

30TH ANNUAL

SPECIALTY COFFEE  
EXPO

APRIL 19 - 22, 2018

WASHINGTON STATE CONVENTION CENTER  
SEATTLE, WASHINGTON

## RULES & REGULATIONS FOR EXHIBITORS

Enforcement of the Rules & Regulations serve to:

1. Protect the integrity of the SCA and the Exposition
2. Ensure compliance with laws, codes, ordinances and contract with the exposition facility
3. Ensure that all exhibitors are treated consistently

[coffeexpo.org](http://coffeexpo.org)



*Revised September 2017*

# 2018 SPECIALTY COFFEE EXPOSITION

## Washington State Convention Center

### ("WSCC") // Seattle, Washington

#### GENERAL BUILDING POLICIES

1) Decorations, signs, banners and similar materials may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, walls, glass, stone, concrete surface, columns, painted surfaces, fabric or decorative walls.

2) All building fire hoses, extinguisher cabinets and electric panels must be visible and accessible at all times.

3) Use of 'Caution Tape' is prohibited. Yellow or red plastic tape with black stripes, or printed with 'Caution', 'Do Not Enter' or other warning messages may only be placed by the Washington State Convention Center (WSCC) to warn individuals of a hazardous condition.

4) No holes may be drilled, cored, or punched in the building.

5) No pressure-adhesive stickers or decals, flyers or similar promotional items may be distributed in the building, except by prior written permission from the SCA Show Manager.

6) Glitter, popcorn, helium balloons, sand, simulated snow, hazer/fogger machine, chewing gum giveaways and confetti are prohibited.

7) Permanent directional signs and/or graphics may not be obstructed in any manner.

8) Public elevators are not to be blocked or used to transport freight or equipment. All equipment and freight should be transported utilizing the freight elevator.

9) Exhibitors are responsible for any damage done to the Convention Center property or equipment by their employees or their exclusive agents during the event, including move-in and move-out.

10) The Convention Center does not provide furniture and equipment for exhibitor booths. All arrangements for furniture and for equipment for exhibitors will be handled by the show decorator.

11) Animals OTHER THAN guide, signal or service animals (as defined by state law) are allowed in the WSCC only for exhibits and only if approved by the WSCC Executive Director. Permits and satisfaction of any requirements are the exhibitor's responsibility. Exhibitor must provide copy of the animal permit to the SCA Show Manager prior to animal entering the convention center. All sanitary and health and safety needs for the permitted animals are the sole responsibility of the Exhibitor. Sanitary needs for guide, signal or service animals are the responsibility of the owner.

Approved animals in the Convention Center must be on a leash, within a pen or under similar control. Exhibitor assumes full responsibility for any approved animal in the Convention Center and indemnifies and hold harmless SCA, WSCC, their agents, employees, servants and officials from any and all claims, losses damages or

expenses, including reasonable attorneys' fees, arising out of or resulting from an approved animal.

12) Defamation: Any act or course of conduct, during or in connection with any event, which is reasonably calculated to be offensive to any religious or ethnic group is strictly prohibited.

13) The carrying of firearms and/or weapons of any kind within the facility is strictly forbidden without the prior written approval of the Convention Center Manager and the SCA Show Manager, with the exception of licensed peace officers.

14) The Convention Center is a non-smoking facility. The distribution or sale of any type of tobacco products is prohibited in the facility.

15) The Exhibit Hall floor load capacity is 250 PSF live load.

16) Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosive is prohibited, including roasters of any kind.

17) The City reserves the right to eject or cause to be ejected from the Convention Center any person or persons creating a discernable risk to the public health or safety for a period of time determined by the Convention Center Management or SCA Event Management staff.

18) The Convention Center requires that all vehicles, forklifts and heavy equipment not on display be removed from the exhibit hall one hour before the event is open to the public.

19) Painting or finishing of signs, displays or other objects is prohibited at the Convention Center.

