



# EXHIBITOR RULES & REGULATIONS CONTRACT TERMS & CONDITIONS



EDUCATION: SEPT. 13-17, 2025  
EXPO HALL: SEPT. 14-17, 2025  
LAS VEGAS CONVENTION CENTER  
[WWW.BAKINGEXPO.COM](http://WWW.BAKINGEXPO.COM)

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# RULES & REGULATIONS

## Additional Listings

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Companies may submit a separate Corporate Listing application, available from IBIE, and pay a \$2,500 fee for the company's divisions, subsidiaries/international partners to be listed on the official IBIE [website](#) and in the Official Show Directory.

Submission of this listing will entitle the division/subsidiary to a listing of their contact information once the enhanced online exhibitor listings are activated. The exhibit booth listing on the floor plan remains under the name of the company that submitted and signed the official Space Application and Contract.

## Admission to the Exhibit Hall

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### Exhibitor Admittance During Non-Show Hours

Representatives of exhibiting companies will not be permitted to enter the exhibit hall earlier than 5:00 am and only for the express purpose of getting the booth and products ready for the 10:00 am opening each day. This admittance should not be used as time to tour the exhibit hall or enter any other exhibitor's booth.

Exhibitors that require additional time may make arrangements for earlier admittance by obtaining special credentials in the Show Management Office the day before. Exhibitor representatives will not be permitted to remain in the exhibit hall more than one hour after the closing hour each night, with the exception of the final night, unless advance arrangements are made through the Show Management Office.

### Exhibitors' Bake Staff — Early Admittance

Due to the need for early preparation of baked goods, exhibitor badges will have access to the expo floor starting at 5:00 am on show days.

### Pre-Show Admittance

Exhibitors are not allowed to bring groups of customers or press in their booth before the daily show opening each morning.

### Visitors and Exhibitor Personnel Minimum Age

No one under 13 years of age will be admitted to the expo hall at any time. This rule will be strictly enforced by Show Management for safety and insurance purposes. At no time will children in strollers be permitted into the expo hall.

## Aisles — Usage of and Equipment Placement

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Public aisles may not be utilized by exhibitors. All business must be conducted within the booth and equipment must be arranged so that show visitors are not required to stand in the aisles to examine equipment. No exhibit display material, signs or advertising matter will be allowed to extend beyond the space allotted to the exhibitor.

*Exhibitor's product, equipment or booth construction may not be placed within 10 ft. of neighboring exhibitors, nor obstruct the view of neighboring exhibits from the view of visitors passing through the aisles, or as determined by IBIE.*

Exhibitors are not permitted to have bridges over aisle space or to use carpet in public aisles.

## Alcoholic Beverages

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The distribution of alcoholic beverages by exhibitors to attendees of legal alcohol drinking age, and consumption of alcoholic beverages in the expo hall, is permitted in the exhibitor's booth on show days between 3:00 pm – 6:00 pm (one hour after official show closing). Exhibitors wishing to have after-hours service must submit a written request to Show Management, as security will need to be notified. All beverages must conform to the catering rules of stocking, distribution and use of professional bartenders. Alcoholic beverages in a booth must be served exclusively by *Sodexo Live*.

## Americans with Disabilities Act

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All exhibitors will be responsible for compliance with the Americans with Disabilities Act. The exhibitor shall indemnify and hold International Baking Industry Exposition (IBIE), *American Bakers Association (ABA)*, *BEMA*, and the *Retail Bakers of America (RBA)*, their directors, officers, employees, agents and/or subcontractors harmless from any consequences of exhibitor's failure in this regard. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact:

U.S. Department of Justice Civil Rights Division  
Disability Rights Section  
950 Pennsylvania Ave., NW  
Washington, D.C. 20530 USA  
+1-800-514-0301 (Voice)  
+1-833-610-1264 (TTY)  
[ada.gov](http://ada.gov)



# RULES & REGULATIONS

## Animals

Service animals are always welcome. Refer to the Americans with Disabilities ACT for the definition of a service animal at [ada.gov](https://www.ada.gov).

## Arrangement of Exhibits

All exhibitors shall arrange displays/air flow utilizing only the booth area contracted for, and in such a manner that recognizes the rights of other exhibitors and show visitors and conforms to the overall pattern developed by IBIE.

## Assignment of Exhibit Space Policies

First space assignments will be selected by ABA, BEMA and RBA members and 2022 exhibitors who have submitted complete contracts with the appropriate initial deposit. All such space selections will be governed by the order of the posted [Priority Point Chart](#).

Contracts Open: January 16, 2024

Contracts & Deposits Due: February 13, 2024

Priority Space Selection: March 18 – 26, 2024

## Priority Point Accumulation Process

All current ABA, BEMA and RBA Members and IBIE 2022 non-member exhibitors have a special priority period to select space before prospects. Each company will be assigned “[Priority Points](#)” based on several criteria:

- **LOYALTY PROGRAM:** One point will be awarded for each show that a company participated in from 1977 – 2022.
- **NUMBER OF YEARS OF ACTIVE MEMBERSHIP:** Based on ABA, BEMA and RBA membership records, each member company will receive one priority point for every year that they were an active member for the period 1988 – 2024. (Membership is only tracked for one association, IBIE will not combine points if a company is a member in two or more associations.)
- **IBIE HOTEL BLOCK UTILIZATION:** As of 2022 three (3) points will be awarded to the company should 75% or more of registered representatives for the IBIE show also book and stay in our official IBIE hotel block and only using our official housing provider (*onPeak*). Housing lists and registration lists will be compared after IBIE 2025 and the awarded point will be added for IBIE 2028 priority point calculation.
- **SQUARE FOOTAGE TOTALS IN PAST IBIE SHOWS** (2001, 2004, 2007, 2010, 2013, 2016, 2019, 2022)

Points are totaled for the eight shows.

100 – 400 sq.ft. = 1 point

401 – 1000 sq.ft. = 2 points

1001 – 2500 sq.ft. = 3 points

2501 – 4000 sq.ft. = 4 points

4001+ = 5 points

**NOTE:** Each of these criteria points are also calculated on a “weighted” factor, determined, and approved by the IBIE Committee. In the case of two or more companies having the same number of Priority Points, the amount of square footage in prior show will be used as the tie-breaker. Should the amount of square footage from the prior show be the same, the secondary tie-breaker will be the total number of years of active membership. Should a third tie breaker be needed, a list randomizer will be used to determine list order between those companies. Proof of the List Randomizer “run” will be included with the priority points documentation for that cycle calculation.

## Booth Selection Process

### MEMBERS OF ABA, BEMA, RBA and 2022 EXHIBITORS

IBIE Show Management will compile data based on the member and 2022 exhibitors. Members and 2022 exhibitors will be assigned in [priority point](#) order for space applications and deposits received or postmarked by 11:59 PM CT on February 13, 2024. Show Management will strictly adhere to this deadline date, with no exceptions for late submission of applications. Companies will be notified by email of their Priority Points, instructions and call-in date for the booth selection time period. IBIE 2025 Example: Members must have active membership status for 2023, 2024 & 2025 in order to receive the member booth rate.

Ensure you secure your discounted member rate on booth space for IBIE 2025 by completing space selection in 2024 and maintaining your membership in 2025. IBIE will run a membership verification check on all exhibitors in 2025. In the event an exhibitor does not maintain their association membership in 2025, the variance between the member and non-member space rates will be calculated and invoiced to the exhibitor. Payment for the difference is required by the final deadline January 6, 2025.

For exhibitors unable to participate in the Priority Point call-in process, IBIE will take into consideration location preferences requested by an exhibitor on their Exhibit Space Application & Contract when making space assignments. In all events, IBIE reserves the right to make the final determination of all space assignments in the overall best interests of the Exposition. Furthermore, IBIE cannot guarantee that a particular exhibit space will be available for a particular exhibitor and reserves the right to make changes to the space assignments as needed.

## GENERAL SPACE SELECTION

Any member and/or 2022 exhibitor who missed the February 13, 2024 deadline to participate in Priority Space Selection, and new exhibitors, are welcome to submit an application. Beginning February 14, 2024, all applicants will participate in General Space Selection and booth space will be assigned by the order of application and deposits received by IBIE.

### Priority Point Ownership/Mergers, Acquisitions and Separations of Companies

#### MERGERS AND CREATION OF A BRAND-NEW COMPANY

If companies merge and are past exhibiting companies, the newly merged company would retain the priority points of the company with the highest total priority points. Points will not be combined. IBIE 2025 Example:

Company A and Company B, have both been exhibiting at IBIE for a number of years and each accrued points for their participation in IBIE. Company A has a total of 30 points and Company B has a total of 25 points. The newly formed company, Company AB, would retain the points of Company A, since it was the higher of the two total points and would accrue future points as Company AB going forward.

- Company A = 30 Points
- Company B = 25 Points
- New Company AB = Retains Highest Points (30)

#### ACQUISITIONS BUT ACQUIRED COMPANY CONTINUES TO ACCRUE POINTS SEPARATELY

(See Selecting Space for Others Option 1 on next page)

An existing IBIE exhibitor company acquires another IBIE exhibiting company(ies) and decides to continue to exhibit at IBIE and accrue points separately, this newly acquired company and its new owner would follow option 1 of space selection. Points will not be combined. IBIE 2025 Example: Company A acquired Company B, and while they are under the same umbrella of companies, they will continue to exhibit at IBIE as separate companies with separate contracts (not additional listings) and accrue points separately based on their booth size/activity with IBIE. Points will not be combined.

- Company A = earning points separately
- Company B = earning points separately

#### ACQUISITIONS BUT ACQUIRED COMPANY DOES NOT ACCRUE POINTS SEPARATELY

(See Selecting Space for Others Option 1 or 2 on next page)

An existing IBIE exhibitor company acquires another IBIE exhibiting company(ies). The new owner, of the acquired company, now becomes the owner of the acquired company's priority points, however the points will not be combined. IBIE 2025 Example: Company A has acquired Company B, both been exhibiting at IBIE for several years and each accrued points for their participation in IBIE. Company A has a total of 30 points and Company B has a total of 40 points. Company A as the new owner of Company B assets, can now assume the 40 points instead of the 30 points as their new total points since it was the higher of the two-point totals. Going forward, Company A will continue to accrue points while Company B will not.

- Company A (new owner) = now assumes 40 points
- Company B = no points earned moving forward

#### SEPARATIONS

If a company dissolves or splits into multiple companies, the companies in question would need to decide within internal legal and separation documentation who receives ownership of the points or perceived asset of points.

- One company can retain all of the points, or the companies in question may split the points in any fashion deemed acceptable by the companies up to the total points. IBIE will not award both companies the same amount of total points. IBIE 2025 Example: Company A and its sub brand, Company B, have been exhibiting at IBIE for several years and has accrued 20 priority points. Company A and sub brand Company B have decided to split into two separate companies, and both intend on exhibiting at IBIE in the future. At the time of the split, both companies must decide to split the asset of priority points between the companies as they see fit.
- Options include total point allocation to one of the companies or a split percentage between the companies (i.e. 50/50, 60/40, 70/30, etc.) of the total priority points (20 points). IBIE will not award both companies 20 points each.

Should the separating companies not have a decision by the posted space contract submission deadline, IBIE will automatically award the total priority points to the company whose name is on the priority points historically.

