



February 2022 ACCT Exhibitor Policy | Cleveland, Ohio

IMPORTANT NOTE: PLEASE READ

Starting with the 2022 conference in Cleveland, OH ACCT will employ a safety official to be on-site in the exhibit hall to monitor set-up and take down procedures. This official will be specifically focused on documenting (both in writing as well as through photo and video) any violations of the ACCT Exhibit Hall Policies. Exhibitors who violate policies will receive a written warning from ACCT, and repeat offenders may be banned from exhibiting for 1 year.

In accordance with ACCT's commitment to safety, it is expected that all exhibitors make every effort to ensure the safety of their employees, volunteers, and others involved in the setup and takedown of exhibit hall booths.

General outline of policy, rules, and requirements -

Exhibitors and employees must:

- Be aware of wheeled vehicles like forklifts and man-lifts. Drivers of these vehicles may not be able to see you. Stay at least 10 feet away from lifts while in use.
- All employees, workers, contractors, and volunteers must follow all federal (OSHA), state, county, local laws, ordinances, guidelines, and rules for employee well-being and safety.
- For safety reasons, no individual who is under the age of 16 and is not affiliated with the host organization is permitted in the hall or dock areas during Move-In or Move-Out. Individuals under the age of 16 are permitted in other parts of the facility if supervised by an adult. If children under the age of 16 are in the exhibit hall after set-up, or during exhibit hours, they must be properly supervised by a parent or guardian.
- Use extreme caution while in the loading dock area and around trucks and trailers.
- Be aware of your surroundings at all times. You are in an active work environment with constantly changing conditions.
- Use caution with electricity, wiring and potential exposure to electrical shock.
- Use caution to prevent falling objects and minimize any potential damage to property. Ensure no one is working under items that could fall. Flag off the zone below the work to keep people out of the area while conducting work at height.
- If assembling or attaching items above 7 feet off the ground, the area must be encircled with a distinct boundary, indicating worker overhead.
- Do not attach items or equipment to the drapes or metal framework provided for your booth.

- The operation or use of all motorized lifts and motorized material handling equipment for setup and takedown of exhibits must be done in accordance with the hotel and exhibit hall management policies. Anyone operating equipment must have documentation of appropriate training and qualification.
- If reaching, use a ladder, not a chair. Standing on chairs, tables, couches, or other such items is unsafe and can cause injury to you or others. Those using ladders MUST be trained on proper use of that ladder. Ladders are proven to be one of the most dangerous tools on a job site. Many workers are injured or killed falling from ladders even 2 to 3 feet high.
- Booth height is limited to 10 feet for in line booths or lower if required by hotel and exhibit hall management policies.
- Booth height is limited to 20 feet for end cap booths or lower if required by hotel and exhibit hall management policies.
- Booths over 6 feet high require a plan review of booth layout and design, to include setup and takedown procedures (number of employees required, their skills and equipment to be used). This can be done in the form of a Job Hazard Analysis (JHA) where all activities, hazards, and controls are listed. This shall be submitted to Exhibit Management at events@acctinfo.org.
- Any booth with a mezzanine or second level intended to accommodate a live load and/or any activity intended to allow climbing or to provide support of participant weight requires engineering plans or review letters citing compliance with appropriate standards and accepted engineering practice.
- ACCT reserves the right to audit all registrations. Should the company register him or herself in an incorrect registration category or with a discount code to which they are not entitled to use, ACCT will reassign the company to the appropriate registration category. Any fees or additional costs outstanding as a result of the reassignment of the registration category need to be paid in full prior to registration onsite.
- ACCT reserves the right to revoke, without refund or compensation, the participation of any exhibitor after being warned a second time of any violation of any applicable safety policy.

Indemnification -

- Exhibitor will indemnify, hold harmless, and defend from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses, (including but not limited to reasonable attorney's fees and investigation costs), for bodily injury, including any injury to ACCT's employees or volunteers, and/or property damage arising out of work performed by exhibitor. Further, the exhibitor's indemnification of ACCT includes any and all violation of federal, state, county, and local ordinances to include any rules or regulations published and/or set forth by ACCT, the facility owner and/or event Management Company.



- All exhibitors must submit a certificate of insurance listing appropriate General Liability and Workers Comp coverage. This shall be submitted to Exhibit Management at events@acctinfo.org.

Additional Safety Measures to consider -

- Who will be considered your competent person on site?
 - Does this person have OSHA 10 hour or 30 hour training?
 - What other training does this person have?
- Does the competent persons training include:
 - Fall Protection
 - Ladder Training
 - Electrical Safety
 - Proper use of PPE, i.e. safety glasses, harness, helmet, etc.
- Does your company have a safety policy? (Tabletop exhibits excluded).
 - If not, please consider implementing one for future work.
 - If Yes, it is expected that workers at the trade show setup / dismantle follow that policy.