



2024 Rules & Regulations

**Owned By:**

National Asphalt Pavement Association (NAPA)
 Association of Equipment Manufacturers (AEM)
 National Stone, Sand & Gravel Association (NSSGA)

Produced By:

Association of Equipment Manufacturers (AEM)

Owned By:

National Stone, Sand & Gravel Association (NSSGA)

Produced By:

Association of Equipment Manufacturers (AEM)

All exhibitors displaying at the World of Asphalt 2024 Show and Conference and the NSSGA's AGG1 2024 Aggregates Academy & Expo, to be held in Nashville, Tennessee at the Music Center from March 25 – 27, 2024, are required to complete an application, execute the contract for space and SUBSCRIBE TO ALL EXHIBIT RULES AND REGULATIONS. FAILURE TO FOLLOW EXHIBIT RULES AND REGULATIONS MAY RESULT IN CANCELLATION OF THE RIGHT TO EXHIBIT. (ALL EXHIBITS SHALL CONFORM TO ALL FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS.)

The World of Asphalt 2024 Show and Conference and the NSSGA's AGG1 2024 Aggregates Academy & Expo Rules and Regulations as described herein have been prepared by Show Management and approved by the Management Committee.

TABLE OF CONTENTS

GENERAL INFORMATION

Definitions	2
Exposition Location, Dates & Hours	2
Installation & Dismantling Schedule	2
Target Installation Dates	2
Exhibitor Data	3
Exhibitor Services Manual	3
Failure to Hold Exposition	3
Show Representative	3

ELIGIBILITY & EXHIBIT SPACE

Eligibility	3
Auction Houses	3
Remanufactured & Used Equipment	3
Distributors, Rental Houses & Product Support Providers	3
Exhibit Space Costs & Payment Schedule	3-4
Exhibitor Package Plan	4
Nature of Space Assignment	4
Storage & Packing Materials	5
Exhibit Space Size	5
Assignment of Exhibit Space	5
Sub-Leasing of Exhibit Space	6
Shared Exhibit Space	6
Exhibits	6
Cancellation Policy	6
Exhibitor Property Sold	6
No Hotel Exhibits	6
No Other Exhibits	6
Space Reduction Policy	6
Cancellation Policy	6

ADMISSION TO THE EXHIBITS

Admission to the Exhibits	6
Onsite Badge Pick up	7
Non-Exhibiting Vendor Policy	7
Exhibitor Appointed Contractor (EAC) Registration	8
Installation & Dismantle Badge	8
Cancellations, Substitutions & Refunds	8
Children	8
Exhibitor Admittance During Non-Exposition Hours	8
Photographs & Videos	8

WORK RULES & EXHIBITOR APPOINTED CONTRACTORS

Certificate of Insurance	9
Exhibitor Appointed Contractors	9
Gratuities to Exhibit Labor	10
Work Rules: Exhibit Installation, Operation & Dismantling	10

BUILDING & OPERATING YOUR STAND

Animals	14
Canopies and Ceilings	13
Exhibit Design & Use of Exhibit Space	11-12
Platforms	13
Towers	13
Signs on Exhibits or Products	13
Defacing of Building or Exhibit Facilities	13
Equipment Sales, Sold Signs & Customer Names	13
Extra Lighting	13
Motion & Noise Control	13
Hanging Signs (see Exhibit Design & Use of Exhibit Space)	11-12
Height Regulations (see Exhibit Design & Use of Exhibit Space)	11-12
Inflatable Objects	13
Landscaping Materials	14
Sound Devices, Movies, Slides, Video & TV	14
Submission of Floor Plans – 400 Square Feet or Larger	14
Multi-Level or Covered Exhibit Stand	13

SECURITY & SAFETY

Flammable Materials	15
Safety Devices	15
Security	15

PROMOTING YOUR STAND ON-SITE

Food & Beverage Service	15
Literature Distribution	15
Lotteries & Contests	16
Press Conferences	16
Prizes & Giveaways	16
Promotional Items	16
Use of Shows' Logos	16

MEETING/FUNCTION SPACE AT MUSIC CITY CENTER

Utilization of Meeting/Function Space	16-17
Entertainment Rules	17
Field Trips	17
Hospitality Suites & Hotel Function Space	17
Invitations	17

AGREEMENT & ENFORCEMENT OF RULES

Agreement to Rules	17
Closing Exhibit Stands Early	17
Right of Entry and Inspection	17
Enforcement of Exposition Rules	17-18
Penalties for Violations of Exposition Rules	18
The Exhibitor Agrees...	18-19

GENERAL SHOW INFORMATION

DEFINITIONS

World of Asphalt® 2024 Show and Conference – Referred to as World of Asphalt 2024

The NSSGA's AGG1® 2024 Aggregates Academy & Expo – Referred to as NSSGA's AGG1 2024

Exposition – World of Asphalt 2024 and NSSGA's AGG1 2024

World of Asphalt Owners – National Asphalt Pavement Association (NAPA), Association of Equipment Manufacturers (AEM) and National Stone, Sand and Gravel Association (NSSGA)

AGG1 Owners – National Stone, Sand and Gravel Association (NSSGA)

Equipment/Services – Product (equipment or services) displayed by any exhibitor, which comply with the rules and regulations for eligibility.

Exhibit Space/Exhibit Area – The indoor area at the Music City Center assigned to an exhibitor for the purpose of displaying eligible products and services based on qualifications and full payment of the said display area.

Show Management – World of Asphalt – Association of Equipment Manufacturers (AEM), AGG1 – National Stone, Sand and Gravel Association (NSSGA)

Housing – All sleeping accommodations, as well as hospitality facilities requested by exhibitors, employees, guests, and visitors.

Management Committees – Comprised of buyers, exhibitors and Show Management representatives, the governing bodies of the Expositions are World of Asphalt 2024 Management Committee, NSSGA's AGG1 2024 Management Committee and World of Asphalt/NSSGA's AGG1 2024 Executive Committee.

Music City Center – To be referred hereafter as the Music City Center, which includes all indoor facilities, parking lots, marshaling areas, exhibit areas and designated demonstration areas.

Official Exposition Period – Includes Conference and Exhibits Monday, March 25, 2024, through Wednesday, March 27, 2024.

EXPOSITION LOCATION, DATES & HOURS

The Exposition will be held at the Music City Center in Nashville, Tennessee. Exposition dates and hours will be:

Monday, March 25, 2024	9:00 am to 5:00 pm
Tuesday, March 26, 2024	9:00 am to 5:00 pm
Wednesday, March 27, 2024	9:00 am to 2:00 pm

INSTALLATION & DISMANTLING SCHEDULE

The following schedule represents the installation and dismantling periods for the Exposition. These hours are the standard hours for installation. However, exhibitors will have access to their stands from 8:00 am to 7:00 pm during the installation and dismantling periods. Exhibit stands must be fully assembled by Sunday, March 24 at 5:00 pm for final walk through by Show Management.

INSTALLATION SCHEDULE

Friday, March 22, 2024	8:00 am to 5:00 pm
Saturday, March 23, 2024	8:00 am to 5:00 pm
Sunday, March 24, 2024	8:00 am to 5:00 pm

DISMANTLING SCHEDULE

Wednesday, March 27, 2024	Begins at 2:00 pm
Thursday, March 28, 2024	8:00 am to 5:00 pm
Friday, March 29, 2024	8:00 am to noon

TARGET INSTALLATION DATES

Exhibitors will be able to access their targeted installation dates and times provided from the official show contractor located in the Exhibitor Service Manual. Every attempt will be made to ensure that their materials will be delivered to their stand on the day they are scheduled to arrive. Any exhibitor wishing to change their scheduled installation date and time must submit their request in writing to the Exposition's Official General Contractor's Freight Department.

FAILURE TO HOLD THE EXPOSITION

Should any contingencies prevent the holding of the Exposition, Show Management may return such portion of the exhibit space payment as may be determined to be equitable by Show Management and the World of Asphalt 2024 Owners and the NSSGA'S AGG1 2024 Owners, in their sole discretion. Should any contingencies require the moving or postponement of the Exposition, no refunds will be made.

