



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

STAR WARS CELEBRATION FAQ'S

PAGE 1 OF 31

ACCESS TO SURROUNDING GROUNDS

There shall be no access for street vehicles to the concrete pads or sidewalks surrounding the Facility unless approved in advance by Facility Management. Use of landscaped areas by Tenant is strictly at the discretion of Facility Management

ACCESSIBILITY/ADA UPGRADES – ANAHEIM CONVENTION CENTER

- Installed handicapped doors at the Administrative Entrance
- Placed desk in Admin Lobby for Event Managers to be able to meet with people that use wheelchairs
- All parking structures have the required number of handicapped and van accessible spots. All stairs in the structures have a non-skid surface and marked according to ADA regulations
- Number of handicapped spaces per parking structure = CP #1 – 26 spaces / CP #2 – 32 spaces / CP #4 – 27 spaces / CP #6 – 17 spaces
- Lowered Box Office ticket window
- Inside the elevators the phones are now hands free
- Restrooms have handicapped stalls, proper height for paper towel dispenser, handicapped sinks with covered pipes and the appropriate handles on the faucets
- Door handles are the proper ADA required height
- Each Hall has a handicapped door
- Each Hall has the appropriate number of handicapped restroom stalls
- Handicapped restroom location signage throughout the facility
- Each Hall has one drinking fountain that is usable for people that use wheelchairs
- There are specific "Areas of Rescue" for persons with disabilities during an emergency
- Food Service portable carts are the appropriate height
- Assisted Listening Devices are installed in the 2nd and 3rd level meeting rooms
- Signage within the facility contains brail
- The Anaheim Convention Center sensitivity training to all employees

WHEEL CHAIRS/SCOOTERS

Anaheim Medical Supply, Inc 1256 N. Euclid Street Anaheim, CA 92801 1-877-999-0267 (toll free) 714-999-6710 www.anaheimmedicalsupply.net	Scootaround, Inc 11300 Space Blvd. Ste. 2a Orlando, FL 32837 1-888-441-7575 (toll free) 204-982-0657 http://www.scootaround.com/rentals/a/anaheim
B&R Medical Equipment Wheelchair Rental 3480 West Warner Ave. Suite F Santa Ana, CA 92704 714-850-9326	Scooter Village 1650 S. Harbor Blvd. Anaheim, CA 92802 1-888-956-2246 (toll free) / 714-956-5633 http://www.scootervillage.com
OC Medical Supply 755 N. Euclid Street Anaheim, CA 92801	Universal Medical Disney Resort Area 714-731-7777



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 2 OF 31

1-800-593-4942 (toll free) 714-956-4690 http://www.ocmedicalsupply.com	www.uni-medical.com
---	--

AGE RESTRICTIONS

In accordance with display rules and regulations and security measures, **no one under the age of 18 will be admitted in the exhibit hall during move-in or move-out. There will be no exceptions.** Children of any age are admitted during Show hours on Show Days **ONLY**; during that time, those 6 or over must be badged. **For security reasons, children under the age of 16 must be accompanied by an adult at all times.**

ALTERATIONS

Space in the Facility is provided to Tenant "as-is." Placement of self-sticking tape, glue, nails or other fasteners on any walls, carpets, furniture, railings or other property of the Convention Center is strictly prohibited without prior written approval of the Convention Center Executive Director. Any tape, adhesives or fasteners affixed by Tenant or any guest or agent of Tenant to Convention Center property will result in a charge to Tenant of up to \$250 per placement.

ANIMALS

Animals, other than guide, signal or service animals (as defined in State and Local law), are allowed on the Premises only for exhibits, demonstrations and/or entertainment and only if proper permits are obtained from Orange County Animal Control. Tenant shall make such permits available for inspection by the City. All sanitary needs for permitted animals will be the sole responsibility of Tenant. Sanitary needs for guide, signal, or service animals are the responsibility of the Patron. Orange County Animal Care may be contacted at (Business Licensing) 714/935-6848.

