Exhibitor Kit

TransWorld St. Louis Show



Dear Exhibitor,

The 2027 TransWorld St. Louis Show will be here before you know it! It is time to start planning for another successful show. The information in this Exhibitor Service Kit can help you save time and money, so please read it carefully and note important deadlines and show regulations.

All forms, Rules & Regulations, and information needed for exhibiting are included in this kit. Use the highlights below to get started.

Plan for a Successful Show

- **Review the "Exhibitor Checklist of Deadlines"** (Page 1)
  Order services by the listed deadlines to benefit from lower prices.
- **Review the "Exhibit Rules & Regulations"** (Page 10-13)
  What is or was permitted at another event may not apply to this event or facility.
- **Review the floor plan** (Page 7)
  Check for columns or obstructions in and around your space, and note where utilities are located on the floor. The Floor Plan is available on the website and in the Heritage and Edlen Exhibitor Kits.
- **Keep your team informed**
  Make sure all staff coordinating your participation know that this complete Exhibitor Service Kit and all Contracted Service Provider kits are available on the website.

Service Provider Quick Guide

Provider/Kit	Services & Information
Heritage Trade Show Services	General contractor for the TransWorld Show in St. Louis; furniture, carpeting, freight, and labor
Edlen Electrical	Electrical and plumbing service
Smart City Networks	Internet and phone service
America's Center	Audio visual needs (through Encore), security, and exhibitor rights
Levy Food and Beverage/Catering	Exhibitor sampling forms, booth ordering policies, temporary food permits, and Health Department guidelines
ExpoTools USA	Lead retrieval device information

These kits are available at https://www.haashow.com/exhibitor/exhibitor-manuals/

Questions? Contact TransWorld Trade Shows, LLC at (847) 453-4285 or toll free at (888) 320-8494. A Staff & Key Contacts List is on Page 2 of this kit.

Our team is dedicated to making your show a success and looks forward to working with you in the coming months. Thank you for your business, and we'll see you in St. Louis!

TRANSWORLD

EXHIBITOR CHECKLIST & DEADLINES

TRANSWORLD TRADE SHOWS, LLC.

P: (847) 453-4285 | F: (847) 453-9472

DEADLINE: January 13, 2027

- ☐ Sponsorship Opportunities
- ☐ Certificate of Insurance
- ☐ Booth Variance Request Form
- ☐ Fog, Snow, & Scent Dispensing Disclosure Form IR (Infrared)
- ☐ Emitter Form Excess Product Storage Form
- ☐ Online Directory Forms: Show Directory, Exhibitor Badge & Certificate of Insurance Form

NOTE: For information on the Marketing/Sponsorship Opportunities, please visit www.haashow.com/sponsors/sponsor-opportunities

HERITAGE TRADE SHOW SERVICES

P: (314) 534-8500 | (314) 533-0906

DEADLINE: February 3, 2027

- ☐ Credit Card Authorization Form
- ☐ Cart Service Order Form
- ☐ Furniture/Carpet Rental Order Form
- ☐ Material Handling Information Forms P.O.V Cartload Service Order Form
- ☐ Animated Displays Unloading Service Order Form With & Without Weight Tickets
- ☐ Unloading Order Form; Box Trucks With & Without Weight Tickets
- ☐ Move-In Target Plan & Target Change Request Form
- ☐ Mobile Units/Vehicle Spotting Services Order Form

ADDITIONAL SERVICES

DEADLINE: February 3, 2027

- ☐ **AMERICA'S CENTER** - AV, EXHIBIT HALL FIRE REGULATIONS
- ☐ **SMART CITY** - INTERNET, VOICE SERVICES, ETC.
- ☐ **EXPOTOOLS** - LEAD RETRIEVAL
- ☐ **LEVY FOOD AND BEVERAGE** - CATERING

PLEASE PAY CLOSE ATTENTION TO DEADLINES. ORDERING SERVICES AFTER DEADLINES MAY INCUR ADDITIONAL CHARGES!

KEY CONTACTS & OFFICIAL CONTRACTORS

TRANSWORLD TRADE SHOWS, LLC.

1001 Green Bay Road, Suite 308
Winnetka, IL 60093
https://transworldtradeshows.com/

P: (847) 453-4285
P: (888) 320-8494
F: (847) 453-9472

ONSITE ASSISTANCE

Exhibitor Registration: In the Registration Hall to the right of the Washington Lobby
Show Office: Room 102 in the Registration Hall

GOT QUESTIONS?

Sponsorship, Parties, and Seminars	Email **Jennifer Bianco**, CEO at **jen@haashow.com**
Booth Related (sales, location, etc)	Email **Rich Bianco**, President at **rich@haashow.com**

HERITAGE TRADE SHOW SERVICES

620 Shenandoah Avenue St.
Louis, MO 63104

P: (800) 360-4323
F: (314) 534-8505
heritagesvs.com/ordering

ONSITE Service Desk:
Back wall behind Hall 4

AMERICA'S CENTER

General management:
P: (314) 342-5120

Security:
P: (314) 342-5163
jmorgan@explorestlouis.com

Audio Visual Needs (Encore):
Ryan.gunn@encoreglobal.com;
P: (314) 775-3433
https://eventnow.encoreglobal.com/

SMART CITY NETWORKS

orders.smartcitynetworks.com
ONSITE Service Desk:
Back wall behind Hall 4

P: (888) 446-6911
P: (314) 342-5100
F: (702) 943-6001

customerservice@smartcitynetworks.com
orders.smartcitynetworks.com

EDLEN ELECTRICAL EXHIBITOR SERVICES

https://ordering.edlen.com
ONSITE Service Desk:
Back wall behind Hall 4

P: (314) 342-5324
F: (314) 342-5384
stlouis@edlen.com

EXPOTOOLS USA

orders.expotools.biz/TWTS2026
ONSITE Service Desk:
Registration Hall
P: (866) 229-8470 ext. 1
orders@expotools.biz

Levy Food and Beverage Services

jmorrison@levyrestaurants.com
P: (314) 342-5243

GENERAL SHOW INFORMATION

TARGETED MOVE-IN

Move-in takes place **Monday, February 22**, through **Wednesday, February 24, 2027**.

Exhibit Hall Location Halls 1–5	America's Center 701 Convention Plaza St. Louis, MO 63101 Phone: (314) 342-5036 | Fax: (314) 342-5040

To ensure a smooth move-in process, exhibitors will follow a staged move-in schedule based on booth location. Please see **pages 5 - 7** in this kit, or the targeted move-in schedule in the Heritage Kit, for your hall's assigned move-in date and time.

For move-in questions, call Heritage at **(314) 534-8500**.

Exhibitors who need to remain in the exhibit hall after **6:00 p.m.** during move-in must register with the Show Office. After 8:00 p.m., registered exhibitors may remain in the hall but may not reenter after leaving.

Please note: All exhibitors and Exhibitor Appointed Contractors (EACs) must wear a setup wristband during move-in. Temporary wristbands will be available at the loading docks and Exhibitor Registration.

All exhibits must be set and fully installed by **6:00 p.m.** on **Wednesday, February 24, 2027**

TRADESHOW FLOOR HOURS

Date	Hours
Thursday, February 25, 2027	10:00 a.m. - 5:00 p.m.
Friday, February 26, 2027	10:00 a.m. - 5:00 p.m.
Saturday, February 27, 2027	10:00 a.m. - 5:00 p.m.
Sunday, February 28, 2027	10:00 a.m. - 2:00 p.m.

EXHIBITOR MOVE-OUT SCHEDULE

Date	Hours
Sunday, February 28, 2027	2:00 p.m. - 10:00 p.m.
Monday, March 1, 2027	8:00 a.m. - 3:00 p.m.

Thursday through Sunday, exhibitors may access the exhibit hall
2 hours before the show opens and may remain **1 hour after** the show closes.