## Subletting of Space

The exhibitor agrees not to assign, sublet or apportion space or any part thereof contracted for, nor to exhibit, advertise or offer for sale merchandise or services other than those manufactured or sold by exhibitor company in the regular course of business. As an example, when articles are required for the proper demonstration or operation of exhibit displays, in which case identification of such articles shall be limited to the regular name plate, imprint or other identification, which in standard practice appears normally on the article. Exhibitors may not permit non-exhibiting company representatives, to work in their booths except their own dealers and representatives. In order to be listed in the Official Show Directory each exhibiting firm must have an IBIE contract for the designated space on the floor plan.

## Selecting Space for Others

Under the Priority Selection process, exhibitors that are part of a larger subsidiary/parent company arrangement have two options to pick space. Once the option has been selected at space selection, the option cannot be modified.

### OPTION 1: Separate Booths

An exhibitor may select space during the same space selection time for other profit centers, divisions, subsidiaries or companies but only if they are part of the same company or parent corporation. Each division/subsidiary must complete their own Space Application and will be considered as a separate exhibit booth, accruing priority points separately.

The space selected for the other wholly-owned profit centers, divisions, subsidiaries or companies that are part of the same company or parent corporation may be adjacent to each other or in separate locations throughout the expo hall.

While ABA, BEMA or RBA members may select space during the same space selection time for their subsidiaries or divisions under the guidelines noted above, the member rate of exhibit space will only apply to the portion of the booth occupied by current member(s). The profit centers, divisions, subsidiaries or companies that are wholly-owned parts of the same company or parent corporation must qualify for membership status on their own to obtain member discount on exhibit space. Each exhibiting company will indicate its ABA, BEMA and/or RBA membership status on the separate contract required for participation under the subsidiary's/division's name. Any of the companies who drop their membership after space has been confirmed will be re-invoiced at the non-member rate.

### OPTION 2: Contiguous

An exhibitor may select space during the same space selection time for other profit centers, divisions, subsidiaries or companies but only if they are part of the same company or parent corporation. Each additional company added will be considered an additional listing and will **NOT accrue or earn priority points** for their participation at the IBIE 2025 show. Priority Points will only be earned and accrued by the exhibitor who submits the application/deposit and selects the initial contiguous booth space.

The space selected for the other wholly-owned profit centers, divisions, subsidiaries or companies that are part of the same company or parent corporation must be in one contiguous booth.

## Procedures for Selecting Space for Others:

### OPTION 1 – Procedures for Separate Booths

- Complete a separate Application & Contract for each company, indicating square footage for each selection and submit appropriate initial deposit. Documentation must also be provided to IBIE at the time of exhibit contract submission, containing proof of wholly-owned corporate status of affiliated companies in order to qualify for selecting space at the same selection time.
- After contracts are signed, the profit centers, divisions, subsidiaries or companies that are part of the same company or parent corporation will be official exhibitors and can be listed in the Official Show Directory.

### OPTION 2 – Procedures for Contiguous Booths

- Complete ONE Application & Contract. The name on the contract name must match the name of the company whose points are used to select space. All other company names would be submitted as additional listings.
- Exhibitor to complete an "Additional Listing" application for each profit center, division, subsidiaries, or companies that are part of the same company or parent corporation. Additional Listing will incur a cost of \$2,500 per application/listings and reminder will NOT earn any priority points.
- After contract and additional listing is signed/submitted and paid, the profit centers, divisions, subsidiaries, or companies that are part of the same company or parent corporation will be official exhibitors and can be listed in the Official Show Directory.

IBIE management reserves the right to make changes to the [Priority Points Policy and Procedures](#) without notice and its decision is final.

# RULES & REGULATIONS



IBIE will post company names in order of Priority Points (actual point quantity will not be shared) [on this page](#) before space selection.

**All Exhibitors should frequently review their space location and changes to neighboring booths/areas for updates to the floor plan. It is the Exhibitor's responsibility to keep up with changes to their assigned area. IBIE anticipates alterations to the initial floor plan and cannot be held responsible for changes that may affect a participating Exhibitor's selection of space.**

## Attendee Lists (Use of)

A complimentary list of IBIE 2025 attendees, including name, title, company, address, phone number, and registration type, is provided to each exhibitor in Excel format, upon conclusion of the show. The attendee list does not include email addresses. Show Management is not able to provide technical support in the use of this Excel document. Due to the sensitive content of the list, IBIE requires that you carefully review and comply with the Attendee List policy. By opening the Excel document, you and your company agree that the IBIE 2025 Attendee List is intended solely for use by the companies who purchased exhibit space at IBIE 2025, and approved IBIE partner organizations. The IBIE 2025 Attendee List is confidential and proprietary to IBIE. This list is provided as a courtesy and a benefit to exhibitors and approved IBIE partner organizations. Exhibitors and IBIE partner organizations shall not sell, distribute, or otherwise provide the Attendee List to any outside organization, consultant, or service.

Any violation of this policy may result in the forfeiture of exhibit space in future IBIE events at the sole discretion of IBIE and/or forfeiture of membership privileges within its sponsoring organizations, ABA, BEMA and/or RBA. This list will be seeded with numerous additions so that IBIE will know if the list is being used inappropriately.

## Balloons, Drones, Radio-Operated Air Devices

Helium or air-filled balloons or any other helium-filled objects may not be distributed or used as part of exhibitors' displays. All lighter than air objects are prohibited. Radio-operated blimps, drones and similar devices are not permitted in any area of the Exposition, including but not limited to the expo halls, meeting rooms, hallways and concourses.

## Booth Display Diagrams Must Be Submitted for Booths 400 sq. ft. or Larger

All exhibitors with booths of 400+ sq. ft. are required to submit a detailed, scaled layout of their exhibit space to IBIE by June 16, 2025. Failure to do so may result in a delay in the contractor(s) fulfilling orders for labor, furnishings or other requests.

## Cancellation of Exhibit Space

An exhibitor may cancel or withdraw from the show subject to the following conditions and restrictions:

- The exhibitor shall give IBIE notice in writing of its intention to cancel or withdraw from the show.
- In the event the said notice is received by IBIE on or before May 1, 2024, the exhibitor shall be obligated and agrees to pay a cancellation penalty of 25% of the contract value.
- In the event the said notice is received after May 1, 2024, but on or before January 6, 2025, the exhibitor shall be obligated and agrees to pay a cancellation penalty of 50% of the contract value.
- In the event the said notice is received after January 6, 2025, the exhibitor shall be obligated and agrees to pay 100% of the contract value.
- Should an exhibitor fail to remit total monies due at the time of their cancellation, as outlined above, said exhibitor will not be eligible for booth space at future IBIE shows until the outstanding balance has been paid.
- All refunds due will be paid to exhibitor no later than 60 days after the close of the Exposition.
- In the event of cancellation, IBIE shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor, without any rebate or allowance to the cancelled exhibitor.
- IBIE assumes no responsibility and exhibitor waives any claims against IBIE for having included the name of the cancelled exhibitor or description of their products in the show directory, news releases or other materials concerning the show.

## Cannabis

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Cannabis, including marijuana and CBD oils, may not be possessed, used, displayed, or consumed at IBIE 2025. IBIE and its officers, directors, employees, and agents hereby disclaim liability for any possession, use, display, or consumption of cannabis by any IBIE exhibitor or participant. Any exhibitor or participant who violates the prohibition on the possession, use, display, or consumption of cannabis at IBIE will be solely responsible for any consequences, claims, demands, or damages under applicable federal or state law and by participating in IBIE agrees to release, hold harmless, and indemnify IBIE for any consequences, claims, demands, or damages that may arise from the exhibitor or participant's possession, use, or consumption of cannabis at IBIE.

## Care of Building

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Exhibitors are liable for any damages caused to building floors, walls, columns, etc. by the exhibitor, its directors, officers, employees, agents, and/or contractors. No exhibitor may allow an article to be brought into the expo hall, nor permit any act to be done in the expo hall, which will increase the premiums or void policies of insurance held by IBIE, *Smithbucklin, Freeman*, its agents, etc.

## Competitor's Location

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IBIE does not provide any guarantee that exhibitors will not be assigned space near or around their competitors. All Exhibitors should frequently review their space location and changes to neighboring booths/areas for updates to the floor plan. It is the Exhibitor's responsibility to keep up with changes to their assigned area. IBIE anticipates alterations to the initial plan and cannot be held responsible for changes that may affect a participating Exhibitor's selection of space.

## Cost of Exhibit Space

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### **ABA, BEMA and RBA Member Rates:**

\$37.75 per sq. ft.

### **Non-Member Rates:**

\$49.00 per sq. ft.

- 25% initial deposit must accompany the Application & Contract.
- Second deposit of 25%, or amount equal to 50% of invoiced cost is due on May 1, 2024.
- Final payment of 50% must be received no later than January 6, 2025.
- Applications received after May 1, 2024 must be accompanied by 50% of total estimated space costs.
- Applications received after January 6, 2025 must be accompanied by 100% of total estimated space costs.

No exhibitor admission credentials will be distributed to any company who has not paid in full by January 6, 2025; and if any company still has not paid in full by the time of the first date of installation, Tuesday, September 9, 2025, they will not be allowed to set up their booth or receive any orders from contractors until the account is paid in full by cashiers or certified check, or credit card. No personal checks are accepted as payment for exhibit space on-site.

### **The above cost of Exhibit Space includes the following:**

- 1. Booth space rental including 8' back drape, 3' side drape and one (1) Booth ID Sign – 7"x44" for linear booths.**
- 2. Unlimited drayage/material handling shipped to the advance warehouse and/or direct to show site.**
- 3. Complimentary lead retrieval options: one device or three mobile licenses.**
- 4. Three exhibitor badges per 150 sq. ft. of exhibit space purchased.**
- 5. Daily vacuuming of booth carpets and once nightly trash pick up in the evening.**
- 6. Exhibitors who participate in both IBIE 2025 and iba 2025 will be eligible for extended complimentary storage with Freeman when shipping directly from the iba to IBIE.**



## Customer Invitations Policy

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We encourage exhibitors to invite their customers to attend IBIE 2025, however, as a show policy, *IBIE does not offer complimentary badges nor do we provide a platform to facilitate the purchase of badges on behalf of customers.*

Customers or prospective customers should be directed to register online on the [IBIE 2025 website](#). Exhibitors are encouraged to forward show information to customers utilizing the free tools in the “Partners in Promotion” program. This toolkit of exhibitor marketing materials will be made available [here](#) on the IBIE website in 2025.

**Note:** Exhibitors may not use badges from their exhibitor allotment for customers. Exhibitor badges may only be used for bona fide employees, dealers or representatives of the exhibiting firm. Exhibitor representatives will be required to produce identification of the exhibiting company when registering on-site.

## Default of Occupancy

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Any exhibitor failing to occupy their exhibit booth (contracted for but not canceled) by 4:30 pm PDT on Saturday, September 13, 2025 is obligated to pay the full cost of such space and is not and will not be entitled to any refund. IBIE reserves the right to re-assign such space to another exhibitor or to make such other use of the space as deemed necessary or appropriate.

## Display Heights and Conditions

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Refer to the full list of Display Rules within the [Booth Construction Guidelines section](#).

