



## **Rules & Regulations Handbook**

**1. Use of Exhibit Space** It is expressly agreed that exhibit space is assigned subject to the following terms and conditions:

- A. For purposes of this paragraph, persons means any natural person or any corporation, partnership or other domestic, or foreign, business entity.
- B. An Exhibitor may lease space from RX Global under the definite understanding that its product(s) and / or service(s) are deemed by RX Global to be directly related to the golf trade.
- C. All exhibits in The 2023 PGA Show shall be officially housed in the Orange County Convention Center (OCCC). Exhibits are not allowed outside the OCCC without prior approval of RX Global.
- D. Exhibit space assigned is for the SOLE AND EXCLUSIVE USE OF THE ASSIGNED EXHIBITOR. EXHIBITOR SHALL NOT REASSIGN OR SUBLEASE ITS EXHIBIT SPACE with any person, firm or other entity. No Exhibitor is permitted to show goods other than those manufactured or handled by Exhibitor in the regular course of business. Use of the assigned exhibit space for the display of products of persons other than the Exhibitor is a violation of the Rules and Regulations, and subjects Exhibitor to cancellation of Exhibitor's display space without refund. No person, firm or other entity not assigned space in the OCCC will be permitted to solicit business in any manner anywhere in the OCCC or in proximity to the property of the OCCC.
- E. Exhibitor shall display its products or services only in the exhibit space assigned by RX Global. Exhibitor is expressly prohibited from displaying its products or services in any space, including, but not limited to, aisle space, public space, lobby, parking lot, loading dock, restaurant, or any other space not assigned by RX Global.
- F. If Exhibitor's assigned booth space is separated by an aisle, the booths, numbering at least two (2) on either side of the aisle, must be a uniform and

equal number, and the aisle separating the booths must remain clear for foot traffic.

G. Distribution in any manner, at any time beginning 7:00 am Wednesday, January 25, 2023 through and including 3:00 pm, Friday, January 27, 2023, of any product, literature and/or promotional items by Exhibitor personnel or its agents, including models retained by Exhibitor and wearing apparel of an advertising nature, shall be strictly confined to the exhibit space assigned by RX Global and/or any official, approved distribution point(s) designated by RX Global.

H. RX Global has an absolute right to require Exhibitor to change, alter, modify, or remove any or all parts of Exhibitor's display including, but not limited to, signs, cards or other printed material, stands, display cases or other physical structures, and any items being displayed by Exhibitor, which RX Global, in its sole discretion, deems unsuitable for its Show.

## **2. Move-In, Show and Move-Out Schedule**

A. RX Global has implemented a targeted move-in schedule for the 2015 PGA Show. Exhibitors with a multi-level display, regardless of square footage, and any other display as deemed necessary, will receive specific details and their assigned target time and date for move-in. Target move-in times and procedures will be strictly monitored. Failure to meet assigned target times will result in an off target surcharge over the Exhibitor's total material handling charges, which will be assessed by the Official Service Contractor to defray increased costs which Exhibitor agrees is a reasonable amount. Exhibitors who send their materials in advance through the Official Service Contractor's warehouse are considered "ON TARGET" and meet all criteria to avoid a surcharge.

B. Move-in dates and hours:

Fri.	Jan 20, 2023	8:00am - 5:00pm (Targeted Exhibitors Only)
Sat.	Jan 21, 2023	8:00am - 5:00pm
Sun.	Jan 22, 2023	8:00am - 5:00pm
Mon.	Jan. 23, 2023	8:00am - 5:00pm
Tue.	Jan. 24, 2023	8:00am - 6:00pm

C. Installation Deadline: Crates must be labeled as empty by 11:59 p.m., Monday, January 23, 2023. Tuesday, January 24, 2023 is reserved as a set-up day for exhibits NOT shipped in crates and as a trim day for all other exhibits. After 5:00 p.m., Tuesday, January 24, 2023, items may only enter the floor by means of hand-carry OR Caddie Service.

D. Show dates and hours:

Wed. Jan. 25, 2023 8:30am - 6:00pm

Thur. Jan. 26, 2023 8:30am - 6:00pm

Fri. Jan. 27, 2023 8:30am - 1:00pm

Exhibitor personnel are permitted access to booth areas at 7:00 a.m. on each Show day.

E. Move-out dates and hours:

Fri. Jan. 27, 2023 1:01pm – 9:00pm

Sat. Jan. 28, 2023 8:00am - 5:00pm

Sun. Jan. 29, 2023 8:00am - 5:00pm

Mon. Jan. 30, 2023 8:00am - 12:00pm

Exhibitors are prohibited from dismantling or disturbing their exhibits until after the official closing. Product and/or valuable exhibit materials ARE NOT PERMITTED to remain unattended on the show floor following the official close of the show. Exhibitor must remove all product and valuables from the display prior to leaving the facility following the official close of the show.

**Inline exhibitors should remove all materials from their booths by EOD on Friday January 27, 2023. If this is not possible please let the show office or your floor manager.**

### 3. Display Booth Specifications and Guidelines

A. Exhibitor's display booth(s) shall conform to the following specifications:

1. The maximum height of a display booth at the backwall, including any form of lighting system, signage, or header shall be:

- In-Line (standard) booth 8ft
- Perimeter wall booth 12ft
- Peninsula booth 12ft
- Split Island Booth (400sqft) 20ft
- Island Booth (400sqft) 20ft solid wall if you have a banner you can hang to 25ft at the top however you will need a 5ft break in your booth.
  - Exp 15ft wall / 5ft break / 5ft banner hung to 25ft high

**\*\*If you have a question about the type of your booth, please contact RX Global Operations. \*\***

2. For a standard in-line booth, any sidewall extending five feet from the backwall of the display booth must not exceed eight feet in height, and the remaining five feet sidewall or divider extending out to the aisle between display booths must not exceed four feet in height. No exhibit booths shall be allowed to obstruct clear vision to other booths in the same line or adjacent lines, unless it is an island display having four sides.

3. Pop-up tents will be allowed as part of exhibitors booth set up **however no company branding will be allowed above the height limitations** of the booth. No branding on the peak or top of the pop up tents. Tents will be requested to be taken down should branding be outside of the height guidelines.

