



Exhibitor Rules & Regulations

Exhibitor's Kit. The Exhibitor's Kit contains important information and order forms for services offered by ICAA's official Trade Show contractor, Alliance Exposition Services, including material handling/drayage, exhibit booth furnishings, labor, electrical service, telephone, cleaning and janitorial services, freight handling, etc. Exhibit area is carpeted. Each booth will be draped with 8' high back and 3' high side with one two-line exhibitor identification sign, 7"x 44". **A link to your Exhibitor Kit will be emailed directly to the Exhibitor Company Rep as noted on the Application for Exhibit Space.**

Hours for Move-In and Move-Out. Exhibitors may have access to the exhibit area starting at NOON/ending at MIDNIGHT on Wednesday, September 16. Empty crates and cartons will be delivered when move-out hours begin at 5:00 PM on Thursday, September 17. Packing of merchandise and dismantling of displays/exhibits shall not start until after the Show's closing at 5:00 PM Thursday. The exhibit area must be cleared of all exhibit materials by NOON on Friday, September 18.

Exhibitor Setup: Wed 9-16, NOON - MIDNIGHT

Trade Show: Thurs 9-17, 10:00 am - 5:00 pm

Exhibitor Tear Down: Thurs 9-17, 5:00 pm - 10:00 pm

Liabilities/Insurance. Exhibitor assumes all responsibility for any and all loss, theft, or damage to Exhibitor's displays, equipment and other property while on the Renaissance Addison Hotel Conference Center premises, and hereby waives any claim or demand it may have against ICAA, Renaissance Addison Hotel Conference Center or its affiliates arising from such loss, theft or damage. Exhibitor agrees to comply with all Renaissance Addison Hotel Conference Center policies for exhibitors and all applicable laws, codes and regulations. In addition, Exhibitor will indemnify and hold harmless Insulation Contractors Association of America and Renaissance Addison Hotel Conference Center and their respective parent, subsidiary, and other affiliated or related companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorney's fees and costs through and including any appeal, arising from or in connection with Exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error, or omission or willful misconduct of Exhibitor or its employees, contractors, subcontractors, or agents.

If a dispute arises out of or relating to this Agreement between ICAA and Exhibitor, and if said dispute cannot be settled through negotiations, the parties agree to first try in good faith to settle the dispute by mediation, meeting in person in the locality of the ICAA headquarters without counsel, before making a demand for arbitration in the locality of the ICAA headquarters, pursuant to the rules of the American Arbitration Association.

Exhibit Operation and Activities. Only exhibitors are permitted to distribute printed matter and only at their designated booth(s). Materials, equipment, or activities that detract from the atmosphere of the Trade Show or that disturb exhibitors are prohibited. Costumed personnel or mannequins must not be offensive/disruptive. ICAA shall have the right to prohibit any exhibit that in its opinion is not suitable to the character or purpose of the Trade Show and shall be modified by request of ICAA. ICAA reserves the right to remove from the Trade Show materials, advertising, or literature not in keeping with the standards of the Show. There shall be no literature distributed that has any reference or connotation to an ICAA endorsement unless fully authorized by ICAA in writing in advance.

Exhibit Notes: The height restriction without rigging is 14'.

All materials used in booth/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.

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.

Cancellation Policy. All cancellation notices must be received in writing. Booth cancellation fees as follows: Up to June 30, 2026, no fee. After June 30, 2026, 100% of booth price. Registration fees for any additional booth personnel who cancel after August 31, 2026, will be forfeited.

Trade Show Rules:

- Unauthorized videotaping or photography is not permitted.
- All costumed personnel must confine themselves to their designated exhibit booth.
- Animals are not permitted.
- Solicitation by anyone other than exhibitors is not permitted.
- Exhibitors who sell equipment or materials must notify Alliance Exposition Services to arrange removal.
- The use of nail guns is not permitted during Trade Show hours.
- **Outside food & beverage is prohibited. Please see Exhibitor Kit for link to make arrangements for food & beverage.**

Other. ICAA reserves the right to modify Trade Show schedule, Exhibitor Setup & Teardown hours, and/or floorplan.