20) Golf carts, utility carts, Segway™ vehicles and similar transportation devices are expressly prohibited in carpeted areas of the Convention Center, unless approved in advance and in writing by the Convention Center management.

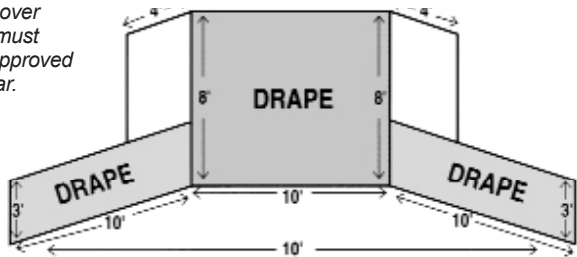
21) Any display containing soil, sand or similar materials shall use a protective floor covering such as Visqueen®, Masonite®, Homasote®, tarpaulin, plywood, or comparable protective material. Curbing material shall be used to prevent spills and seepage. Exhibitor is solely responsible for the removal of such material and cleaning of any staining.

#### BOOTH SPECIFIC REGULATIONS

1) Booth decorations and displayed items must fit within the assigned 10x10 in-line or corner floor space of a booth. The back wall, including booth decorations and displayed items, may not exceed **8 feet high**. Side walls may be 8 feet high where the side wall adjoins the back wall, only for the first 4 feet along each side of a booth. The remaining 6 feet running toward the aisle on each side may not exceed 3 feet tall. See diagram above.

2) **Exhibit structures are not permitted to block the sight lines of adjacent booths.** For in-line booths, note that the “side wings” may only extend 4 feet from the back wall. The 4-foot “side wings” are any material, furniture or equipment that substantially obscures vision. Review the diagram to be sure your booth is in compliance.

*\*Exhibits over 8 ft. tall must be pre-approved each year.*



3) An exhibitor who wishes to have an in-line or corner exhibit with structural elements that are more than 8-feet tall, must request pre-approval by SCA Show Manager. Waivers are approved for one show only. If approved, there will include a requirement that all surfaces exceeding the 8-foot height limit have a display quality finish or be masked off with draping so the element more than 8-foot tall is not a visual distraction or unattractive to neighboring booths.

### ISLAND BOOTH

Island exhibits have a standard 12 foot height limit. An island exhibit with structural elements that are more than 12-feet tall must be submitted to and pre-approved by SCA Show Manager. The criteria for approval of exceptions is the impact of the over height element's mass and the extent to which it blocks the view of other booths.

Island booths are sold as a unit. Portions of the island may not be canceled. If you intend to link island booths together to form one larger space, please discuss your plans with SCA Show Manager before reserving space. It may not be possible to do what is intended due to location of utility boxes or Fire Marshall's requirements.

### PENINSULA BOOTH

In general, SCA does not sell peninsula booths in its Exhibit Hall as they have a tendency to block neighboring booths. On a case by case basis, however, and in select cities, SCA will create peninsula booths in certain areas of the show floor, and make them available for sale so long as exhibitors agree to abide by Peninsula Booth Rules & Regulations.

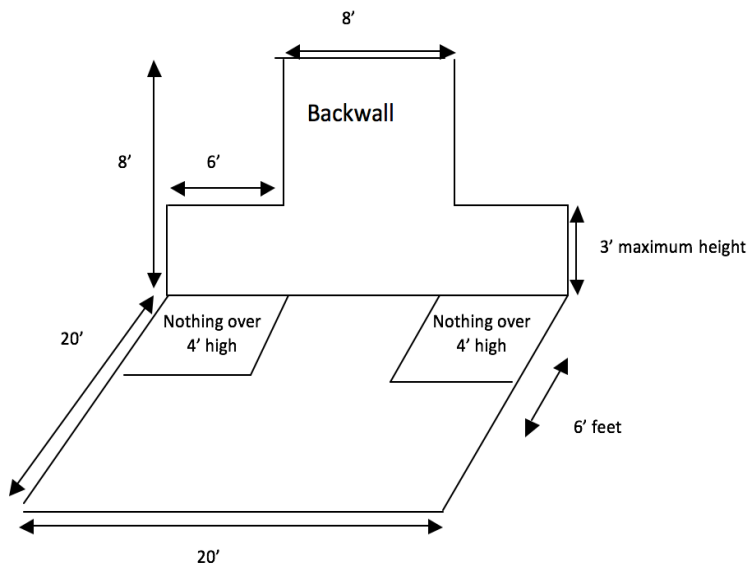
All proposed peninsula exhibitors are required to submit accurate renderings and dimensions of the proposed peninsula exhibit to Show Management for review and approval at least **60 days prior** to the show. Written approval from SCA must be secured at this time.