You will find complete documentation and description of the rules governing all types of exhibit booths – islands, double-deckers, peninsulas, perimeter and in-line booths, as well as hanging sign regulations. IBIE follows the *International Association of Exhibitions and Events (IAEE)* industry rules governing exhibit displays. It is incumbent upon the exhibitor to make certain that they and their appointed contractor are fully versed on all rules regarding heights and sightlines. It is incumbent upon the exhibitor to make certain that they and their appointed contractor are fully versed on all rules regarding heights and sightlines. Island booths are permitted to use the full cubic content of their contracted exhibit space as long as the booth design follows LVCC Safety Exhibit Display Guidelines.

## Display Rules — On-Site Corrections

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There will be **no exceptions** to these display rules and regulations. When IBIE's floor managers detect a violation of a height or placement rule, they will attempt promptly to notify the exhibiting company's representative to discuss correction of the violation. IBIE is not responsible for notifying all officials of the exhibiting company. Exhibitor acknowledges that it is their sole responsibility to pay for any costs incurred in order to correct the violation, or for any costs incurred in moving to a different location.

## Dress/Costumes

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All booth attendants must be, in the judgment of IBIE, properly clothed.

## Emergency Stop Devices

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All exhibitors are required to have easily accessible power disconnect/stop devices on any operating and moving machinery in their exhibit booth that is accessible by or may come in contact with attendees. At least one booth staffer must be assigned to disconnect or stop devices whenever machinery is being operated. At the discretion of Show Management, exhibitors may be required to move or modify their disconnect or stop device, or they shall be disallowed from operating machinery during show hours.

## Exhibit Hours

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Exhibitors are required to keep at least one attendant in their booth during all show hours, subject to removal of their exhibit from the show at the company's expense.

Sunday, September 14	10:00 am – 5:00 pm
Monday, September 15	10:00 am – 5:00 pm
Tuesday, September 16	10:00 am – 5:00 pm
Wednesday, September 17	10:00 am – 3:00 pm

# RULES & REGULATIONS

## Exhibitor Appointed Contractors (EAC), I & D Companies

Exhibitors must notify the Official General Services Contractor (*Freeman*) and the Exhibitor Appointed Contractor Association (EACA) of the names of all of their appointed contractor or I & D company by registering with EACA in the Exhibitor Services Manual, along with names of their personnel who will be working at the show, no later than August 15, 2025.

Upon arrival at the show, Exhibitor Appointed Contractor personnel will check in at the EAC desk to obtain wristbands and receive permission to work on the expo floor.

Exhibitors must use the Official General Services Contractor (*Freeman*) for material handling, rigging, electrical, plumbing, custom cleaning, and janitorial services.

## Exhibitor Badge Allotments

Official exhibitor representatives will receive non-transferable exhibitor badges. Exhibitors are provided three (3) complimentary exhibitor badges per 150 sq. ft. of exhibit space purchased, with a minimum of three (3) badges per company. See below for badge allotment per booth square footage. **New for this year, all exhibitor badges include complimentary access to all of the IBIEducate sessions (excludes Hands-On and other Specialty Courses).**

Booth size in sq. ft.	Number of complimentary badges*
100-299	3
300-449	6
450-599	9
600-749	12
750+3 additional badges per 150 sq. ft.	15+

*\*For all booth sizes that are not a multiple of 150, the number of comp badges is determined by rounding down to the closest multiple of 150.*

All booth attendants must be bona fide employees or dealers and representatives of the exhibiting firm and will be required to produce identification when registering on-site. Each registration submitted by exhibitors and attendees is reviewed for accuracy by Show Management. Should a discrepancy be found, the registration will be denied.

Spouse badges can be registered for as part of the exhibitor's allotment.

Any exhibitor badges over and above the complimentary badge allotment will be issued at a cost of \$100.00 each and include complimentary access to all of the IBIEducate sessions (excludes Hands-On and other Specialty Courses).

**Note:** No badges will be issued to any company that has not fully paid for their exhibit space.

## Badge Pick-Up

Badges will not be mailed. All badges must be picked up on-site at the Exhibitor Registration Desk in the North and West Halls at the *Las Vegas Convention Center*.

Badges can be picked up on-site by the official booth contact or by individual booth personnel; however, once a badge is printed, it will not be re-printed. A printed badge is also counted when calculating if 75% or more of an exhibitor's staff was booked in official IBIE hotels for the Housing priority point calculation. Designated contacts and booth personnel may be asked to show an ID or a business card when picking up badges. Designated contacts should review the list of exhibitor staff persons before printing and cancel any staff who are no longer attending before printing.

For any questions regarding badges, please contact Katie Steingrabe at [Ksteingrabe@BakingExpo.com](mailto:Ksteingrabe@BakingExpo.com).

## Failure to Hold Exposition

In the event that the Exhibition is canceled, postponed, or relocated due to force majeure, including but not limited to acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, strikes, governmental order, regulation or advisory, recognized health threats as determined by the *World Health Organization*, the *Centers for Disease Control*, or local government authority or health agencies (including but not limited to the health threats of COVID-19, H1N1, or similar infectious diseases), curtailment of transportation facilities or other occurrence beyond the control of IBIE, where any of those circumstances, conditions, contingencies, or occurrences make it illegal, inadvisable, or commercially impracticable to hold the Exhibition, IBIE may cancel, postpone or relocate the Exhibition by written notice without liability, damages, fees, penalties, or refunds due to Registrant/Exhibitor.

Upon cancellation, postponement, or relocation of the Exhibition by IBIE, regardless of cause, IBIE may—in its sole and absolute discretion—elect to issue either a full or partial refund to Registrant/Exhibitor or issue no refund at all. Registrant/Exhibitor expressly acknowledges IBIE's right to cancel, postpone or relocate the Exhibition under the above conditions and expressly waives any and all claims for damages or refunds as a result of the Exhibition's cancellation, postponement, or relocation.

# RULES & REGULATIONS

## Fake Magazine Directories

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IBIE exhibitors may receive an email, fax or other communications from companies not affiliated with or endorsed by IBIE requesting that IBIE exhibitors pay for, and update, their company information for a show directory. **Do not be fooled!** Please respond only to IBIE endorsed and authorized directory information requests.

IBIE Show Management does NOT provide exhibitor contact information to anyone other than IBIE's official show contractors. *Sosland Publishing* and *Map Your Show* are the only parties that can provide official IBIE Directory services to exhibitors. Other industry publications are permitted to solicit exhibitors for advertising and listing in their IBIE show issues. If you receive any inquiries outside of these organizations, please let us know immediately via email at [Exhibits@BakingExpo.com](mailto:Exhibits@BakingExpo.com).

## Finished Displays

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Exhibitors are responsible for keeping their booths presentable to attendees. Displaying an unfinished surface to neighboring booths is not permitted—this includes back and sides of displays as well as the side view of “pop-up” booth displays. At the discretion of Show Management, the contractor will put up “close-off” drape to these unfinished areas at the exhibitor's expense.

## Fire Regulations

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*Refer to the Fire and Safety Exhibitor Guidelines in the LVCC Building User Manual that can be found in the Exhibitor Services Manual.*

Fire regulations prohibit the use of paper, crepe paper, corrugated paper, cardboard or any other highly combustible or flammable material for decoration of exhibitors' booths. All materials used in the exhibit must be non-flammable in nature. Electric signs and equipment must be wired to meet the specifications of local fire authorities. Fire extinguishers and/or fire hoses on walls or on the floor or elsewhere may not be removed or obstructed in any manner. Any exhibitor having equipment which produces heat, smoke, or open flames as an integral part of product demonstration must provide ventilation, safety equipment and proper insulation and utility connections meeting all local fire regulations. Such exhibitors must receive written approval of plans from the Las Vegas/Clark County, NV fire authorities by sending your booth diagram to [boothplans@lvcva.com](mailto:boothplans@lvcva.com), and submit copy of same to IBIE Show Management via email at [Exhibits@BakingExpo.com](mailto:Exhibits@BakingExpo.com).

Smoking is prohibited on the expo floor during installation, dismantling and during the show. The *Las Vegas Convention Center* is a completely non-smoking facility.

## Floor Coverings in Exhibit Booths — Mandatory Policy

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Floor covering is required and may be furnished by the exhibitor or rented from the Official General Services Contractor (*Freeman*).

Other suitable floor coverings are acceptable (e.g. tiling, linoleum) as long as the concrete floor is covered, and the material is easy to remove and will not damage the expo hall floor and will not pose a safety hazard. Exhibitors must carpet or cover the full contracted space, regardless of whether that full space is used, unless exhibitor has made prior written arrangements with IBIE. If exhibitor fails to carpet and/or cover its full space, IBIE will arrange for carpeting at the exhibitor's expense.

## Floor Plan Layout Changes

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Using the online floor plan available on the official [IBIE website](#), all exhibitors should frequently review their space location and changes to neighboring booths/areas for updates. It is the exhibitor's responsibility to keep up with changes to their assigned area. IBIE anticipates alterations to the initial plan. IBIE is authorized to alter the floor plan and exhibitor space assignments in IBIE's sole discretion.

## Fog Machines

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Fog machine usage is not permitted at IBIE.

## Food Sampling and Distribution

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All food and beverage products not produced by the exhibiting manufacturer must be purchased through *Sodexo Live*, the official food service provider at the *Las Vegas Convention Center*.

*Sodexo Live* has established certain rules and guidelines for food sampling during trade shows and conventions which may include a charge for sampling product not purchased through them. Forms and guidelines are included in the Exhibitor Services Manual, distributed in September 2024.

Nevada Health Law requires use of a hand washing and sanitation station when sampling or preparing food/beverage. Exhibitors may provide their own station or purchase from *Sodexo Live*. If provided by the exhibitor, contact the *Southern Nevada Health District* or refer to their [website](#) for the requirements.

# RULES & REGULATIONS

## Games, Attention Devices

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The purpose of the Exposition is to present a professional, businesslike atmosphere for promotion of exhibitor products. Any device or activity that IBIE considers objectionable is prohibited. IBIE allows drawings, games of chance and raffles on the expo floor to the extent permitted under, and in accordance with, applicable law. Exhibitors must abide by all applicable local, state, and federal law. No animals may be included in any exhibit, other than service animals as described in the [animal section](#) of this document.

## General Requirements

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All matters and information covered in the Rules & Regulations may be amended at any time by IBIE; such amendments or additions shall be equally binding on all parties affected by this original Rules & Regulations. Exhibitors are responsible for abiding by the governing Rules & Regulations.

IBIE 2025 reserves the right to enforce the Rules & Regulations and to make final determinations as to the interpretation and enforcement in its sole discretion, in the overall best interest of the Exposition. All decisions by IBIE regarding the Exposition, including all decisions regarding the interpretation and enforcement and/or issues that may arise not otherwise addressed in these Rules & Regulations, are final.

These Rules & Regulations incorporate the terms and conditions of the Application & Contract. Unacceptable behavior will not be tolerated. If a participant is seen engaging in unacceptable behavior, IBIE event staff are empowered to take appropriate actions that may include, but are not limited to, removal from the event without warning and/or involving local law enforcement. If you are the subject of or witness to any violations of the IBIE Event Code of Conduct, contact us at [Smoore@BakingExpo.com](mailto:Smoore@BakingExpo.com).

## General Services Contractor — Freeman

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[Freeman](#) is the Official Service Contractor for IBIE 2025 and is in charge of all show move-in, move-out and related activities on the expo floor.