SHOW REPRESENTATIVE

Each exhibitor will be required to appoint at least one individual authorized to represent their company in all dealings with Show Management. Each exhibitor will furnish Show Management with the name of its Official Show Representative at the time it submits its space application. This representative shall be authorized to enter such service contracts as may be necessary and for which the exhibitor shall be responsible. It is the responsibility of the exhibitor to notify Show Management with the name of another representative in case the primary representative is unavailable.

EXHIBITOR SERVICES MANUAL

The World of Asphalt 2024 and NSSGA'S AGG1 2024 Exhibitor Services Manual will be available for exhibitors and notification will be sent to the Official Show Representative for each exhibiting company. The manual will contain all necessary information and forms for installation and services as well as registration, housing, and official function schedules.

EXHIBITOR DATA

In order to provide the services to you in accordance with these terms, Show Management will use the personal data you provide to us for your employees, workers and other agents. Show Management takes its data privacy responsibility seriously and will only process personal data in accordance with our Privacy and Cookies Policy from time to time. You must: (i) provide us with accurate contact details for your employees, workers and other agents; (ii) keep us informed of any updates that need to be made to such contact details; and (iii) notify the relevant employees, workers and other agents that we will process their personal data in order to fulfill our contractual obligations with you and advise them of our privacy policy.

Exhibitor grants Show Management access to all data (service, quantity, spend, etc.) for exhibitor's purchase of services from the show service providers for the confidential internal use by Show Management and its consultants in analyzing and evaluating show services and exhibitor authorizes show service providers to give access to exhibitor's data for use as stated above.

ELIGIBILITY & EXHIBIT SPACE

ELIGIBILITY

Exhibitors must manufacture equipment, components, and parts, or provide services related to the asphalt industry at World of Asphalt 2024 and to the aggregates industry at NSSGA's AGG1 2024. Specific guidelines have been set for distributors, rental houses, product support providers and auction houses. These guidelines are as follows:

DISTRIBUTORS, RENTAL HOUSES & PRODUCT SUPPORT PROVIDERS

Distributors, rental houses, and product support providers may display their company's services. They may display product or literature depicting product only if one of the following criteria are met: 1) they have obtained written permission from the exhibiting OEM; or 2) they are the sole U.S. master distributor to a non-U.S. manufacturer.

AUCTION HOUSES

Auction houses can display their services, however, new or used equipment cannot be sold from the company's exhibit stand. This includes actual product being displayed, online auctions, live auctions or showing a live broadcast from an off-site location. Live auctions are not allowed on the Exposition floor.

REMANUFACTURED AND USED EQUIPMENT

Remanufactured equipment and components may be exhibited by the Original Equipment Manufacturer (OEM) of that product or products for the purpose of showing the role of remanufacturing in the OEM's business. Exhibitors may not exhibit in their space any used equipment, except: (1.) remanufactured equipment as explained above, and (2.) equipment produced by the exhibiting company that has a historical theme or background.

EXHIBIT SPACE COST AND PAYMENT SCHEDULE

COST OF EXHIBIT SPACE

The cost of exhibit space is based on the desired amount of square footage multiplied by the appropriate rate. The square footage rate is based on the applicant's membership affiliation and status in NAPA, NSSGA or AEM. To be eligible for member prices, applicants must be a NAPA, NSSGA or AEM member in good standing as of January 1, 2024, as indicated below.

The rate structure for World of Asphalt and NSSGA'S AGG1 2024 is as follows:

AFFILIATION	INDOOR
PRIORITY	
Member of NAPA, NSSGA or AEM	\$25.80/SF
Nonmember	\$36.40/SF
AFFILIATION	INDOOR
STANDARD	
Member of NAPA, NSSGA or AEM	\$27.80/SF
Nonmember	\$37.05/SF

If your company is exhibiting in both shows in a shared stand, you qualify for the member rate if you are member of NAPA, NSSGA or AEM.

Information on Association membership for any of the above organizations may be obtained by contacting:

NATIONAL ASPHALT PAVEMENT ASSOCIATION (NAPA)

Toll Free Phone: (888) 468-6499

Phone: (301) 731-4748

Web site: www.asphaltpavement.org

NATIONAL STONE, SAND & GRAVEL ASSOCIATION (NSSGA)

Phone: (703) 525-8788

Web site: www.nssga.org

ASSOCIATION OF EQUIPMENT MANUFACTURERS (AEM)

Toll Free Phone: (866) 236-0442

Phone: (414) 272-0943

Web site: www.aem.org

PAYMENT FOR EXHIBIT SPACE

Checks for exhibit space must be made payable to World of Asphalt or NSSGA'S AGG1 2024 and must be in U.S. funds or a draft drawn from a U.S. bank.

The following payment schedule must be followed:

- 50% of total cost of exhibit space due **with the submission of the space application and contract.**
- 50% balance of exhibit space cost due **October 13, 2023.**
- Applications received on or after October 13, 2023, must be accompanied by full payment of exhibit space.
- No exhibitor will be permitted to move into their designated space until the exhibit space is paid in full.
- If space is not paid in full by **October 13, 2023** Show Management reserves the right to cancel the space.

EXHIBITOR PACKAGE PLAN

The cost of exhibit space includes the following Exhibitor Package Plan, which will reduce the cost to exhibit and add value to your investment:

- Unloading and reloading of all crated shipments from all trucks.
- Delivery of machinery and crates to exhibit stands from marshaling area(s) and pick up of same machinery and crates at the close of the Exposition.
- Handling of inbound and outbound shipments of exhibit materials to the Music City Center or any other exhibit areas used for the Exposition.
- Operators for self-propelled equipment and plywood planking where required.
- Spotting of exhibitor's machinery or products for the initial installation only as the equipment is delivered to the exhibitor's stand and provided an exhibitor representative is present during the initial placement.
- Exhibit crate removal, cleaning materials, storage and return to exhibit stand at the close of the Exposition.
- Pipe and drape for all standard booths.
- General cleaning of all exhibits including the vacuuming or sweeping of carpet/floor and emptying of wastebaskets before the opening of each Exposition day.

- An exhibitor Marketing Kit will be available for direct mail and email blast purposes through a third-party vendor. Exhibitors will be responsible for postage.

Please note the cost of exhibit space does not include registration badges for exhibiting company personnel. Please review Admission & Show Badge information on page 7 for additional details.

In addition, please note that exhibitors with treaded equipment that require additional floor covering under plywood planks to protect the Music City Center exhibit hall floor will be charged an additional amount for labor and materials.

STORAGE AND PACKING MATERIALS/CLEAN FLOOR POLICY

All packing boxes and crates must be stored by the general contractor for the duration of the show. No boxes or crates may be stored behind the exhibitor's back wall according to the Music City Center fire regulations. The storage of these items is included in the space rates. Proper identification tags will be available at the Exhibitor Service Desk. **Empty crates and packing boxes should be placed in the aisle in front of your booth by 3:00 pm on March 24.** All flammable packing materials such as paper, straw, etc. must be totally enclosed in containers. Materials not complying with these requirements will be considered refuse and disposed of by the cleaners.

NATURE OF SPACE ASSIGNMENT

The assignment of space to an exhibitor is not to be construed as a leasing of property. It is merely the granting to the exhibitor of a license to enter upon the designated space for the sole purpose of exhibiting products in conformity with these Rules and Regulations and subject to the terms of certain leases between the Music City Center as lessors, and Show Management, as lessee, for the period of the World of Asphalt and NSSGA'S AGG1 2024 Shows.

ASSIGNMENT OF EXHIBIT SPACE

PRIORITY FORMULA

The Priority Formula is used in the assignment of exhibit space. Priority assignment for World of Asphalt and NSSGA'S AGG1 exhibitors will take place onsite at CONEXPO-CON/AGG & IFPE 2023. Exhibitors who submit their application by **December 16, 2022**, will be included in the Priority Assignment process. Any exhibitor who submits an Exhibit Space Application & Contract after December 16, 2022, will be assigned on a first-come; first-serve basis. The Priority Point Formula is as follows:

NAPA, AEM & NSSGA Members



DEFINITION OF MEMBERSHIP NUMBER

Show Management chooses the company/division with the greatest number of membership years in AEM, NAPA or NSSGA. An exhibitor must be a current member in good standing of AEM, NAPA or NSSGA to have its years of membership used in calculating the membership number.