(For questions, please contact Lisa Pacini at 562.999.3167 or email [lisap@sca.coffee](mailto:lisap@sca.coffee))

Definition of SCA Peninsula:

- Having aisles on three (3) sides and backing up to another exhibit

- Back wall is restricted to 3ft high within 6ft of each aisle, and having a maximum allowable height of 8ft tall in this center section
- Maximum height of side sections cannot exceed 3' height at the outer edges of the booth and 4' height in the center of the booth
- Suspended signs are permitted over booths that are 20ft x 20ft (Note: signs must be hung so that the bottom of the sign is 12ft from the ground and the top of the sign is no higher than 16ft from the ground)



4) All exhibits are subject to on-site inspection. If your exhibit is out of compliance, or if masking drape is required in Show Management's opinion to make an attractive appearance for neighboring exhibits, all costs incurred for corrective actions will be exhibitor's responsibility.

5) Two adjoining corner booths, commonly known as END CAP SPACE, may not be occupied by the same company.

6) Exhibitors are prohibited from subleasing exhibit space to another unrelated organization.

7) Any booth that requires pre-approval must be re-approved each year. It is possible that an over-height or over-mass booth will be approved one year and not in a subsequent year due to the booth's location, ceiling height and other factors particular to the facility.

8) No exhibitor will be permitted to produce or release odors, make noises or play recorded or live music that is overpowering or obnoxious. The SCA Show Manager shall determine when an odor, noise or music is offensive and may require an exhibitor to cease producing said odor, noise or music.

Amplified music played within a booth must be pre-approved by SCA Show Manager. In general, if the music can be heard more than 10 ft. from the booth, it will not be approved.

9) WSCC exhibit hall ceilings are 25' high.

10) SCA reserves the right to require exhibitors modify or remove exhibits not in compliance with show rules. Exhibitor agrees to assume all costs associated with compliance, without recourse to SCA or its agents.

## **ALCOHOL ON THE EXPO FLOOR**

### ***Sampling Alcohol in Uppers and Downers – this refers to exhibitors in the craft beer area who are promoting their beer products***

1. Uppers and Downers will be the only location on the Exhibit Hall floor where Alcohol may be sampled during all Attendee hours

2. Alcohol may not be served to anyone under 21 years of age

a.) Attendees will be asked to present proper identification prior to entering Uppers and Downers

b.) Proper identification includes a driver's license, passport, military ID or a green card

3. Sample portions are limited to the following size:

a.) Beer 3 oz.

b.) Liquor 1/2 oz.

4. Alcohol must be served in plastic or paper disposable cups. No cans, glasses or bottles permitted

### ***Serving Alcohol to Attendees from an Exhibitor Booth outside Uppers and Downers – this refers to exhibitors outside of the craft beer area who wish to host a cocktail party, happy hour, or social event in their booth OR incorporate alcohol into a coffee beverage during the allowed times***

1. Alcohol may be served by an Exhibitor in their booth during the following times:

a.) Friday & Saturday 3:30 – 5:30 p.m.

b.) Sunday 3:00 – 4:00 p.m.

