USGIF geoint SYMPOSIUM 2026

May 03-06 • Aurora, CO

Gaylord Rockies Resort & Convention Center

# EXHIBIT DISPLAY RULES AND REGULATIONS

# Table of Contents


**General Information** 3 - 4

GEOINT Symposium 2027 Rules & Regulations 3
Event Schedule & Deadlines 4

**Installation & Move-In** 5

Move-in 5
Dismantle & Move-Out 5

**Advanced Exhibit Features** 6

Remote-Controlled Devices 6
Hanging Signs & Graphics 6
Towers & Multi-Story Exhibits 6
Accessibility Requirements 7
Booth Approval Requirements 7
Certificate of Insurance 7
Flammable, Hazardous, and Restricted Materials 8
Suitcasing & Outboarding 8
Promotional Activities 8
Photography, Video Recording & Media 9
Demonstrations 9
Sound & Music 9
Vehicles & Mobile Equipment 10
Storage 10
Flooring & Furnishings 10
Food & Beverage Sampling 10
Children 11
Contractor & Vendor Compliance 11
Exhibit Materials & Abandonment 11

**IAEE Booth Design Standards** 12 - 19

Exhibit Design Standards 12
Inline Booth 12
Perimeter Booth 14
End Cap Booth 15
Peninsula Booths 16
Island Booths 17
Carpet/Floor Covering & Furnishings 18
Storage 18
Donations & Trash 18
Sound & Music 18
Removal of Booth Materials 19






## GEOINT SYMPOSIUM 2027 RULES & REGULATIONS

These Rules & Regulations are incorporated into and made part of the GEOINT Symposium 2027 Terms & Conditions and Exhibitor Application (collectively, the "Contract") between the United States Geospatial Intelligence Foundation (USGIF) and the exhibiting organization ("Exhibitor").

The Rules & Regulations are intended to support a safe, professional, and productive experience for exhibitors, attendees, partners, and event staff. Exhibitors are responsible for complying with all policies contained in this document, the Exhibitor Service Manual, and any additional guidelines or requirements issued by USGIF, the official service contractors, the facility, or local authorities.

### Questions & Clarifications

If an Exhibitor has questions regarding the interpretation of any rule, policy, or requirement, Exhibitor should contact USGIF prior to the event. Early clarification helps avoid delays during move-in, event operations, and move-out.

Questions may be directed to: **USGIF Exhibits & Sponsorship Team** **exhibits@usgif.org**

### Updates to Rules & Regulations

These Rules & Regulations are subject to change. Exhibitors are responsible for reviewing the most current version available in the Exhibitor Resource Center and complying with all published updates. Additional venue, safety, security, or operational requirements may be issued by USGIF, the facility, or official service contractors as necessary.

### Exhibitor Resource Center

The Exhibitor Resource Center serves as the primary source of information for GEOINT Symposium exhibitors. Exhibitors are encouraged to review the Resource Center regularly for important updates, deadlines, ordering information, floorplans, exhibitor communications, forms, and event policies.

### Official Service Providers

USGIF partners with official service contractors to support exhibitor participation and event operations.

### The Expo Group – Exhibitor Services

The Expo Group serves as the Official General Service Contractor for GEOINT Symposium and provides exhibitor services including booth furnishings, carpeting, material handling, labor, booth installation and dismantle services, cleaning, signage, and related exhibitor support services. Ordering information, service forms, shipping instructions, and deadline dates are available through the Exhibitor Service Manual.

### Projection – Audio Visual Services

Projection serves as the Official Audio Visual Provider for GEOINT Symposium. Exhibitors requiring monitors, computers, audio equipment, lighting, internet-connected presentation systems, or other audiovisual services may place orders through Projection. Additional ordering information and deadlines are available in the Exhibitor Service Manual.

### Event Location, Dates, and Hours

GEOINT Symposium 2027 will be held at the Gaylord Palms Resort & Convention Center in Kissimmee, Florida.

While USGIF will make every reasonable effort to maintain published event dates, exhibit hours, meeting locations, and floorplans, USGIF reserves the right to make modifications as necessary to support event operations, safety, security, or attendee experience. Current event schedules, exhibit hours, move-in and move-out schedules, and floorplans are available through the Exhibitor Resource Center.