IMPORTANT: No one under the age of 16 is permitted in the exhibit hall during move-in from Monday, February 22, through Wednesday, February 24, 2027, or during move-out beginning at 2:00 p.m. on Sunday, February 28, 2027.
NO EXCEPTIONS

MOVE-OUT INSTRUCTIONS

- Heritage will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. Nothing may be placed in the aisles during carpet removal, which begins at **2:00 p.m. on Sunday, February 28, 2027**. Booth dismantling may begin during this time.
- All exhibitor materials must be removed from the facility before **2:00 p.m. on Monday, March 1, 2027**.
- To meet the move-out deadline, all carriers must check in before **1:00 p.m. on Monday, March 1, 2027**. If your freight carrier has not checked in by 1:00 p.m., your freight will be forced unless you have made different arrangements with Heritage Trade Show Services.

EXHIBITOR REGISTRATION HOURS

Date	Hours
Monday, February 22, 2027	9:00 a.m. - 5:00 p.m.
Tuesday, February 23, 2027	9:00 a.m. - 5:00 p.m.
Wednesday, February 24, 2027	9:00 a.m. - 7:00 p.m.
Thursday, February 25, 2027	8:00 a.m. - 5:00 p.m.
Friday, February 26, 2027	9:00 a.m. - 5:00 p.m.
Saturday, February 27, 2027	9:00 a.m. - 5:00 p.m.
Sunday, February 28, 2027	9:00 a.m. - 2:00 p.m.

ATTENDEE REGISTRATION HOURS

Date	Hours
Wednesday, February 24, 2027	2:00 p.m. - 7:00 p.m.
Thursday, February 25, 2027	9:00 a.m. - 5:00 p.m.
Friday, February 26, 2027	9:00 a.m. - 5:00 p.m.
Saturday, February 27, 2027	9:00 a.m. - 5:00 p.m.
Sunday, February 28, 2027	9:00 a.m. - 2:00 p.m.

IMPORTANT LOCATIONS

Service	Location
Show Office / Press Room	Room 102, next to the Registration Area
Exhibitor Registration	Counter in Registration Area
Heritage Trade Show Services Edlen Electrical Smart City Networks	Service desk on the back wall behind Hall 4
ExpoTools Lead Retrieval	Service desk in Registration Area

SECURITY

TransWorld will maintain 24-hour perimeter security at America's Center from move-in through move-out. However, each exhibitor is responsible for securing their booth, equipment, products, and personal items. To arrange private booth security, contact Jourdon Morgan at America's Center at **(314) 342-5163.**

EXHIBITOR SHOW FLOOR ACCESS CREDENTIALS

Temporary setup wristbands will be available at the loading docks and Exhibitor Registration. These wristbands provide access to the show floor during move-in from Monday, February 22, through Wednesday, February 24, 2027. A government-issued photo ID is required when entering the show floor. Security personnel **may check** the credentials and photo ID of persons entering the show floor.

One authorized representative may check in at **Exhibitor Registration** and pick up all exhibitor badges and official wristbands for their booth. Exhibitor badges and wristbands must be worn at all times.

Exhibitor credentials must be picked up from Exhibitor Registration before
7:00 p.m. on Wednesday, February 24, 2027.

IMPORTANT: No one under the age of 16 is permitted in the exhibit hall during move-in from Monday, February 22, through Wednesday, February 24, 2027, or during move-out beginning at 2:00 p.m. on Sunday, February 28, 2027. NO EXCEPTIONS.

TARGET MOVE IN/OUT & DESIGNATED DOOR INFORMATION

ACCESS CREDENTIALS & ENTRY REQUIREMENTS

The access points and hours below apply during move-in, show days, and move-out. Security personnel **may check** the credentials and government-issued photo ID of persons entering through the loading docks and lobby doors.

- Temporary setup wristbands will be available at the loading docks and Exhibitor Registration and provide show floor access from **Monday, February 22, through Wednesday, February 24, 2027**.
- One authorized representative may check in at **Exhibitor Registration in the Registration Area, next to the Washington Avenue Lobby**, and pick up all exhibitor badges and official wristbands for their booth no later than **7:00 p.m. on Wednesday, February 24, 2027**. See Page 4 for Exhibitor Registration hours.
- **Temporary setup wristbands will not allow access to the show floor Thursday through Sunday.**

A government-issued photo ID and show credentials are required each time you enter the show floor and **may be checked** by security. The exhibitor badge and wristband must be worn at all times while on the show floor.

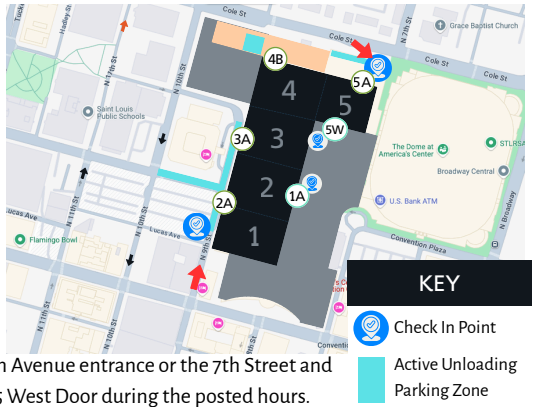
TARGETED MOVE-IN SCHEDULE

Color	Halls	Move-In Dates	Notes
Purple	**Halls 1 - 2**	**Monday, February 22** 4:00–8:00 p.m. **Tuesday, February 23** 8:00 a.m.–8:00 p.m. **Wednesday, February 24** 8:00 a.m.–8:00 p.m.	**Please note on Monday:** Floors will be marked, but furniture and carpet installation may still be in progress through Tuesday. **POV drive-in:** Driving into the building is available by appointment. Schedule an appointment with Rich Bianco at **(412) 812-1773** or **rich@haashow.com**. Drive-in charges are listed on pages 29–32 of the Heritage Exhibitor Kit.
Yellow	**Halls 3 - 5**	**Tuesday, February 23** 2:00–8:00 p.m. **Wednesday, February 24** 8:00 a.m.–8:00 p.m.	
Deadline: All exhibits must be set and fully installed by **6:00 p.m. on Wednesday, February 24, 2027**.			

Please note: Exhibitors may move in after their assigned color-coded time, but not before.
Any move-in outside of this schedule requires advance approval from Heritage and TransWorld.

MOVE-IN ACCESS POINTS

Date	Loading Docks	Man Doors
Mon., Feb. 22	2A Dock: 12:00–8:00 p.m.	Hall 1 Angle Door: 8:00 a.m.–8:00 p.m.
Tue., Feb. 23	2A, 3A, 4B & 5A Docks: 8:00 a.m.–8:00 p.m.	Hall 1 Angle Door and Hall 5 West Door: 8:00 a.m.–8:00 p.m.
Wed., Feb. 24	2A, 3A, 4B & 5A Docks: 8:00 a.m.–8:00 p.m.	Hall 1 Angle Door and Hall 5 West Door: 8:00 a.m.–8:00 p.m.



PEDESTRIAN ACCESS DURING MOVE-IN

Exhibitors without freight who are walking from a hotel may enter or exit through the Washington Avenue entrance or the 7th Street and Convention Plaza entrance. The show floor can be accessed through the Hall 1 Angle Door or Hall 5 West Door during the posted hours.



MAP KEY

CHECK IN POINT
A staff member will check you in and park you

DOCK DOOR
Must have a valid wristband to enter.

Limited outdoor Parking. Possible to park here and hand carry to a dock door.

Previous parking that is under construction. There is no parking in this area.

Follow these arrows for best way to get to the check in points.