4. Wing banners are allowed following the height limitations on booth display. Wing banners will be asked to be taken down should they be in violation of height guidelines

5. Hard backwalls must leave a nine inch clearance at the rear of the booth for access to electrical equipment, etc. Back to back hard walls must have eighteen inches between the hard walls.

6. Peninsula booths require a minimum of two booths back to back with an aisle on three sides. Exhibitors with this type of booth must limit the width of the backwall to ten feet centered, and the backwall height must not exceed twelve feet. The remaining five feet of backwall extending out to the aisle on either side must not exceed four feet in height.

7. Island booths are required to submit one booth diagram with each order for electrical, telecommunications, plumbing and compressed air. Diagrams must be forwarded to the appropriate service provider as indicated on each form and **must** adhere to the following guidelines:

- (a) Be scaled plans.
- (b) Include the Show name and dates
- (c) Include Exhibitor's name and assigned booth number.
- (d) Include directional information (i.e., indicate neighboring aisles and / or exhibits).
- (e) Include location(s) of service(s) being ordered (i.e., telephone, fax lines, electric, etc.)
- (f) A separate diagram must be submitted with each order.

**8. Maximum travel distance from one entry/exit to another entry/exit from any point within a display booth must not exceed fifty feet. If**

**travel distance exceeds fifty feet, an additional entry/exit must be provided. Exit must be 8ft wide.**

9. Any covered area, regardless of square footage of area to be covered, within an exhibit or a multi-level display, must submit blueprints by **December 21, 2022**, for review of such construction. Island and Peninsula booths more than 400sqft can have double decker booths with approval from show management.

10. A limited number of banners, hung from the facility ceiling directly above exhibit booths, will be permitted ONLY after contacting RX Global Sales at 203-XXX-XXXX to discuss the required payment of an advertising fee. Said banner approvals are on a first-come, first serve basis. Hanging independent lighting systems, attached to the facility from overhead, are permitted ONLY by island exhibits of 400 square feet or larger, and then only from approved lighting truss. **No other hanging objects of any kind will be permitted, INCLUDING signs of any kind, whether electrically illuminated or not, from the lighting truss.** Island exhibits of 800 square feet or larger wishing to hang lighting systems will be required to submit a rigging plot diagram, no later than **December 21, 2022**, to:

PGA Operations Department  
Matt Luke  
RX Global  
201 Merritt 7, CT 06851  
[mluke@reedexpo.com](mailto:mluke@reedexpo.com)

The rigging plot diagram should include a scaled drawing, indicating the hanging point locations, the weight to be hung at each rigging point, and the total weight of the lighting system overall, including truss systems and lighting fixtures.

B. In all cases, RX Global shall have the absolute right to require Exhibitor, at Exhibitor's expense, to change, alter, modify, or remove all or part of his exhibit or display booth. Grounds for such action shall include, but not be limited to:

1. Lack of aesthetic uniformity or harmony with other display booths at The PGA Show.
2. Non-compliance with express restrictions on the dimensions of the display booth or any part thereof, whether contained in the Application &

License Agreement for Exhibition Participation, Rules & Regulations Handbook or the Exhibitor Manual.

3. Objectionable noises or odors emanating from the display booth.

4. Objectionable signs or lights in the display booth.

5. Obstruction of aisles or of other display booths. Tables, demonstrations, sampling, putting contests and /or celebrity appearances must be placed a minimum of four feet from the aisle, in booths that are ten feet in depth. For booths greater than ten feet in depth, the set back is a minimum of ten feet.

6. Objectionable clothing or attire, or lack thereof, worn by Exhibitor's personnel, his agents or models.

C. Exhibitor shall not store boxes, crates, construction materials or any other materials in or around the display booth area. Any unfinished and / or exposed part of a display booth must be draped at Exhibitor's expense.

D. All food and beverages to be served and / or consumed in specifically designated areas of the OCCC, and / or Exhibitor's display, must be purchased from or approved by the exclusive food service contractor at the OCCC. All charges for such food and beverages are the sole and direct responsibility of the Exhibitor and shall not be billed through RX Global, nor shall RX Global assume responsibility or liability for them.

E. Exhibitor must strictly comply with all fire, safety and electrical regulations of Orange County, Florida, and the OCCC. Combustible materials will not be allowed within the OCCC, and no Exhibitor will be allowed to put up or operate any combustible engine, motor or machinery on the premises. All construction materials used in Exhibitor's display booth must be flame proofed. Balloons and/or blimps of any kind are strictly prohibited. Compressed gas cylinders of any kind are strictly prohibited.

F. The fastening of screws, staples, nails, signs, decals or other devices and objects to any part of the OCCC's property is strictly prohibited. Exhibitor shall be responsible for any damage it causes to any part of the OCCC and is responsible for all cost for repairs of same.

G. Photography and / or graphic reproduction of Exhibitor's booths and products displayed therein, without the prior permission of the Exhibitor and RX Global is strictly prohibited. On site the photographer needs to check in with the media center

#### **4. Guidelines for Multi-Level / Covered Exhibits**

Multi-Level and Covered booths are only allowed for exhibitors that are 400sqft or larger, with show management approval

A. Multi-Level / Covered Exhibit Definition Covered - To place something over or upon an exhibit or portion of an exhibit (i.e., roof, ceiling, tenting, fabric, plastic).

Multi-level - To construct a level or tier atop an exhibit or portion of an exhibit whether to be occupied or unoccupied.

B. Height Exhibit fixtures, products, components and identification signs may not exceed the maximum height for the booth type:

- In-Line (standard) booth 8ft
- Perimeter wall booth 12ft
- Peninsula booth 12ft
- Split Island Booth (400sqft) 20ft
- Island Booth (400sqft) 20ft solid wall if you have a banner you can hang to 25ft at the top however you will need a 5ft break in your booth.