2. Alcohol must be purchased through Aramark

3. Alcohol may not be served to anyone under 21 years of age. Exhibitors serving alcohol must check proper identification to ensure Attendees are 21 years of age

a.) Proper identification includes a driver's license, passport, military ID or a green card

b.) Failure to confirm Attendees' legal age may result in Exhibitor being barred from serving Alcohol for the duration of the Expo

4. Sample portions are limited to the following size:

a.) Beer 3 oz.

b.) Liquor 1/2 oz.

5. Alcohol must be served in plastic or paper disposable cups. No cans, glasses or bottles permitted

## **CEILING HUNG BANNERS**

• In-line or corner booths must be a minimum of 10x30 to be eligible for ceiling hung banners in approved locations.

• Islands may have ceiling hung banners in approved locations.

• All ceiling hung banners must be pre-approved by SCA Show Manager.

In general, the guideline for ceiling hung banners is that the lower edge of the banner may not be higher than 16 feet off the floor and shall not exceed 300 square feet in surface area in a horizontal vertical plane relative to the exhibit hall floor.

### **ALL SIGNS, BANNERS AND DISPLAYS TO BE SUSPENDED FROM EXHIBIT HALL CEILINGS IN ALLOWED AREAS MUST BE APPROVED 75 DAYS IN ADVANCE BY SCA SHOW MANAGER AND MAY ONLY BE HUNG BY THE SERVICE CONTRACTOR AND BUILDING PERSONNEL.**

## **TWO STORY BOOTHS AND COVERED BOOTHS**

1) Convention Center requires that plans for all two story exhibits ("double-decker") receive approval from the building and Fire Marshal 90 days before move-in. All such plans must bear the stamp of a registered structural engineer and/or certified architect and be accompanied by a letter from the engineer or architect stating that the exhibit conforms to the current Uniform Building Code. Contact the SCA Show Manager for further information. Fees may apply for city-required permits.

2) Two-story booths or booths with large covered areas are required to have a smoke detector at the highest point of each covered area; 24 10BC rated fire extinguishers on each level of their exhibit. If you are planning a booth with a canopy, roof or ceiling of more than 100 square feet, Show Manager strongly suggests that exhibitor submit to-scale drawings of the plans and building materials list to SCA so they can be submitted to the local fire marshal for review and approval PRIOR to exhibitors signing contracts to design or build their booth.



## QUESTIONS

If you have any questions or doubts about whether your exhibit is too large, too tall, too heavy, too noisy, or includes anything that could be a problem, please write before March 1, 2018 and request an opinion or a waiver. Waivers need to be reapproved each year. Send your inquiry to:

SCA Show Manager  
117 W. 4th Street, Ste. 300  
Santa Ana, CA 92701  
exhibit@sca.coffee | coffeexpo.org  
P 562.999.3167 | F 562.624.4101

## CONVENTION, DISPLAY, TRADE SHOW LABOR WORK RULES

1) Exhibitors who wish to employ display houses or exhibit manufacturers to install or dismantle their booth may do so, but the Installation & Dismantling (I&D) company must be contracted with the local union for labor. Exhibitors must submit the required notification/authorization form (Official Exhibit Appointed Contractor) as instructed in the Exhibitor Service Kit. Exhibitors are not allowed to bring in outside I & D labor of any kind except for the above-mentioned union labor.

2) Exhibitors may install and/or dismantle their own exhibit display if they are full time employee of the exhibiting company and over the age of 18.

3) Exhibitors using an I&D company other than the official show decorator/service contractor must name SCA as additional insured and supply a certificate of insurance for the period of April 17-23, 2018. The certificate must be supplied prior to the I&D company being allowed to work in the Convention Center. To assure your I&D house easy access to the show floor, please mail, scan or fax the I&D house's certificates of insurance by March 1, 2018 to:

SCA Show Manager  
117 W. 4th Street, Ste. 300  
Santa Ana, CA 92701  
exhibit@sca.coffee | coffeexpo.org  
P 562.999.3167 | F 562.624.4101

4) Labor for the installation and dismantling of exhibits and commercial presentations, as well as for all material handling, falls under union jurisdiction in the Convention Center facilities. This labor is supplied by the general service contractor. Union jurisdiction includes the overall set-up and dismantling of exhibits, including signs and carpet laying. This does not, however, include the unpacking and placement of the exhibitor's merchandise in the booth.