DEFINITION OF PAST PARTICIPATION NUMBER

Show Management uses the total square footage purchased by an exhibitor in the 2022 exposition. The total square feet cannot exceed the maximum space sizes (5,000 net square feet in each of World of Asphalt and NSSGA'S AGG1 2024 totaling 10,000 net square feet in both shows). If a company acquired another company(s), the parent company can use the newly acquired company(s) but cannot exceed the maximum space sizes set. Space selection will be based on the above mentioned priority formula. A 50% deposit for the exhibit space must be received with exhibit application in order for the selected space to be confirmed. Space applications and deposits received after the priority deadline will be assigned on a first-come, first-serve basis.

EXHIBIT SPACE SIZE

The maximum space size is set to create a floor plan that will adhere to fire and safety regulations for Nashville and the Music City Center. The maximum space size is set to include the parent company and all its divisions and subsidiaries. Companies and their divisions/subsidiaries applying for multiple exhibit spaces still may not exceed the maximum limit set by Show Management for their space totals.

Maximum Exhibit Space = 5,000 net square feet in each of World of Asphalt and NSSGA'S AGG1 2024 totaling 10,000 net square feet in both shows.

A space size reduction shall not be required for an exhibitor who acquires another exhibiting company within 6 months (October 15, 2023) prior to the opening of the World of Asphalt 2024 and NSSGA'S AGG1 2024 Shows (March 25, 2024), even if the combined space size of the exhibitor and the acquired exhibitor exceeds the maximum space size stated above.

SUB-LEASING OF EXHIBIT SPACE

The exhibitor agrees not to reassign, grant, sublease or license the use of space, or any part thereof allotted to them. Exhibitors are not permitted to display separately in their space any equipment, components or products built by non-exhibiting manufacturers or other non-qualifying divisions of exhibiting manufacturers (hereafter “non-exhibiting manufacturers”), unless the space shared is with a member in good standing with NAPA, NSSGA or AEM.

If a component made by a non-exhibiting manufacturer is normally furnished as an integral part of the equipment being exhibited, the exhibitor of the equipment may include the component but cannot call any special attention to it. If equipment made by a non-exhibiting manufacturer is normally furnished as an integral part of the component being exhibited, the exhibitor of the component may include the equipment but cannot call special attention to it. In either case, the exhibitor shall pay the non-member space rate for that portion of the exhibit space occupied by the non-exhibiting manufacturer's product, except if the non-exhibiting manufacturer's equipment product occupies 50% or more of the exhibit space, then the non-member space rate will be charged for the entire exhibit space.

SHARED EXHIBIT SPACE

Exhibitors must notify Show Management of their intent to share their allocated space. If an exhibitor does not notify Show Management, Show Management will take action described under the “**Penalties for Violation of Exposition Rules**” section.

EXHIBITS

Exhibits are permitted only in the official exhibit areas of the World of Asphalt 2024 and NSSGA'S AGG1 2024 Shows.

NO OTHER EXHIBITS OR DEMONSTRATIONS

World of Asphalt and NSSGA'S AGG1 2024 exhibitors or their dealers or distributors will not exhibit or participate in any exhibit or demo within 150 miles of the Music City Center during the Official Exposition Period.

NO HOTEL EXHIBITS

Show Management will not permit exhibitors to do the following: (1.) rent or assign any public space or sleeping rooms for exhibit purposes at any time during the Official Exposition Period; nor (2.) permit the use of any public space, or sleeping rooms for entertainment purposes or press conferences during the hours of the Official Exposition Period.

SPACE REDUCTION POLICY

- Any company decreasing its space before October 13, 2023 must still pay at least the 50% deposit of the original space, regardless of the new space cost. If the new space cost is less than the original 50% deposit, the exhibitor will not be refunded the difference between the new space cost and the original 50% deposit. Overpayments beyond the 50% will be refunded if the reduction occurs before October 13, 2023.
- Any company reducing its space on or after October 13, 2023 will receive no refunds.

CANCELLATION POLICY

Any notice of cancellation of exhibit space by an exhibitor must be made in writing to your Account Success Advisor. This cancellation policy does not depend upon whether the exhibit space is resold or re-assigned.

- At no time will the deposit (50% of space cost) be refunded to an exhibitor canceling its space.
- Any company canceling its exhibit space before October 13, 2023 automatically loses the initial 50% deposit. The remaining balance paid to World of Asphalt or NSSGA'S AGG1 will be refunded.
- Any company canceling its exhibit space on or after October 13, 2023 will not receive any refund due to the late date in which Show Management was informed of the cancellation.

EXHIBITOR PROPERTY SOLD

If an Exhibitor's property/organization changes management or is bought by another company, the booth space becomes the asset of the new exhibiting company.

ADMISSION TO THE EXHIBITS

REGISTRATION

By registering, you agree to comply with the Show Rules and Regulations, Registration Policies, and convention center rules and policies. The registrant consents to World of Asphalt & AGG1's collection, storage, sale and any other use of data on this form. This includes data gathered from any attendee badges equipped with an identification device or similar technology. The registrant consents to receive all mail, fax, email, or phone communications from show management regarding important show information or updates for World of Asphalt & AGG1. The registrant grants Exhibition Management permission to record and make any use of audio/visual materials of all attendee activities at World of Asphalt & AGG1.

Registrant shall not take photographs and/or videos within an exhibit without the exhibitor's permission.

Merchandise, literature, giveaways, and roller bags are not permitted on the show floor during show hours. Individuals or companies that have not purchased exhibit space may not solicit business or engage in outreach to exhibition registrants within or near exhibit areas. Any individual or company found to be conducting business or engaged in public outreach as outlined in the aforementioned manner is in violation of these rules and shall be removed from the Exhibition.

Exhibition Management reserves the right to remove and bar any registrant from the Exhibition for conduct deemed objectionable by Exhibition Management.

ADMISSION & SHOW BADGE

Registration for admission is required to attend World of Asphalt & AGG1. Registrants 18 years or older must pay the admission fee. Children under 18 years receive complimentary admission but must register due to security concerns and be always accompanied by an adult. Identification showing proof of age may be required. **The cost of exhibit space does not include show badges for exhibitor personnel.**

Every registrant shall receive an official show badge. Badge must always be worn to gain entry to World of Asphalt & AGG1. Attendee badge classifications allow entrance to the exhibits during official show hours only.

Any exceptions to the rule must be approved by Exhibition Management. Badges are the property of World of Asphalt & AGG1 and must be surrendered upon request by Exhibition Management.

A general attendee badge is \$90, and several promotional discounts will be offered from the time registration opens through the Advance Discount Deadline for exhibitor badges. Price increase deadlines are at midnight, Eastern Standard time on the deadline day.

Type	Early Bird Price	Early Bird Discount Deadline	Advance Price	Advance Discount Deadline	Standard Price	Standard deadline
Exhibitor Invited Customers & Producers	\$30	Through 2/2/2024	\$50	Through 3/24/2024	\$90	Through 3/27/2024
Exhibitor Staff	\$30	Through 2/2/2024	\$50	Through 3/24/2024	\$90	Through 3/27/2024

ONSITE BADGE PICKUP

Bring your confirmation onsite to the Badge Pick-Up counters. When the QR code is scanned, your badge will automatically print. Any educational sessions purchased in registration will be embedded in your badge. If you wish to purchase educational sessions onsite, this can be completed at the Registration Help Desk.

A Photo ID (driver's license, passport or government issued photo ID) will be required to pick up a badge at all registration counters or Help Desk areas.

Attendees or exhibitors not registered in advance must complete the onsite registration process and submit payment to gain access to the show floor.

NON-EXHIBITING VENDOR POLICY

Attendees are employed by companies that are potential buyers or specifiers for Exhibitors' products and services and therefore do not engage in selling activities. Do not register as an Attendee if your company does not purchase or specify Exhibitors' products and services.

Companies who are providers of products and/or services to the construction industry (including but not limited to asphalt, aggregates, concrete, earthmoving, lifting, mining, trucking, hauling, land clearing, and infrastructure support, as well as components for these types of equipment) that are interested in attending World of Asphalt and AGG1 but not participating as an Exhibitor, may be considered a Non-Exhibiting Vendor (NEV).