ATTACHMENT TO FACILITY SURFACES (SEE ALTERATIONS)

Decorations or other items shall not be attached or affixed to the Facility without prior approval of either the Executive Director or Convention Center Manager. If approval is granted, attachments may only be made by Facility Management approved contractors. Please consult your Event Manager for clarification. Direct application of double-faced tapes to any surface of the Facility is prohibited. Only 3M Scotch 3565 clear tape may be used to tape down wires, etc. No duct or gaffer's tape is allowed.

AUDIO VISUAL

REACTION Audio Visual is the official audio/visual services provider of *Star Wars Celebration*. **Please refer to the Vendor Forms & Guidelines section of the online manual for order information and be sure to indicate your booth number on all forms. REACTION Audio Visual will maintain a full staff on-site at the Exhibitor Service Center.**

BANNERS OR SIGNAGE

Non-commercial Tenant banners or signage, including but not limited to pictures, directionals or notices, may be attached to the Premises only in approved locations. The copy and the location of Exhibitor and / or any sold advertising space must be approved by either the Executive Director or the Convention Center Manager.



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 3 OF 31

BOOTH CLEANING

Cleaning crews will be provided for general exhibit hall clean up, including aisles, each day before the opening of the Show and during Show hours. Cleaner's vacuum, shampoo and sweep all aisle carpeting, empty waste baskets and supply and handle containers for removing hazardous wastes. If you need cleaning services in your Booth, **please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information and be sure to indicate your booth number on all forms.** ***Show Management does not provide cleaning or vacuuming for booth carpet at any time.***

BOOTH EQUIPMENT

Each inline booth space will be set with 8' high BLACK back drape and 3' high BLACK side dividers. Booths 300 sq. ft. or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request. **Please note that electrical services IN NOT included with your booth equipment but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and on-site charges will apply if the electrical service is utilized without an order on file.**

BOOTH FURNISHINGS

Booth equipment, services and furnishings are available through the Official General Contractor of **Star Wars Celebration, FREEMAN**. **Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information and be sure to indicate your booth number on all forms.**

BOOTH REQUIREMENTS

All exhibit booths shall be constructed with non-combustible or limited-combustible materials. Wood booths must be ¼ inch thick or greater. Covered ceiling structures or enclosed rooms, including tents or canopies shall have one smoke detector placed on the ceiling for every 900 square feet. Electrical appliances and cords must be U.L. approved. All temporary electrical wiring will stay accessible and be free from debris and storage materials. Hardback booths must be at least 9 inches from rear booth boundary line. Gas appliances must be A.G.A. approved.

BOOTLEG POLICY

Star Wars Celebration is produced under the authorization of Lucasfilm Ltd., and the buying and selling of counterfeit / knock-off / unlicensed materials will not be tolerated. **Star Wars Celebration** showcases the best of **Star Wars**, and bootlegs have no place in the show. Violation of this rule will result in one warning. A second violation will result in removal from the show without refund.

BULK SALE OF YOUR BOOTH

In the event you sell a portion or all of your booth's merchandise to an outside retailer who wishes to remove items at the close of the show, the retailer must contact **FREEMAN** at the Exhibitor Service Center. They will receive special instructions on how to remove the merchandise they've purchased from your company at show close.

BUSINESS LICENSES

All producers of Events that are open to the general public in which goods or merchandise will be sold in booths or exhibits are subject to ordinances requiring a City Business License and payment of a daily license fee per booth or exhibit. Producers or Exhibitors other than those listed above may also be



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 4 OF 31

required to obtain a license. Contact the City of Anaheim Business License Division by telephone at 714/765-5194.

Sales of tangible personal property are subject to regulation by the State Board of Equalization. All Exhibitors within an Event shall meet requirements of the Board. Please consult your Event Manager for current information.

CANDLES

Use of any decorative candles for sale in booth space must be securely supported on a substantial non-combustible base so located as to avoid danger of ignition of combustible materials or tipping over. The candle flame shall be protected by a non-combustible container.