- Exp 15ft wall / 5ft break / 5ft banner hung to 25ft high

C. Guidelines for Multi-level / Covered Exhibits Requests for the construction of multi-level or covered exhibits will be reviewed by RX Global, Orange County Convention Center Event Services Department, and the Orange County Fire Rescue Division, Fire Loss Management Bureau. To ensure the success of your exhibit, please read and comply with the following guidelines:

1. Send four (4) copies of blue prints (with front and side elevations), scaled, sealed, signed and dated by a registered architect or engineer, to:

PGA Operations Department

Matt Luke

RX Global

201 Merritt 7, CT 06851

[mluke@reedexpo.com](mailto:mluke@reedexpo.com)

Plans must be submitted by the deadline of December 14, 2018, (even if you have used this display in prior PGA Worldwide Golf Exhibitions and it has been approved). Plans must adhere to the following:

- (a) They must be scaled, sealed, signed and dated by a registered architect or engineer.
- (b) They must include the Show name and dates.

(c) They must include Exhibitor's name and assigned booth number.

(d) They must indicate maximum exhibit height, within the booth.

2. All materials used in the construction of multi-level and / or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame retardant) materials.

Certificates of flame retardant treatment along with samples of said materials must be submitted when requested by the Orange County Fire Rescue Division, Fire Loss Management Bureau.

3. If the upper deck of a multi-level exhibit exceeds 300 square feet in area, it shall meet the following requirements:

(a) Upper deck rooms or other upper level areas may not have ceilings, roofs or covers installed.

(b) Exhibits which have an enclosed room or occupiable second story must post notice, on the outside of the room or at the bottom of the stairway, indicating the maximum people occupancy (or total weight load) of the second level permitted in the area at one time. If occupancy of second level is intended to be more than ten people at any one time, two stairways are required, remote from each other. The stairs must be a minimum of three feet in width, equipped with a handrail on at least one side and constitute a "straight run" or be "squared off". Spiral stairs or winders ARE NOT PERMITTED.

(c) Upper decks or covered areas must be limited to dimensions which do not exceed 1,000 square feet in individual areas.

(d) If additional upper deck, or covered area, is required in excess of 1,000 square feet, a clear fire break (unobstructed aisle), of not less than ten feet on all sides of the structure must be provided to the separate area. This separate, additional area is also subject to 1,000 square feet maximum area. This clear fire break (unobstructed aisle) shall not contain combustible displays, furniture, or other materials which could abet transfer of fire to another area.

(e) The ten foot clear space may be spanned by a bridge or canopy which must not exceed four feet in width. The bridge or canopy should be of non-combustible materials.



4. Interior protection, by an approved automatic extinguishing system, is required for the following exhibit designs:

(a) Single level exhibits or structures greater than 300 square feet which are covered with a canopy and / or ceiling.

(b) The first level of a multi-level exhibit or structure regardless of the square footage.

(c) All levels of a multi-level exhibit or structure provided that level is covered with a canopy and / or ceiling.

(d) A single exhibit or group of exhibits with an aggregate canopy and / or ceiling exceeding 300 square feet with less than ten feet between canopy and / or ceilings.

5. Automatic sprinkler systems must be designed in accordance with N.F.P.A. 13, 1991 Edition. These systems may be connected to the Convention Center's existing standpipe system and in some cases, the domestic water supply. Connections to the water systems must be made by the Orange County Convention Center Engineering Department, or a licensed contractor, on a materials and labor basis.

6. Extinguishing system designs must be part of the original plan submissions.

7. Booths or structures that are protected by an automatic extinguishing system will have a flow alarm, audible and visual, within that area. This alarm is to be a local type, sounding in the vicinity of the booth or structure.

8. Install single-station, battery operated smoke detector in the interior and exterior of each covered exhibit or multi-level structure, regardless of square footage. The detector will be an approved type and installed per manufacturer's instructions. The smoke detector must sound an audible alarm. Operation of smoke detectors must be verified after installation.

9. Portable, dry chemical fire extinguisher(s) will be required for each level of each covered booth or structure. At least one 2-A, 10-BC portable type fire extinguisher must be provided for each 300 square feet. Fire extinguisher(s) must be mounted in a visible location, near exit doors and accessible at all times.

D. Alternative to Automatic Extinguishing System When determined by RX Global, Orange County Convention Center, Event Services Department, and the Orange

County Fire Rescue Division, Fire Loss Management that temporary sprinkler installation is impractical; the following alternative protection may be allowed:

1. RX Global must provide 24-hour fire watch for all multi-level exhibits, regardless of square footage, and all exhibits exceeding 300 covered square feet. Fire watch will commence with installation of the upper deck, or ceiling, and continue until the upper deck or ceiling is removed.
2. Exhibitor must install a single-station; battery operated smoke detector in the interior and exterior of each covered exhibit or multi-level structure, regardless of square footage. The detector will be an approved type and installed per manufacturer's instructions. The smoke detector must sound an audible alarm.
3. Exhibitor must provide a portable, dry chemical fire extinguisher(s) for each level of each covered exhibit or structure. At least one 2-A, 10-BC portable type fire extinguisher must be provided for each 300 square feet. Fire extinguisher(s) must be mounted in a visible location, near exit doors, and accessible at all times.

E. Insurance Requirements for Multi-Level Displays Exhibitor is required to carry, at its own expense, commercial general liability insurance at a minimum amount of \$5,000,000, as well as Workers' Compensation insurance as required by law and adequate Burglary, Robbery and Theft insurance covering monies, properties and merchandise pertaining to The PGA Show, January 24 – January 26, 2023. RX Global and The PGA of America shall be designated as additional insured in the policies evidencing such coverage. RX Global, The PGA of America, their officers, directors, employees and agents, and the Orange County Convention Center will not be liable for any injury to any person that may occur in the exhibit area or for the loss of or damage to any material from any cause whatsoever, whether in transit, or before, during or after The PGA Show, regardless of whether RX Global furnishes attendants, guards, or night watchmen. It is expressly acknowledged that RX Global has not purchased insurance of any kind for the benefit of the Exhibitor, nor is it under any obligation to do so. The Exhibitor shall indemnify RX Global and The PGA of America against and hold harmless from negligence of the Exhibitor or in connection with the Exhibitor's use of the display space.