BLOCKED ROAD
This road is usually blocked for active unloading

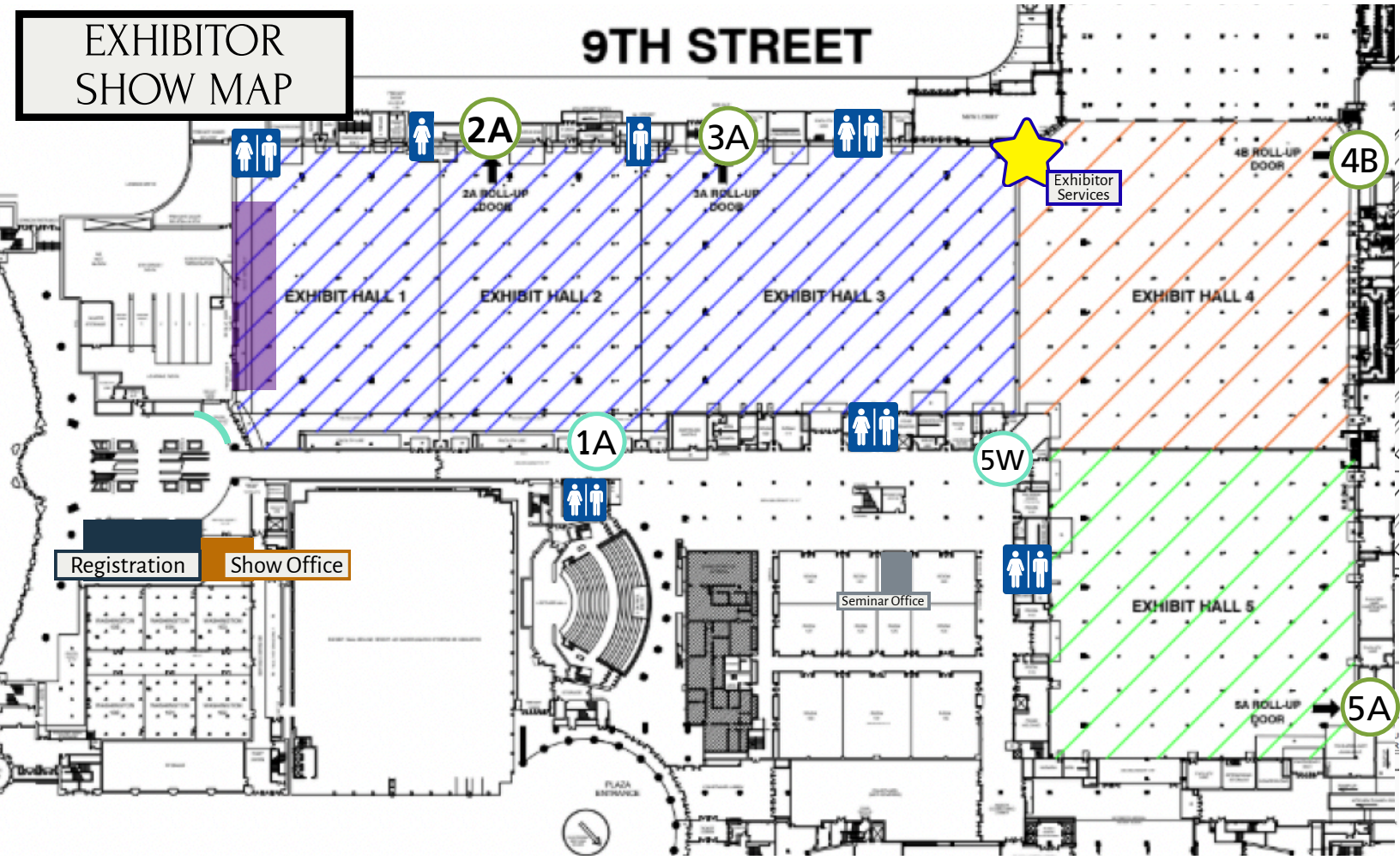
Main Roads used for Docks and Unloading

Blocked off areas for Active Unloading

Route from one Check In Point to the other

Roads that go around the convention center

EXHIBITOR SHOW MAP



MAP KEY

#X **MAN DOOR** Must have a valid wristband to enter.	Exhibitor Services: Heritage Trade Show Services, Edlen Electrical, Smart City Networks
#X **DOCK DOOR** Must have a valid wristband to enter.	Registration
Restroom	Show Office
	Seminar Office
	Dark Zone

IMPORTANT: No one under the age of 16 is permitted in the exhibit hall during move-in from Monday, February 22, through Wednesday, February 24, 2027, or during move-out beginning at 2:00 p.m. on Sunday, February 28, 2027. NO EXCEPTIONS.

ADDITIONAL EXHIBITOR REMINDERS

CRATE STORAGE / EMPTY CONTAINERS

If you pay Heritage to handle your freight, Heritage will store your crates or boxes at no additional charge. Obtain empty-storage stickers from Heritage and place them on the items you want stored. If you are handling your own freight and need empty containers stored, refer to the Heritage Exhibitor Kit for service pricing.

SHIPPING ADVISORY

If you receive a phone call from any company offering to arrange shipping for the TransWorld Show, please be aware that the company is **not affiliated** with TransWorld Trade Shows or America's Center. You must arrange shipping to and from America's Center through your own carrier or Heritage Trade Show Services. No authorized company should call you unsolicited to offer shipping arrangements. If you choose to do business with such a company, you do so at your own risk.

HOUSING ADVISORY

Do not work with or provide information to any company claiming to be the official housing company of TransWorld. Reservations made through unaffiliated organizations may carry unreasonable cancellation or change penalties or may be completely nonrefundable. TransWorld has worked directly with the hotels listed on its website to establish the official hotel block and room rates for attendees and exhibitors. Hotel solicitations from any other company or housing provider are **not approved** by TransWorld Trade Shows. Please report unauthorized solicitations to Jen Bianco at jen@haashow.com.

EXHIBITOR BADGES, WRISTBANDS, & PHOTO ID

One authorized representative may pick up all exhibitor badges and wristbands for their booth. Credentials must be distributed only to the individuals assigned to that booth. All exhibitors must wear an exhibitor badge and wristband at all times while on the show floor and carry a government-issued photo ID. Security personnel **may check** credentials and photo ID at the loading dock and lobby doors. Any non-exhibitor found wearing exhibitor credentials at America's Center or on the show floor will be brought to security. The exhibitor who provided the credentials will be fined **$500 for each badge** given to a non-exhibitor.

PROBLEMS DURING SETUP

Contact Jen Bianco at **(847) 323-5109** or Rich Bianco at **(412) 812-1773**.

EARLY BOOTH BREAKDOWN PENALTY

Do not begin dismantling your booth before the show closes at **2:00 p.m. on Sunday, February 28, 2027**. Early breakdown will result in a **$500 penalty,** which must be paid before leaving the hall.

EXHIBITOR INFORMATION PACKET

All exhibitors must pick up and sign for their Exhibitor Information Packet at the Registration Desk before **7:00 p.m. on Wednesday, February 24, 2027**.

FOG, SNOW & SCENT-DISPENSING EXHIBITORS

Review all rules and regulations on the applicable form included in this kit on **Page 23.**

EXHIBITORS USING IR (INFRARED) EMITTERS

Review all rules and regulations on the applicable form included in this kit on **Page 24.**

STANDARD BOOTH EQUIPMENT

STANDARD BOOTH EQUIPMENT

Standard booth size: 10 feet by 10 feet, unless otherwise noted.

Your booth includes:

- One 7-inch by 44-inch, one-line booth identification sign printed with your company name and booth number. The sign will be installed in your booth before the show opens.
- An 8-foot-high black back drape and 8-foot-high black side-divider drapes.
- Carpeted aisles, but booths are **not** carpeted.
  - Booth carpet and padding may be ordered through Heritage Trade Show Services OR you can bring in your own flooring OR leave your booth without any type of covering.
- Complimentary exhibitor badges based on booth size, as shown in the table below.

Booth Space	Complimentary Badges
Initial 10-foot by 10-foot booth	**4 badges**
Each additional 10-foot by 10-foot booth space	**1 additional badge**
Additional exhibitor badges may be purchased for $119 each.	