### Freeman Exhibitor Support

6555 West Sunset Road Las Vegas, NV 89118 USA

**Phone:** 888.508.5054

**Fax:** 469.621.5604

**Email:** [ExhibitorSupport@Freeman.com](mailto:ExhibitorSupport@Freeman.com)

## Hotel Rooms Booking Policy — Official IBIE Housing Agency (onPeak)

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The official IBIE housing agency, *onPeak*, will begin taking reservations in June 2024 through the [official IBIE housing portal](#). IBIE reserves the right to control all suites and meeting rooms in the official hotels and LVCC. Exhibitors are encouraged to contact *onPeak* to book groups of ten (10) or more rooms, as exhibitors with ten (10) or more rooms booked through *onPeak* will be eligible for additional hotel discounts and amenities.

No entertainment, meetings or similar activities will be permitted in hotel suites, meeting rooms or other private or public facilities during hours that will conflict with the IBIE published show hours.

As a reminder, exhibitors are eligible for three additional space selection priority points when 75% or more of their registered exhibitor staff books and stays in the official IBIE block of rooms through *onPeak*. Contact Sarah Moore at [Sarah.moore@onPeak.com](mailto:Sarah.moore@onPeak.com) directly to book quickly and with additional assistance.

## Hotel Solicitation Warning (Unauthorized)

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Housing agencies that are not affiliated with, or authorized by, IBIE may falsely promote themselves to exhibitors and attendees as an official contractor of IBIE. These housing agencies solicit exhibiting companies for rooms that are outside of IBIE's official housing block. Some exhibitors have experienced significant problems when using firms that were not affiliated with, or authorized by, IBIE in the past regarding confirmation of rooms and deposits. Please note that any official IBIE solicitation email will have IBIE's official housing agency's name – *onPeak* – shown on the correspondence. *onPeak* will NOT contact exhibitors via phone to make their reservations. IBIE is not responsible for any problems, charges or reservations made with any other firm.

IBIE does not give out exhibitor contact information to any company, other than the official service providers as noted on the Directory of Contractors page in the Exhibitor Services Manual. Some companies search websites for contact information.

IBIE is not responsible for problems or charges incurred by contracting with a potentially unreputable company.

If there are any questions, always visit our IBIE website at [www.BakingExpo.com](http://www.BakingExpo.com)

Please notify Show Management if you receive any suspicious solicitations at [Exhibits@BakingExpo.com](mailto:Exhibits@BakingExpo.com).



## IBIE — Usage and Acronyms

As used herein, “IBIE” shall refer to IBIE LLC and “IBIE 2025” or “Exposition” shall refer to the 2025 International Baking Industry Exposition. Also, as used herein, “exhibitor,” “applicant” and “company” shall refer to the party submitting the Application and Contract.

## Installation and Dismantling

### Installation

A targeted move-in & move-out schedule for inbound and outbound exhibitor freight has been arranged for IBIE 2025. Please refer to the Target Move-In & Move-Out Schedule and Floor Plan section in the Exhibitor Services Manual for more information. Exhibitors should pay careful attention to their assigned target date when scheduling delivery of materials directly to the show and for outbound shipping.

Failure to move-in according to your assigned target time will result in off-target fees. More details can be found on the Material Handling form in the Exhibitor Services Manual.

### Installation Days and Hours

Wednesday, September 10	8:00 am – 4:30 pm
Thursday, September 11	8:00 am – 4:30 pm
Friday, September 12	8:00 am – 4:30 pm
Saturday, September 13	8:00 am – 4:30 pm

Installation must be completed by 4:30 pm PDT on Saturday, September 13, 2025.

Booth spaces marked with asterisks on the show floor plan are considered “Last In, First Out” due to their proximity to the freight doors. Move-in schedule for these booths is 8:00 am – 12:00 pm on Saturday, September 13, 2025.

Crates should be properly tagged with exhibitor’s name and booth number. *Freeman* will supply tags for empty crates. “No Freight” aisles must be kept clear at all times.

**Note:** U.S. Customs and freight forwarding information is included within the Exhibitor Services Manual.

### Dismantling

A targeted move-out schedule for outbound exhibitor freight has been arranged for IBIE 2025. Please refer to the Target Move-Out Date Schedule and Floor Plan in the Exhibitor Services Manual for more information. Exhibitors should pay careful attention to their assigned target date when scheduling pick-up of materials from the show. Failure to move-out according to your assigned target time will result in off-target fees. More details can be found on the Material Handling form in the Exhibitor Services Manual.

Dismantling is scheduled to begin at 3:00 pm, Wednesday, September 17, 2025 at the close of the show. Dismantling prior to 3:00 pm Wednesday, September 17, 2025 is prohibited and could result in a penalty for exhibiting in future shows.

### Dismantling Days and Hours

Wednesday, September 17	3:00 pm – 10:00 pm
Thursday, September 18	8:00 am – 4:30 pm
Friday, September 19	8:00 am – 4:30 pm
Saturday, September 20	8:00 am – 4:30 pm

Exhibitors shall be liable for all storage and handling charges resulting from their failure to remove exhibit material, crates, etc., by the stated deadline and shall pay for expenses involved thereby.

### Material Handling Services (Included In Booth Fee)

Material handling costs for DIRECT SHIPMENTS to the LVCC and/or to the Freeman ADVANCE WAREHOUSE are included in your exhibit space rate. Advance warehouse freight must be received at the warehouse by the deadline date and direct-to-show freight must arrive at the LVCC on your specific target time to not incur any off-target fees. Deadline dates, your target dates and details regarding off-target fee are all outlined on the Material Handling section of the IBIE 2025 Exhibitor Services Manual. Please note: uncrated or skidded machinery will not be accepted at the advance warehouse and must be shipped directly to the LVCC on your specified target date.

## Intellectual Property

The Exhibitor represents and warrants that it will not infringe upon the trademarks, copyrights, or other intellectual property rights of any third party. The Exhibitor agrees to indemnify, defend, and hold harmless IBIE, *Smithbucklin* and their respective members, officers, directors, employees, contractors and agents from and against all losses, damages, and costs (including attorney’s fees) arising out of or related to claims of infringement by Exhibitor. IBIE shall not be liable for and expressly disclaims all liability for infringement or alleged infringement of the trademarks, copyrights, or other intellectual property of any third party arising out of the actions of any Exhibitor.

## Janitorial Services

Daily vacuuming of booth carpets and once nightly trash pickup in the evening for all exhibitors is included in the booth fee. This does not include carpet shampooing, periodic porter service throughout the day or general janitorial and cleaning. These items are the responsibility of the exhibiting company. Exhibitors must arrange to remove excessive amounts of trash or waste materials during the show hours. Aisles and utility cores may not be used for trash disposal/storage.

## Las Vegas Convention Center

Exhibitors agree to comply with all rules and regulations of the [Las Vegas Convention Center \(LVCC\)](#). Exhibitors will be solely liable for any violations of the rules and regulations of the LVCC by exhibitors, their directors, officers, employees, agents and/or contractors. These rules will be made available in the Exhibitor Services Manual.

## Lead Retrieval (Complimentary)

IBIE provides a single complimentary lead solution to every registered exhibiting company. Each exhibitor will receive either one physical lead device or three mobile app log-in uses. Lead retrieval can be accessed through the Exhibitor Resource Center.

## Liability and Insurance Coverage

All exhibitors are required to have insurance with the coverage guidelines listed below and provide IBIE with a Certificate of Insurance that confirms coverages:

Exhibitor and Contractor Insurance Requirements:

- (i) Commercial General Liability Insurance, including bodily injury/property damage, products and completed operations, personal injury and contractual liability of not less than \$1 million per occurrence and \$2 million aggregate, against injury (including sickness or death) to a person and property of others.
  - (ii) Commercial Automobile Liability with a combined single limit of not less than \$1 million covering all owned, non-owned, leased and contracted (hired) vehicles placed in service during the dates of the event.
  - (iii) Workers' Compensation Insurance in full compliance with all federal and state laws governing all of the exhibitor's employees engaged in the performance of any work for the exhibitor or contractor in the jurisdiction where work is performed or services are provided.
- All policies must contain standard waiver of subrogation provisions.

- All coverage to apply as primary and without contribution.
- All insurance companies must maintain a current AM Best rating of A VIII or better.
- Exhibitors from countries other than the United States or Canada please note: the Coverage Territory provision (where coverage applies) of your policy may be limited and in many cases may not include coverage for claims brought in the United States.

## Certificate of Insurance Requirements Exhibiting Companies

Each exhibitor MUST provide a Certificate of Insurance evidencing Workers Compensation, Commercial General Liability and Hired & Non-Owned Automobile Liability insurance. Policies shall name IBIE, ABA, BEMA, RBA, *Smithbucklin* and the *Las Vegas Convention Center* as additional insured.

If your insurance broker is providing the required evidence of coverage please forward the certificate to [Exhibits@BakingExpo.com](mailto:Exhibits@BakingExpo.com). If you have any questions please feel free to call +1.312.321.6837.

## Limitations of Liability and Indemnity

Exhibitors shall assume, and shall indemnify, hold harmless and defend IBIE, ABA, BEMA, RBA, *Smithbucklin* and the *Las Vegas Convention Center* and their respective members, officers, directors, employees, contractors and agents (collectively "IBIE Parties") from and against, any and all claims, damages, liabilities, costs (including reasonable attorneys' fees) and expenses (collectively, "Claims") arising out of or in any way relating to exhibitor's acts or omissions, and the acts or omissions of exhibitor's directors, officers, employees, agents and/or contractors, while the exhibitor is a participant of IBIE 2025, including but not limited to any Claims arising out of or in any way related to any bodily injury or property damage caused by exhibitor's acts or omissions.

Additionally, exhibitors and their directors, officers, employees, agents and/or contractors hereby waive, and release the IBIE Parties from any claim against the IBIE Parties for damages or liabilities of any kind, type or nature (including but not limited to any damage to property or business or injury to persons) arising out of or in any way relating to IBIE 2025, except to the extent caused by an IBIE Party's gross negligence or willful misconduct. In no event shall exhibitor be entitled to claim, and exhibitor hereby waives the right to claim, any special, consequential, and indirect or punitive damages arising out of or relating to the Application and Contract, these Rules & Regulations, or IBIE 2025.

# RULES & REGULATIONS

## Liability for Personal Property

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Exhibitor acknowledges that any/all property of exhibitor, including any personal properties of individuals, are the sole responsibility of such exhibitor/participant and IBIE will not assume any liability for such properties in the event of fire, theft, mysterious disappearance or any loss of physical damage or any indirect damage as a result thereof. Participation in the Exposition will acknowledge the acceptance of all terms and conditions stated herein.

## Lighting

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Any use of lights within your display must not be glaring and bulbs must not be visible from the aisle. No flashing lights or strobe lights will be acceptable. IBIE Show Management will strictly enforce this regulation if any lights are deemed as a distraction to neighboring exhibitors or attendees. Use of halogen lamps is allowed only if it utilizes a self-shielded bulb, bulb wattage does not exceed the listed wattage permitted by the fixture manufacturer, and the wattage may not exceed 75 watts.