CATERING SERVICES

Aramark has exclusive rights to all catering in the facility. **For menus and services, please refer to the Vendor Forms & Guidelines section of the online manual for order information and be sure to indicate your booth number on all forms.**

COMPLIANCE WITH LAWS

Tenant, its Exhibitors, Patrons and other persons connected with the Event, shall observe and comply with all laws, statutes, ordinances, rules and regulations of the Government of the United States, State of California, County of Orange and the City of Anaheim including but not limited to the Americans with Disabilities Act. Tenant shall indemnify, defend (at City's option) and hold harmless the City from all damages, costs and expenses in law or equity arising out of Tenant's failure to comply with applicable laws, statutes, ordinances, rules, regulations or acts. The cost of such compliance is the responsibility of each Tenant, Exhibitor or Patron.

COMPRESSED AIR

Complete heavy duty compressed air piping systems are available in the exhibition halls serviced from overhead catwalks through plugged ballcock outlets in each hall, located at each roof support column head. Capped outlets in each column (near the floor level) are available. No compressor equipment is available from the convention center due to the large variance of requirements. Input is a standard pipe thread fitting located on the wall outside each exhibit hall.

COMPRESSED GAS/HARAZDOUS MATERIALS

ITEMS REQUIRE AN EXHIBITOR PERMIT: A PERMIT SHALL BE SUBMITTED FOR APPROVAL A MINIMUM OF 14 DAYS PRIOR TO SHOW OPENING - Describe the use and amounts for each day of the show on the Exhibitor Permit form. Provide the cubic feet of each cylinder, how many cylinders per day you will need and how it will be used in your booth. Include the Safety Data Sheet (SDS) for each product. Quantities may be limited by Anaheim Fire & Rescue. Delivery and pick-up of cylinders to the exhibit booth or space shall be regulated by the general service contractor. **Natural gas connections shall be conducted by a licensed plumbing contractor.**

COMPUTER RENTAL

REACTION Audio Visual is the official computer supplier of *Star Wars Celebration*. Please refer to the Vendor Forms & Guidelines section of the online manual for order information and be sure to indicate your booth number on all forms. **REACTION Audio Visual will maintain a full staff on-site at the Exhibitor Service Center.**



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 5 OF 31

COOKING APPLIANCES

Operation of any electrical cooking appliances, i.e., ovens, stoves, grills, hot plates, deep fryers, skillets, etc. and all demonstrations using these appliances must be isolated away from the public or be protected with a clear plastic shield. The shield must be placed along the front and the sides of the appliance. An Exhibitor Permit is required for the use of propane, butane, deep fryers, CO2 and Nitrogen used for food or beverage dispensing or any other compressed gas cylinders. **These requirements do not apply to microwave ovens, coffee pots, rice cookers, crockpot's, popcorn wagons or sterno used with chaffing dishes.**

COPYRIGHTED MUSIC

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music, (records, tapes, compact discs, etc.) and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of ASCAP or BMI. We advise you to contact these agencies as listed below to acquire the proper licenses:

ASCAP Licensing Dept. 1 Lincoln Plaza New York, NY 10023 Tel: 212-621-6000	BMI (Broadcast Music, Inc.) 10 Music Square East Nashville, TN 37203-4399 Tel: 800-925-8451, 615- 401-2000
---	---

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the show.

CRATE REMOVAL, STORAGE & RETURN

Empty crates, shipping containers, cardboard boxes, etc. marked with "**EMPTY STICKERS**" will be removed to storage and returned to your booth at the end of the show by our floor crew at no additional charge, **provided you have used material handling services for the delivery of your booth.** Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building. "**EMPTY STICKERS**" can be acquired from the **FREEMAN** desk located at the Exhibitor Service Center. Please label your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can clean the aisles and install aisle carpet.