Exhibit Hall Decorations

Back Wall	Side Divider(s)	Sign
8' High, Black Drape	**3' High, Black Drape**	**7" x 44" one-line identification**
To order additional decorations see email from exhibitor.services@heritagesvs.com		

Please note: When ordering furniture from Heritage, remember that all tables MUST be covered with flame-retardant material.

EXHIBITOR BADGE POLICY

SUBMITTING BADGE NAMES

Each exhibitor will receive a unique URL by email that links to the Online Directory form. Enter the legal name of each person who needs an exhibitor badge. Include every employee who will work in the booth, including the primary contact if that person will attend the show.

- Legal names should match government-issued identification; nicknames, company names, and shared names should not be provided.
- After the online deadline **January 13, 2027**, name changes and additional badge requests may be made at **Exhibitor Registration**.
- Lost badges and wristbands are also subject to a replacement fee and can be obtained at Exhibitor Registration.

ELIGIBILITY & BADGE USE

Exhibitor badges are for **employees of the exhibiting company only**. TransWorld may request proof of employment or affiliation with the exhibiting company.

- Exhibitor badges should not be obtained for customers, guests, or other vendors.
  - Badges for these individuals can be purchased for $119 each.
- Badges and wristbands may not be loaned, exchanged, copied, altered, or resold and remain the property of TransWorld. They may be revoked at any time for misuse.
- An exhibitor who provides a badge to a non-employee will be subject to a **$500 fine.**
- The exhibiting company is responsible for the conduct and credential use of everyone registered under its booth.

EXHIBITOR RULE & REGULATIONS

These Rules & Regulations are intended to protect exhibitors, attendees, contractors, and the facility. Exhibitors must comply with all applicable laws and with the requirements of TransWorld Trade Shows, America's Center, Heritage Trade Show Services, and other authorized service providers. Show Management may issue additional instructions when needed. Questions should be directed to TransWorld Trade Shows at (847) 453-4285.

GENERAL COMPLIANCE & SHOW MANAGEMENT

- ·Exhibitors shall abide by and observe all laws, rules, and regulations of the city of St. Louis, state of Missouri, United States of America, the Show, and the Facility.
- Out-boarding (the scheduling of off-site events by exhibitors) during contracted show dates is expressly prohibited without the express written consent of show management.
- Show Management may interpret and enforce these policies and may remove or exclude individuals who do not comply.

CODE OF CONDUCT

We expect all Exhibitors and Attendees that attend the TransWorld Show, or any of its affiliated events, to engage in respectful and considerate behavior towards each other and refrain from **unacceptable behavior.**

TransWorld's Code of Conduct defines **unacceptable behavior** as that which includes (but is not limited to) the following:

- Creating a disturbance that is dangerous or interferes with the ability to transact business on the show floor or creates apprehension in another person.
- Engaging in any aggressive or unwanted physical contact with other vendors, attendees, and/or general staff.
- Making defamatory, harassing, or demeaning remarks.
- Using profanity, sexually explicit/suggestive or offensive language, racial, religious or ethnic slurs.

Unacceptable behavior will not be tolerated in the facility, on the show floor, or at any events

- Persons determined to be in violation of these policies will be asked to immediately discontinue their unacceptable behavior.
- If the behavior continues, management reserves the right to take immediate action to bar the person from further participation in the TransWorld Show without the right of refund for unused days of attendance, seminar or event tickets, or any booth fees or additional costs associated with the trade show.

CERTIFICATE OF INSURANCE

Every exhibitor must provide an acceptable Certificate of Liability Insurance naming **TransWorld Trade Shows, LLC, 1001 Green Bay Road, Suite 308, Winnetka, IL 60093**, as Certificate Holder and Additional Insured. General liability coverage must be at least **$1,000,000 per occurrence** for bodily injury and property damage combined.

- Coverage must apply throughout move-in, show days, and move-out: **February 22–March 1, 2027**.
- Vehicle exhibitors must also provide Vehicle/Comprehensive General Liability coverage.
- Ride and audience-participation exhibitors must provide coverage for static and moving rides, games, events, and audience participation.
- Upload the certificate through the Exhibitor Directory Online Form by the published deadline **January 13, 2027**. See the sample Certificate of Insurance on **Page 19** of this kit, and mirror your certificate after this sample.

EXHIBITOR APPOINTED CONTRACTORS

An Exhibitor Appointed Contractor (EAC) is any installation, dismantling, audiovisual, transportation, or other contractor not listed as an official show provider. **Heritage Trade Show Services is the official and exclusive general contractor for the show.**

- EACs must comply with all local union rules, regulations, and jurisdictions.
- Exhibitor is responsible for the conduct of its contractors and subcontractors.
- Exhibitor must submit permission to use EAC or I&D company on company letter head to **Heritage Trade Show Services** and copy to TransWorld Trade Shows.
- Exhibitor must also ensure their EAC's obtain and submit an original copy of their Certificate of Insurance to Heritage Trade Show Services to TransWorld Trade Shows by **February 3, 2027.**
  - **This must name TransWorld Trade Shows LLC as an additional insured.**
- EACs without the required documentation will not be permitted on the exhibit floor.

BADGES, WRISTBANDS & PHOTO ID

This section supplements the detailed credential policy earlier in the kit. One authorized representative may pick up all exhibitor badges and wristbands for the booth at Exhibitor Registration. Credentials must be distributed only to assigned booth personnel.

- Exhibitors must wear an exhibitor badge and wristband at all times while on the show floor.
- Exhibitors must carry government-issued photo identification; security personnel may check credentials and identification.
- Badges and wristbands may not be loaned, exchanged, copied, altered, or resold.
- Misuse may result in credential revocation and a **$500 fine.**

Submit legal badge names through the online form by the published deadline **January 13, 2027.** Later changes and additions may be completed at Exhibitor Registration.

CHILDREN & AGE REQUIREMENTS

IMPORTANT: No one under the age of 16 is permitted in the exhibit hall during move-in (Monday through Wednesday) or move-out (Sunday through Monday). NO EXCEPTIONS.

A fee is required for all children over one year old to attend during show hours. An exhibitor may use an available exhibitor badge or purchase an additional badge if needed.

- **Children ages 10 to 15:** Guests aged 10 to 15 who are children of exhibitors are welcome to attend. Proof of age, such as a school ID, passport, birth certificate, or similar documentation, must be presented.
- **Children Under 10 Years Old:** While children younger than 10 are strongly discouraged from attending, exceptions can be made. In such cases, a waiver must be signed for each child, including babies. The adult accompanying them will have a sticker placed on their badge for each child to confirm waiver compliance.
- **Infants (Under 1 Year):** Babies under one year old are allowed to enter the venue but must be carried in a sling or baby carrier at all times. To ensure safety, strollers are strictly prohibited.

AISLES, EXITS, & FIRE SAFETY

All aisle space belongs to Show Management. Displays, products, equipment, banners, trusses, vehicle arms, scaffolding, and other items **may not extend into or above aisles** without written approval.

If you are interested in purchasing aisle space above your booth or across the aisle, please see the Sponsorship kit on the TransWorld website.

- Fire hose cabinets, pull stations, aisles, exits, loading docks, doors, ramps, and all four sides of hall columns **must remain visible and accessible at all times.**
- Nothing may protrude into aisles, corridors, stairways, or exits. **Storage behind booths is a fire hazard and therefore prohibited.**
- All Display materials must be fire resistant or treated with a flame retardant solution to meet requirements of the standard flame test as provided in the local municipal codes for fire protection.
- Exhibitors are responsible for compliance with all applicable health, fire prevention, and public-safety laws, ordinances, and regulations.

DISPLAY RULES & BOOTH VARIANCES

Exhibitors must comply with the Display Rules & Regulations in this kit. Submit the Request for Booth Variance by the published deadline **January 13,2027.** Approval is required before installing a display that does not meet the standard rules.