## ELECTRICAL, AIR, WATER AND GAS SERVICES

1) Electrical- Edlen Electrical Exhibition Services (EDLEN) is the exclusive electrical provider in the facility. Contact Exhibitor Services at (206) 781-2270, seattle@edlen.com or visit www.edlen.com for more information.

2) All electrical equipment must be UL approved.

## FIRE DEPARTMENT SPECIFICATIONS AND REQUIREMENTS

1) All exhibit booths, drapes, curtains, table covering skirts, carpet and other material used in a booth shall be constructed with non-combustible or limited-combustible materials.

2) Wood booths must be one quarter (1/4") thick or greater.

3) Booths with tents, canopies or tarps larger than 10x10 must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. All canopied booths must have a working smoke detector properly mounted in the canopy. Individual exhibitor tents, canopies or tarps, exceeding 300 square feet (28 square meters) shall be protected by automatic fire extinguishing systems. A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). All plans must be submitted to show management and the Seattle Fire Department for approval.

4) Vehicles, kiosks and similar products having over one hundred square feet (100') of roofed area shall also have smoke detectors with audible alarms and a means of turning off electrical power during non-show hours. Roofed spaces of 300 square feet or more require automatic sprinkling equipment.

5) Storage: Combustible storage is not allowed on the event floor. Combustible storage is specifically prohibited in dead areas, behind booth drapes or in unsold areas. Empty cardboard boxes intended for repackaging must be removed from the event floor. Booth storage of literature/brochures is limited to full boxes that can be easily stored under tables in the booth.

6) Flame Retardant Treatment – All decorations, drapes, signs, banners, acoustical materials, plastic cloth or similar decorative materials or any other potentially combustible materials shall be flame retardant. Table coverings with overhang greater than 6" must also be flame-retardant. Items that require treatment with a flame-retardant product will be subject to a flame test prior to or during show hours. Wood panels greater than 1/4" original thickness are considered flame-resistant.

Oilcloth, tar paper, sisal paper, nylon and certain other plastic materials cannot be made flame retardant and their use is prohibited. Table coverings must be flame retardant.

If there is a flame retardant question and no Certificate or other recognizable identification is readily apparent, the questionable material will be removed from the Convention Center.

7) Fire Permits: Special fire permits are not issued. If you have any questionable exhibit properties within your booths, you may be required to hire a 24-hour fire watch at your own expense.

8) Areas within the exhibit booth that are totally enclosed (i.e., walls and roof/ceiling) must be served by an emergency lighting source (i.e., battery powered).

9) No open flames allowed.

10) Use of flammable compressed gas cylinders is strictly controlled within the facility, and generally prohibited.

11) No flammable gasses, liquids or solids, are allowed in any building, enclosed tent or structure.

## **FOOD AND BEVERAGE — SAMPLING PERMIT REQUIRED**

1) Food and/or beverage purchased outside of the Convention Center may not be brought into or consumed within the Convention Center.

2) Food and beverages distributed by exhibitors are limited to products manufactured, processed or distributed by the exhibiting firm and are limited to sample size. Sample size is 3 ounces of (nonalcoholic) liquid and 2 ounce bite-size food portions or pre-packaged food.

3) Aramark has exclusive food and beverage distribution rights in the building. Exhibitors may distribute sample food and/or beverage products ONLY upon written advance authorization by the exclusive F&B service provider General Manager. Please complete and return the Sampling Authorization Form at the back of this booklet. This form outlines policies and procedures pertaining to F&B sampling in the WSCC, including allowable sample sizes, eligibility of sampling, method of distribution, etc.