CUSTOMS BROKER / INTERNATIONAL SHIPPING

PIBL, Inc. is the official provider of international shipping, customs brokerage, freight forwarding and related services for **Star Wars Celebration**. All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the exhibitor to adhere to customs and international guidelines.

The exhibitor must ensure that all documents are valid and complete and procedures are followed correctly. Show Management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments.



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 6 OF 31

PIBL, Inc. will maintain a full staff on-site at the Exhibitor Service Center.

Please refer to the Vendor Forms & Guidelines section of the online manual for order information and be sure to indicate your booth number on all forms.

DECORATIVE MATERIAL & FURNITURE

All drapes, fabrics, netting, succulent/plant walls or faux boxwood hedge walls and materials that are used for booth separation are required to be flame resistant. Canvas tents, canopies, awnings, curtains, straw, hay, inflatables, fabrics and materials are also required to be flame retardant. A copy of the California State Fire Marshal flame proof certificate must be provided to the Anaheim Fire & Rescue. If a California State Fire Marshal flame proof certificate is not provided, a sample of the material or product must be submitted to the Anaheim Fire Department for fire testing. If at any time it is determined that the material or product is not flame retardant, the materials shall be removed prior to show opening. Foam furniture in sprinklered areas shall meet TB 117 requirements. Foam furniture in unsprinklered areas shall meet TB133 requirements.

DECORATIONS

Decorations may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, floors, glass, columns, painted surfaces, fabric or decorative walls. Damage resulting from the improper and/or unauthorized installation of materials will be charged directly to Licensee. Glitter is prohibited in the Anaheim Convention Center. Pressure-adhesive stickers or decals or similar promotional items cannot be distributed or sold within the facility.

DEFACEMENT OF FACILITY

Tenant, including Tenant's Exhibitors, employees or Patrons, shall neither mar nor deface any part of the Facility. Repair costs shall be charged to Tenant. (See Alterations, Attachment to Facility Surfaces, and Banners or Signage.)

DELIVERY OF FREIGHT

Anaheim Convention Center does not accept advance shipment of freight or materials prior to the contracted move-in date. All shipments to be delivered to the Center after the official move-in date must be to the attention of the event general decorating contractor. All equipment brought into the Center must be delivered and removed through the loading dock areas. The Center will not accept shipment of freight and/or material to the show manager. All equipment brought into the Center must be brought into the building via the access doors assigned to your event space. Under no circumstances will C.O.D deliveries be accepted by the Center

DEMONSTRATION AREAS

Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

STAR WARS CELEBRATION FAQ'S

PAGE 7 OF 31

DEMONSTRATION EQUIPMENT

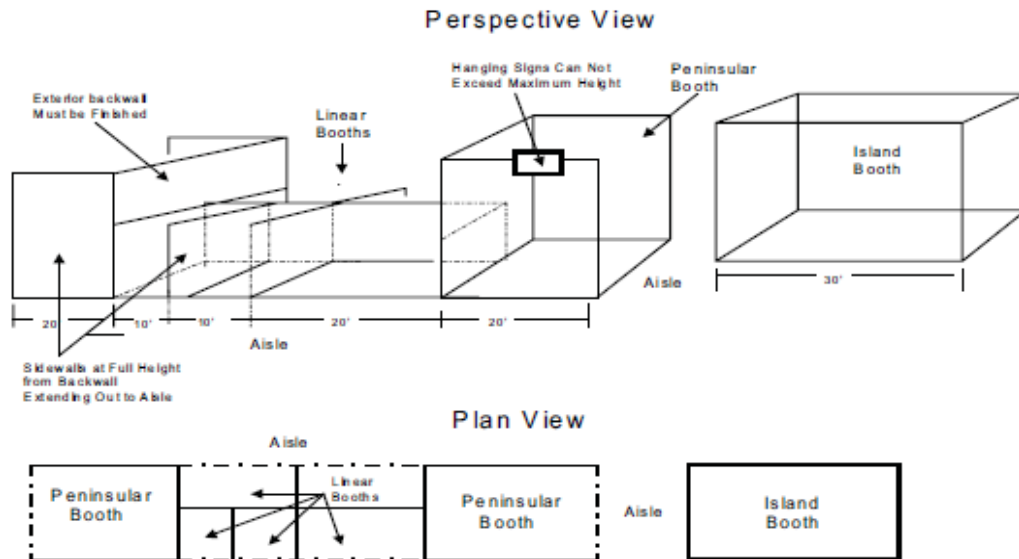
Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