BOOTH SPACE, APPEARANCE, & PROPERTY

- Sharing or subletting booth space is prohibited. Exhibitors may display and sell only products they manufacture or distribute in their regular course of business.
- Representatives of other companies may not solicit orders or conduct business from an exhibitor's booth.
- Booths must remain clean, orderly, and suitable for a business-to-business wholesale show. Cash registers and open merchandise cartons are prohibited on the show floor.
- Exhibitors are responsible for damage to the facility, standard booth equipment, or another exhibitor's property.
- Exhibitors may not paint, lacquer, drill into floors, or apply adhesives or coatings to the building or standard booth equipment.

COSTUME POLICY

- Attendees may not wear costumes in the convention center or on the trade show floor.
- Exhibitors and their employees may wear costumes but must generally remain within their contracted booth space while in costume.
- Costumed booth personnel may briefly leave the booth when necessary during the day, including for breaks or other personal needs.
- Costumed exhibitors may not walk the show floor to promote their company, distribute materials, solicit customers, or direct attendees back to their booth.

DEMONSTRATIONS, PROMOTIONS & SPECIAL EVENTS

- Demonstrations, interviews, and activities must remain within the contracted booth space.
- Printed materials may not be distributed outside the booth without Show Management approval.
- Special events require coordination with Show Management and must not conflict with official show hours under any circumstance.
- **Promotional or marketing activity in parking lots or surrounding areas outside the exhibit hall is prohibited.**
- Equipment demonstrations require prior notice to Show Management by the published deadline **January 13,2027.**
- Exhibitors accept full responsibility for compliance with national, state, and city regulations in the provision and maintenance of adequate safety devices on all exhibited equipment.

COOKING, FOOD SERVICE & SAMPLING

- Outside food and beverages may not be brought into America's Center. Exhibitors that cook, sell, serve, or sample food or beverages must follow America's Center and Levy requirements, including applicable permits and health-department rules.
- Refer to the Levy Catering Kit and the food-and-beverage guidance in the Exhibitor Manuals section of the show website.

MUSIC & SOUND

- Music may be played only when it is part of the exhibitor's product or approved presentation.
- Exhibitors using live or recorded music agree to defend, indemnify, and hold harmless Show Management and the Show from any damages or expenses incurred because of the exhibitor's use of such music.
- Sound must remain below **80 dB** and at a level that does not interfere with neighboring exhibitors. TransWorld Trade Shows reserves the right to determine when excessive sound, music, or other display activities interfere with other exhibitors' ability to conduct business.

FOG, SNOW, SCENT & INFRARED EMITTERS

- Only approved, fast-dissipating fog may be demonstrated in an exhibitor's booth. Submit the Fog Dispensing Disclosure Form on **Page 23** by the published deadline **January 13,2027.**
- Snow, scent-dispensing, and similar effects require approval and must follow the applicable form and facility requirements. They must not interfere with neighboring exhibitors.
- Infrared-emitting equipment requires an approved variance. See the applicable variance form on **Page 24.**

DISMANTLING & MOVE-OUT

This section supplements the detailed move-out schedule earlier in the kit. Do not dismantle or pack a booth before the show closes at **2:00 p.m. on Sunday, February 28, 2027.** Early breakdown will result in a **$500 penalty.**

- Move-out may begin only after the show floor has been cleared of attendees.
- Keep exhibit materials out of aisles until aisle carpet has been completely removed.
- Freight doors will open only after the official close and when authorized by Show Management.

ACCCESSIBILITY & SPECIAL SERVICES

Exhibitors are solely responsible for ensuring that their exhibits comply with the Americans with Disabilities Act and related regulations.

For disability-related services for exhibitor staff, submit a written request to Jen Bianco at **jen@haashow.com** or call TransWorld Trade Shows at **(847) 453-4285.**

ENFORCEMENT & RESPONSIBILITY

Exhibitors are responsible for their employees, representatives, guests, and contractors. TransWorld Trade Shows, America's Center, Heritage Trade Show Services, and their employees and contractors are not responsible for exhibitor losses caused by theft, transportation, fire, breakage, or similar risks. Failure to comply with these rules may result in corrective action, removal, loss of credentials, fines, or exclusion from the event without refund.

TransWorld has adopted the following **Suit-Casing and Out-Boarding Policies in** response to concerns from exhibitors and sponsors about individuals and companies attempting to conduct business, solicit customers, or host competing activities without investing in authorized exhibit space or sponsorship. Both practices undermine legitimate participants, interfere with customer relationships, and create an unfair business environment. TransWorld is committed to protecting exhibitor and sponsor investments, preserving the value of the event, and maintaining a level playing field for everyone.

SUIT-CASING POLICY

WHAT IS SUIT-CASING?

Suit-casing is the unauthorized solicitation of business by a person or company that gains access through an attendee badge, other event credential, or another means without purchasing the right to exhibit or sponsor. This parasitic business practice skirts the support of the organizers and the industry. The policy applies whether the person is soliciting attendees, exhibitors, vendors, or other business contacts.

Suit-casing also includes any outside event, trade show, or conference that is not affiliated with TransWorld trying to solicit exhibitors or attendees to attend their show. Such activity is prohibited unless TransWorld has provided prior written consent.

EXAMPLES OF SUIT-CASING

- Distributing business cards, flyers, marketing materials, samples, or other promotional items outside an assigned booth or approved sponsorship area.
- Attempting to sell products or services on the show floor without exhibiting.
- Leaving promotional materials on tables, counters, in booths, or in other public areas.
- Promoting unaffiliated events, trade shows, conferences, or gatherings.
- Sharing booth space with a company or person that is not an approved exhibitor.
- Approaching people on the show floor or at an onsite or offsite event to solicit business.

Bottom line: Anyone who does not have an exhibitor badge or written consent from TransWorld may not solicit exhibitors, attendees, vendors, or other participants at the show or at any affiliated event.

ZERO-TOLERANCE ENFORCEMENT

TransWorld has a zero-tolerance policy for suit-casing. An attendee observed soliciting business in the aisles, public spaces, another exhibitor's booth, or at an affiliated event may have their badge confiscated and be required to leave immediately without refund. Suit-casing may also occur in hotel guest rooms, hospitality suites, restaurants, nearby properties, or other public places associated with the event. Any hospitality suite or similar location used for business activity must be disclosed to and approved in writing by TransWorld before the event.

OUT-BOARDING POLICY

WHAT IS OUT-BOARDING?

Out-boarding occurs when an individual or company attending in an official or unofficial capacity hosts an unauthorized exhibit, meeting, demonstration, presentation, hospitality activity, gathering, or related business event at a conference hotel, restaurant, nearby property, private business, or other location without TransWorld's written approval. This policy applies to attendees, exhibitors, sponsors, and other participants.

The policy protects approved sponsors and exhibitors from competing events that divert attendees or diminish the value of their investment. **If you want to hold an event, meeting, gathering, demonstration, or hospitality activity during the event week, you must obtain prior written approval from TransWorld.**

EXAMPLES OF OUT-BOARDING

- Holding any event or gathering involving non-employees while in town for the show without TransWorld's written consent.
- Distributing or leaving marketing materials at meetings, hospitality areas, or events without approval.
- Approaching guests at sponsored onsite or offsite events to solicit business when their company is not the sponsor.
- Hosting unauthorized exhibits, meetings, demonstrations, presentations, hospitality suites, or business activities at nearby properties or private locations.
- Extending invitations to any activity, event, meeting, or gathering to non-employees during setup, show days, or teardown without TransWorld's written consent.

Bottom line: Do not host, promote, or invite non-employees to any meeting, demonstration, hospitality activity, gathering, or business event during the event week without prior written approval from TransWorld.