## Machines/Equipment ID Signs

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The maximum height limitation will not apply to booths displaying standard equipment, which, due to size, must have a greater height. Equipment must be positioned in such a way as to not obstruct the sight lines within 10' of a neighboring exhibitor's booth. *Company name identification signs, on this type of equipment, must be kept within the height limitation outlined for displays.*

Exception to this rule would apply to the equipment design where nameplate identification is included in the manufacturing process.

## Material Handling Services (Included in Booth Fee)

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As part of the Exhibitor's booth fee, all material handling services through the Official General Services Contractor (*Freeman*) are included. There is no limit on the amount of freight/material handling that is included in the booth fee. Material handling costs for DIRECT SHIPMENTS to the LVCC and/or to the Freeman ADVANCE WAREHOUSE are included in your exhibit space rate. Advance warehouse freight must be received at the warehouse by the deadline date and direct-to-show freight must arrive at the LVCC on your specific target time to avoid any off-target fees. Deadline dates, your target dates and details regarding late fees are all outlined on the Material Handling section of the IBIE 2025 Exhibitor Service Manual. Please note: uncrated or skidded machinery will not be accepted at the advance warehouse and must be shipped directly to the LVCC on your specified target date. More details can be found on the Material Handling form in the Exhibitor Services Manual.

## Membership Status

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Companies joining the *American Bakers Association (ABA)*, the *Bakery Equipment Manufacturers & Allieds (BEMA)* and the *Retail Bakers of America (RBA)* must be a member of one or more of these associations for 2023, 2024 and 2025—as established by the individual association—to be eligible for member space rates. Exhibitors are subject to a re-invoicing for exhibit space fees at non-member rates if their association dues are not paid by the established renewal date. Application for space at the member rate will not be accepted by IBIE for any company whose membership dues do not conform to the above continuous three-year criteria.

New members to ABA, BEMA or RBA organizations that have never in their history been an active member may apply for a waiver of the three-year dues commitment, provided they apply for space and membership by September 30, 2024. Membership rate will not be applied to space and space assignments shall not be made until written notice is received from the ABA, BEMA or RBA that the company meets this qualification.

# RULES & REGULATIONS

## Outside Exhibits, Activities and Canvassing

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Exhibitors agree that they will not sponsor, host, or participate in outside exhibitions, meetings, or activities that conflict with the Exposition, including outside hospitality functions or entertainment, during IBIE 2025 show hours (see [Exhibit Hours](#)). This rule does not preclude exhibitors from engaging in the ordinary course of business, provided that exhibitors do not engage in conduct that conflicts with the Exposition during show hours.

Exhibitors that violate this rule may be expelled from IBIE 2025 and precluded from exhibiting in future Expositions in IBIE's sole discretion.

*Canvassing by anyone representing or connected with a non-exhibiting firm will not be permitted in any part of the exhibit hall or official IBIE Hotels. Any such canvassers will be promptly requested to leave the Exposition and Convention Center or hotel without refund of any fees paid to attend IBIE 2025. IBIE is authorized to remove any such canvassers from IBIE 2025 at IBIE's sole discretion. Where a canvasser represents or is connected with a non-exhibiting firm, IBIE is authorized to preclude the non-exhibiting firm from exhibiting in future Expositions in IBIE's sole discretion.*

## Performance of Music, Sound and Licensing

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All exhibitors are solely responsible for individual ASCAP/BMI or other appropriate licensing agencies for any use of music, soundtracks or videos. Exhibitors hereby represent that they have, or shall have by the time of the event, obtained all required licenses for the live or recorded performance of music and videos. Exhibitors shall indemnify and hold harmless IBIE LLC, ABA, BEMA, RBA, its directors, officers, agents, members and representatives from and against all claims, costs (including attorney's fees), expenses and liabilities from breach of the foregoing representations. IBIE reserves the right to control any sound devices that do not conform to the show's regulations.

Objectionable noise resulting from the use of such sound equipment shall be immediately stopped by the exhibitor at the request of IBIE. Show Management will monitor the noise level of any microphone usage within the booth if deemed to be over 85 decibels, however, the noise generated by the normal demonstration of equipment is beyond IBIE's control. Any sound that consistently exceeds 85 decibels measured at the edge of an exhibitor's booth or is clearly identifiable more than 90 ft. from the booth is considered objectionable noise generated by the normal demonstration of equipment is beyond IBIE's control.

## Photography — Authorized Usage and Conditions

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Photographs of products and equipment may only be taken with the expressed permission of the exhibiting company. *Indoor drones and aerial surveillance of any kind by an exhibitor is strictly prohibited.* Exhibitors wishing to take photographs/videos of their own booths or equipment are permitted, provided that the photograph is of their booth and their booth only. No outside photography contractor will be admitted without approval. This rule will be noted in IBIE's attendance promotion material.

**Note:** *This rule does not apply to press personnel with authorized press badges with stickers or official show photographers*

## Placement of Equipment Within the Booth

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While the height regulations do not apply to actual pieces of equipment, *it is a mandatory requirement that the placement of any piece of equipment within the booth does not block any sightlines within 10' of a neighboring exhibitor's booth.* Equipment must also not take up so much space within the booth area that exhibitor personnel are required to stand outside their official booth area. Exhibitors should consider this placement prior to selecting their space size, as the area must accommodate this rule.

## Product and Equipment Sales

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Due to the educational nature of this Exposition, at no time will "For Sale" or "Sold" signs be permitted to be displayed in exhibitors' booths. Order-taking is permitted for future deliveries only. No merchandise prices will be permitted. Cash and carry sales are not allowed on the expo floor including but not limited to equipment, small wares, etc. IBIE reserves the right to limit, curtail, or terminate sales activities in its sole discretion.

Lifestyle exhibitors (including but not limited to jewelry, cosmetics, and medical devices)" will be asked to leave immediately with no refund/no liability for expenses incurred. Lifestyle exhibitors are defined as companies exhibiting that are not related to the baking industry manufacturing or distribution supply chain.



# RULES & REGULATIONS

## Reduction of Exhibit Space

1. In the event the exhibit space is canceled or reduced the exhibitor shall be obligated and agrees to pay the applicable penalty based on the schedule below. If the request is received:
  - By May 1, 2024 | 25% of the amount of space canceled or reduced.
  - Between May 1, 2024 - January 6, 2025 | 50% of the amount of space canceled or reduced.
  - After January 6, 2025 | 100% of the amount of space canceled or reduced.
2. Based on the original location and booth area, any reduction of space could necessitate a change in location, especially if another exhibitor is on the "wait" list for the larger space.
3. Should an exhibitor fail to remit total monies due at the time of their cancellation or reduction, as outlined above, said exhibitor will not be eligible for booth space at future IBIE shows until the outstanding balance has been paid.

## Registration Badges — Eligibility and Rules

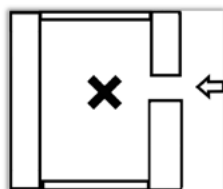
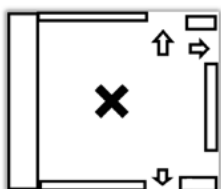
Registration will be required and will be open to all members of the industry without regard to membership in any association. A registration fee will be charged to all show visitors. An official badge, issued upon registration and not transferable, entitles the wearer to unlimited attendance during scheduled show hours and must be worn at all times in the expo hall. IBIE shall have sole control of all admission policies at all times.

## Right of Refusal for Non-Compatible Exhibits

IBIE reserves the right to refuse rental of display space to any company whose display of goods, services or machinery is not, in the opinion of IBIE, compatible with the general character and objectives of the Exposition. This includes but is not limited to companies who display jewelry, cosmetics, and medical devices.

## Safety Exhibit Display Guidelines

The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 ft. Please contact [Exhibits@bakingexpo.com](mailto:Exhibits@bakingexpo.com) with any questions.



## Security

Security guards will be on duty at all times during installation, show days and dismantling of the Exposition and when the Exposition is not in operation. IBIE, while providing all reasonable precautions against loss, cannot guarantee exhibitors against losses of any kind. Exhibitors requiring special protection against loss should hire security as outlined in the Exhibitor Services Manual.

## Selling on the Show Floor

**Selling on the show floor is prohibited.** IBIE provides display space for manufacturers to exhibit and demonstrate products on the basis of their potential informational and commercial value, and not for the purpose of selling on the expo floor. Cash and carry sales are prohibited.

## Set-Up/Work Wristbands — Admission During Installation & Dismantle

Wristbands will be issued at security posts, beginning 8:00 am, Tuesday, September 9, 2025. These wristbands will admit the bearer into the expo halls only during the installation and dismantle days of the show. Official exhibitor printed badges will admit wearer to hall during show days.

## Show Directory

IBIE Show Management will utilize the information that is entered into the IBIE Exhibitor Resource Center for the Official Show Directory. [IBIE](#) and [Sosland Publishing](#) are the only authorized providers to produce and distribute the Official Show Directory.

Failure to update the Exhibitor listing prior to July 7, 2025 will cause Show Management to use the alphabetical listing, address and contact information from the official Space Application and Contract, for the directory listing. However, neither the company description nor any products shown on this Application and Contract are carried over to the product, ingredients and equipment listings in the back of the directory.

Any exhibitor who signs up for exhibit space between July 7, 2025 and July 28, 2025 will receive an alphabetical company listing in the Official Show Directory but will not have a product description or be shown in the products, ingredients and equipment listings in the back of the book.

Any exhibitor that signs up after July 28, 2025 will only have a listing in the mobile app and will not have a listing in the Official Show Directory. Show Directory deadline dates are subject to change.

# RULES & REGULATIONS

## Signs

Exhibitors must identify their booth by company name and locations in a manner readily visible from the aisle. Exhibitors (islands excluded) will be provided with a uniform sign 7" x 44" long, showing the company name and booth number in two lines. Identification signs are restricted to back wall heights as outlined under "[Display Heights](#)."

## Sound Volume for Demonstrations

Loudspeakers or operation of equipment that is of excessive sound volume to be annoying to neighboring exhibitors or guests is not permitted. Any sound that consistently exceeds 85 decibels measured at the edge of an exhibitor's booth or is clearly identifiable more than 90 ft. from the booth is considered objectionable.

## Souvenirs/Handouts

Exhibitors shall be permitted to distribute only products that have been packaged on machines or in materials of their own manufacture and that demonstrate the technical function(s) of their machine(s) or material(s). Souvenirs, handouts or advertising specialties may be distributed only from within the confines of an exhibitor's booth.

## Target Move-In and Move-Out Date Schedule and Floor Plan

*Freeman* has included a color-coded floor plan showing the target move-in and move-out dates schedule in the Exhibitor Services Manual.

If an exhibitor misses their target move-in or move-out date, the exhibiting company will be assessed an off-target fee. Changes to these assigned target move-in dates are at the sole discretion of the Official General Services Contractor. **Target dates are NOT setup dates.** They are dates when exhibitor's freight is to arrive at the convention center and delivered to exhibitor's booth. They are assigned in order to get heavy equipment and crates delivered to the expo floor. You can plan your setup schedule and labor calls on the following day.

If an exhibitor misses their target move-out date, the exhibiting company will be assessed an off-target fee. Changes to these assigned target move-out dates are at the sole discretion of the Official General Services Contractor. **Target dates are NOT dismantle dates.** They are assigned in order to get heavy equipment and crates removed from the expo floor.