## EVENT SCHEDULE & DEADLINES

### Event Location

Gaylord Palms Resort & Convention Center
6000 W Osceola Parkway
Kissimmee, FL 34746

### Event Location

| | |
|---|---|
| Monday, May 17th | 10:00 AM – 5:00 PM |
| Tuesday, May 18th | 10:00 AM – 5:00 PM |
| Wednesday, May 19th | 10:00 AM – 2:00 PM |

*Exhibitor personnel may access the exhibit hall beginning at 8:00 AM each show day with a valid exhibitor badge.*

### Exhibitor Move-In

| | | |
|---|---|---|
| Thursday, May 13, 2027 | 12:00 PM – 5:00 PM | *Booths 600 sq. ft. and larger only |
| Friday, May 14, 2027 | 8:00 AM – 5:00 PM | |
| Saturday, May 15, 2027 | 8:00 AM – 5:00 PM | |

### Exhibitor Move-Out

Wednesday, May 19, 2027 | 2:00 PM – 10:00 PM
Thursday, May 20, 2027 | 8:00 AM – 10:00 AM

### Important Deadlines

Key exhibitor planning deadlines, including booth approvals, exhibitor-appointed contractor forms, housing, lead retrieval, shipping, audio visual services, utilities, and exhibitor service orders, will be published in the Exhibitor Resource Center and Exhibitor Service Manual.

Exhibitors are encouraged to review deadlines regularly, as advanced rates and submission requirements may vary by service provider.





## MOVE-IN

### Move-In Schedule

Exhibitors may begin installation during the published move-in periods. All exhibits must be fully installed, staffed, and show-ready prior to the opening of the exhibit hall.

Exhibitors utilizing an Exhibitor Appointed Contractor (EAC) are responsible for ensuring their contractors comply with all published schedules, policies, and venue requirements.

### Clean Floor Policy

To support a safe and efficient installation process, GEOINT Symposium maintains a Clean Floor Policy.

All crates, containers, packing materials, and empty storage must be fully unpacked, labeled, and ready for removal from the exhibit hall by the published clean floor deadline. Materials that are not properly prepared for removal may be moved by the Official Service Contractor at the exhibitor's expense.

Additional clean floor deadlines and procedures will be published in the Exhibitor Service Manual.

## DISMANTLE & MOVE-OUT

### Move-Out Schedule

Exhibits must remain fully intact and staffed through the published closing time of the exhibit hall on Wednesday, May 19, 2027.

Packing materials, empty crates, freight requests, dismantle activities, and product removal may not begin prior to the official close of the exhibition.

Move-out schedules, freight procedures, and material handling instructions will be provided in the Exhibitor Service Manual.

### Early Dismantle Policy

Maintaining exhibits through the published closing time is essential to providing attendees with a consistent and professional event experience. Attendees, sponsors, and exhibitors expect the exhibit hall to remain fully operational through the conclusion of the event.

Exhibitors may not begin dismantling, packing, removing products, or vacating their booth prior to the official close of the exhibition.

Exhibitors found in violation of this policy may be subject to actions outlined in the GEOINT Symposium Terms & Conditions.

# FEATURES

## Remote-Controlled Devices

Remote-controlled products and equipment, including drones, unmanned systems, robots, vehicles, and similar technologies, may be demonstrated within an exhibitor's contracted booth space provided they are operated in a safe and controlled manner.

Demonstrations must remain entirely within the exhibitor's assigned exhibit space and may not encroach on aisles, neighboring booths, or attendee circulation areas.

Exhibitors may be required to provide protective barriers, netting, or other safety measures appropriate to the product being demonstrated. All demonstrations are subject to review and approval by USGIF, the facility, and the Fire Marshal.

USGIF reserves the right to restrict or discontinue any demonstration determined to present a safety concern or disrupt neighboring exhibitors or attendees.

## Hanging Signs & Graphics

Hanging signs and graphics are permitted in Island and Peninsula booths measuring 400 square feet or larger. The maximum height for hanging signs is 20 feet, measured from the exhibit hall floor to the top of the sign. The maximum vertical dimension of any hanging sign or graphic is 6 feet.

All hanging signs and graphics must be suspended directly above the exhibitor's contracted space and must maintain the required setback from neighboring exhibits as outlined in the Booth Design Standards section.