DISPLAY CASE RENTAL

FREEMAN is the official display case provider for *Star Wars Celebration*, offering a variety of display options. **Please refer to the Vendor Forms & Guidelines section of the online manual for order information and be sure to indicate your booth number on all forms.** **FREEMAN** will maintain a full staff on-site at the **Exhibitor Service Center**.

DISPLAY REGULATIONS

Star Wars Celebration follows the **cubic content rule**, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below. **However, anything above the provided drape heights must be finished, neutral and devoid of copy on any wall adjacent to another exhibitor.**



The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.** The maximum height of a display booth at the backwall, including any form of lighting system, signage, or header shall be:

Linear Booth - Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft.



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 8 OF 31

Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

MAXIMUM HEIGHT LIMIT WITHIN A LINEAR BOOTH = 12 FEET

Peninsula Booth - Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

MAXIMUM HEIGHT LIMIT WITHIN A PENINSULA BOOTH = 20 FEET

Island Booth - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

MAXIMUM HEIGHT LIMIT WITHIN AN ISLAND BOOTH = 25 FEET

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area**

*****If you have a question about the type of your booth, please contact Reed Exhibitions Operations*****

DO NOT BLOCK THE AISLES OR INVADE NEIGHBOR'S SPACE

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

EJECTION

The City reserves the right to eject or cause to be ejected from the Premises any person or persons creating a discernible risk to the public health or safety for a period of time to be determined by Facility Management. The City shall not be liable to Tenant for any damages or costs that may be incurred by Tenant through the exercise by the City of such right. The City shall attempt to advise Tenant of such ejections, except in those cases where an immediate risk to public safety exists. In the event the City ejects or causes to have ejected any person(s) at Tenant's request, Tenant shall indemnify, defend (at the City's option) and hold harmless the City from any and all actions, liability, damages or claims resulting from such ejection.

ELECTRICAL

The basic electrical system in the building is 120 / 208 3 phase 5 wire unless noted otherwise.



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 9 OF 31

Hall A

There are 12 load centers, located on the catwalks, 8 have 2-200 amp services and 4 have 3-100 amp and 4-200 amp services all cam-lock. There are 2-400 amp services and 1-200 amp 240 volt 3 phase 4 wire services. Each column has a 50-amp qual-ark receptacle.

Halls B-C-D

There are 12 load centers, located on the catwalks, 8 have 2-100 amp, 1-200 amp 277/480 volt services and 2-100 amp, 1-200 amp 120/208 services, 4 have 2-200 amp 277/480 volt and 3-100 amp, 4-200 amp 120/208 volt services with cam-locks. Each column has a 50-amp qual-ark receptacle.

Hall E

There are 2-277/480 volt busways that feed 3-200 amp posi-lock and 8-100 amp Litton Veam receptacles. There are 8-120/208 volt busways that feed 36-200 amp posi-lock services, all above the ceiling grid.

Arena

There is 1-200 amp, 4-400 amp 120/208 volt services, all cam-lock, in the west service hall, and 1-400 amp, 1-350 amp 120/208 volt service in the north entrance.

Ballrooms

Each Ballroom has 1-60 amp, 1-100 amp receptacle in the wall and 8-30 amp receptacles in the floor. In addition there are 5-100 amp, 4-400 amp show services, all cam-lock, in the service corridor.

Meeting Rooms

Each meeting room has 1-60 amp, 1-100 amp, and 2-30 amp receptacles in the room.