F. Fee for Multi-Level Displays/Covered Displays Covered space of an exhibit, regardless of square footage, will be assessed an additional fee of \$1,000.00. Applicable taxes, if any, shall also be charged. Second level space of a multi-level exhibit, regardless of square footage, will be assessed an additional fee of

\$7,500.00. Applicable taxes, if any, shall also be charged. Application of these fees will be made to the following services in connection with a covered and/or multi-level exhibit:

1. Administrative costs incurred by RX Global associated with submission of the exhibit's blueprint to Fire Authority for review and approval, including, but not limited to, shipping and handling charges, correspondence and any necessary follow-up.
2. Payment of fees charged by Fire Marshal for official approval of each blue print.
3. Coordination and scheduling of all appropriate fire watch personnel to meet Fire Marshal requirements.
4. On-site supervision of fire watch personnel.
5. Provide on-site communications equipment, to appropriate authorities and / or to fire watch personnel, for duration of move-in, Show days and move-out.
6. Payment of hourly fire watch personnel fees, including applicable taxes.

### **5. Full Swing Demonstration Policies and Procedures**

The minimum booth size permitted to have full swing demonstrations is 200 square feet. Companies whose product requires a full swing demonstration must abide by the following policies and procedures:

- A. Provide a sturdy, self-standing hitting cage / net.
- B. Provide a hitting mat located within the hitting cage / net.
- C. Provide three feet of clearance between the ball impact area of the hitting cage / net and the adjoining booth or aisle, or provide an impact absorbing material to be used in the ball impact area of the hitting cage/ net.
- D. Provide a queuing barrier that will be set a minimum of six feet behind the hitting mat for protection of the back swing. The opening to the queuing barrier is to be located in the back half of the booth.
- E. Companies with full swing demonstrations must submit a diagram of their proposed exhibit area to RX Global by December 15, 2017. The diagram must indicate:
  1. The front opening and back of hitting cage / net.
  2. Aisles and neighboring booth numbers.
  3. Travel direction of the golf ball.
  4. Back swing direction.

5. The hitting mat location within the hitting cage / net.
- F. At all times during a full swing demonstration, a company employee must supervise the demonstration. Never, during a full swing demonstration, will anyone be allowed to swing a club or hit a ball if the booth representative is not in the booth, or is occupied with another customer outside the hitting area.
- G. Any fully enclosed booth with a ceiling, requires installation of a smoke detector with an audible alarm on the inside ceiling surface, and one 2-A 10-BC fire extinguisher. In addition, the booth's construction material must be fire retardant and have a Certificate of Flame Resistance. Hitting cages with an open netting ceiling do not require either a smoke detector or fire extinguisher.
- H. No hitting or chipping will be permitted in booths not adhering to the above requirements.

## **6. Insurance**

Exhibitor is required to maintain, at its own expense, commercial general liability insurance at a minimum amount of \$2,000,000, except for Exhibitors having a multi-level exhibit, where the required commercial general liability insurance shall be at a minimum of \$5,000,000, naming RX Global and PGA of America as "Additional Insured". Exhibitor shall also maintain the appropriate Workers' Compensation insurance as required by law and adequate Burglary, Robbery and Theft coverage for monies, properties and merchandise pertaining to The PGA Show, January 25–27, 2023.

RX Global, The PGA of America, their officers, directors, employees and agents, and the Orange County Convention Center will not be liable for any injury to any person that may occur in the exhibit area or for the loss of or damage to any material from any cause whatsoever, whether in transit, or before, during or after The PGA Show, regardless of whether RX Global furnishes attendants, guards, or night watchmen. It is expressly acknowledged that RX Global has not purchased insurance of any kind for the benefit of Exhibitor, nor is it under any obligation to do so. The Exhibitor shall indemnify RX Global and The PGA of America against and hold it harmless from any negligent acts performed by Exhibitor or Exhibitor's officers, directors, employees, or agents of Exhibitor or in connection with Exhibitor's use of display space.

- A. Exhibitor hereby waives any and all claims against RX Global, The PGA of America, their officers, directors, employees, agents and the OCCC, resulting from loss, theft, damage or destruction to its property or loss from any cause whatsoever (including, but not limited to, damage to its business from delay, mechanical failure, labor trouble, failure to provide space in The PGA Show, or

failure to hold The PGA Show as scheduled), or from bodily injuries or personal injury to it, its agents or employees. Exhibitor shall obtain at its option and at its own expense, adequate insurance against such injury, loss or damage.

B. Exhibitor assumes full and complete responsibility for any damage or destruction of the property of others, or from Exhibitor's participation during the period of The PGA Show.

C. Exhibitors are **not** required to supply RX Global with a copy of the Certificate of Insurance, however, it is suggested that Exhibitor have a copy of the Certificate of Insurance at The PGA Show.

D. Exhibitors using services other than those provided by the Official Service Contractor must inform all Exhibitor Designated Contractors of the insurance requirements and guidelines applying to them as outlined in the Rules and Regulations for the Use of Exhibitor Designated. Exhibitor Designated Contractor personnel will not be permitted on the show floor until these requirements have been met.

## **7. Personnel Allowed During Move-In / Move-Out**

In the interest of safety, only those full-time employees and sales representatives of exhibiting companies and authorized personnel of Exhibitor Designated Contractors directly responsible for the set-up and dismantling of the booth will be permitted in the exhibit areas during move-in and move-out dates and hours, consistent with Florida state labor laws. Under no circumstance will family, guests, or children of any age be allowed on the show floor until the official show opening on January 25, 2023 at 8:30 a.m.

## **8. Exhibitor Personnel, Badges, Show Access**

A. RX Global will furnish Exhibitor with 2023 PGA Show badges for use by Exhibitor's company management, company salesmen, and its distributors, whether domestic or foreign. RX Global will also furnish badges for Exhibitor's independent sales representatives whose names were supplied to RX Global by Exhibitor. Exhibitor badges are NOT to be issued to buyers, source suppliers, ad agencies, importers / exporters, consultants, vendors, business agents / managers, and others who wish to gain admittance for the purpose of making contacts or any other purpose. Exhibitors will receive badges based on the total square footage of assigned booth space as outlined in the Exhibitor Manual. Exhibitor acknowledges that any badges in addition to those allotted as set forth in the Exhibitor Manual shall be provided to Exhibitor at a per badge fee (whether

the person attends The PGA Show or not), payable at time of order. Distributor and Independent Sales Rep badges are not included in your Exhibitor badge allotment.

B. Misuse of PGA Show badges is strictly prohibited. Should such a violation occur, the badge will be reclaimed by RX Global, and the wearer will be refused further entry into display areas for the duration of the 2023 PGA Show.