Requests for hanging signs and graphics must be submitted to USGIF for review and approval by the published deadline. Exhibitors may be required to provide detailed drawings, engineering documentation, weight specifications, and rigging plans. All hanging signs, graphics, and rigging components must comply with venue requirements, applicable safety regulations, and the requirements of the Official General Service Contractor.

USGIF and the Official General Service Contractor reserve the right to deny or require modification of any hanging sign, graphic, or rigging plan that does not meet safety, engineering, or operational requirements.

## Towers & Multi-Story Exhibits

Towers and multi-story exhibits are permitted subject to approval by USGIF, the facility, and applicable local authorities.

Exhibitors planning to utilize a tower, elevated platform, or multi-story exhibit structure must submit detailed plans, engineering documentation, and any required permits by the published deadline. Exhibitors are responsible for complying with all applicable building, fire, life safety, accessibility, and venue requirements. Additional reviews or inspections may be required prior to installation. USGIF reserves the right to require modifications to or prohibit any structure that does not meet applicable safety, engineering, or operational requirements.

## Accessibility Requirements

Exhibitors are responsible for designing and operating their exhibits in compliance with the Americans with Disabilities Act (ADA) and all applicable accessibility requirements.

Exhibits with raised flooring must provide accessible entry without extending ramps into the aisle. Interactive displays, presentations, demonstrations, and exhibit features should be designed to accommodate attendees with disabilities whenever reasonably possible.

Additional accessibility requirements and recommendations may be provided by the venue, local authorities, or USGIF.

Information regarding ADA compliance is available from the U.S. Department of Justice at www.ada.gov.

## Booth Approval Requirements

Exhibitors with exhibit spaces of 400 square feet or larger must submit booth plans for review and approval by the published deadline.

Booth plans should include overall booth dimensions, structure heights, flooring, signage, hanging elements, truss systems, vehicles, and any other significant exhibit features.

Exhibitors proposing custom structures, multi-story exhibits, towers, rigging, hanging signs, vehicles, demonstrations, or other specialty elements may be required to provide additional drawings, engineering documentation, permits, or safety information.

Booth construction may not begin until all required approvals have been obtained. Submission instructions, deadlines, and approval requirements will be provided in the Exhibitor Service Manual.

## Certificate of Insurance

Exhibitors are required to provide a Certificate of Insurance (COI) meeting the requirements outlined in the Terms & Conditions and Exhibitor Service Manual.

Certificates of Insurance must be submitted by the published deadline. Exhibitors who fail to provide a compliant Certificate of Insurance may be denied access to freight, materials, and exhibit property until all insurance requirements have been satisfied.

Failure to provide a compliant Certificate of Insurance does not relieve the exhibitor of any contractual obligations and does not qualify the exhibitor for a refund, credit, or reduction of fees.

Insurance requirements, submission instructions, and deadlines will be provided in the Exhibitor Resource Center and Exhibitor Service Manual.

## Flammable, Hazardous, and Restricted Materials

All exhibit materials, decorations, furnishings, and display components must comply with applicable fire, safety, environmental, and venue regulations.

Materials used within exhibit spaces should be noncombustible or properly treated to meet flame-retardant requirements. Exhibitors must be prepared to provide documentation verifying compliance upon request.

Hazardous, explosive, combustible, toxic, or otherwise restricted materials may not be displayed, stored, or used within the exhibit hall without prior approval and any required permits. Exhibitors generating hazardous materials or waste requiring special handling are responsible for making arrangements directly with the facility or an approved disposal provider and are responsible for all associated costs.

USGIF, the facility, and local authorities reserve the right to prohibit any material, equipment, or activity determined to present a safety or compliance concern.

## Suitcasing & Outboarding

To protect the investment made by exhibitors, sponsors, and event partners, business solicitation is limited to organizations participating through official GEOINT Symposium exhibit, sponsorship, advertising, or meeting space opportunities.

Suitcasing refers to the practice of soliciting business or distributing marketing materials outside of an exhibitor's contracted exhibit space. This includes activity in aisles, meeting rooms, public spaces, hotel areas, and other event venues. Outboarding refers to hosting events, meetings, demonstrations, receptions, or other activities that conflict with official GEOINT Symposium programming without prior approval from USGIF.

Organizations and individuals found engaging in suitcasing or outboarding may be subject to removal from the event and other actions as outlined in the GEOINT Symposium Terms & Conditions.

USGIF reserves the right to remove unauthorized promotional materials and take appropriate action to enforce this policy.