Electrical Hookups

All hookups to building electrical service must be made or approved by the Anaheim Convention Center Electrician's.

ELECTRICAL INSTALLATION

All electrical equipment used for lighting, sound, exhibit equipment, or other effects must meet applicable National Electrical Code and City requirements. Electrical fixtures and fittings must be UL listed and so marked. The City reserves the right to withhold electrical power until any violation of the codes is corrected and the correction is approved by a City electrician.

Use of latex cord wire in displays and/or use of duplex or triplex plugs are not permitted. The City reserves the right to inspect and approve or reject all electrical installations.

ELECTRICAL REQUIREMENT

The City reserves the right to require a public safety standby house electrician if the City determines that the needs of the Event warrant such action. Standby services will be provided at Tenant's expense.



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 10 OF 31

ELECTRICITY IN THE HALL

Standard Operating Procedure provides the following: (should you have any special requests beyond below, please contact **FREEMAN** prior to the event)

- **Move-In** – The Show Floor will be lit with half the amount of lighting that will be on during Show hours – “Half Lighting”
- **Show Days** – Full lighting and floor power one (1) hour prior to opening. Half-lights at Show close and floor power off thirty (30) minutes after Show closes
- **Breakdown** – Electrical rip-out will commence at Show closing and run for a minimum of seven (7) hours
- All exhibit power shall be shut off no later than one (1) hour after event closing and will not be turned on until 8:00 AM the following morning
- In cases where exhibits require 24-hour power, that power source must be limited to the size outlet ordered by the exhibitor

ELECTRICITY & LIGHTING

FREEMAN Electricians install and remove all electrical wiring, load centers, disconnects and distribution panels. Electricians install and dismantle all lighting, all electric signs, all communication and video cable between or outside exhibits and under carpet and sound systems. Electricians also operate certain sound, light and video systems. **Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information and be sure to indicate your booth number on all forms.**

ELECTRONIC REPRODUCTION

The City reserves the right to charge a location fee for radio or television broadcasting, live television or recordings in connection with performances staged at the Facility.

ELEVATORS AND ESCALATORS

All large and heavy equipment should be transported using the freight elevator. No equipment may be transported on escalators. This includes items such as easels, chairs, tables, wheelchairs, baby carriages and other similar devices. Normally, escalators are not operated on move-in and move-out periods. Passenger elevators are not to be used for transporting heavy freight and equipment.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (714) 254-3410 for a quote.

EXCLUSIVE SERVICES: PROVIDED BY

Box Office: The City

Fire Watch: The City

First Aid Service: The City

Food and Beverage: ARAMARK Sports and Entertainment Services

Non-food Concessions in Public Areas: The City

Rigging (in designated areas): PSAV Presentation Services



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 11 OF 31

Telecommunications: Smart City Networks

Ticket Taking: The City

EXHIBIT BUILDING

Decorators perform crating and re-crating, and all work involved in the erection and dismantling of exhibits, displays, backgrounds and booths; all work requiring the use of bolts and screws or nail fasteners; tying, hanging or nailing, taping of flags, banners, signs, tile and rug-laying, skidding and res-kidding and turntables; handling and delivery of furniture, carpeting, modular interlocking booth systems and other contractor owned and leased equipment; pad wrapping, protection work, ramp protection; and installing draperies, including but not limited to wall draperies, table skirting, booth equipment draperies, flag and bunting and party decorations. They also do certain other unskilled work.

Decorators are hired from by general decorating contractors and exhibitor appointed contractors.

Decorators work under decorators' direction and supervision and their shifts are organized and determined by the contractor.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in tuxedo.

Rental Carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

EXHIBITOR APPOINTED CONTRACTORS (EAC'S)

Exhibit Appointed Contractors (EACs) are hired by exhibitors to build and dismantle exhibits. EACs supply their own onsite management and hire exhibit building labor. In order to hire labor directly from the Center, EACs must open an account, which requires, among other things, the posting of a guarantee of payment bond or letters of credit and the fulfillment of certain insurance requirements.