C. Exhibitor must staff its booth(s) during all show hours of 2023 The PGA Show.

D. Exhibitor personnel are permitted access to booth areas at 7:00am on Show days.

E. Exhibitor's personnel must wear the official 2023 PGA Show badge for admission. Security personnel will refuse entry into display areas to all persons not wearing the official 2023 PGA Show badge.

F. The official 2023 PGA Show badge is not to be altered in any manner (replaced with business card, company badge or handwritten badge). Any alteration to the 2023 PGA Show badge may result in reclaiming the badge and refusing the wearer further entry into the display areas for the duration of the 2023 PGA Show.

## **9. Notice from Orange County Convention Center**

A. RX Global and the OCCC prohibit helium or mixed gas, lighter-than-air balloons of ANY kind.

B. No adhesive-backed (stick-on) decals or similar items, except name tags, may be distributed or used.

C. Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, doors, floors, painted surfaces, or columns unless approved by RX Global and Center staff.

D. Exhibitor equipment, stock and/or supplies will not be allowed to leave via the front entrances of the facility.

E. Freight deliveries will not be accepted by the Orange County Convention Center.

F. Use of propane or bottled gas is prohibited.

G. No holes may be drilled, cored or punched in the Center ceilings, walls or floors.

H. No painting of signs, displays or other objects is permitted in the Center.

I. Parking on the loading dock(s) or inside the Center is prohibited. Overnight parking at the Center is prohibited. Violators' vehicles will be towed at owner's expense

J. Parking will be charged during move-in, show, and move-out.

K. The Center has an exclusive food service contractor. No food and/or beverage products may be distributed by Exhibitor unless items are a part of an exhibition where the Exhibitor is the legal manufacturer and/or distributor of such item(s). Distributing samples of such items must be approved in writing by the OCCC Food Service Contractor. Exhibitors and their personnel shall not bring food and/or beverages into the Center for personal consumption.

L. The Center requires the use of residue resistant carpet tape (i.e., Plyken, Mystik No. 6456, Scotch brand or Devoscal double-faced vinyl carpet tape). All tape and residue must be removed from the floor and disposed of immediately after show. Tape or residue left on any surface will be removed by OCCC or the Official Service Contractor and billed to the exhibiting company.

M. Vehicle(s) to be displayed in the Center during shows must have battery cables disconnected. The gas tank must be taped shut or have a lockable gas cap and may not contain more than a quarter tank of fuel. Prior notice must be given to show management regarding motorized vehicles of ANY type, including, but not limited to, automobiles, boats with inboard or outboard engines, airplanes, helicopters, motorcycles, golf carts, riding mowers and other such conveyances. If a motorized vehicle appears on-site unexpectedly, the exhibitor will be asked to obtain proper permitting from Orange County Fire Rescue Division in downtown Orlando prior to the opening of the PGA Show.

N. Facsimile (FAX) and copy services are available at the Orange County Convention Center's Business Center for a charge.

O. Multi-level and / or covered exhibits must be approved prior to delivery for set-up.

## **10. Special Services**

A. RX Global provides security guards for the general exhibition areas in the OCCC, from the period of move in through the conclusion of move-out.

B. RX Global will furnish each 10' x 10' display booth with:

1. One 8' high backwall drape and two 3' high side rail drape.  
Drapery color, gray on backwall as well as side rail.

2. Each 10' x 10' booth, peninsula, island, and multi-level / covered exhibit will include:

(a) One wastebasket up to 400 square feet and one additional wastebasket for every 400 square feet thereafter.

3. Mid-day waste pick-up on first two show days.

C. RX Global will include Exhibitor's name, address, phone numbers, management personnel, products, and booth number(s) in its Official Show Directory, **IF** Directory listing information is received by stated deadline. This information is to be supplied by Exhibitor. Exhibitors contracting for exhibit space after the Directory listing deadline but prior to the Directory Addendum deadline will be included in the Directory Addendum, to include Exhibitor's name, address, phone numbers and booth number(s). RX Global, its agents or representatives will not be responsible for any errors or omissions in either the Directory & Buyers' Guide or the Addendum.

D. Unless otherwise provided elsewhere in the License Agreement or by RX Global, Exhibitor must obtain all labor, furnishings, electrical service, booth cleaning service, wiring, telephone, security, food and / or beverage, and other supplies and equipment through the Official Service Contractor, Preferred Contractors, or the Orange County Convention Center. All charges for such services or materials are the sole and direct responsibility of the Exhibitor. These charges shall not be billed through RX Global nor shall RX Global assume any responsibility or liability for them.

#### **11. Official Service Contractor**

The Official Service Contractor (Freeman) will maintain an Exhibitor Service Center at The PGA Show. Order forms for booth furnishings, labor and other show services will be included in the Official Exhibitor Manual, which will be mailed to all Exhibitors.

**DO NOT SHIP EXHIBIT MATERIALS TO THE OCCC, PRIOR TO THE FIRST OFFICIAL MOVE-IN DAY. The OCCC will refuse to accept and will assume no liability for such shipments, regardless of shipping method(s). All freight and product bound for the PGA Show must be coordinated through the Official Service Contractor.**

#### **12. Rules and Regulations for the Use of Exhibitor Appointed Contractors and Display Houses**



Exhibitors may designate their own contractor for the physical set-up and dismantling of their display ONLY consistent with Florida state labor laws. All other show services, including advance carpet installation, must be provided by the Official Service Contractor. The Exhibitor MUST notify RX Global of its intention to utilize its own designated contractor on the form provided on the PGA Show website NO LATER THAN DECEMBER 12, 2022. Exhibitor Appointed Contractors (EAC) must comply with the following rules and regulations:

A. The EAC must have all licenses, permits and / or bondings required by federal, state, county or municipal governments and the exposition hall management prior to commencing work and shall provide RX Global with evidence of such compliance.

B. The EAC must carry a minimum coverage of \$2,000,000 in bodily injury insurance; \$500,000 in property damage insurance; and \$1,000,000 in liability and statutory limits for Workers' Compensation insurance and shall provide RX Global with a Certificate of Insurance showing coverages, amounts and policy coverage periods NO LATER THAN January 6, 2023. An EAC who fails to submit the Certificate of Insurance evidencing the required coverage shall not be granted permission to set-up or dismantle displays.