## Promotional Activities

All promotional activities, demonstrations, literature distribution, signage, and marketing materials must remain within the exhibitor's contracted exhibit space unless otherwise authorized by USGIF. Materials placed in aisles, registration areas, lounges, meeting rooms, common areas, USGIF-operated spaces, or other locations outside an exhibitor's assigned space may be removed without notice.

Exceptions to this policy may only be approved by the USGIF Exhibits & Sponsorship Team. Guidance or permission provided by other USGIF staff, contractors, venue personnel, sponsors, attendees, or other event participants does not constitute approval.



## Photography, Video Recording & Media

Exhibitors may photograph, film, or record activities within their own exhibit space.

Photography, video recording, livestreaming, or other recording of neighboring exhibits, products, demonstrations, presentations, or attendees without permission is prohibited.

Exhibitors are responsible for obtaining any necessary permissions before photographing or recording individuals within their exhibit space.

USGIF may photograph, record, or otherwise capture event activities for promotional, archival, educational, or operational purposes. Participation in the event constitutes consent to the use of such imagery by USGIF.

USGIF reserves the right to restrict photography, recording, or media activities that interfere with event operations, attendee experience, security requirements, or exhibitor rights.

## Demonstrations

Product demonstrations, presentations, and interactive activities are encouraged and should be conducted in a manner that supports a safe and positive attendee experience.

All demonstrations, audience participation, and queue lines must remain within the exhibitor's contracted exhibit space and may not obstruct aisles, neighboring exhibits, entrances, exits, or common areas. Exhibitors are responsible for ensuring demonstrations comply with all applicable safety requirements and do not create excessive noise, congestion, or disruption within the exhibit hall.

USGIF reserves the right to restrict, modify, or discontinue any demonstration that interferes with event operations, attendee movement, safety, or neighboring exhibitors.

## Sound & Music

Audio presentations, music, video playback, and amplified sound must be contained within the exhibitor's contracted exhibit space and directed inward toward booth attendees.

Sound levels may not interfere with neighboring exhibitors, educational sessions, meetings, or attendee activities within the exhibit hall.

USGIF reserves the right to require exhibitors to reduce volume levels or discontinue audio presentations that are determined to be disruptive.

USGIF maintains the necessary music licensing for the event. Exhibitors utilizing music within their exhibit space remain responsible for complying with all applicable copyright and licensing requirements.

## Vehicles & Mobile Equipment

Exhibitors displaying vehicles, trailers, mobile units, large equipment, or similar display assets must comply with all venue, fire marshal, and Official General Service Contractor requirements.

Vehicle displays may require advance approval, special handling procedures, spotting schedules, fuel restrictions, battery disconnection, drip pans, protective flooring, or other safety measures.

Exhibitors displaying vehicles or mobile equipment must complete all required forms and approvals by the published deadline. Detailed vehicle display requirements and submission procedures will be provided in the Exhibitor Service Manual.

## Storage

For safety and fire code compliance, storage of product, literature, empty cartons, packing materials, crates, or containers behind booth drape, beneath tables, or in public areas is not permitted.

Exhibitors may maintain a reasonable one-day supply of materials within their exhibit space provided such materials are stored neatly, do not obstruct utility access, and do not create a safety concern.

Empty containers and packing materials should be removed from the exhibit hall in accordance with procedures outlined in the Exhibitor Service Manual.

## Flooring & Furnishings

Professional floor covering is required for all exhibit spaces and is not included with booth space unless otherwise specified.

Exhibitors may provide their own flooring and furnishings or order products and services through the Official General Service Contractor.

Flooring must be properly installed, maintained, and secured to prevent trip hazards. Raised flooring, platforms, and specialty flooring elements may be subject to additional safety and accessibility requirements. Additional flooring, furnishing, and rental options are available through the Exhibitor Service Manual.

## Food & Beverage Sampling

All food and beverage service within exhibit spaces must comply with venue policies and applicable health and safety regulations.

Food and beverages not produced by the exhibitor, including alcoholic beverages, must be purchased through the venue's exclusive food and beverage provider unless otherwise authorized by the facility. Alcoholic beverages may only be served in accordance with venue requirements and applicable laws.

Exhibitors planning to distribute food, beverages, or product samples should review venue requirements and obtain any required approvals prior to the event.