## **SMOKING AND TOBACCO PRODUCTS, ALCOHOL AND SEXUALLY EXPLICIT POLICIES**

Tobacco, firearms, alcoholic beverages, and sexually explicit products may not be brought onto the show exhibit floor, nor may they be advertised, marketed, distributed, displayed or consumed on the Exposition floor.

## **DELIVERY PROCEDURES**

The Convention Center does not accept advance freight, overnight deliveries or shipments for exhibitors or contractees. Freight must be consigned to the official show service contractor during the move-in period. No Cash on Deliveries (C.O.D.) will be accepted.

## **FREIGHT HANDLING JURISDICTION**

Service contractor has the responsibility of receiving and handling all exhibit materials and empty crates; this is called "drayage" or "material handling" and is billed to the exhibitor. It is the service contractor's responsibility to manage docks and schedule vehicles for the smooth

and efficient move-in and move-out of the exposition. Access to the loading docks will be controlled by service contractor in order to provide for a safe and efficient move-in and move-out. Service contractor will not be responsible, however, for any material they do not handle.

## **HAND-CARRIED FREIGHT**

The Licensee and its exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.) Dollies, flatbeds, or anything mechanical are prohibited in the lobby. Material that requires the use of wheeled or mechanical equipment must be delivered to the exhibit floor through the loading docks or drive-on access from the freight dock and handled by the service contractor.

## **MUSIC RIGHTS FEES AND COPYRIGHTS**

SCA reserves the right to require an exhibitor to cease using live or recorded music if the exhibitor cannot provide documentation onsite showing satisfaction of ASCAP, BMI, SESAC or other copyright or royalty license fees. All ASCAP, BMI, SESAC or other copyright or use fees applicable to music or entertainment used as part of an exhibit are the full responsibility of the exhibitor. Payment of the fees must be made by the exhibitor directly to the applicable licensing agency and a license may be required before playing/using copyrighted and/or recorded or live music.

Exhibitor agrees that it shall be solely responsible for obtaining and payment of licenses that may be required to broadcast, perform or display any copyrighted materials, including, but not limited to music, video and software. Exhibitor indemnifies SCA and each of their officers, staff, members and agents and agrees to defend and pay all claims including attorney fees, costs and judgments for failure to obtain any necessary licenses.

## **PARKING AND UNLOADING**

There are two entrances that exhibitors may use:

1. The 8th Avenue parking garage entrance or the alley entrance between Pike Street and Seneca Street. Passenger elevators and escalators may not be used for transporting freight. Clearance at this entry is 6'5". Vehicles exceeding this height must schedule deliveries through the loading dock (standard full size vans will not clear this entry).

2. Alley entrance between Pike Street and Pine Street. Passenger elevators and escalators may not be used for transporting freight. Clearance at this entry is 9'8". Vehicles exceeding this height must schedule deliveries through the loading dock (standard full size vans will not clear this entry).

Please note you may be routed via marshaling yard.

## **VIDEO/PHOTO/AUDIO/ TELECOMMUNICATIONS**

Commercial audio and video equipment is not permitted in the exhibit hall except within an exhibitor's own booth, with written permission from SCA, or by badged members of the press.

Images of a booth and its contents for commercial purposes may only be electronically recorded with the consent of the exhibitor. SCA reserves the right to revoke the credentials of violators and remove the violator from the exhibit hall. No commercial visual or audio recording of any type or kind shall be made in the Convention Center without the prior written approval of SCA. The Convention Center reserves the right to impose an additional charge for that privilege. Personal recording and photography devices (such as smartphones & tablets) are allowed on the show floor, and attendees are permitted to record and share their own images through social networks.

SCA reserves the right to video and audiotape events and exhibits for training or marketing purposes. Exhibitors must comply with the Edlen Telecommunications Terms and Conditions for telephone, Internet, networking and data services.

- Anyone may film during exhibit floor hours but if you're filming for the purpose of commercial use for your company we ask that you disclose your purpose and seek permission to film in other company's booths, especially if you're going to be covering their products.
- Likewise, we strongly encourage anyone filming to seek signed release forms from anyone who you film and intend to use their footage commercially.
- You may film in **your booth only** before and after show floor hours but filming outside of your booth, including wide-shots, during these times is not permitted.
- The same rules apply to social media posting and live streaming for companies posting to their official company pages.