NEV Registration:

Member * Company	Non-Member Company
<ul style="list-style-type: none"> Admission fee is \$399 per registrant Allowed access on all official show days Return admittance as NEV allowed for future shows. 	<ul style="list-style-type: none"> Admission fee is \$599 per registrant Allowed access on all official show days Return admittance as NEV allowed for future shows.

* Member companies of AEM, NSSGA, and NAPA

Non-exhibiting vendors who register to attend will be reviewed and approved by Show Management to gain access to the show floor. If it is discovered that a company has not been correctly identified as NEV during the registration process, Exhibition Management reserves the right to either apply the appropriate registration fee or cancel the registration record with no refund.

The NEV policy has been established under the direction of the World of Asphalt and AGG1 Management Committee for purposes of protecting World of Asphalt and AGG1 exhibitors, their Show investment, and maintaining the integrity of the Show.

EXHIBITOR APPOINTED CONTRACTOR (EAC) REGISTRATION

If your company has been hired by an official show exhibitor to provide services (such as display installation and dismantling, models, photography, audio visual, etc.) and need to access the exhibit floor. Registered EACs are provided access to the exhibition during installation and dismantling periods only (not on official show days).

INSTALLATION & DISMANTLE BADGE

Exhibitors, their employees, and all non-official contractors will be required to wear I&D or exhibitor staff badges throughout the installation/dismantling periods of the Exhibition and Exhibition badges during Official Exhibition Days. This will assist in maintaining security and keeping unwarranted personnel out of the exhibit halls. All exhibit staff or I&D badges can be picked up onsite in the registration area.

CANCELLATIONS, SUBSTITUTIONS & REFUNDS

- Show Badge/Entrance to exhibits and education sessions purchases are non-refundable. Name substitutions are allowed through February 26, 2024.
- Discounts on show badges (including those offered by exhibitors and partners associations) cannot be applied to an existing, paid registration by Exhibition Management or the registration vendor.
- Lost or misplaced badges will be charged the amount originally paid for replacement.

CHILDREN

Under no circumstances will children under 18 years of age be permitted on-site during the installation and dismantling periods. During Exposition hours, children under 18 years of age will be allowed in the Exposition only under the supervision of an adult who is also registered to attend the Exposition. Children younger than 18 years of age must register for identification purposes.

EXHIBITOR ADMITTANCE DURING NON-EXPOSITION HOURS

INSTALLATION & DISMANTLING PERIODS

During the installation and dismantling periods, only Show Management and their official agents, exhibitors and contractors appointed by exhibitors will be allowed on the exhibit floor. Exhibitors and their employees are allowed to enter the exhibit area during installation only if they are part of the crew assembling the exhibit area and are identified with Exhibitor badges or work passes obtained from Show Management. Show Management shall produce all work passes and badges. Exhibitor personnel will be required to wear Exhibitor badges or work passes throughout the installation/dismantling periods of the Exposition and during Official Exposition Days. Individuals such as Exhibitor Appointed Contractors who are involved with the installation and dismantling but not attending the show will be required to wear work passes obtained from Show Management. This will assist in maintaining security and keeping unwarranted persons out of the exhibit hall.

OFFICIAL EXPOSITION DAYS

Representatives of exhibiting companies will be permitted to enter the exhibit area one hour before the start of official show hours and stay one hour after the close of show.

If an exhibitor wishes to have any dealers, press or customers in their stand during non-Exposition hours, permission must be received in writing in advance from Show Management. Permission granted for such a request will only be valid for the time period of two hours prior to the opening and two hours after the close of the Exposition and only on the day of the request.

PHOTOGRAPHS & VIDEOS

Any exhibitor can prohibit the taking of still or moving photographs within their exhibit either completely or selectively. Delegates will not be allowed to take photos and/or videos during the installation or dismantling periods without permission from the exhibitor. Delegates will be allowed to take photographs from the aisle during the hours of the Exposition.

WORK RULES & EXHIBITOR APPOINTED CONTRACTORS

EXHIBITOR CERTIFICATE OF INSURANCE

The exhibitor shall insure against said risks of loss or damage to property and injury and secure and furnish Show Management with each insurer's covenant not to exercise any legal or equitable right it may have against Show Management, NAPA or NSSGA or the Music City Center and provide Show Management with a Certificate of Liability Insurance evidencing such coverage with Show Management, NAPA or NSSGA, the General Contractor (GES) and the Music City Center named as insureds.

Certificate of Insurance for workers' compensation and employers' liability, comprehensive general liability, and automobile liability insurance. The workers' compensation and employers' liability insurance must provide a minimum limit of \$500,000 and meet the requirements established by the State in which the exhibition is being held. Comprehensive general liability coverage must provide at least \$1 million/ \$2 million in coverage and shall name Show Management, NAPA or NSSGA, Music City Center and the General Contractor (GES) as additional insureds. Automobile liability should include all owned, non-owned and hired vehicles with limits of \$1,000,000 bodily injury and \$1,000,000 property damage liability. Show Management must receive the Certificate of Insurance no later than 30 days prior to the commencement of installation (February 22, 2024).

The Certificate of Insurance can be Emailed to: sales@rainprotection.net

If failing to insure against all such risks or failing to secure and furnish each insurer's covenant not to sue, the exhibitor shall indemnify and hold harmless Show Management, NAPA or NSSGA and the Music City Center from all loss or damage to property and injury aforesaid.

EXHIBITOR APPOINTED CONTRACTORS

An Exhibitor Appointed Contractor (EAC) is any company other than the designated official contractors that provide services such as display installation and dismantling, models, florists, photographers, audio visual firms, etc. and need access to your exhibit any time during installation, Exposition dates or dismantling.

RULES & REGULATIONS

If the exhibitor wishes to use an independent contractor, the following rules and regulations must be adhered to by the exhibitor and the independent contractor. **THESE RULES WILL BE STRICTLY ENFORCED. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the Exhibit site.** The exhibitor must complete the Exhibitor Appointed Contractor request form in the Exhibitor Services Manual. Also, the exhibitor must inform whether this contractor is authorized to order Exposition services on the exhibitor's behalf.

- Exhibitors must submit a Non-Official Contractor form for all EAC working on their behalf no later than December 18, 2023.
- Exhibitors must submit an EAC registration form for all EACs working on their behalf by December 18, 2023.
- The EAC shall refrain from placing an undue burden on the Official Contractors by interfering, in any way, with the official contractor's work.
- The EAC will not solicit business on the Exposition floor during any of the overall days of the exhibition, including installation, Exposition dates and dismantling.
- The EAC is responsible for adhering to all rules and regulations requiring badging.
- If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the exhibition, the EAC will immediately cease such disruption or be removed from the exhibition site. Show Management will have the final decision in such instances.
- EAC who provide installation and dismantling services will be sent the proper information from the Exhibitor Services Manual upon receipt of request by the authorizing exhibitor.

In performing work for their clients, the EAC shall cooperate fully with the Official Contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Show Management in any contracts with the Official Contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the Exhibit site.

INSURANCE REQUIREMENTS FOR EXHIBITOR APPOINTED CONTRACTORS

Certificate of Insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance. The workers' compensation and employers' liability insurance must provide a minimum limit of \$500,000 and meet the requirements established by the State in which the exhibition is being held. Comprehensive general liability coverage must provide at least \$1 million/\$2 million in coverage and shall name Show Management, the Sponsoring Associations, the Exhibition Owners, and the General Contractor as additional insureds. Automobile liability should include all owned, non-owned and hired vehicles with limits of \$1,000,000 bodily injury and \$1,000,000 property damage liability. Exhibition Management must receive the Certificate of Insurance no later than 30 days prior to the commencement of installation.

SERVICES PROVIDED REGULATIONS

Exhibitor appointed contractor services will be limited to the erection, dismantle, and preparation of “display” materials only. Labor and/or services for the installation and dismantling of “products” to be displayed by exhibitors must be contracted from the Official Contractor designated by Show Management for that service.

The Official Contractor will handle the use of power washers to clean equipment. The use of power sprayers or spray paint to touch up equipment and tires will only be allowed in designated areas in the marshaling and assembly areas. Exhibitors can hand wipe, buff, or touch up paint (with brushes) their own equipment and display pieces within the exhibitor’s assigned exhibit space. Spray painting is not permitted inside the exhibit hall.