Additional sampling policies, ordering procedures, and approval requirements will be provided in the Exhibitor Service Manual.

## Children

For safety reasons, children under the age of 16 are not permitted in the exhibit hall during move-in, exhibit hours, or move-out unless specifically authorized by USGIF.

USGIF reserves the right to deny access to any individual whose presence may create a safety concern during installation or dismantle activities.

## Contractor & Vendor Compliance

Exhibitors are responsible for ensuring that their employees, representatives, contractors, Exhibitor Appointed Contractors (EACs), and service providers comply with all GEOINT Symposium policies, venue requirements, safety regulations, and instructions issued by USGIF and its official service providers.

Failure of an exhibitor's representatives or contractors to comply with published policies may result in corrective action, removal from the exhibit hall, or other actions as outlined in the GEOINT Symposium Terms & Conditions.

## Exhibit Materials & Abandonment

All exhibit materials, products, displays, furnishings, and equipment must be removed from the exhibit hall in accordance with the published move-out schedule.

Materials left in exhibit spaces, aisles, meeting rooms, loading areas, or other event spaces after the published move-out deadline may be removed, stored, or disposed of by the Official General Service Contractor at the exhibitor's expense.

USGIF and its service providers assume no responsibility for materials left unattended following the conclusion of move-out.

## EXHIBIT DESIGN STANDARDS

The following booth design guidelines are intended to create a safe, professional, and equitable exhibit environment for all participants. Exhibitors are responsible for ensuring that booth structures, displays, signage, and demonstrations comply with the requirements outlined below.

USGIF reserves the right to review and require modifications to any exhibit that does not comply with published booth design standards, safety requirements, or exhibit hall regulations.

## INLINE BOOTHS

The following rules apply to linear/inline spaces and corner booths.

Linear/Inline (yellow): Linear booths, also called inline are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Linear booths are most commonly 10 ft (3.05 m) wide and 10 ft deep.

A corner booth is a linear booth at the end of a series of inline booths with exposure to intersecting aisles on two sides. All guidelines for linear booths apply.

### Height Limit

Maximum height of display in rear half of the space is 10 ft (3.05m).
Maximum height of display in the front half of the stand is 4 ft (1.22 m)

Three or more linear booths used in a combination of a single exhibit space (10 x 30, for example), the 4 ft height limitation is applied only to that portion of the exhibit space, which is within 10 ft or an adjoining booth. Materials must be arranged in the space not to obstruct sight lines of neighboring exhibitors.

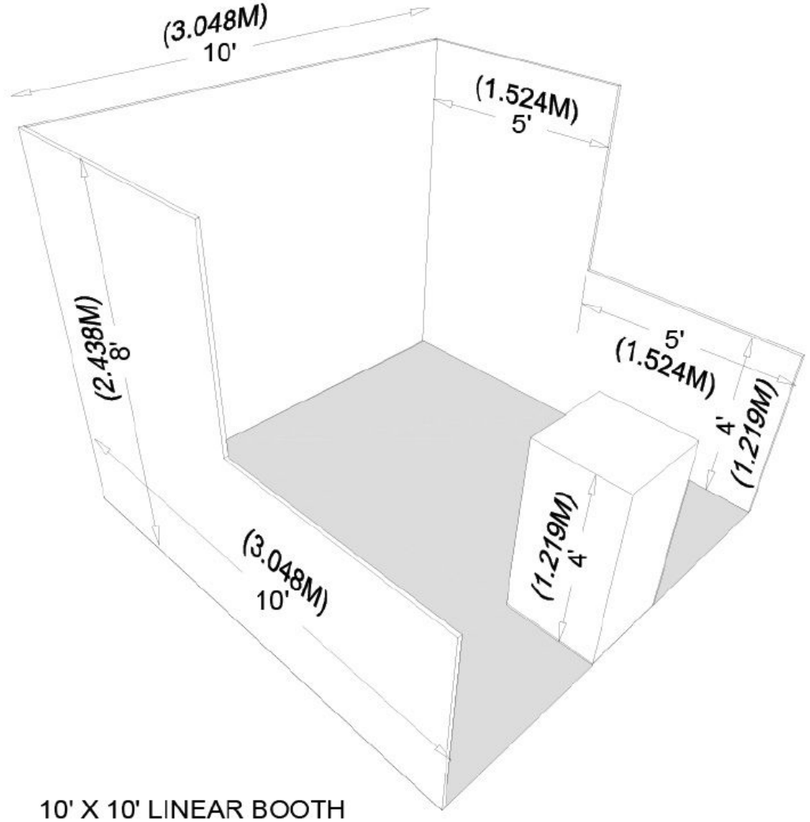
### Additional Guidelines

- No company logos, branding or signage may face into an adjoining booth, including booths on either side or behind.
- Hanging signs and trusses are prohibited.
- All machinery or any large products must be set back 6 inches (0.15 m) from the aisle for safety.

