46225

Thank you for your support of Work Truck Week 2027. As your event partner, NTEA wants your exhibit experience to be successful, profitable and enjoyable. Please contact the Association at info@ntea.com or 248-489-7090 with questions or concerns before, during or after the event.

WorkTruckWeek® 2027

March 9–12 | Indiana Convention Center | Indianapolis, IN

Future Truck Summit March 9 | Educational sessions March 9–11

Work Truck Show exhibits March 10–12 | Ride & Drive March 10–11

Brought to you by

NTEA®
THE WORK TRUCK ASSOCIATION

Established in 1964, NTEA – The Work Truck Association, a 501(c)(6) organization, represents more than 2,100 companies that manufacture, distribute, install, sell and repair commercial vehicles, truck bodies, truck equipment, trailers and accessories. Buyers of work trucks and the major commercial truck chassis manufacturers also belong to NTEA. The Association provides in-depth technical information, education, and member programs and services, and produces Work Truck Week®, Future Truck Summit, Commercial Vehicle Upfitting Summit, and Executive Leadership Summit. The Association maintains its administrative headquarters in suburban Detroit and government relations offices in Washington, DC, and Ottawa, Ontario, Canada.

Administrative office
Farmington Hills, Michigan
248-489-7090

Washington office
Washington, DC
202-552-1600

Ottawa office
Ottawa, Ontario
613-670-5877

ntea.com | info@ntea.com

Copyright © 3/2026, NTEA all rights reserved