WORK RULES: EXHIBIT INSTALLATION, OPERATION AND DISMANTLING

All work involved in the erection and dismantling of exhibits or the movement of freight in the Music City Center is under the official contractor's jurisdiction. Exhibitors are expected to comply with the official contractor's union requirements in effect at the Music City Center.

In the interest of the exhibitors, Show Management has selected certain firms as official contractors for such services as handling of exhibit shipments, rental of furniture and other stand equipment, decorations, signs, flowers etc. All service contractors selected by Show Management employ appropriate union personnel. Exhibitors must use the official contractor or facility appointed exclusive service provider for drayage, rigging, electrical, plumbing, custom cleaning (please refer to the **Exhibitor Appointed Contractors** section of the rules for details) and food service.

For other services, exhibitors desiring to use contractors other than those officially appointed by Show Management or appointed by the Music City Center, should refer to the **Exhibitor Appointed Contractors/Independent Service Contractors** section.

GRATUITIES TO EXHIBIT LABOR

Show Management and official show contractors have established a strict "no tipping" rule. Exhibitors must observe this rule during the entire period of the show, from the commencement of installation until the completion of dismantling. This rule provides that no exhibitor, or representative of an exhibitor, may give any amount of gratuities, tips or gifts of any kind to workers, foremen or anyone else connected with the hauling of equipment or setting up or removal of the exhibit for any reason whatsoever. Any infractions should be reported to Show Management. The official show contractor has agreed to refuse acceptance of any timecard to which a tip has been added. There will be no gratuities included on any drayage invoices.

Any exhibitor who pays gratuities to labor is acting not only against their own interest, but against the interest of the Exposition. Any exhibitor who is solicited for a gratuity should report such solicitation immediately either to Show Management or to an official with the official contractor.

BUILDING & OPERATING YOUR STAND

EXHIBIT DESIGN & USE OF EXHIBIT SPACE

These rules and regulations are designed to allow each exhibitor the opportunity to maximize the use of its space without infringing on the ability of the surrounding exhibitors to maximize use of their space. **No portion of a machine, product or display piece may extend beyond the boundaries of the exhibitor's assigned exhibit space.**

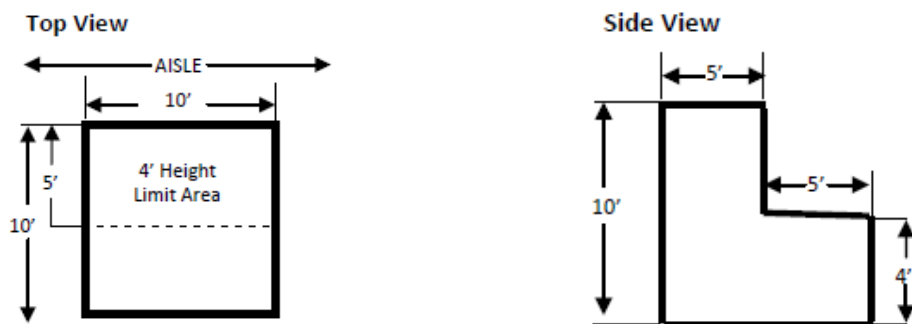
Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to a nearby exhibitor's stand shall be suspended for any period specified by Show Management.

STANDARD EXHIBITS

Standard exhibits are defined as exhibits with a depth of less than 20-feet regardless if they are in an inline or perimeter (open on one side to the aisle), corner (open on two sides to the aisle) or peninsula (open on three sides to the aisle) configuration.

Exhibit materials, components and identification signs will be permitted to a maximum height of **10 feet or 3 meters (there is no height limit for product and/or machinery).**

- There is a 5-foot setback for booth materials above 4-feet in height for solid objects (Items such as truss columns are generally accepted as they usually do not interfere with sight lines).
- Exhibitors are required to have a plain finished back wall (standard drape is 8-feet high). Company identification and/or graphics are not allowed on the back wall facing the neighboring exhibitor.
- No signage may face into an adjoining exhibit within 5-feet of the neighboring exhibit.
- Hanging signs or hanging truss are NOT permitted in Standard Exhibits.
- To ensure the safety on the show floor, it is recommended to set back all machinery 6 inches from all aisles.



CORNER EXHIBITS (WITH A DEPTH OF 20-FEET OR MORE)

Corner exhibits are defined as an exhibit located on a corner (two sides open to aisles) with a depth of 20-feet or more totaling 400 square feet or more.

Exhibit materials, components and identification signs will be permitted to a maximum height of **15 feet or 4.5 meters (there is no height limit for product and/or machinery).**

- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 15-foot or 4.5 meter height restriction.
- Exhibitors are required to have a plain finished back wall (standard drape is 8-feet high). Company identification and/or graphics are not allowed on the back wall facing the neighboring exhibitor.
- Hanging signs and/or graphics will be permitted to be hung at an unlimited height.
- Hanging signs and/or graphics must be hung 5-feet from neighboring exhibits on all sides.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs above their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the Music City Center.
- *Please follow all Structural Integrity rules as designated by the Music City Center.*
- To ensure the safety on the show floor, it is recommended to set back all machinery 6 inches from all aisles.

PERIMETER EXHIBITS (WITH A DEPTH OF 20-FEET OR MORE)

Perimeter exhibits are defined as an exhibit located against a wall (one side open to the aisle) with a depth of 20-feet or more totaling 400 square feet or more.

Exhibit materials, components and identification signs will be permitted to a maximum height of **15 feet or 4.5 meters (there is no height limit for product and/or machinery)**.

- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 15-foot or 4.5 meter height restriction.
- Hanging signs and/or graphics will be permitted to be hung at an unlimited height.
- Hanging signs and/or graphics must be hung 5-feet from neighboring exhibits on all sides.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs above their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the Music City Center.
- *Please follow all Structural Integrity rules as designated by the Music City Center.*
- To ensure the safety on the show floor, it is recommended to set back all machinery 6 inches from all aisles.

PENINSULA EXHIBITS (WITH A DEPTH OF 20-FEET OR MORE)

Peninsula exhibits are defined as an exhibit that is open on three sides to the aisle, with a depth of 20-feet or more totaling 400 square feet or more and shares a common back wall with another exhibiting company.

Exhibit materials, components and identification signs will be permitted to a maximum height of **20 feet or 6 meters (there is no height limit for product and/or machinery)**.

- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 20-foot or 6 meter height restriction.
- Exhibitors are required to have a plain finished back wall. Company identification and/or graphics are not allowed on the back wall facing the neighboring exhibitor.
- Hanging signs and/or graphics will be permitted to be hung at an unlimited height.
- Hanging signs and/or graphics must be hung 5-feet from the back of the booth to avoid encroaching on the neighboring exhibitor's booth.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs above their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the Music City Center.
- *Please follow all Structural Integrity rules as designated by the Music City Center.*
- To ensure the safety on the show floor, it is recommended to set back all machinery 6 inches from all aisles.

ISLAND EXHIBITS

Island exhibits are defined as an exhibit that is open on all sides to the aisle.

Exhibitors with island exhibit space of 2,000 square feet or larger cannot be walled off consecutively on the perimeter of their booth (within 5 feet of the edge of the booth line) by more than 50% on each side of the booth. This includes large free-standing walls, screens, or structures. It does not include product and/or machinery. Structures such as meeting rooms and/or storage rooms can be placed at the corner of the booth, as long as the other adjacent walls are free of walls/structures.

Booth designs should ensure that neighboring booths will not be blocked from view by long runs of walls.

**Please note that the use of clear walls instead of a physical break in the walling will not be allowed, as they constitute a physical barrier.* The upper deck of double decks may be completely closed in.

World of Asphalt and AGG1 reserve the right to curtail any violation of this regulation.

Exhibit materials, components and identification signs will be permitted to a maximum height of **20 feet or 6 meters (there is no height limit for product and/or machinery)**.

- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 20-foot or 6-meter height restriction.
- Hanging signs and/or graphics will be permitted to be hung at an unlimited height.
- Hanging signs and/or graphics can be placed on the booth line on all sides of the exhibit.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs above their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the Music City Center.
- *Please follow all Structural Integrity rules as designated by the Music City Center.*
- To ensure the safety on the show floor, it is recommended to set back all machinery 6 inches from all aisles.

CANOPIES & MULTILEVEL OR COVERED EXHIBITS

All covered exhibits, canopies and/or multi-level exhibits require Fire Marshal approval and shall comply with all applicable building and fire codes and Music City Center fire and safety regulations. Multi-level and/or covered exhibits with a second level require the submittal of scaled, stamped plans to the Music City Center, Show Management, and the Fire Marshall.

Canopies, false ceilings, and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed **10 feet (3m)** in height in a standard booth configuration.

Furthermore, canopies, false ceilings or umbrellas will not be used for identification or display purposes except as would normally be allowed for any exhibit component within the regulations set forth for the exhibit configuration.

PLATFORMS

Equipment and viewing platforms are not limited in height, but the platform may not exceed the height of the equipment.

TOWERS

A tower is considered a freestanding exhibit component separate from the main exhibit fixture that is used for identification and display purposes only.

- Towers will be permitted to a height and depth that correspond to the height regulations for the appropriate exhibit configuration of which they are a part. For example, towers that are part of a peninsula exhibit will not exceed **20 feet (6m)** in height.
- All towers in excess of **15 feet (4.5m)** must have drawings available for inspection by Show Management and the Official Contractor, during the time the tower is being erected, exhibited and dismantled at the Exposition site. The plans must include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use. A signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings must also be included.

SIGNS ON EXHIBITS OR PRODUCTS

No company sign or advertising indoors shall be displayed at a height that exceeds the outer wall height of the stand or the maximum wall height for that area, except that the name, trademark, or insignia used on a product as sold may be carried on the product exhibited.

DEFACING OF BUILDING OR EXHIBIT FACILITIES

Each exhibitor is liable for any defacing or damage from their own acts to the exhibit building or exhibit facilities. Painting of the floor in exhibit spaces will not be permitted, and no floor coverings may be attached or adhered (except carpet tape) in any manner whatsoever without the written consent of the Music City Center. Tape used on exhibitor hall floors must be low residue safety tape (Asiachem SST-736 or approved equivalent). Any damages will be charged directly to the exhibitor.

Holes may not be drilled, cored, or punched into any surfaces of the Music City Center.

EQUIPMENT SALES, SOLD SIGNS & CUSTOMER NAMES

An exhibitor may receive orders for or sell its equipment during the Exposition and shall be responsible for collecting and paying any applicable local, state and federal taxes and obtain any necessary licenses needed to sell merchandise.

No **"SOLD"** signs, **"FOR SALE"** signs or signs listing the price are allowed to be displayed on products. Permanently affixed customer names may be included on products but are limited to eligible products and cannot be included on any signs or literature.

EXTRA LIGHTING

All special illumination must be indirect and completely shielded so as to eliminate glare and interference with other exhibitors and guests. The use of flashing or rotating lights will not be allowed. Products on display which have such lighting must be pre-approved by Show Management.

INFLATABLE OBJECTS

Static helium balloons displays are permitted in the Music City Center however, when released are difficult to retrieve and require the use of our aerial lift for removal. The Exhibitor will be charged for the cost incurred to remove the balloons at the end of the event. Helium balloons may be not used as giveaways. The use of Mylar balloons is prohibited in the facility.

MOTION & NOISE CONTROL

Loudspeakers of any kind must be directed toward the interior of the exhibitor's exhibit space. Speakers may not face aisles or other exhibitors' booths.

Demonstrations found by Show Management to be objectionable due to noise or sound pressure/vibration level will be closed. Exhibitors shall be responsible for supervising the action of employees, visitors or spectators testing display equipment located in their exhibit area. Exhibitors must take every effort to respond to neighboring exhibitors' complaints concerning noise, sound and/or vibration nuisances.

Show Management will intervene if necessary and reserves the right to shut down exhibits deemed objectionable by Show Management. Show Management will rove through the exhibit area monitoring the decibel level during Exposition hours. Show Management recommends noise levels not to exceed 85 decibels. Measurements will be taken at a distance no greater than 10 feet from the offending display.

First Warning – The exhibitor shall be issued a written warning indicating a violation has occurred and instructing the exhibitor to immediately lower the noise level.

Second Warning – The source of the noise shall be shut off for a maximum of one (1) hour.

Third Warning Final – The source of the noise shall be shut off for the remainder of the Exposition. There will be no refund, in whole or in part, of any exhibit fees.

LANDSCAPING MATERIALS

To prevent a delay in handling such materials used in an exhibit, materials must be delivered to the Music City Center in bags or in another manner approved by the Official Contractor. Removal is the exhibitor's responsibility and at their expense.

SOUND DEVICES, MOVIES, SLIDES, VIDEOS & TV

Audio-visual presentations and closed-circuit exhibitor-generated materials are permitted within a given exhibit as long as they are not operating to the detriment of a neighboring exhibitor. The use of sound devices such as: megaphones, loudspeakers, or other devices, to attract attention is prohibited. The operation of radio or television sets receiving outside broadcasts are prohibited. Recording, filming, taping with hand-held or tripod mounted video equipment on the Exposition grounds during the World of Asphalt and NSSGA'S AGG1 2024 Show hours is prohibited without the permission of both Show Management and the exhibitor or exhibitors being recorded, and these activities cannot interfere with exhibit operations or pedestrian traffic. Exhibitors shall be responsible for securing any and all necessary licenses or consents for any performances, displays or other uses of copyrighted works, patented inventions or other intellectual property in connection with their exhibit, housing and hospitality facilities at the Exposition. Show Management, NAPA or NSSGA are authorized to record and use audio-visual materials recorded at World of Asphalt 2024 and NSSGA'S AGG1 2024 Show.

Radio and television reporters and cameramen seeking "news segments" during Exposition hours, must obtain and wear official PRESS CREDENTIALS during their visits and their activities cannot interfere with exhibit operations nor pedestrian traffic.

STAFFING YOUR EXHIBIT

Exhibitors are always required to staff their exhibition with a reasonable number of exhibitor personnel present in the exhibit area during the Exhibition dates and hours.

ANIMALS

Service Animals

A service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

Service Animals at Music City Center:

Pets or animals are not permitted in the building, except as an approved exhibit, activity, or preapproved presentation legitimately requiring the use of animals, or as a "medical aid" pet. Show Management reserves the right to exclude service animals if they pose a direct threat to the health and safety of attendees at World of Asphalt and AGG1 (i.e., aggressive behavior, not housebroken, or handler cannot control animal).

Animals in Exhibit Spaces

Permission for any animal to appear at the show or booth must be approved by Show Management and the Music City Center. The animal must be pertinent to the booth or exhibiting company. A separate certificate of insurance (COI) must be submitted in the amount of \$1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Association of Equipment Manufacturers and the Music City Center as additional insured.

Please submit a request for approval by November 1, 2023, with appropriate COI to Show Management Operations at operations@worldofasphaltagg1.com

SUBMISSION OF FLOOR PLANS FOR 400 SQUARE FEET OR LARGER

Exhibitors with exhibit space of 400 square feet or larger must submit a detailed floor plan to Show Management for approval **no later than December 1, 2023**. The floor plan should include the dimensions, height, weight, and descriptions of all structures in the exhibit including signs, offices, walls, drapes, and products to be displayed. All plans will be treated in strict

confidence. All exhibitors will receive written approval from Show Management of their floor plans within 30 days of the submission date. If your company does not receive written approval, from Show Management, do not assume approval has been granted.

Exhibitors and exhibitor appointed contractors are required to comply with all exhibits stand regulations when designing their company's exhibit. Show Management recognizes floor plan modification can happen during show planning; however these modifications can impact neighboring exhibitors. Any modifications to the approved floor plan made prior to the show installation by the exhibitor or their appointed contractor must be re-submitted for approval by Show Management. Any modifications to the approved floor plan made onsite during show installation must be approved by Show Management prior to implementing the change. Modifications made without the consent of Show Management may be denied and any costs incurred are at the expense of the exhibitor.