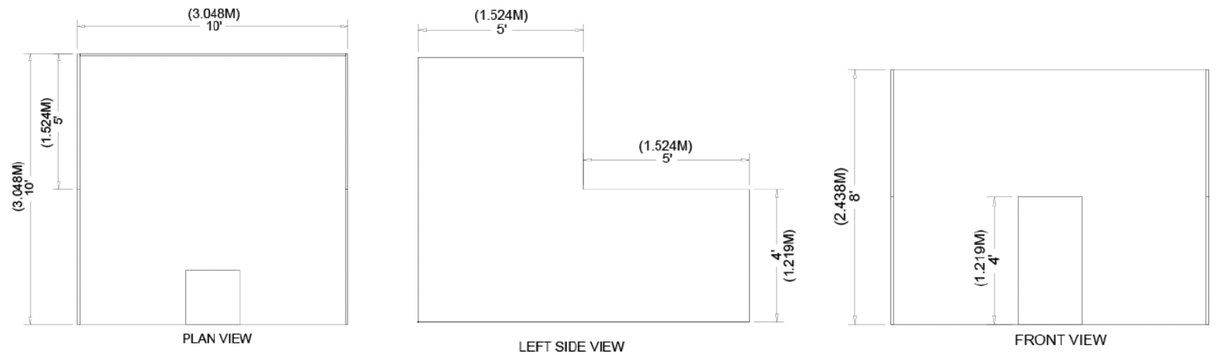
### Pipe and Drape

Linear booths are provided with a complimentary 8 ft (2.44 m) high blue back drape with 3 ft (.91 m) high blue side drape. Drape is not intended as a display fixture. Products and signs should not be attached or fixed to the drape. Alternative colors are available for purchase in the Exhibitor Service Kit.

### INLINE BOOTH DIMENSIONS




10' X 10' LINEAR BOOTH



## PERIMETER BOOTHS

Perimeter (green): Perimeter booths are linear that back to an outside wall of the exhibit facility rather than to another exhibit stand.

### Height Limit

Maximum height of display in rear half of the space is 12 ft (3.66 m).
Maximum height of display in the front half of the stand is 4 ft (1.22 m).