Material handling costs for DIRECT SHIPMENTS to the LVCC and/or to the Freeman ADVANCE WAREHOUSE are included in your exhibit space rate. Advance warehouse freight must be received at the warehouse by the deadline date and direct-to-show freight must arrive at the LVCC on your specific target time to not incur any off-target fees. Deadline dates, your target dates and details regarding off-target fee are all outlined in the Material Handling section of the IBIE 2025 Exhibitor Services Manual.

**Please note:** *uncrated or skidded machinery will not be accepted at the advance warehouse and must be shipped directly to the LVCC on your specified target date.*

## Unacceptable Behavior — Code of Conduct

Unacceptable behavior will not be tolerated. Unacceptable behavior, at any time (pre, during, or post-show), includes but is not limited to:

- Harassment, intimidation, or discrimination in any form.
- Verbal abuse, which includes but is not limited to verbal or written comments, or visual images that are sexually suggestive, or that denigrate or show hostility or aversion toward an individual, or group of individuals, or that create an intimidating, hostile, or offensive environment, or that unreasonably interferes with an individual's ability to participate in the event.
- Unwelcome sexual advances, requests for sexual favors, or other unwelcome physical, verbal, visual, or other conduct of a sexual nature.
- Repeated disruption of presentations, including detracting comments or solicitation of attendees; all participants must comply with the instructions of the moderator and any IBIE event staff.
- Expressed or implied threat of physical or professional harm, including actual or threatened personal or professional retaliation for a rejection or report of unacceptable behavior.

If you are the subject of, or witness to, any violations of the IBIE Event Code of Conduct, contact us at [Smooore@BakingExpo.com](mailto:Smooore@BakingExpo.com). This IBIE Event Code of Conduct may be revised at any time by IBIE and the terms are non-negotiable.

## Union Labor

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Permanent full-time employees of exhibiting companies may work on erection and dismantling of their own exhibits. However, if additional personnel are required, union personnel must be utilized. Exhibitors using labor other than from the Official General Services Contractor (*Freeman*) for the installation and dismantling of display material only (excluding equipment) must hire union personnel or secure labor through the Official General Services Contractor. All installation and dismantling of machinery and equipment must be handled through the Official General Services Contractor (*Freeman*).

## Vehicles on Display

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Fuel-tank openings shall be locked or sealed in an approved manner to prevent escape of vapors.

- Fuel tanks shall not contain more than one-quarter their capacity or more than five gallons of fuel, whichever is less.
- At least one battery cable shall be removed from the batteries used to start the vehicle's engine, and the disconnected battery cable shall then be taped.
- Auxiliary batteries not connected to engine's starting system may be left connected.
- Electric and hybrid vehicles shall have their operating batteries disconnected whenever possible.
- External power is recommended for demonstration purposes.
- Battery charging is not permitted inside the building.
- Combustible/flammable materials must not be stored beneath display vehicles.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles shall not be moved during the show and will remain off while freight doors are closed.
- 36" of clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 ft. from exits or exit pathways.

## Electrical Vehicles (EV)

- Electrical vehicles are not allowed to be charged indoors.
- Any electric vehicle brought into the building must have prior approval. Specifications of the battery and vehicle must be submitted to the Safety and Fire Prevention office at [boothplans@lvcva.com](mailto:boothplans@lvcva.com).

## Weapons

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A personal or concealed weapon of any type is not permitted anywhere on the campus of the *Las Vegas Convention Center (LVCC)*.

- Nevada Revised Statute 202.3673 prohibits concealed weapons of any type on facility property(s).

## Website Listings

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IBIE Show Management will provide a listing of all exhibiting companies on its website, current as of the date of the latest upload from IBIE's database. Contact information is taken from the official Space Application and Contract form. Exhibitors will be sent specific usernames and passwords, which will permit a representative from the exhibiting company to change certain items, such as address information, telephone, email, contact names, etc.

Exhibitors will not be permitted to change the official company name or booth number and the company name must match the name on the contract and the company's name whose points were used at the time of space selection. Any requests to change the company's alphabetical listing must be made in writing to IBIE Show Management. Exhibitors will also be able to indicate their company's product/equipment/services listings, as well as a brief description of their firm. All information posted onto the [website](#) prior to July 7, 2025 will be used for the printing of the Official Show Directory. Any changes made after that date will not be reflected in the printed program.

*The Show Directory deadline is subject to change.*

# BOOTH CONSTRUCTION GUIDELINES AT-A-GLANCE

	Maximum Exhibit Height	Line of Sight	Hanging Sign Allowed?	Booth Drawing Required?	Included with Booth
<b>In-line Booth</b> <i>Example: 10'x10' 10'x20'</i>	Maximum Back Wall Height of 8'	4' height restriction imposed on all exhibit fixtures within 5' of an aisle. When two (2) or more in-line booths are used in combination as a single exhibit space, the 4' height limitation is applied only to that portion of exhibit space which is within 10' of an adjoining booth.	NO	NO	8' high back drape, 3' high side drape, 7"x44" ID Sign
<b>Corner Booth</b> <i>Example: 10'x10' with only one neighboring booth</i>	Maximum Back Wall Height of 8'	4' height restriction imposed on all exhibit fixtures within 5' of an aisle. When two (2) or more in-line booths are used in combination as a single exhibit space, the 4' height limitation is applied only to that portion of exhibit space which is within 10' of an adjoining booth.	NO	NO	8' high back drape, 3' high side drape, 7"x44" ID Sign
<b>Perimeter Booth</b> <i>Example: 10'x10'; 10'x20'</i>	Maximum Back Wall Height of 12'	4' height restriction imposed on all exhibit fixtures within 5' of an aisle. When two (2) or more in-line booths are used in combination as a single exhibit space, the 4' height limitation is applied only to that portion of exhibit space which is within 10' of an adjoining booth.	NO	NO	8' high back drape, 3' high side drape
<b>Peninsula Booth</b> <i>Example: 30'x30' which backs up to in-line booths</i>	20' Maximum Height	When a peninsula booth backs up to two (2) in-line booths, the backwall is restricted to 4' in height within 5' of the aisle and 10' of the adjoining booths.	<b>YES</b> – Hung at maximum of 20' from the top of the sign to the floor	<b>YES</b> – submit through the Exhibitor Resource Center by June 16, 2025	8' high back drape
<b>Split Island Booth</b> <i>Example: 20'x20' booth backing up to a neighboring 20'x20' booth</i>	20' Maximum Height in All Areas of Booth	No sight line restrictions	<b>YES</b> – Hung at maximum of 20' from the top of the sign to the floor	<b>YES</b> – submit through the Exhibitor Resource Center by June 16, 2025	8' high drape set between booths, if requested
<b>Island Booth</b> <i>Example: 20'x20' 20'x30' 30'x30' 30'x40'</i>	20' Maximum Height in All Areas of Booth	No sight line restrictions	<b>YES</b> – Hung at maximum of 20' from the top of the sign to the floor	<b>YES</b> – submit through the Exhibitor Resource Center by June 16, 2025	N/A



# BOOTH CONSTRUCTION GUIDELINES

## Linear Booth

Linear Booths, also called “in-line” booths, are arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

### Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10 ft. (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10 ft. (3.05m) wide and 10 ft. (3.05m) deep, e.g. 10 ft. by 10 ft. (3.05m by 3.05m). The maximum back wall height limitation is 8 ft. (2.44m).

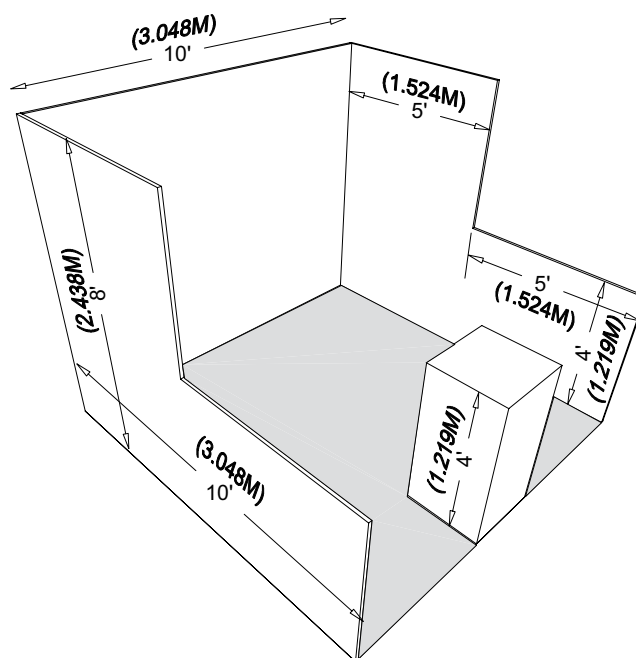
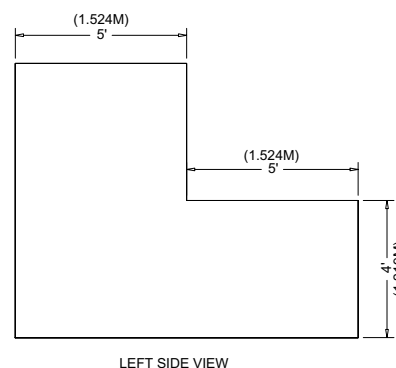
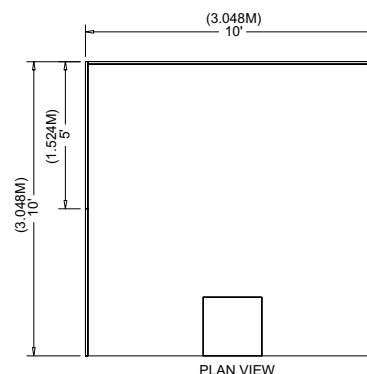
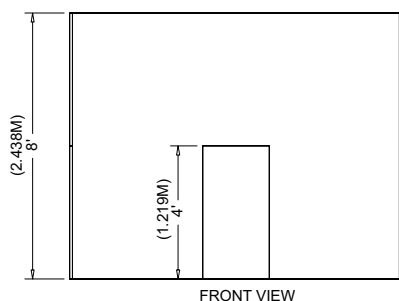
### Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10 ft. by 20 ft. (3.05m by 6.10m), 10 ft. by 30 ft. (3.05m by 9.14m), 10 ft. by 40 ft. (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8 ft. (2.44m) is allowed only in the rear half of the booth space, with a 4 ft. (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See [Placement of Equipment Within the Booth.](#))

**Note:** When three or more Linear Booths are used in combination as a single exhibit space, the 4 ft. (1.22m) height limitation is applied only to that portion of exhibit space which is within 10 ft. (3.05m) of an adjoining booth.

## Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.