REGISTRATION, SOLICITATION & EVENT APPROVAL

- Each person must register individually under their company name and wear an official show badge to enter conference spaces and the exhibit hall.
- A person using false credentials must forfeit the badge and leave the event.
- Non-exhibitors and non-sponsors may not solicit business or distribute marketing materials at the conference venue, exhibit hall, affiliated events, or offsite properties.
- Exhibitors and sponsors may solicit business or distribute materials only within their assigned booth or approved sponsorship area or event.
- All requests for onsite or offsite meeting or event space during the event week require TransWorld's approval. Requests made directly through a hotel, including hospitality-suite requests, may be forwarded to TransWorld for approval.
- TransWorld reserves the right to decline any event request or cancel an unapproved event or booking when it conflicts with or threatens the success of approved exhibitors or sponsors.

MEETING SPACE & SPONSOR PRIORITY

Meeting rooms are generally unavailable at TransWorld events. If space becomes available, it will be offered to sponsor first based on seniority and availability.

Prior-year sponsors have the first right of refusal for the event they sponsored in the previous calendar year.

ZERO-TOLERANCE ENFORCEMENT

TransWorld has a zero-tolerance policy for out-boarding. Any attendee or company observed engaging in out-boarding must stop immediately and may lose all business privileges for the remainder of the show. Enforcement may include closing booth space, confiscating badges, removal without refund, additional penalties, and exclusion from future TransWorld events.

SUIT-CASING &OUT-BOARDING PREVENTION TEAM

TransWorld's prevention team includes TransWorld staff, conference security, and the most important member of the team, YOU! Exhibitors are essential partners because these practices directly affect their businesses and they are often the first to observe unauthorized solicitation.

WHAT TO LOOK FOR

- Non-exhibitor attendees initiating sales conversations in aisles or booths.
- Individuals handing out business cards, flyers, samples, or marketing materials outside an approved booth or sponsorship area.
- People leaving materials on tables, counters, or in booths.
- Any unapproved meetings, gatherings, hospitality activities, demonstrations, or outside-event promotions.

HOW TO REPORT A SUSPECTED VIOLATION

1. Identify the person or company and the activity you believe is suit-casing or out-boarding.
2. Contact TransWorld while the activity is occurring whenever possible so staff can respond immediately.
3. If it is safe and appropriate, document the activity with a photo or video and send it to TransWorld.
4. Call or text **Rich Bianco at (412) 812-1773** or **Jennifer Bianco at (847) 323-5109**.

For Safety: Do not confront, detain, or physically block a suspected violator.
Allow TransWorld staff and security to address the situation.

INVESTIGATION & RESOLUTION

After receiving a report, TransWorld will review the complaint with the reporting party and, when possible, observe the suspected activity. Show Management will address the issue directly with the subject of the complaint, determine whether a violation occurred, and take immediate corrective action when the complaint is substantiated.

TransWorld reserves the right to interpret and enforce these policies in a manner that protects exhibitors, sponsors, attendees, and the integrity of the event.

ONLINE DIRECTORY FORM

Online Submission Deadline: January 13,2027

Each exhibitor will receive a unique URL by email. Use that link to open the Online Directory form. Reminder emails may continue until the form is completed and the confirmation box is checked.

COMPLETE THESE STEPS

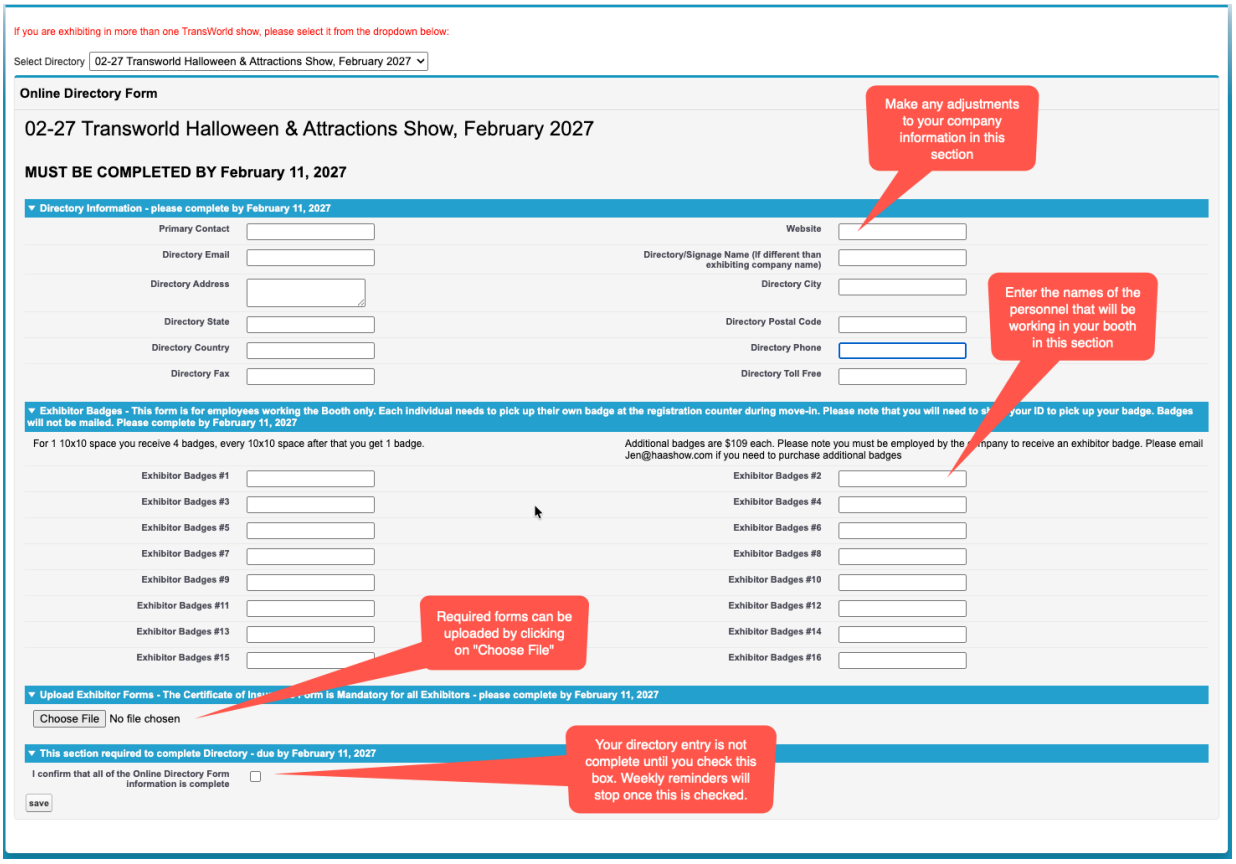
Use the form to submit:

- **Company information** for the official show directory
- **Legal names** for exhibitor badges. Be sure to include the primary contact in the badge list if that person will attend the show. See the **Exhibitor Badge Policy** on **Page 11** for additional information.
- The required Certificate of Insurance naming **TransWorld Trade Shows LLC** as Certificate Holder and Additional Insured for general liability. See the **Certificate of Insurance Policy** on **Page 12** and the **sample certificate** on **Page 18** .

After completing all sections, check **"I confirm that my Directory information is now complete"** and click the Save button. A confirmation email will be sent after successful submission.

If the form is not completed, available company information may be pulled from TransWorld's database; TransWorld is not responsible for resulting errors or omissions.