Floor plans can be emailed to Show Management at: operations@worldofasphaltagg1.com

All Exhibition Rules pertaining to height, signs, etc., restrictions do not include the exhibitor's products. Exhibitors are warned not to depend upon measurements scaled from the Exhibition floor plan; if detailed measurements are required, contact Show Management. Exhibitors are cautioned not to arrange for their exhibit construction until written approval of their dimensional sketch has been given by Show Management.

SECURITY & SAFETY

SECURITY

Every reasonable precaution will be taken to protect property during the installation, Exposition and dismantling periods. However, neither Show Management, NAPA, NSSGA, service contractors nor the Music City Center are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. Show Management recommends that exhibitors make special arrangements with the Official Security Contractor for the Exposition for additional protection of their stands.

SAFETY DEVICES

The exhibitor agrees to accept full responsibility for compliance with federal, state or local safety, fire and other regulations and to provide and maintain adequate safety devices.

FLAMMABLE MATERIALS

Vehicles that remain in the Music City Center as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-quarter (1/4) tank or five (5) gallons of fuel, whichever is less. During move-in/move-out of these materials, a Fire Marshal may be required at prevailing rate.

The use of welding equipment, open flames or smoke emitting material as part of an exhibit must be specifically approved on an individual basis by the Music City Center event management.

No flammable materials of any nature, including decorative material, may be used in any stand. In accordance with federal, state and local fire regulations any fabric used in a stand shall be flameproof.

PROMOTING YOUR STAND ONSITE

FOOD & BEVERAGE SERVICE

Any food or beverages, including bottled water and alcoholic beverages (this includes food or beverage items used for promotional purposes) to be distributed by an exhibitor must be ordered from the Music City Center's Food Service Partner.

Food and beverage items in the exhibits and/or meeting rooms are subject to regulations and permit requirements of the Music City Center.

LITERATURE DISTRIBUTION

Circulars, catalogs, magazines, folders and other matter may be distributed only at the exhibitor's stand and must be related strictly to the products and/or services on display or eligible for display (see **Eligible Equipment** above) and which are directly available from the exhibitor.

Distribution from stand to stand or in the aisles is forbidden, and exhibitors must confine their exhibit activities to the space for which they have contracted. Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations. (**Please see "Penalties for Violations of Exposition Rules" on Page 15**).

Only literature published or approved by Show Management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual stands) or on transportation provided by Show Management. Canvassing on any part of the Music

City Center property is strictly prohibited and any person doing so will be requested to leave the premises, and their material will be removed at the same time. The only exception to this rule are those survey organizations that have obtained Show Management approval.

LOTTERIES & CONTESTS

Exhibitors will be allowed to hold lotteries, contests, games of chance and giveaways in their assigned exhibit space. Exhibitors are responsible to abide by the State of Tennessee gaming laws. There is no public address system available to announce winners.

PRESS CONFERENCES

Press conferences during Exposition days shall be coordinated through Show Management. Exhibitors may hold press conferences in their stands. Suitable rooms on the Exposition grounds will be made available for exhibitors interested in conducting a press conference, briefing or other event involving invitations to accredited media attending or traveling to the Exposition. Exhibitors must make arrangements for the media function and obtain authorization for the event, through Show Management by completing the Press Conference Request Form in the Exhibitor Services Manual. Every effort will be made to accommodate all requests.

Events involving an invitation to accredited media must be sponsored and administered by exhibitors in the Exposition who shall accept responsibility for adherence to the official Exposition Rules and Regulations. No press conferences will be allowed during Exposition hours outside of this designated area including hotel, restaurant or demonstration areas.

PRE- AND POST-SHOW FUNCTIONS IN EXHIBIT SPACES

Attendee registration badges will not provide access to the exhibit areas during non-Exposition hours. If an exhibitor wishes to have any dealers, customers, or attendees in their stand during non-Exposition hours, written permission must be received in advance from Show Management.

Permission granted for such a request will only be valid for the time period of two hours prior to the opening of the Exposition and two hours after the closing of the Exposition. Submit an In-Booth Event Request form to Show Management by March 8, 2024. In-Booth Event Request Forms are available in the Exhibitor Service Manual.

All events must adhere to the following rules and regulations:

1. Exhibitors/Groups must comply with all badge requirements as stated in the Admission to Exhibits section.
2. For exhibit stand functions, Exhibitors are required to ensure that attendees stay within the confines of the host exhibitor's exhibit space.
3. Exhibitors/Groups wishing to hold meetings during pre-show or post-show hours will require approval by Show Management because of safety concerns during installation and dismantling of the show.
4. Exhibitors/ Groups cannot hold any post-show hour functions on the last day of the show as to not interfere with the dismantling period.
5. Exhibitors are not required to staff their space with security during their event but may do so at their own discretion.

PRIZES & GIVEAWAYS

Distribution of giveaways or drawings for prizes is permitted in the stand during the Exposition. Food or beverages (including bottled water) to be distributed by an exhibitor must be ordered from the Official Facilities Caterer. Exhibitors are responsible for federal, state and local taxes, if any.

PROMOTIONAL ITEMS

Promotional items directly related to the exhibitor's business and products (company hats, t-shirts, scale models, etc.) may be sold at the Exposition, if desired. Food or beverages (including bottled water) to be distributed by an exhibitor must be ordered from the Official Facilities Caterer. This is considered a method of promoting interest in the exhibitor's equipment and/or services, similar to the distribution of sales literature, technical information, etc. The exhibitor is responsible for collecting and paying any applicable local, state and federal taxes.

USE OF WORLD OF ASPHALT 2024 AND NSSGA'S AGG1 2024 LOGOS

The exhibitor acknowledges that the Exposition names and logos are registered trademarks owned by NAPA and NSSGA. Appropriate use of the Exposition names and logos are permitted by companies exhibiting in the 2024 exposition who wish to publicize the exposition and/or the fact that the exhibitor is participating in the exposition. Any reproduction of the exposition logos shall include the registered symbol, ®.

Exhibitors at the World of Asphalt 2024 and NSSGA'S AGG1 2024 may also request permission from Show Management at operations@worldofasphaltagg1.com to use the Show name and logo on commemorative items to be given away by the exhibitor. Any request shall be made in writing to Show Management, describing the proposed use, the type of items on which the name and logo would be placed and a statement that such items would not be sold. Show Management reserves the right to deny any request, or any use of the exposition name and logo, that it finds to be inappropriate, offensive or not in the best interests of the Exposition.

MEETING/FUNCTION SPACE – MUSIC CITY CENTER

UTILIZATION OF MEETING/FUNCTION SPACE

Show Management allocates a limited number of meeting rooms at the Music City Center for meetings, offices, hospitality or entertainment. Therefore, to utilize meeting space you must either be an exhibitor, sponsor, supporting organization, or official co-located group to reserve meeting space. Space is on a first-come-first-serve basis. There is a fee for meeting space based on the amount of time the room will be used. Information pertaining to meeting space request will be included in the Exhibitor Services Manual.

Meeting space can be used for social functions, hospitality suites, promotional events, focus groups, research activities, client meetings, staff offices, and staff training. Meeting space cannot be used for exhibits, displaying equipment or be subleased.

Fees include the usage of the room during specified times, stock tables and chairs for standard room sets (U-shape, classroom style, banquet rounds or conference style). Groups are responsible for all fees and service charges associated with the meeting room during their rental—including but not limited to room set fees, electrical, patch fees, catering, AV, special staging, special furniture, etc. Nothing can be affixed to meeting room walls or doors without written approval of facility.

ENTERTAINMENT RULES

Exhibitors are not allowed to utilize hospitality suites outside of their rented exhibit space during Exposition hours.

FIELD TRIPS

No event within 150 miles of the Music City Center organized by manufacturers, service providers, dealers or distributors to manufacturers or service providers plants/facilities or equipment installations are permitted during the Official Exposition Period, which runs from 7:00 am on March 25, 2024 to 5:00 pm on March 27, 2024.

HOSPITALITY SUITES & HOTEL FUNCTION SPACE

All rules and regulations shall be determined by Show Management. Information pertaining to hospitality suites and hotel function space will be included in the Exhibitor Services Manual.

INVITATIONS

Exhibitors are encouraged to communicate with Exposition visitors in advance of the Exposition urging visits to exhibit stands or hospitality suites.