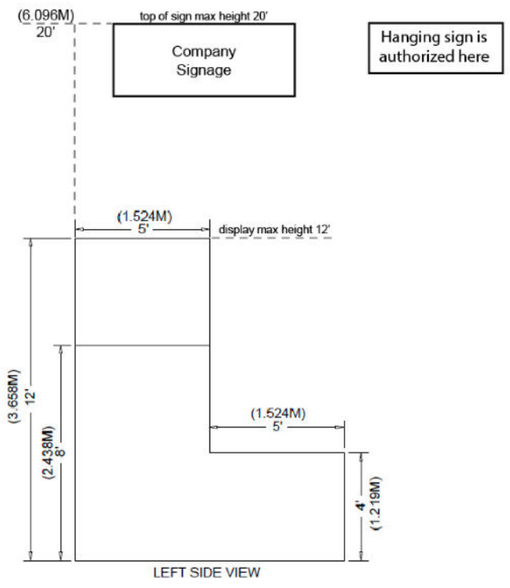
### Additional Guidelines

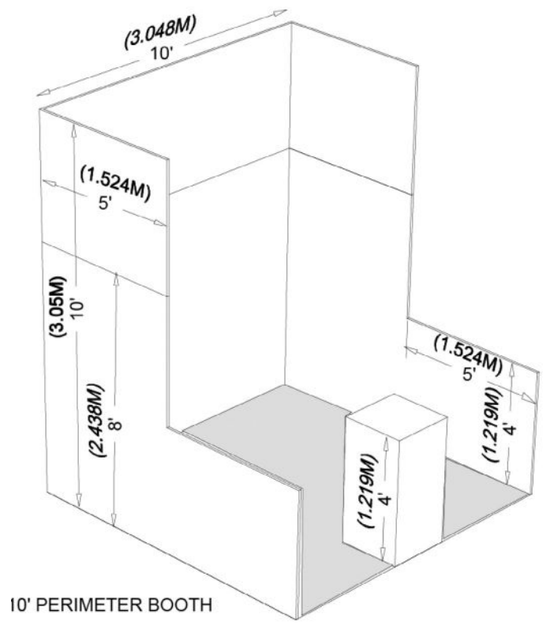
- No company logos, branding or signage may face into a neighboring booth.
- Hanging signs and trusses are prohibited.
- All machinery or any large products must be set back 6 inches (0.15 m) from the aisle for safety

### Pipe and Drape

Linear booths are provided with a complimentary 8 ft (2.44 m) high blue back drape with 3 ft (.91 m) high blue side drape. Drape is not intended as a display fixture. Products and signs should not be attached or fixed to the drape. Alternative colors are available for purchase in the Exhibitor Service Kit.

### PERIMETER BOOTH DIMENSIONS




## END CAP BOOTHS

The following rules apply to end cap booths.

End cap booths are linear/inline spaces in the position of a peninsula or split island with exposed aisles on three sides. End Cap booths are 200 sq ft. See peninsula rules and regulations for similar configurations over 200 sq ft.

### Height Limit

Maximum height of the backwall is 10 ft (3.05 m) and width of 10 ft (3.05 m)

Within 5 ft (1.52 m) of the two side aisles, maximum height of 4 ft (1.22 m), allowing adequate line of sight for the adjoining linear booths.

### Additional Guidelines

- The backside of the backwall facing into the neighboring booths must be finished (no exposed framing or structure) in a neutral color without any graphics or logos.
- No company logos, branding or signage may face into an adjoining booth, including booths on either side or behind.
- Hanging signs and trusses are prohibited. All machinery or any large products must be set back 6 inches (0.15 m) from the aisle for safety.

### END CAP BOOTH DIMENSIONS

## PENINSULA BOOTHS

The following rules apply to peninsula booths. Peninsula booths are exposed to aisles on three sides, a minimum of 400 sq. ft. (37.16 sqm), and back up to linear/inline booths.

### Height Limit

The maximum height of the backwall is restricted to 4 ft (1.22 m) high within 5 ft (1.52 m) of each aisle, permitting adequate line of sight for the adjoining linear booths. The 10 ft width backwall in the center is restricted to a height of 16 ft (4.88 m).

The maximum height of exhibit fixtures, components, and signage is 16 ft (4.88 m). All exhibit fixtures, components and signage must be less than 12 ft. Double sided signs, logos, and graphics shall be set back 10 ft (3.05 m) from adjacent booths.

### Hanging Signs

Hanging Signs and Graphics are allowed in all standard Peninsula and Island Booths, to a maximum height range of 20ft (6.10m) from the top of the sign. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only. Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or events organizer at least 60 days prior to installation. Variances may be issued at the exhibitions or events management's discretion. Drawings should be available for inspection.

### PERIMETER BOOTH DIMENSIONS



## ISLAND BOOTHS

The following rules apply to island spaces. Spaces are over 400 sq. ft. (37.16 sqm) and exposed to aisles on all four sides.

### Height Limit

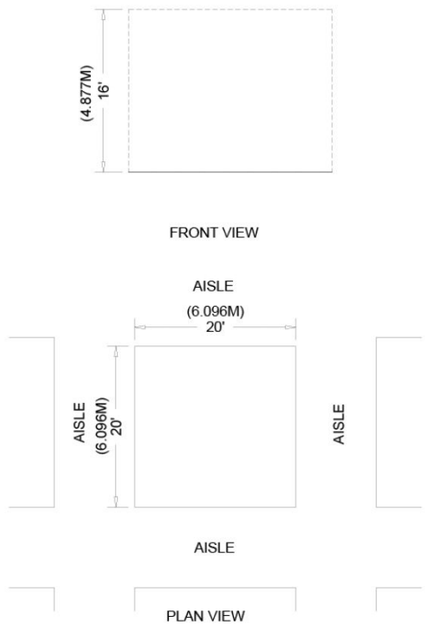
The maximum height of exhibit fixtures, components, and signage is 20 ft (6.096 m). All exhibit fixtures, components and signage must be less than 12 ft. Solid walls must include a 6 ft (1.83 m) break every 30 ft (9.14 m) to allow clean lines of sight.