## **BUSINESS LICENSE AND SELLER'S PERMIT**

The Washington State Department of Revenue will contact each exhibitor with information regarding a temporary business license and sales tax. More details can be found at:

[http://dor.wa.gov/content/doingbusiness/BusinessTypes/Doingbus\\_tempreg.aspx](http://dor.wa.gov/content/doingbusiness/BusinessTypes/Doingbus_tempreg.aspx)

## **TIPPING**

Neither the Convention Center nor the service contractor employees are permitted to accept tips. Soliciting or accepting a gratuity, loan, gift, tip, favor or entertainment can result in the worker's termination. SCA requests that exhibitors honor the building and show decorator employment rules. In addition, because of the way freight is handled, exhibitors should be aware that a tip cannot cause crates to be delivered out of the order in which they would have otherwise been delivered. The service

contractor requires the highest standards of integrity from all employees. Please report any solicitations immediately to the SCA Show Manager.

## **HAZARDOUS WASTE MATERIALS DISPOSAL**

Chemicals, solvents and/or solutions considered hazardous, including biohazards and grease, are not allowed to be disposed of through the sewer lines or drains of the Convention Center. Any materials that are brought into the facility must be accompanied by applicable Material Safety Data Sheets. All items must be cared for, handled and disposed of in accordance with the Environmental Protection Agency regulations in effect at the time of the show. Exhibitors using these items are solely responsible for their removal from the Convention Center property. Please check with the Official Cleaning Service Supplier prior to the trade show to make the necessary disposal arrangements for any hazardous waste materials of any types.

## **VEHICLES ON SHOW FLOOR**

Displayed vehicles must be indicated on submitted floor plans and are subject to the following restrictions:

- a. Fuel in tanks is limited to a maximum of 1/4 tank or five (5 gallons) Diesel fuel tanks are limited to a maximum of 1/4 tank. Vehicles with no or non-functioning fuel gauges will not be allowed in public assembly areas without prior approval by the Fire Marshal.
- b. Battery cables must be disconnected, with the cable ends taped over to prevent sparking.
- c. Fuel tank fill caps must either be lockable or taped shut.
- d. Visqueen should protect the flooring.

## **CLEANING**

SCA will contract for aisle carpet vacuuming and aisle trash receptacle dumping. Exhibitors are responsible for cleaning their booth area. The Exhibitor Service kit will provide an order form for exhibitors to purchase this service.

## **ADDITIONAL SHOW RULES**

1) In addition to building regulations and local union practices, there are also show rules which SCA enforces to provide a visually appealing exhibit floor for attendees, while assuring each exhibitor the maximum use of their space. If your booth does not conform to these guidelines, please make prior arrangements with the Show Manager to request a waiver. SCA reserves the right to require modifications, dismantling or relocation of any nonconforming booth without refund or compensation to the exhibitor. Waivers must be renewed each year.

**2) During move-in and move-out, no one under 16 years of age is permitted in the exhibit hall. No one under 12 years of age, including infants, is permitted to enter the exhibit hall at any time, which includes,**



**but is not limited to before, during and after hours and in workshops, educational sessions and exhibit hall. NO EXCEPTIONS. This applies to exhibitors and their families and show attendees.**

3) Exhibitors are not permitted in other exhibitor's booths at any time when the exhibit hall is not open to the public. SCA reserves the right to revoke the registration badge of anyone not in compliance with this show rule.

4) Exhibitors must be mindful of the security of items in their booth at all times, including non-public hours such as the hours exhibitors are allowed in the hall early and after hall hours at tear down. SCA is not responsible for loss or damage to exhibitor's property. SCA strongly recommends that exhibitors A) cover their small display items when the hall is closed to attendees; B) cable lock electronic equipment; C) put high value items out of sight during non-show hours or remove from floor; D) do not ever leave briefcases/purses, laptops unattended; E) carry insurance that includes coverage for theft and damage.