Pre-printed cards suitable for distribution to Exposition visitors as invitations to visit hospitality suites are permissible, provided the information on such cards is limited to company name, room or the suite number, name of the individual handing out the card, and the hours, within the limits of this general policy, when the hospitality suites will be open. Invitations are limited to exhibitors.

AGREEMENT & ENFORCEMENT OF RULES

CLOSING EXHIBIT STANDS EARLY

The exhibitor agrees to staff their exhibit stand during all show hours on March 25, 2024, from 9:00 am – 5:00 pm, on March 26, 2024 from 9:00 am – 5:00 pm and on March 27, 2024 from 9:00 am – 2:00 pm.

Any exhibitor who begins to dismantle or pack part of their exhibit before the close of the Exhibition will lose their priority number in the next Exhibition and be charged a \$10.00 per square foot penalty. The charge will be based on the exhibitor's total exhibit size (Example: 100 square foot exhibit X \$10 = \$1,000 Penalty).

AGREEMENT TO RULES

The exhibitor agrees that the exhibiting company and its employees and agents will abide by these rules and by any amendments that may be put into effect by Show Management, provided that such amendments shall not substantially diminish rights or increase the liability of an exhibitor (and written notice is given to exhibitors). The Exhibit Space Application & Contract form must be signed by an official of the exhibiting company indicating that these rules have been read and agreed to before any space assignment will be made. Exhibitors will receive a copy of their signed contract along with their confirmation letter.

SHOW MANAGEMENT RESERVES THE RIGHT TO RESTRICT ACTIVITIES, RESTRICT AND/OR CLOSE EXHIBITS WHICH, IN THE OPINION OF SHOW MANAGEMENT, BECOME OBJECTIONABLE. This includes persons, things, conduct, printed matter, or anything of a character which is deemed not to be in the best interests of all exhibitors or Show Management. An exhibitor's space shall not be used to publicize meetings to be held outside the Exposition that will detract from Exposition attendance. All matters and questions not covered by these Rules and Regulations and all interpretations of these Rules and Regulations, are subject to final decision by Show Management. Any questions should be addressed to Show Management.

RIGHT OF ENTRY AND INSPECTION

Show Management in its absolute discretion shall have the right at any time to enter the area occupied by Exhibitors or otherwise inspect the Exhibitor's materials.

ENFORCEMENT OF EXPOSITION RULES

Reasons for Enforcement—The primary reasons for the enforcement of Exposition rules are to: (1.) protect the integrity of the Exposition, its participants, owners and Show Management, (2.) insure compliance with the laws, codes, ordinances and contracts of the exhibit facility, municipality and the State in which the Exposition is held, and (3.) insure that all exhibitors are treated fairly.

PROCEDURES FOR IDENTIFYING AND HANDLING VIOLATIONS

Exposition Installation, Exposition Days and Dismantling:

- 1. An exhibitor should contact Show Management if there are any questions concerning the procedures for identifying and handling violations of the Exposition Rules and Regulations.**
- Show Management will routinely inspect the exhibit floor during Exposition installation, Exposition days and dismantling. Their duty will be to assist in the interpretation and enforcement of the rules. Show Management will have the final decision concerning all Exposition rules.
- Upon discovery of a violation of the Exposition Rules in an exhibit, Show Management will issue a written notice to the exhibitor representatives in the exhibit and explain the nature of the violation.
- The violation must be corrected: (a) immediately, if the violation poses a safety hazard, (b) by 9:00 am, on March 25, 2024, if the violation occurs during Exposition installation, or (c) before the opening of the next Exposition day, if the violation occurs during Exposition days. (If the exhibit in violation is unoccupied, Show Management will alert the representatives of the exhibit.)
- Violations involving ineligible equipment or exhibitors must be corrected IMMEDIATELY during Exposition days and are subject to the penalties listed below.
- An exhibitor receiving notice of a violation will have its exhibit re-inspected by Show Management.
- If the inspection reveals that the violation has not been corrected or if the same violation is found at any time after the first violation, a second notice will be given and the procedure noted above for the first violation will be repeated.
- Failure to correct a violation immediately in the case of ineligible equipment, (item 5 listed above) or after the second notice in the case of other violations, or a third occurrence of the same violation, will result in a penalty being administered by Show Management in accordance with the Exposition Rules and Regulations listed below.
- An exhibitor wishing to appeal a violation notice must do so by contacting Show Management within the time allowed on the written notice to correct the violation.

PENALTIES FOR VIOLATION OF EXPOSITION RULES

Show Management reserves the right to penalize an exhibitor for an uncorrected violation in the Exposition Rules and Regulations. Violations during the installation period or Exposition days will result in one or more of the following:

1. Draping off or covering the item in violation for a period specified by Show Management at the exhibitor's expense.
2. Immediate removal or draping off the entire exhibit at the exhibitor's expense.
3. Removal of the item in violation at the exhibitor's expense.
4. Other sanctions as deemed appropriate by Show Management.

In addition to the above sanctions, the World of Asphalt and NSSGA'S AGG1 2024 Management Committees reserve the right to impose and enforce additional sanctions, including but not limited to barring the exhibitor from participation in one or more future expositions. All decisions shall be final.

THE EXHIBITOR AGREES...

1. The Exhibitor shall make no claim for any reason whatsoever against either the Music City Center, Show Management, NAPA, or NSSGA for loss or damage to property or for injury to himself or his employees while in or about the Music City Center or for loss or damage by reason of failure to hold the Exposition as scheduled, failure to provide exhibit space, removal of the exhibit or any other act of Show Management. This includes but is not limited to any indirect, incidental, consequential, punitive or special damages, lost profits, lost savings, loss of goodwill or otherwise arising out or relating to the Exposition or any act or omission of Show Management, NAPA, NSSGA or the Music City Center.
2. Exhibitor shall bear their own risks of loss or damage to property and injury.
3. That Exhibitor shall make no claim against Show Management, NAPA, or NSSGA for any reason for the acts or omissions of any contractor or for charges or billings (including overtime charges) for services rendered to the Exhibitor by any contractor, or due to any change to the targeted installation or dismantling time for the exhibit, or any delays in move-in or move-out of the exhibit.
4. Show Management, NAPA or NSSGA shall not be liable for any delay, failure in performance, loss or damage due to: fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, acts of civil or military

authority, war, acts of God, acts of terrorism, acts or omissions of carriers or suppliers, acts of regulatory or government agencies, or other cause beyond its reasonable control, whether or not similar to the foregoing.

5. The Exhibitor shall:

A.) insure against said risks of loss or damage to property and injury and secure and furnish Show Management with each insurer's covenant not to exercise any legal or equitable right it may have against Show Management, NAPA, NSSGA, the General Service Contractor or the Music City Center and provide Show Management with a Certificate of Insurance evidencing such coverage with Show Management, NAPA, NSSGA, Music City Center and General Service Contractor named as insureds.

Certificate of Insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance. The workers' compensation and employers' liability insurance must provide a minimum limit of \$500,000 and meet the requirements established by the State in which the exhibition is being held. Comprehensive general liability coverage must provide at least \$1 million /\$2 million in coverage and shall name Show Management, NAPA, NSSGA, and the General Contractor as additional insureds. Automobile liability should include all owned, non-owned and hired vehicles with limits of \$500,000 bodily injury and \$500,000 property damage liability. Show Management must receive the Certificate of Insurance no later than 30 days prior to the commencement of installation. (January 10, 2024)

The Certificate of Insurance can be emailed to: sales@rainprotection.net

B.) if failing to insure against all such risks, or failing to secure and furnish each insurer's covenant not to sue, the exhibitor shall indemnify and hold harmless Show Management, NAPA, NSSGA and the Music City Center from any and all loss or damage to property and injury aforesaid.

C.) follow the Music City Center Events Services Handbook rules and all other applicable laws, ordinances, codes, and regulations as applicable to the exhibit space. Pertinent information from this handbook will be distributed within the Exhibitor Services Manual.

6. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save Show Management, NAPA, NSSGA and the Music City Center and their employees and agents, harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the indemnitee.

If the exhibitor has any questions or concerns about the Exposition Rules and Regulations, please contact (414) 272-0943.