C. The EAC must follow scheduled work times and adhere to all rules of ingress and egress. D. The EAC must furnish RX Global with names of all supervisors and full-time employees who will be working on the exposition floor and see that they always have and wear the necessary security ID. These I.D.s are to be obtained upon arrival at the Orange County Convention Center loading dock areas.

E. The EAC MAY NOT solicit business on the show floor. All EAC personnel, including all laborers employed by EAC, must confine all activities to the booth(s) of client(s) and may not enter the display area of a non-client for any purpose.

F. The EAC must confine his operation to the exhibit area(s) of his client(s). No service desks, storage areas or other work facilities will be located in the exposition hall. Space will be provided for EAC service desks off the show floor.

G. The EAC must comply with all labor agreements and practices and must not commit or allow to be committed by persons in his employ, any acts that could lead to work stoppage, strikes or labor problems.

H. The show floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor. The EAC must coordinate all his activities with the Official Service Contractor.

I. The EAC will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit hall to its initial condition, etc. It will be the responsibility of the EAC to remove all installed tape from the floor and any bulk trash from the exhibit hall (such as skids or crates), or be billed accordingly by the Official Service Contractor for the labor to do so.

J. In performing work for his client(s), the EAC shall cooperate fully with the Official Service Contractor and assist him in fulfilling his responsibilities, especially by refraining from placing an undue burden on the Official Service Contractor by interfering with the efficient utilization of labor by the Official Service Contractor.

K. Cameras or photography are prohibited on the exhibit floor without permission from RX Global. With approval, EACs may photograph only the booth(s) with which they have contractual arrangements.

L. While aisle carpeting is being installed; jockey boxes, ladders and the EAC's equipment must be removed from the show floor or be placed inside the exhibit booth being installed. M. To facilitate the installation and cleaning of aisle carpet, all crates must be emptied and labeled for removal by 11:59 p.m. on Monday, January 23, 2023.

### **13. Approval Required for Contests, Drawings Or Giveaways**

If you are planning to hold a contest, drawing or to distribute promotional materials / giveaways, you MUST complete the appropriate form found in the Public Relations Section of the Manual, on or before the deadline date indicated on the form. All contests, drawings and giveaways are subject to approval, which may be granted or denied at RX Global' sole discretion. No cigarettes, cigars and / or other tobacco products may be given away, unless the tobacco product is the Exhibitor's product of record.

### **14. Approval Required For Press Conferences**

If you are planning to hold a press conference, you MUST complete the appropriate form found in the Public Relations Section of the Manual, on or before the deadline date indicated on the form. All press conferences are subject to approval, which may be granted or denied at RX Global' sole discretion. All press conferences must be held in the Media Center and not in the Exhibitor's booth.

### **15. Empty Crates and Booth Installation Deadline**

To facilitate the installation and cleaning of aisle carpet during move-in, all crates must be emptied and labeled for removal by 11:59 p.m., Monday, January 23, 2023. All display booths must have begun installation no later than 5:00 p.m., Tuesday, January 24, 2023. For any space not claimed and occupied, or for which special arrangements have NOT been made with RX Global in writing by 5:00 p.m., Tuesday, January 24, 2023, such space shall be deemed to be forfeited and the Exhibitor will pay as liquidated damages 100% of the total contracted display booth fee for which Exhibitor agrees is a reasonable amount under the circumstances. RX Global will not be liable for any incurred expenses. RX Global reserves the right to assign such forfeited space to any other entity at RX Global' sole discretion.

### **16. Floor Covering Guidelines**

RX Global will furnish carpet for all exhibit floor aisles in the OCCC, and the daily cleaning and vacuuming of all aisles in all exhibition areas. **Floor covering is required in all display booth areas.** Flooring may consist of hard wood, AstroTurf or carpeting. No vinyl or linoleum may be used. Carpet is available through the Official Service Contractor at Exhibitor's expense, or Exhibitor may provide his own carpet. Booth vacuuming is included with the rental of carpeting from the Official Service Contractor **ONLY ONE TIME, the evening of Tuesday, January 24<sup>th</sup>.** Vacuuming for any other day/time must be ordered separately by Exhibitor.

### **17. No Freight Aisles**

All items left in NO FREIGHT aisles during move-in and move-out will be moved into the booth by the Official Service Contractor, to avoid delays and ensure a timely move-in and move-out process. NO FREIGHT aisles are required by Orange County Fire Rescue Division, and will be clearly marked.

### **18. Set-Back Guidelines**

Demonstrations, video monitors / walls, sampling, order writing tables, putting contests and / or celebrity appearances must be organized within the Exhibitor's assigned booth space so as not to interfere with traffic in any aisle. In booths ten feet deep, the demonstration, video monitors / walls, sampling, order writing tables, putting contests and / or celebrity appearances must be set back a minimum of four feet from the aisle. For booths greater than ten feet in depth, the setback must be a minimum of ten feet. Each Exhibitor is responsible for keeping the aisles around their booth free of

congestion. If not complied with, RX Global, at their discretion, will require the Exhibitor to alter, modify or cease the activity.

## **19. Acceptable Sound Levels**

Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other Exhibitors. Any audio equipment (i.e., sound system, audio from a video wall, microphones), whether in the booth or as part of a display, may not exceed a sound level of eighty-five (85) decibels. RX Global will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints. The following rules and regulations will apply to ensure the appropriate business atmosphere of the 2023 PGA Show:

- A. Self-supported audio equipment must be directed inwardly, toward your exhibit, as opposed to outwardly toward aisles or neighboring exhibits.
- B. Audio equipment must not violate the height restriction applicable to the booth.
- C. Decibel levels will be measured from the center of surrounding aisles. In the event audio equipment exceeds the 85-decibel requirement or is determined, by RX Global, to affect neighboring Exhibitors negatively, the following procedures will be in effect:

1. **First Notice:** The offending Exhibitor will be notified and asked to comply with the stated guidelines. This notice will be documented.
2. **Second Notice:** The offending Exhibitor will be issued a written caution, noting violation of sound limits has been repeated, and will be instructed to reduce the volume immediately.
3. **Third and Final Notice:** The exhibit's electrical source(s) will be terminated, at Exhibitor's expense, for the remainder of the day. The Exhibitor will be given a 15 minute window of time prior to termination of electrical service, to take necessary precautions for their equipment. The Exhibitor will assume full responsibility for any damage to their exhibit or demonstration resulting from their failure to adhere to show rules. Electrical service may be reconnected, the following day prior to show opening, at Exhibitor's expense. In addition to decibel measurements, RX Global reserves the right to determine an Exhibitor's compliance with or violation of these sound level restrictions. We ask that each Exhibitor

monitor their own booth to ensure a professional atmosphere on the show floor for all Exhibitors and attendees.