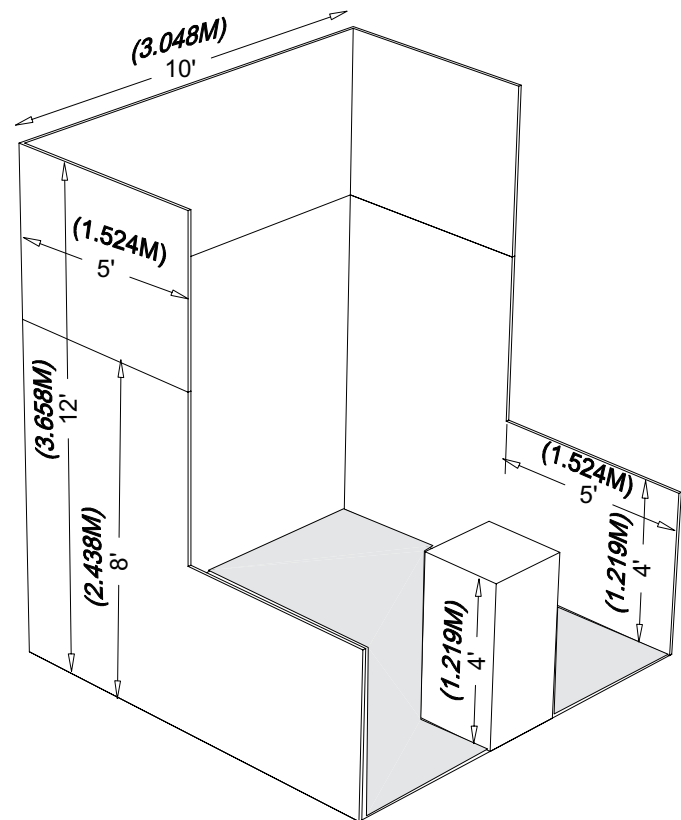
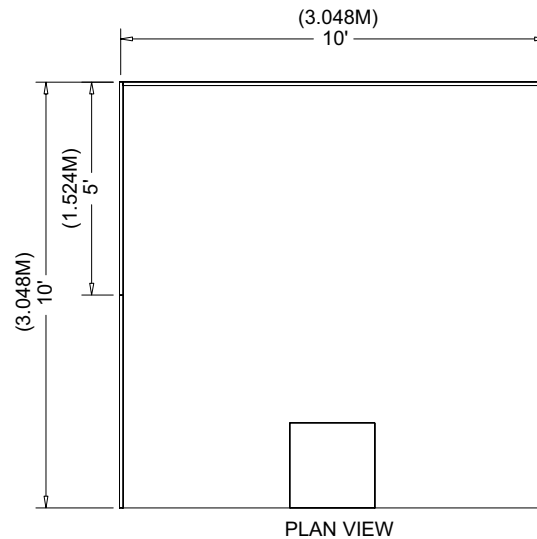
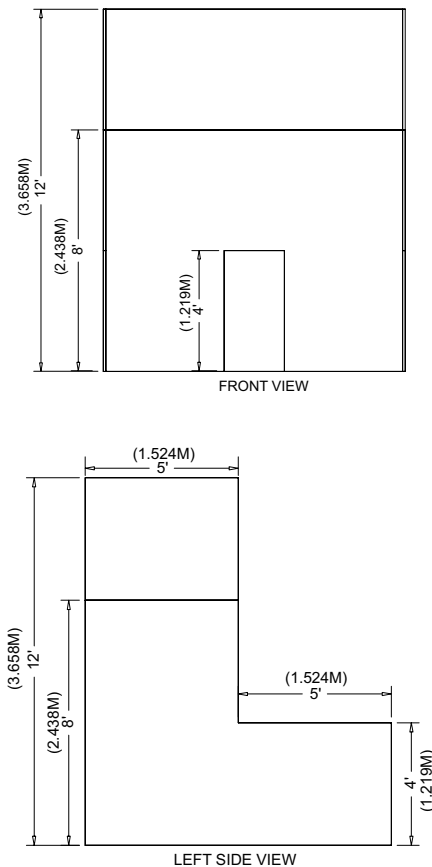
# BOOTH CONSTRUCTION GUIDELINES

## Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

### Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12 ft. (3.66m).



10' x 10' PERIMETER BOOTH

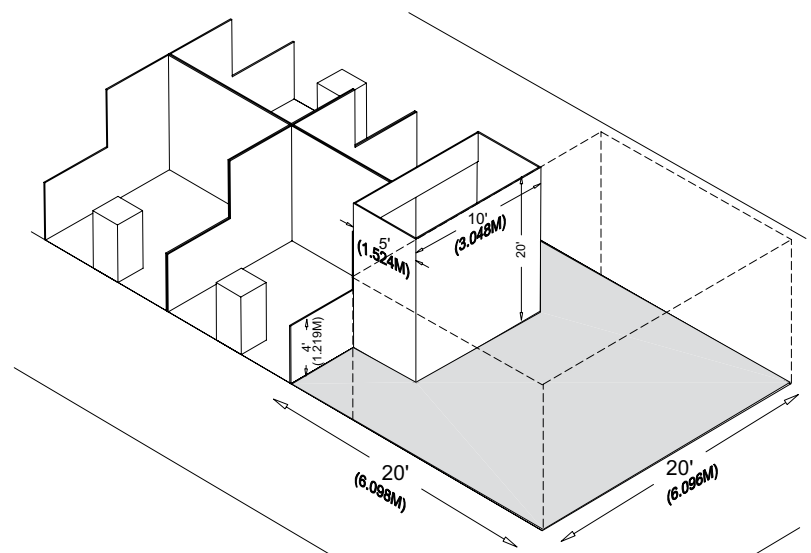
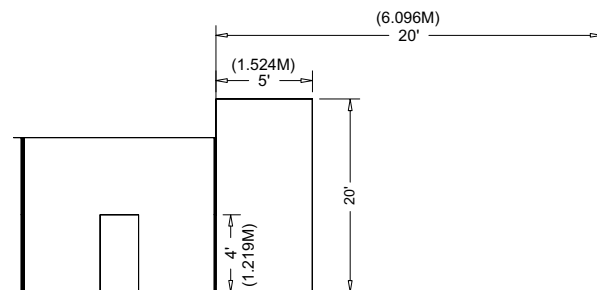
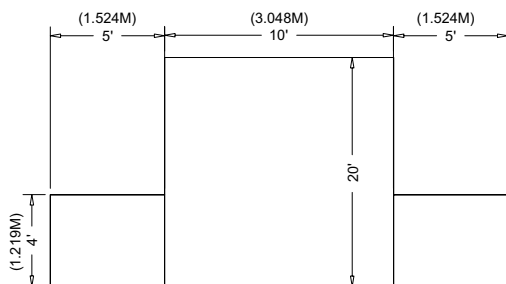
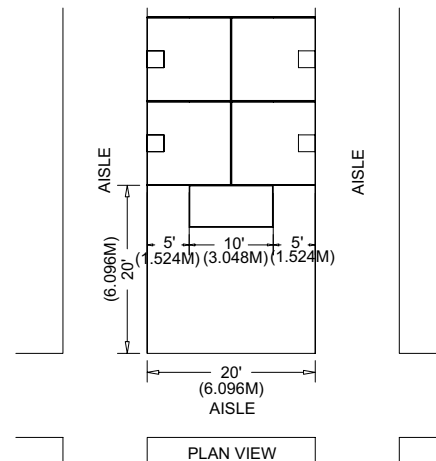
# BOOTH CONSTRUCTION GUIDELINES

## Peninsula Booth

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a "Split Island Booth."

### Dimensions

A Peninsula Booth is usually 20 ft. by 20 ft. (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4 ft. (1.22m) high within 5 ft. (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. The maximum height range allowance is 20 ft. (6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.

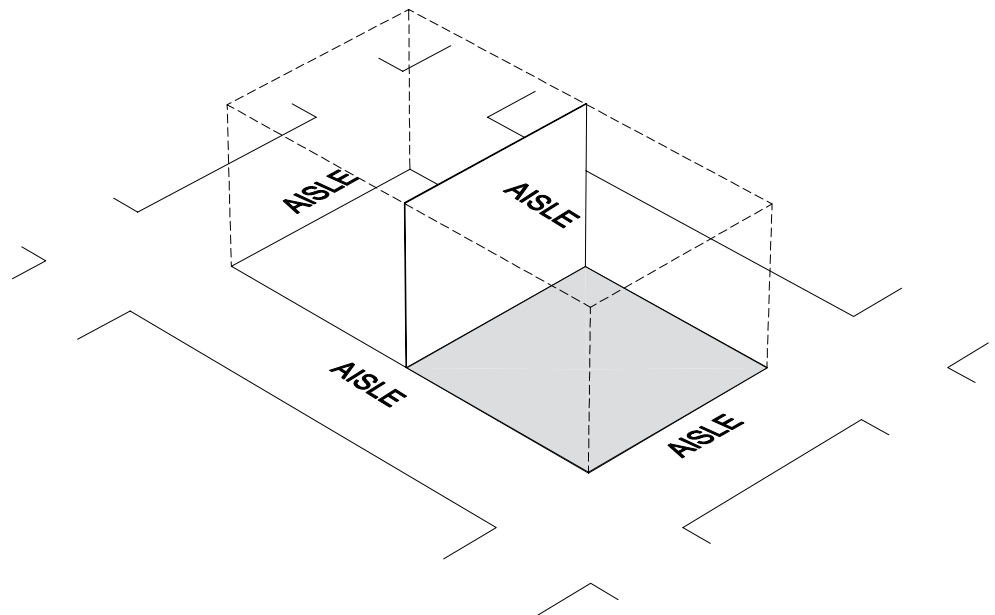
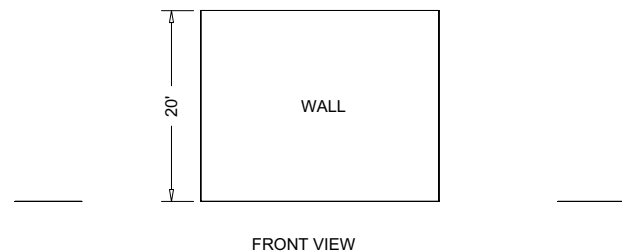
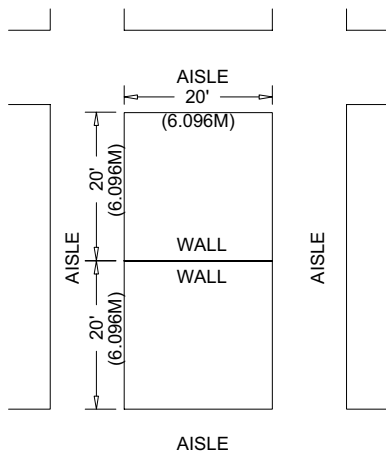
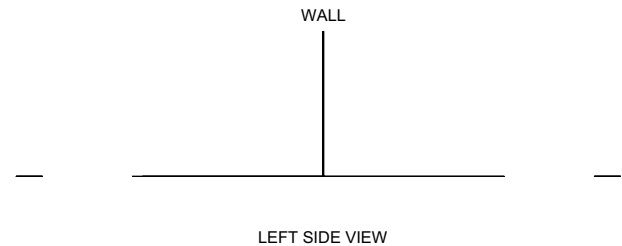


PENINSULA BOOTH

# BOOTH CONSTRUCTION GUIDELINES

## Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. The maximum height range allowance is 20 ft. (6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10 ft. (3.05m) from adjacent booths.