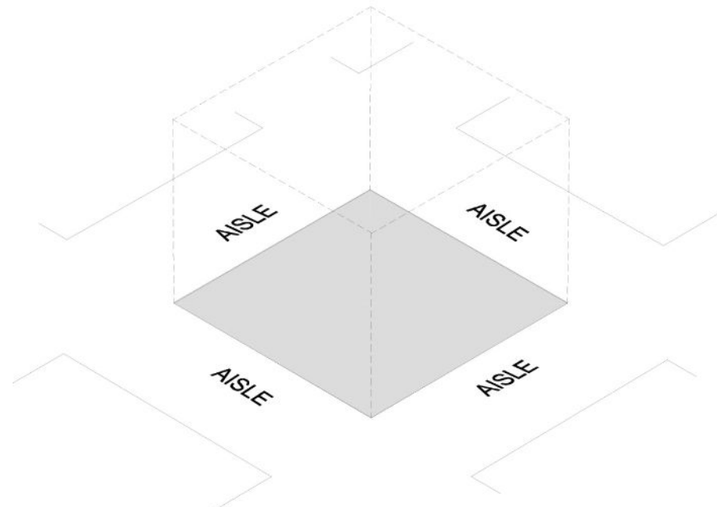
### Hanging Signs

### Additional Guidelines

- The backside of the backwall facing into the neighboring booths must be finished (no exposed framing or structure) in a neutral color without any graphics or logos.
- No company logos, branding or signage may face into an adjoining booth, including booths on either side or behind.
- Hanging signs and trusses are prohibited. All machinery or any large products must be set back 6 inches (0.15 m) from the aisle for safety.

### ISLAND BOOTH DIMENSIONS



## CARPET/FLOOR COVERING & FURNISHINGS

Professional floor covering is MANDATORY and is not included in the cost of the exhibit booth. If an exhibitor does not provide floor covering for over 90% of the exhibit space, the exhibitor must rent carpet from the Official General Service Contractor. Booths without floor covering as of 3:00 pm on Sunday, May 3 will have carpet installed by the Official General Service Contractor at the exhibitor's expense.

Floors are carpeted in the Aurora Ballroom; however, exhibitors are required to order carpet.

Unless contracted, booth spaces are unfurnished. Exhibitors are allowed to provide their own furnishings. Refer to the Exhibitor Service Manual to rent furnishings from the Official General Service Contractor.

## STORAGE

For safety and compliance, fire regulations do not allow product, literature, empty cartons, packing materials, or containers to be stored behind back drape or underneath tables. Exhibitors may keep a one-day supply of materials within their booth, provided it is stored neatly, does not block access to electrical or utility services, and does not create a safety concern.

## DONATIONS & TRASH

Show Management has partnered with **Venetian Expo** to create a donation program to help limit the amount of trash at the conclusion of the exhibition. Interested exhibitors should email: **lv_sustainability@venetianlasvegas.com** with information on items interested in donating.

Exhibitors may donate the following items (but not limited to) at the end of the show: books/magazines, carpet, furniture, office supplies, giveaways. Donation stickers will be available at the Exhibitor Service Desk onsite to label items at the conclusion of the exhibition.

## SOUND & MUSIC

All audio must be contained within your contracted booth space and directed inward. Sound levels should not interfere with neighboring exhibitors or disrupt activity in nearby aisles.

Noise may not exceed 85 decibels when measured from the aisle directly in front of the booth. If sound becomes disruptive, Show Management may require the volume to be reduced.

USGIF maintains the necessary ASCAP music licenses for the GEOINT Symposium. Exhibitors may play live or recorded music within their booth as long as it complies with the sound guidelines above.

## REMOVAL OF BOOTH MATERIALS

All exhibit materials — including displays, products, collateral, and trash — must be removed from your booth by the end of your assigned move-out time. Items may not be left in the booth, aisles, meeting rooms, or hallways.

Any materials left behind, including wooden crates, exhibit components, carpeting, or large containers, will be considered the responsibility of the exhibitor. Removal or disposal of these items by the Official Service Contractor will be billed to the exhibitor.