## **20. No Camera Policy**

Personal cameras and videotaping equipment are strictly prohibited in all exhibit areas. Authorized press personnel and photographers must register for 2023 PGA Show badges in the Media Center. If you plan to photograph your booth using someone other than the Official Show Photographer, you must make arrangements through the Media Center.

## **21. No Smoking Policy**

Smoking is prohibited in all areas at all times (inclusive of move-in and move-out), including, but not limited to, concourses, restrooms, concession stands and restaurant areas. This “NO SMOKING” policy is in compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206.

## **22. Restrictions for Exhibitors’ Use of “PGA” Trademarks**

No Exhibitor, excluding PGA licensees, PGA / PGA Tour Properties licensees, or PGA sponsors, strictly in accordance with the terms and conditions of their agreements with The PGA of America, shall use either the name, “The Professional Golfers’ Association of America”, the initials, “PGA”, the PGA logo, the name “PGA Show”, “2023 PGA Show”, the name or logo of any PGA event, or the name of any PGA owned subsidiary (collectively referred to as “the Trademarks”) either on sample goods, give-away goods, resale goods, custom booth signage, advertising material, pamphlets or in any other form or descriptions whatsoever. The Trademarks are federally registered trademarks owned by The Professional Golfers’ Association of America. No person or entity may use the Trademarks in any manner unless pursuant to license or sponsor agreements with The PGA specifically granting use of the Trademarks. The 2023 PGA Show Application & License Agreement for Exhibition Participation **IS NOT** a license or sponsor agreement. Exhibitors who wish to enter into license or sponsor agreements with The PGA should contact the Marketing Services Department at PGA of America headquarters in Palm Beach Gardens, Florida. Exhibitors who are discovered to be in violation of the Trademark policy will be immediately. Pursuant to Section 1H of the Rules & Regulations Handbook, Exhibitor must change, alter, modify or remove any or all parts of the display which are in violation of PGA’s Trademark policy. Exhibitors who refuse to comply will be required to leave the show premises. PGA also reserves the right to pursue all legal remedies available in accordance with applicable federal trademark laws.

### **23. Air Conditioning and Heating**

Air conditioning and / or heating on the show floor of the OCCC is provided during show days and hours only. Air conditioning and / or heating on the show floor of the OCCC is not provided during the move-in and move-out period.

### **24. Facility Lighting**

Lighting on the show floor of the OCCC is provided at 50% on move-in and move-out days. Lighting is provided at 100% on show days, January 24 - January 26, 2023, between the hours of 7:00am - 6:30pm. For rules and regulations regarding theatrical lighting, see Section 25 of the Rules & Regulations Handbook.

### **25. Theatrical Lighting and Effects**

Hanging independent lighting systems, attached to the facility from overhead, are permitted ONLY by island exhibits of 800 square feet or larger. Island exhibits of 800 square feet or larger wishing to hang lighting systems will be required to submit a rigging plot diagram, no later than December 21, 2022, to:

PGA Operations Department

Matt Luke

RX Global

201 Merritt 7, CT 06851

[mluke@reedexpo.com](mailto:mluke@reedexpo.com)

The rigging plot diagram should include a scaled drawing, indicating the hanging point locations, the weight to be hung at each rigging point, and the total weight of the lighting system overall, including truss systems and lighting fixtures. The maximum allowable distance from the floor to the bottom of the lighting system is 25'. No other hanging objects will be permitted. Self-supported lighting systems, in the booth, or instruments attached to the exhibit, must not exceed the applicable booth height restriction. Lighting instruments, regardless of the type, must be focused within your booth. Projecting beams or images outside your booth, in aisles or against the facility ceiling or beams, is not permitted. Use of fog (chemical or dry), bubbles, confetti, snow or other free floating effects is not permitted.

### **26. Cable and Satellite Broadcasting**

All requests for cable broadcasting and satellite up linking / down linking must be submitted, in writing, to RX Global no later than December 21, 2022. Cable broadcasting

and satellite up linking / down linking are subject to RX Global approval, which may be granted or denied at RX Global' sole discretion.

### **27. Sale, Delivery of Goods, And Product Removal from Facility**

Retail sales of merchandise during The PGA Show are strictly prohibited. "Retail sale" means any sale, other than bona fide commercial sale, for resale at a later time and place. The sale of sample goods is strictly prohibited except to bona fide commercial buyers for resale at a later time and place. Any such sample goods are to be delivered ONLY after the conclusion of the 2023 PGA Show and must be accompanied by the Exhibitor's bill of sale for verification by security personnel. Violation of this provision subjects Exhibitor to cancellation of its exhibit space without refund. Removal, sale and / or delivery of merchandise prior to the conclusion of the 2023 PGA Show at 1:00 p.m., Friday, January 27, 2023 is strictly prohibited. Should Exhibitor wish to exchange soiled, worn or damaged floor samples for fresh merchandise, product release forms must be obtained from the designated property check points, completed by Exhibitor and submitted to security personnel at the exit with the merchandise to be exchanged?

**28. Legal Disputes Between Exhibitors** RX Global cannot and will not intervene in any Legal Disputes between Exhibitors. "Legal Disputes" is defined as any action in litigation; pending litigation, contemplated litigation; inclusive of, but not limited to, disputes arising from: patent infringement claims, trademark infringement claims, copyright infringement claims, unfair competition claims (i.e., unfair trade practices, comparative advertising, misleading or deceptive advertising, misrepresentation, etc.), breach of contract claims, tortious interference claims, defamation claims or any other claims which may be brought as an action at law in the United States or throughout the world. Only bona fide court orders, properly served on RX Global, mandating RX Global to act, will enable RX Global to act in exact accordance with the terms of such order.