SPLIT ISLAND BOOTH



# BOOTH CONSTRUCTION GUIDELINES

## Island Booth

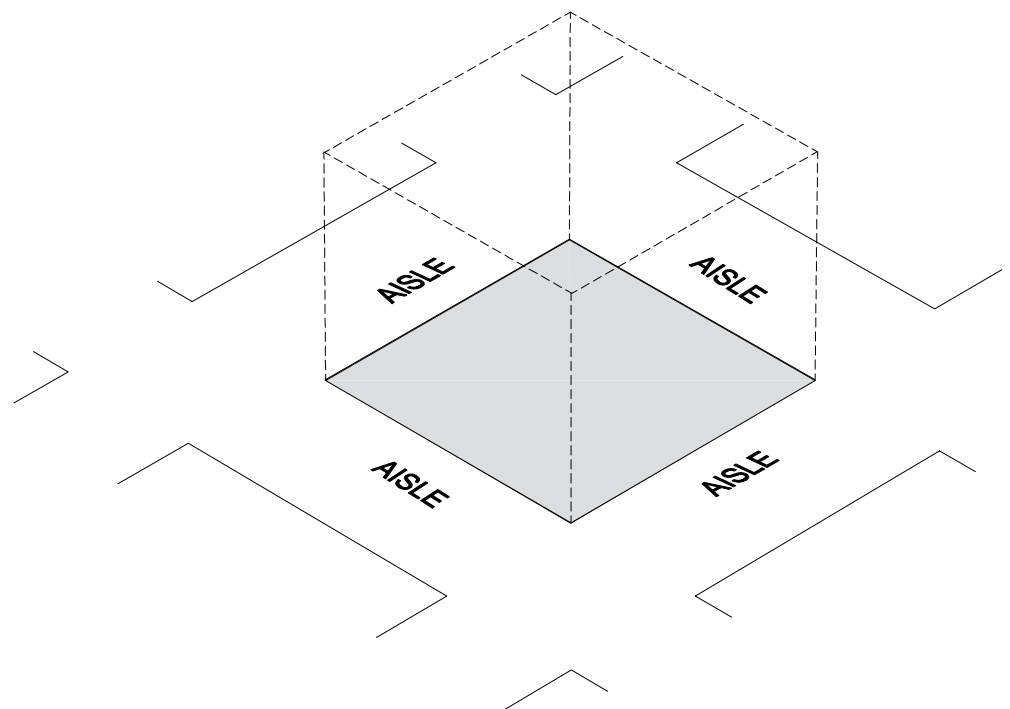
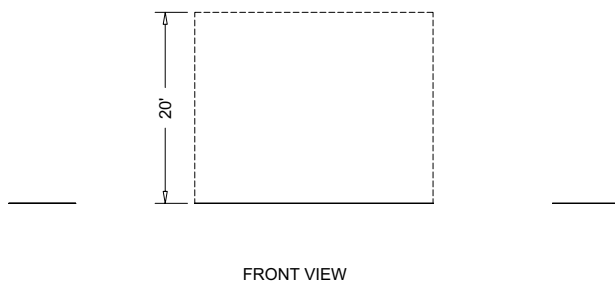
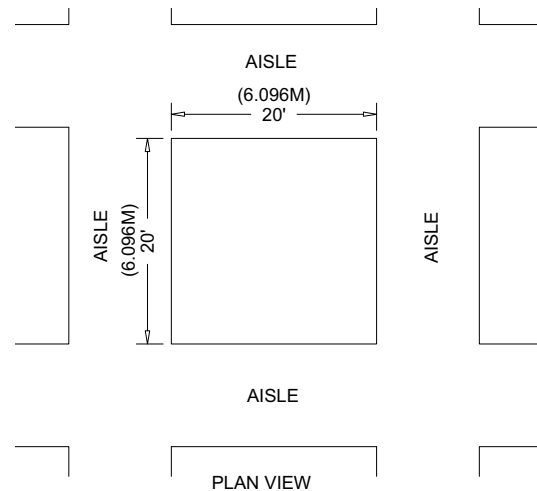
An Island Booth is any size booth exposed to aisles on all four sides.

### Dimensions

An Island Booth is typically 20 ft. by 20 ft. (6.10m by 6.10m) or larger, although it may be configured differently.

### Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is 20 ft. (6.10m), including signage.



ISLAND BOOTH

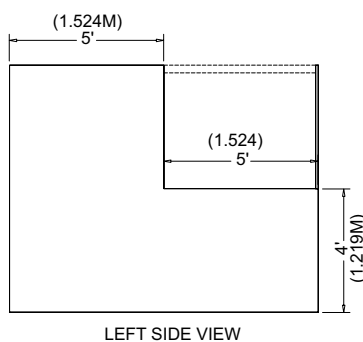
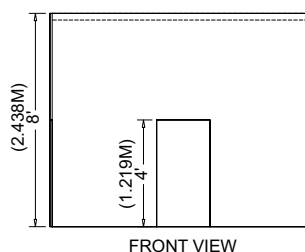
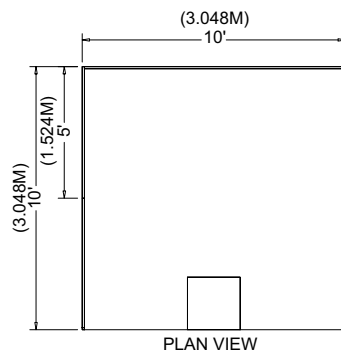
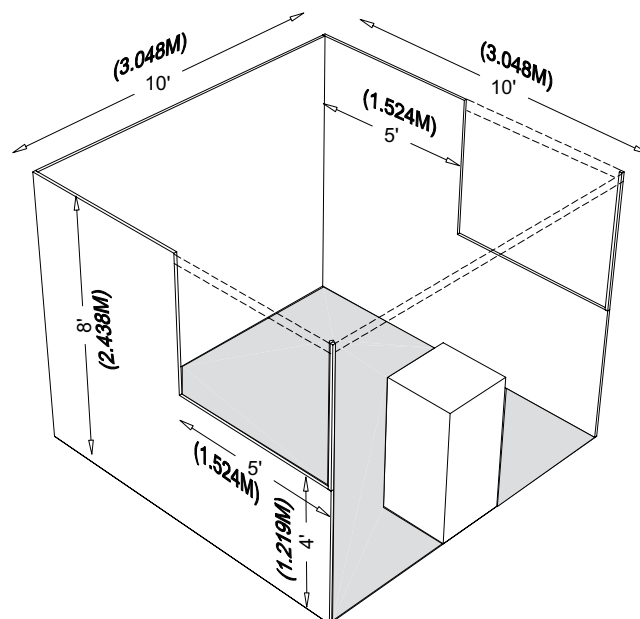
# BOOTH CONSTRUCTION GUIDELINES

## Other Important Considerations

### Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7 ft. (2.13m) from the floor within 5 ft. (1.52m) of any aisle. Canopy supports should be no wider than 3 in. (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth.



CANOPIES AND CEILINGS

# BOOTH CONSTRUCTION GUIDELINES

## Hanging Signs & Graphics

Hanging Signs and Graphics in all standard Peninsula and Island Booths are allowed to a maximum height range of 20 ft. (6.10m) from the top of the sign. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they must comply with all ordinary use-of-space requirements.

Hanging Signs and Graphics should be set back 10 ft. (3.05m) from adjacent booths and be directly over contracted space only.

Requests for the use of Hanging Signs and Graphics, at any height, must be received by IBIE with your booth drawing by June 16, 2025.

## Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8 ft. (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

## Multilevel Exhibits

It is the responsibility of the EAC and anyone erecting a structure to ensure that all rules within this section are followed. The EAC has the responsibility to work with the client to ensure booth plans, as required by this section, are submitted to Show Management no later than June 16, 2025. Plans used for prior shows must be resubmitted for approval each time for the upcoming show.

### Multilevel or covered areas – Definitions:

- Multilevel – Any occupied second story or greater, which is accessible by an approved means of egress.
- Covered Area – Any area that covers the exhibit space and prevents the building fire sprinkler system from discharging water unobstructed to the floor. This will include single-story exhibits with ceilings, upper-deck exhibits, roof, overhead lighting installations, and any materials hanging or installed overhead that are not recognized as acceptable for use under fire sprinkler systems by fire code.
- Means of Egress – An approved stairway or ramp constructed to the specifications of the code used for access and exiting.

Multilevel or covered contiguous areas in excess of 1,000 sq. ft. are required to have a fire sprinkler system installed under the entire area and every level of the exhibit only when the following conditions apply:

- The exhibit is used in an event where the duration is seven calendar days or longer.
- The exhibit contains display vehicles.
- The exhibit contains open flame.
- The exhibit contains hot work.

Any upper-deck area to be occupied must have an approved plan with an engineer stamp registered in the state of Nevada.

Multilevel areas that are greater than 300 sq. ft. or will occupy more than nine persons shall have at least two remote means of egress.

Means of egress shall be of an approved type and constructed to the requirement of the code.

Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele.

Exemption: Areas less than 250 sq. ft. shall have a 6 3/4 in. minimum clear tread depth at a point 12 in. from the narrow edge. The riser shall be sufficient to provide a headroom of 78 in. minimum, but riser height shall not be more than 9 1/2 in. Minimum stairway clear width at and below the handrail shall be 26 in.

Exhibits with multilevel or covered areas exceeding 300 sq. ft. in size will require the installation of battery-operated smoke detectors. Any covered area that is also enclosed will require the installation of battery-operated smoke detectors regardless of the size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area.

Any single-level exhibit over 1,000 sq. ft. or exceeding 300 sq. ft. of contiguous covered area (see “covered area” definition above) and all multiple-level exhibits must submit a booth plan to Show Management for approval. Plans must be submitted in CAD format via email to [exhibits@bakingexpo.com](mailto:exhibits@bakingexpo.com).

Under certain circumstances, it may be deemed necessary by the Safety and Fire Prevention Office to require a fire watch for an exhibit.

# BOOTH CONSTRUCTION GUIDELINES

## Video Displays

IBIE reserves the right to request approval from a registered design professional (Civil or Structural Engineer) and/or a peer review from a registered design professional for all non-serially manufactured LED and Video Display systems. All LED and video display systems must comply to ANSI E1.50-1. This applies to ground supported and suspended LED and Video Display systems.

## Issues Common to All Booth Types

### Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the [ADA website](#). Here are some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 in. of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

In order to accommodate all show participants with disabilities and to avoid heavy fines by the U.S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

## Demonstrations

As a matter of safety and courtesy to others, exhibitors must conduct sales presentations and product demonstrations in a manner that assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should review ALL [Las Vegas Convention Center \(LVCC\)](#) rules & regulations including the Fire and Safety Guidelines included in the Exhibitor Services Manual. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 ft. (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.



**ALLOWED**



**NOT ALLOWED**

# BOOTH CONSTRUCTION GUIDELINES

## Electrical

Exhibitors must adhere to the following minimum guidelines for electrical requirements:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.” It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 in. of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

**NOTE:** Exhibitors should review ALL Las Vegas Convention Center (LVCC) Rules & Regulations including Electrical Guidelines included in the Exhibitor Services Manual.

## Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame-retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## Lighting

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

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to IBIE for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by IBIE.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- See page 15 for LVCC rules on halogen lighting.
- Reduced lighting for theater areas should be approved by IBIE, the utility provider (*Freeman*), and the exhibit facility.

## Sound/Music

Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to [OSHA website](#) for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Exhibitors are responsible for paying their own copyright fees, as they are not included as part of IBIE's copyright fees.



**Storage**

Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

**Structural Integrity**

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts.

Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures in the exhibitor services manual.

It is required that all 20 ft. by 20 ft. (6.10m by 6.10m) booths and larger require a drawing, plans or renderings, preferably digital, to be submitted to IBIE and to the show's Official General Services Contractor (*Freeman*) for approval by June 16, 2025.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