Below is a sample screenshot of the form you'll see at your custom URL:



RESOURCES

CERTIFICATE OF INSURANCE EXAMPLE ..... Page 19
DISPLAY RULES & REGULATIONS ..... Pages 20 - 21
REQUEST FOR BOOTH VARIANCE ..... Page 22
FOG, SNOW & SCENT DISPENSING DISCLOSURE FORM ..... Page 23
IR (INFRARED) EMITTER FORM ..... Page 24
EXCESS PRODUCT STORAGE FORM ..... Page 25

ALL FORMS ARE DUE: January 13, 2027

Please submit completed forms to Jennifer Bianco:

> Fax: (847) 453-9472
> Email: jen@haashow.com

Questions? Please call Jen at (847) 453-4285

CERTIFICATE OF INSURANCE EXAMPLE

SAMPLE

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Insurance Agency Contact Name
Insurance Agency Name Address City, ST ZIP	PHONE (A/C, No, Ext): Agency Phone Number FAX (A/C, No): E-MAIL ADDRESS: Agency Contact Email
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A : Insurance Carrier Name
INSURED Exhibiting Company Name DBA, if needed Street Address City, ST ZIP	INSURER B : Insurance Carrier Name
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC	Y		List Policy #	02/22/2027	03/02/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$1,000,000 $ 100,000 $10,000 $ 1,000,000 $ 2,000,000 $ 2,000,0000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [X] HIRED AUTOS [X] NON-OWNED AUTOS	Y		List Policy #	02/22/2027	03/02/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N [?] If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		List Policy #	02/22/2027	03/02/2027	[X] WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

TransWorld Trades Shows LLC is listed as Additional Insured with respect to the General Liability Policy as required by written contract.

Booth at the TransWorld's Halloween & Attractions Show, TransWorld's Christmas Show and TransWorld's Interactive Entertainment Show.

Location: American Center, 701 Convention Plaza, St. Louis, Missouri, 63101
Dates of the show: February 22, 2027 - March 2, 2027

CERTIFICATE HOLDER	CANCELLATION
TransWorld Trade Shows LLC 1001 Green Bay Road, Suite 308 Winnetka, IL 60093	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE SIGNED BY AGENCY PRINCIPAL

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ACORD 25 (2010/05) The ACORD name and logo are registered marks of ACORD

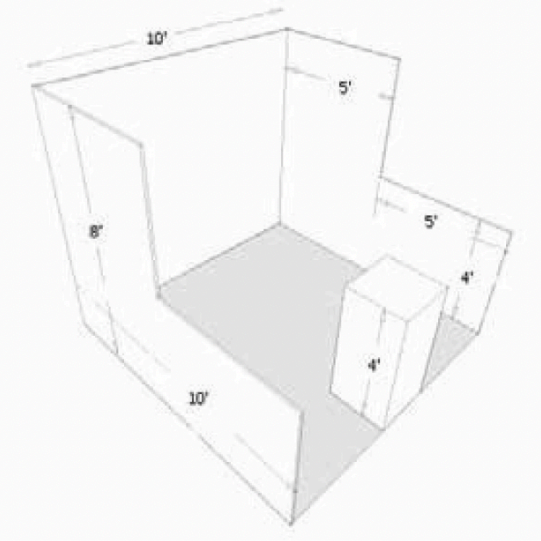
DISPLAY RULES & REGULATIONS

LINEAR OR IN-LINE BOOTH

Linear booths have one side exposed to an aisle and are generally arranged in a series along a straight line. Linear booths are ten-feet (10') wide and ten-feet (10') deep, i.e., 10' x 10'. **In-line booths have an eight-foot (8') back wall height limit unless you submit a Booth Variance Form located on Page 19 and is approved by Show Management.**

Display materials should not obstruct or block sight lines of neighboring exhibitors.

The maximum height of eight-feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height limit imposed on all materials in the remaining space forward to the aisle unless you submit a Booth Variance Form and is approved by Show Management. (Note: When three or more Linear Booths are used in combination as a single exhibit space, the four-foot (4') height limitation is applied only to that portion of the exhibit space which is within ten-feet (10') of an adjoining booth).

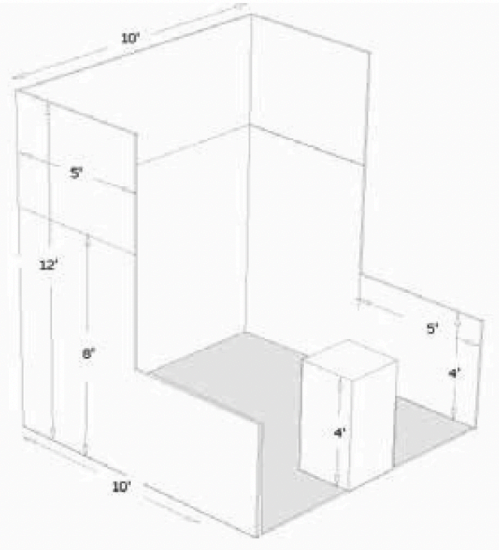


PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs up to a wall of the exhibit facility rather than to another exhibit. Perimeter booths have a twelve foot (12') maximum height limitation.

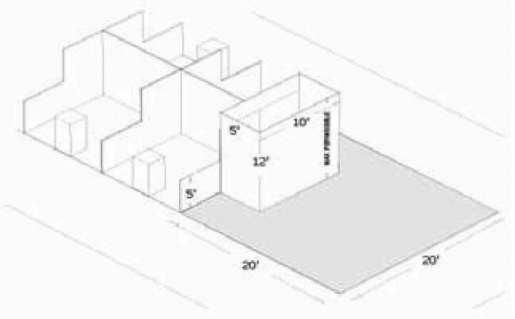
Display materials should not obstruct or block sight lines of neighboring exhibitors.

The maximum height of twelve-feet (12') is allowed only in the rear half of the booth, with a four-foot (4') height limit imposed on all materials in the remaining space forward to the aisle. (Note: When three or more Linear Booths are used in combination as a single exhibit space, the four-foot (4') height limitation is applied only to that portion of exhibit space which is within ten-feet (10') of an adjoining booth).



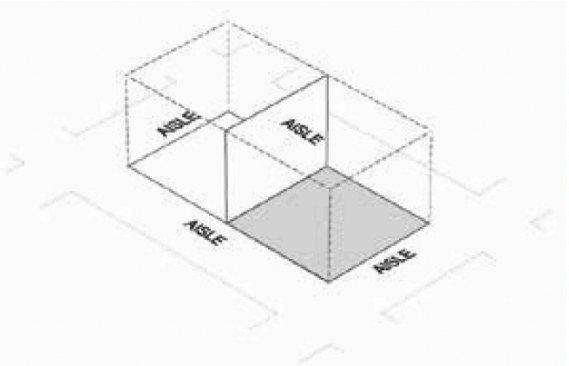
PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three (3) sides and composed of a minimum of four booths. A Peninsula Booth is 20'x20' or larger. When a Peninsula Booth backs up to two (2) Linear Booths, the back wall is restricted to four-feet (4') high within five-feet (5') of each aisle, permitting adequate line of sight for the adjoining Linear Booths. Twelve-feet (12') is the maximum height allowance, including signage for the center portion of the back wall.



SPLIT ISLAND BOOTH

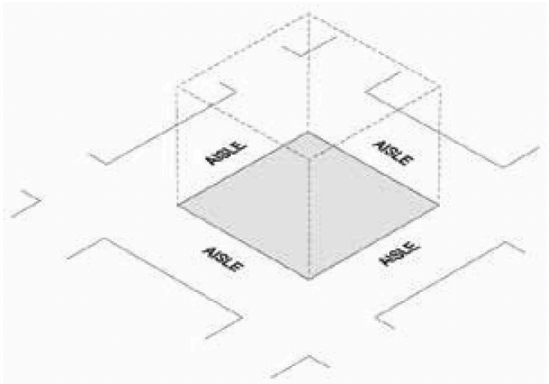
A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, which is sixteen-feet (16'), without any back wall line of sight restrictions. A Split Island is 20'x20' or larger.



ISLAND BOOTH

An Island Booth is any booth exposed to aisles on all four sides. An Island Booth is 20'x20' or larger.

The entire cubic content of the space may be used to the maximum allowable height which is sixteen-feet (16').



Please Note:

8' HEIGHT LIMIT EXCEPTION (DUE BY January 13, 2027) If your booth will exceed the 8' height limit, please fill out the Request For Booth Variance Form, on the next page, and email it to Jennifer Bianco at jen@haashow.com.