5) The right to enter the exhibit hall or any space leased by SCA is subject to revocation without refund at the discretion of SCA Show Management.

6) Exhibit space fees must be paid in full to SCA and any required liability insurance certificates supplied to SCA before any freight is delivered to an exhibitor's booth.

7) Any exhibit materials packaged for shipment, but not picked up by freight carrier by 11:00am on April 23, 2018 will be "forced" on to any available carrier of the service contractor's choice. Any exhibit materials remaining on the floor 18 hours after the close of attendee show hours on the last day of the exposition are deemed to be abandoned by the exhibitor, if there is no evidence of packing. Any costs, penalties and fines associated with removal of the materials from the show floor will be billed to the exhibitor and exhibitor may be denied space in future SCA shows. Any non-packed materials on the show floor at 11:00 am April 23, 2018 will be disposed of without compensation to the owner.

9) **Insurance** - Mandatory: Exhibitor agrees to maintain adequate insurance to fully protect SCA Show Management and its affiliates, co-sponsors, service contractors and the Convention Center and its management from any and all claims arising from the exhibitor's activities including, but not limited to the installation, operation and dismantling of exhibitor's display. The foregoing insurance requirement includes claims under the Worker's Compensation Act or for personal injury, death or for damage to property. Exhibitor understands that neither Show Management nor the Convention Center maintains insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to maintain such insurance.

Exhibitor is responsible for any and all damages caused by the exhibitor or exhibitor's agents, employees or guests. Exhibitor agrees to indemnify, defend and hold harmless the Washington State Convention Center, Aramark, and Specialty Coffee Association (SCA) and all of their partners, affiliates, agents and employees from and against any liability for loss or damage of any kind which exhibitor may directly or indirectly cause.

US-based exhibitors must carry: Statutory limits for Workers' Compensation and Commercial General Liability including products and completed operations, independent contractors personal injury and blanket contractual liability insurance limits of at least \$500,000 per occurrence and \$1,000,000 aggregate. These coverage's must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder.

Liability Insurance Certificates must name "Specialty Coffee Association", "Washington State Convention Center", and "Aramark" as additional insureds and be provided to SCA at least 30 days before the exhibit date. Exhibitors must also provide a copy of their workers' compensation certificate if that coverage is required coverage in the state in which they are based. Mail, e-mail or fax all applicable certificates or single certificate naming all parties by March 1, 2018 to:

SCA Show Manager  
117 W. 4th Street, Ste. 300, Santa Ana, CA 92701  
F 562.624.4101 | exhibit@sca.coffee

10) Exhibiting companies that need a General Liability policy may choose to purchase a policy limited to the length of the SCA Exposition. Two companies that offer a reasonably priced, short-term exhibitor policy are:

Rainprotection  
sales@rainprotection.net  
tel 800-528-7975  
www.rainprotection.net

K & K Insurance  
1712 Magnavox Way  
Fort Wayne, Indiana 46801-2338  
tel 800-553-8368, fax 260-459-5624

KandKInsurance.com.

If you need K & K application or information forms, call K & K and they will be faxed or emailed to you. Insurance certificates will not be issued by K & K until February 1, 2018. The SCA makes no representation or warranties, either express or implied, regarding the quality or comprehensiveness of K & K's insurance policies.

11) Non-United States based exhibitors are exempt from providing proof of Workers Compensation Insurance only. Foreign exhibitors DO need to comply with the liability requirements.

12) Remind your insurance agent to drop the additional insured certificates for prior years convention centers.

## FOOD AND BEVERAGE IN-BOOTH HAND WASHING STATION COMPONENTS

- Thermos of hot water
- Antibacterial soap
- Bucket to catch waste water
- Roll of paper towels

*Exhibitors sampling food or beverages are required to have a hand washing station.*