### **COURT ORDERS SERVED UPON EXHIBITORS CAN NOT AND WILL NOT BE ENFORCED BY RX GLOBAL.**

Only the court issuing such order is empowered to enforce such order. Court orders mandating a court appointed official to carry out a court order at the 2023 PGA Show will be carried out by such court appointed officials, **NOT BY RX GLOBAL**. For the service of court orders at show site, RX Global will require the following procedures be followed to minimize the potential of a disturbance and to continue the smooth operation of the show:

A. All court orders must be presented to RX Global prior to serving any show Exhibitor with such order. If court officials are serving court orders, the court officials will also be required to report to Show Management prior to obtaining permission to enter the show floor for the purpose of serving show Exhibitors.

B. RX Global reserves the right to accompany an Exhibitor, agent or representative (or court appointed official) who is serving court orders upon Exhibitors. Only one agent / representative from the company serving the court order will be allowed to serve other Exhibitors. No other company agents or representatives will be allowed to disturb other Exhibitors or enter other Exhibitors' booths for any purpose consistent with show rules and regulations.

C. Service of court orders must be accomplished in a professional, businesslike manner. In the event an Exhibitor or an agent / representative of an Exhibitor serves a court order other than as prescribed herein, RX Global reserves the absolute right to escort the offending Exhibitor, agent, or representative from the premises, reclaim the persons' PGA show badge and refuse entry into the show exhibit areas for the duration of the show. In the event the procedures set forth herein are not followed by an Exhibitor, RX Global reserves the absolute right to deny offending Exhibitor from obtaining space at future PGA golf exhibitions.

Exhibitors who unreasonably request, demand, harass or in any way attempt to persuade RX Global to act in any manner which is contrary to and inconsistent with the policy stated herein, may be either removed from The PGA Show at RX Global' sole discretion, or may be denied the ability to exhibit at future PGA golf exhibitions at RX Global' sole discretion. RX Global encourages all Exhibitors to handle Legal Disputes either prior to or after The PGA Show. The PGA Show is an inappropriate forum for such disputes to take place.

## **29. Use of Image / Likeness / Exhibitor Name / Exhibitor Logo**

Exhibitor, Exhibitor's employees, agents, and representatives irrevocably consent to be identified, photographed, recorded, video recorded and grants to RX Global, its subsidiaries, affiliates, successors, assigns and licensees, the right in perpetuity to use only photographs, recordings and / or video tapes which may contain the image, likeness, name or logo of Exhibitor for the promotion of future trade shows operated by RX Global in any and all media throughout the world.



### **30. Use of Copyrighted Music**

Exhibitor acknowledges that Exhibitor is solely responsible to obtain all applicable licenses from ASCAP, BMI, and / or any other music licensing agency or directly from the copyright owner in the event Exhibitor uses copyrighted music in connection with Exhibitor's exhibit at The PGA Show. RX Global will not obtain any such licenses or authorizations on behalf of Exhibitor.

### **31. Unauthorized Merchandise**

A. RX Global expressly prohibits the unauthorized sale, display and / or exhibition of merchandise which violates any registered trademark rights, copyright rights, and / or any rights in a person(s) or entity's name, likeness and / or identity.

B. RX Global shall provide notice to the Exhibitor in the event it is brought to RX Global' attention and verified to RX Global' objective satisfaction that an Exhibitor violates any of the rights identified in subparagraph A above. RX Global reserves the right to ask Exhibitor to produce appropriate documentation verifying that Exhibitor has the right or license to sell the merchandise. In the event Exhibitor cannot produce such documentation, Exhibitor shall be required to remove the Unauthorized Merchandise from Exhibitor's booth immediately.

C. RX Global expressly reserves the right to terminate the Application & License Agreement immediately and remove Exhibitor from the show upon

Exhibitor's failure to comply with the terms set forth in subparagraph B above.

### **32. Registration with Florida Department of Revenue**

The Florida Legislature passed an amendment to Tax Statutes changing the requirement for show exhibitors to register as sales tax dealers and to file monthly reports. A summary of Florida Statute 212.18 reads as follows:

“(b) As used in this paragraph, the term “exhibitor” means a person who enters into an agreement authorizing the display of tangible personal property or services at a convention or a trade show. The following provisions apply to the registration of exhibitors as dealers under this part:

1. An exhibitor whose agreement prohibits the sale of tangible personal property or services subject to the tax imposed in this part is not required to register as a dealer.

2. An exhibitor whose agreement provides for the sale at wholesale only of tangible personal property or services subject to the tax imposed in this part

must obtain a resale certificate from the purchasing dealer but is not required to register as a dealer.

3. An exhibitor whose agreement authorized the retail sale of tangible personal property or services subject to the tax imposed in this part must register as a dealer and collect the tax imposed under this part on such sales.

4. Any exhibitor who makes a mail order sale pursuant to s.212.0596 must register as a dealer. Any person who conducts a convention or trade show must make their exhibitor's agreement available to the department for inspection and copying."

### **33. Distribution of Food, Beverages and Tobacco**

All food, beverages and concessions are operated and controlled exclusively by the Center's Food Service Department. Arrangement for serving food and/or beverages must be made through the Catering Manager. Food and/or beverages will not be allowed on the premises unless purchased through the Center's Food Service Department or as an approved exhibit by the legal manufacturer and/or distributor. The Center has exclusive contracts with certain food and beverage providers, e.g., soft drink. Contact the Center's Food Service Department for specific details. A special permit is required from the State of Florida for alcoholic beverage samples used as part of an exhibit or display. Contact the Event Services Department for permit procedures. Alcoholic beverages must be served according to Florida Statute rules and regulations. Identification must be checked prior to serving alcoholic beverages, and distributing tobacco products. Tobacco products **may not** be consumed within the physical structure of the OCCC, in compliance with Florida's no smoking laws.

### **34. Animals in the OCCC**

Animals are not permitted on the Center's premises except in conjunction with an approved exhibit or as service animals for the physically challenged. Animals that are approved to be on the Center's premises must be on a leash, within a pen or under similar control at all times. The owner will be fully responsible for their animal(s). Animal exhibits are not permitted in carpeted areas of the Center.