



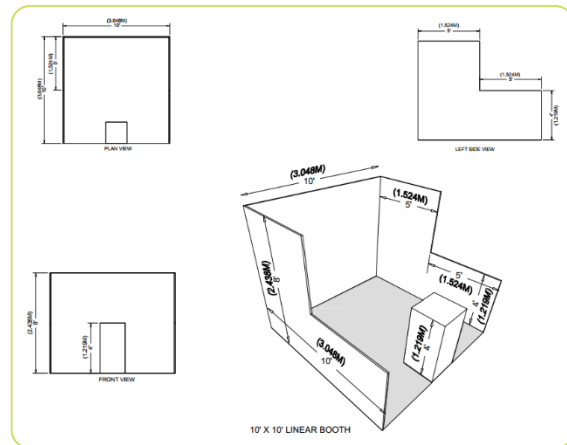
Booth Rules & Regulations

Booth Construction Guidelines

Please reference basic booth types and height guidelines below. Exhibitors are responsible for reading and complying with the complete booth display and use of space guidelines, available in the [Terms & Conditions](#). If you are uncertain what your booth type is, please contact ASHRM@smithbucklin.com.

Standard Inline Booth

Inline booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. Individual booths may be combined to form a larger inline booth space. A corner booth is an inline booth exposed to aisles on two (2) sides. All other guidelines for inline booths apply. Regardless of the number of inline booths utilized, e.g. 10' by 20' (3.05m by 6.10m), 10' by 30' (3.05m by 9.14m), 10' by 40' (3.05m by 12.19m) etc., display materials should be arranged in such a



a manner as not to obstruct sight lines of neighboring Exhibitors. The maximum height of 8' (2.44m) is allowed in the rear of the booth space, with a 4' (1.22m) height restriction imposed on all materials within 5' (1.52m) of an aisle. When two (2) or more inline booths are used in combination as a single exhibit space, the 4' (1.22m) height limitation is applied only to that portion of exhibit space which is within 10' (3.05m) of an adjoining booth. **Hanging signs are not permitted.**

Certificate of Insurance

Exhibitors are required to maintain and provide a certificate of insurance (COI) to ASHRM Show Management on or before Friday, June 26, 2026 evidencing the following:

- (a) General liability with limits not less than \$1,000,000.00 per occurrence, \$2,000,000.00 in the aggregate
- (b) Owned (if applicable), hired and non-owned auto liability with limits of not less than \$1,000,000.00 per occurrence
- (c) Workers' compensation with state statutory limits
- (d) Employer's liability with limits not less than \$500,000.00
- (e) Commercial umbrella liability with limits not less than \$1,000,000.00
- (f) Personal property and equipment on a special form replacement cost basis

ASHRM, Smithbucklin Corporation and the Phoenix Convention Center are to be listed as additional insureds on a primary and non-contributory basis with respect to general/auto/umbrella liability.

A waiver of subrogation must apply to all policies. All carriers are to maintain an A.M. Best rating of not less than A- VII.

Exhibitors will not be permitted to set up their booth without submitting the proper certificates. Certificates should be emailed to ASHRM@smithbucklin.com.

Contract Conditions/Rules & Regulations

Exhibitors must comply with all policies, rules, terms, and regulations contained in this manual. A copy of ASHRM Annual's [Contract Conditions/Rules & Regulations](#) is included in this Exhibitor Service Manual. Exhibitors are responsible for compliance with all facility regulations and codes concerning fire, safety and health, which may be applicable in the exhibit hall during the event.

Dismantling of Exhibits

Exhibits are to be kept intact until the closing of the event at **1:00 PM on Tuesday, October 6**. No part of an exhibit shall be removed during the event without special permission from ASHRM Show Management. Any exhibitor who begins dismantling of its booth before the close of the event may lose part or all of their priority points and may entirely lose the privilege of exhibiting at future ASHRM events.

All carriers must check-in by **6:00 PM on Tuesday, October 6**. All freight must be removed from Facility by **8:00 PM, Tuesday, October 6**. If exhibits are not removed by this time, ASHRM reserves the right to remove exhibits and charge the expense to the exhibitor.

Storage Behind Booth Back Drapes

Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind drapes. In most cases, however, Exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a problem or look unsightly. ASHRM ,The Facility's public safety department and City of Phoenix and Fire Marshall may inspect exhibits to ensure compliance. Accessible storage may be ordered from The Expo Group or arranged onsite at the Service Center.