HANGING SIGNS & GRAPHICS are permitted in peninsula, split island and island booths only to a maximum height of 18' above the booth. 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).

TOWERS are freestanding exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit configuration being used.

Towers in excess of eight feet (8') should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit may be required.

REQUEST FOR BOOTH VARIANCE

Our intent is to provide each and every exhibitor a fair sight line. Please refer to the TransWorld Show Display Rules & Regulations. If you would like to request a variance for your booth, please fill out and include diagram for the variance requested. Each request will be reviewed on an individual basis.

DUE: January 13, 2027

Please submit completed form to Jennifer Bianco:

Fax: (847) 453-9472
Email: jen@haashow.com

Questions? Please call Jen at (847) 453-4285

Company Name: _____

Booth Number: _____ Booth Configuration: _____

Primary Contact: _____ Title: _____

Telephone: _____ Fax: _____

Email: _____

Have you reviewed the TransWorld Show Display Rules & Regulations? ☐ Yes ☐ No

Will the line-of-sight for neighboring booths be affected by your requested variance? ☐ Yes ☐ No

Please explain Variance Requested and include diagrams if possible. (Please submit additional page if necessary):

_____

_____

_____

_____

_____

_____

OFFICE USE ONLY

Approved: _____ Declined: _____ By: _____ Date: _____

Explanation: _____

_____

FOG, SNOW & SCENT DISPENSING DISCLOSURE FORM

If you dispense fog, to create a more comfortable environment for everyone on the Show Floor, only water based fast dissipating fog fluid maybe dispersed in an exhibitor's booth. Other types of fog fluid products may be sold,but not dispersed during the show. If you intend to disperse fog fluid in your products or display, this form must be filled out and submitted to Show Management for approval by **January 13, 2027**. If you require assistance in determining whether your fog fluid is water based and quick dissipating, please contact Show Management.

If you dispense snow, the machines in your booth must be adjusted so that snow falls only within the confines of your booth space. Snow machines must be operated on intervals and with appropriate velocity. If your snow is found blowing towards or in another booth you will be asked to turn off your machines and/or redirect them.

If you dispense scents, scents may only be dispensed upon buyer request and at a level as to not annoy neighboring companies and/or buyers in the aisles. Any company failing to obtain prior approval of their use of fog or snow will not be permitted to disperse fog or snow fluid for any purpose in their booth. Any company found to be in violation of these rules during the show will be subject to removal from the 2027 show and will face a **$500.00 surcharge** upon booking a subsequent show.

Please submit completed form to Jennifer Bianco:
P: (847) 453-4285 | F: (847) 453-9472 | E: jen@haashow.com

Company Name: _____

Booth Number: _____ Booth Configuration: _____

Primary Contact: _____ Title: _____

Telephone: _____ Fax: _____

Email: _____

Brand Name and Product Name of fluid to be used: _____

Number of fog or snow machines that will have power and will be running in your booth: _____

Interval, output & duration you expect to set each machine at : _____

Explanation of how fog or snow will be used in your booth (direct demo of machines , part of prop, etc.): _____

PLEASE NOTE: If at any time, a member of Show Management sees a violation of the rules or a discrepancy in the information submitted on the disclosure form (i.e. not using fast dissipating fluid, running more machines than noted on form, using fog or snow continuously with no regard to the comfort of the environment) you will be subject to removal from the 2027 TW Show and will face a **$500 surcharge** on site as well.

Have you reviewed the entire Terms & Conditions for Fog, Snow & Scent use at the 2027 TW Show? ☐ Yes ☐ No

I will only use Quick Dissipating Fluid during the entire 2027 TW Show. ☐ Yes ☐ No

OFFICE USE ONLY

Approved: _____ Declined: _____ By: _____ Date: _____

Explanation: _____

IR (INFRARED) EMITTER FORM

Our intent is to provide all exhibitors the ability to demonstrate their services. If you will be using IR in your booth, please fill out the information below. Feel free to include a diagram if needed.

All exhibitors using IR (Infrared) emitters for the pupose of positional tracking devices commonly found in Virtual Reality and Motion Capture require least three (3) sides of their booth blocked off with IR absorbent material. This material should be at a height equal to or greater than the installation height of the emitter. IR absorbing material should be near 100% light blocking to prevent infrared light bleed to neighboring booths that may be using similar receiver technology. Low powered IR systems such as Playstation VR, Leap Motion, XBox Kinect, Oculus Rift or HTC Vive may not require IR blocking material based on the proximity to other virtual reality installments. Please notify show management below if you feel that you are using IR emitters which may affect neighboring booths. You may be asked to relocate your booth space to ensure the uninterrupted exhibition of products and services on the day of, if proper protection of IR blocking material is deemed insufficient by show management. Any modifications required to the booth in order to meet these guidelines will be done at the cost of the exhibitor. *If your booth is not facing another booth, you may be able to only block the two sides adjacent to the other exhibitors' booths. Please inform us if you are seeking this exception. For any other exceptions please notify show management immediately.

Please submit completed form to Jennifer Bianco:

P: (847) 453-4285 | F: (847) 453-9472 | E: jen@haashow.com

Company Name: _____

Booth Number: _____ Booth Configuration: _____

Primary Contact: _____ Title: _____

Telephone: _____ Fax: _____

Email: _____

I have reviewed the IR Emitter Form and acknowledge that I will follow the instructions given above regarding the IR absorbing material. ☐ Yes ☐ No

My booth faces a corner and I only wish to keep two sides. ☐ Yes ☐ No

Neighboring booths will not be effected by our use of IR and if they are, per show management's discretion, I may be moved to a different booth or incur a charge (onsite) to rectify the situation. ☐ Confirmed

I am using low powered IR systems but acknowledge that if they are found to affect other booths that I may be moved, per Show Management's discretion, to a different booth or incur a charge (onsite) to rectify the situation. ☐ Confirmed

Additional Information or exceptions (please submit additional diagram if needed): _____

OFFICE USE ONLY

Approved: _____ Declined: _____ By: _____ Date: _____

Explanation: _____

EXCESS PRODUCT STORAGE FORM

Exhibitors may reserve space in our excess storage area **(room 111)** for the duration of the show. This space may ONLY be utilized for storage of excess display product and not for empty container or packaging storage. Exhibitors may reserve 15 square feet of space per 10x10 booth for $100 per space. The ceiling height of room 111 is 9', so please make sure not to over stack your boxes. Space is limited and must be reserved by **January 13, 2027** and will be available on a first come first serve basis.

The storage space may only be accessed on the following days and times:

Date	Morning Hours	Afternoon Hours
Tuesday, February 23, 2027		3:00 p.m - 5:00pm
Wednesday, February 24, 2027		3:00 p.m - 5:00pm
Thursday, February 25, 2027	8:00 a.m - 9:30am	4:00 p.m - 5:00pm
Friday, February 26, 2027	8:00 a.m - 9:30am	4:00 p.m - 5:00pm
Saturday, February 27, 2027	8:00 a.m - 9:30am	4:00 p.m - 5:00pm
Sunday, February 28, 2027	8:00 a.m - 9:30am	1:00 p.m - 5:00pm

You will be given 1 key to the storage room upon arrival. Please pick up the key in room 102. The key will need to be returned on Sunday. The storage room is only open during the hours listed above. TransWorld is not responsible for any lost or stolen items. Please fill out this form and the following credit card form if you want to reserve your storage space at the TW Show. Both forms must be submitted no later than **January 13, 2027**, storage will not be available for on site purchase after that date.

Please submit completed form to Jennifer Bianco:

P: (847) 453-4285 | F: (847) 453-9472 | E: jen@haashow.com

Company Name: _____

Booth Number: _____

Number of Storage Spaces Requested at $100 (1 per 10x10 booth): _____

Neither TransWorld nor America's Center will be responsible for lost or stolen items.
By signing this form you acknowledge that you are placing goods in storage at your own risk.

Signature: _____