EAC companies that are not registered will not be allowed to work on the property. The following information must be sent to your Event Manager 30 days prior to the show so we can insure that all companies comply with established procedures:

A list of EAC company names, contacts, addresses, phone numbers and email addresses

The booth numbers that they will be working in OR exhibitors they are working for.

In order for Exhibitor Appointed Contractors (EAC's) to gain admittance into the Hall, Show Management requires each individual to wear a wrist band. For your convenience, wrist bands may be picked up at the Security Command Post. Proper credentials will be required. Only three designated supervisors of approved EAC's will be issued the necessary credentials.

For more information, please refer to the [EXHIBIT APPOINTED CONTRACTORS](#) section of the online manual.

EXHIBITOR REGISTRATION

Exhibitor staff personnel wishing to enter the exhibit floor must wear an Exhibitor Badge at all times during Move-In, Show days and Move-Out. Access to the Show floor begins at **7:00 AM** during Show days. For those individuals who still need a badge, one may be obtained at the Exhibitor Registration Counters located on the plaza outside of the Arena entrance. Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals who made prior



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 12 OF 31

arrangements for meetings. (Please stop by Show Office on-site to make the proper arrangements if this has not already been so.)

In order for **Exhibitor Appointed Contractors (EAC's)** to gain admittance into the Hall, Show Management requires each individual to wear a wrist band. For your convenience, wrist bands may be picked up at the Security Command Post. Proper credentials will be required. Only three designated supervisors of approved EAC's will be issued the necessary credentials.

Please do not give Exhibitor Badges to EAC personnel for Security reasons.

For more information, please refer to the EXHIBIT APPOINTED CONTRACTORS section of the online manual.

EXHIBITOR SERVICE CENTER

FREEMAN is the Official General Contractor of the *Star Wars Celebration* and will maintain an Exhibitor Service Center during set-up, show days and dismantling. All other official show contractors will also be set up in this area as well. All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, and special show services. Exhibitors who have ordered labor are asked to check-in at this desk when they are ready to install their exhibits. The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

EXHIBITORS WITH SPECIAL REQUESTS

In the interest of fairness to all exhibitors, variances to allowable display heights will not be granted. Exhibitors wanting to discuss special needs for their exhibit should send detailed plans of their proposed display for this approval to:

Rich Askintowicz / Operations Director / ReedPop / raskintowicz@reedexpo.com

EXHIBITS – EXCLUDED AREAS

Except when granted special approval by Facility Management, certain areas of the Facility are not available for the setup of exhibits. These areas include, but are not limited to, lobbies, courtyards, and areas in front of permanent concession stands and the Arena Grill. When Facility Management grants approval for exhibits in normally excluded areas, it becomes the responsibility of Tenant to provide protection for floor coverings, walls, doors, etc. in the affected areas. Please consult your Event Manager for clarification on these requirements. (See also Vehicles Inside the Facility.)

EXHIBITS OF PRODUCT DISPLAYS IN MEETING ROOMS

Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited. Also, see Booth Staging requirements as they also apply in these areas.

EXPOSED AREAS MUST BE FINISHED

All back walls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed. Any company advertisement or promotion must face into the aisle. In-line and peninsula booths must have a finished back wall covering the back of the booth. See-through back walls or displays which do not cover the back-wall completely



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 13 OF 31

will not be allowed. **Please note that ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND CLEAR.** Any part of a booth with unfinished side or back-walls will be draped by Show Management at the expense of the exhibitor.

FIRE EQUIPMENT: EXHIBIT HALLS , MEETING ROOMS & LOBBIES

Storage, booth construction, easels, chairs and signs shall not block access to any fire/life safety equipment and shall not impede exit access, exit doors or aisles. Fire equipment, fire strobes, fire speakers, fire signage and fire extinguishers shall not be concealed and shall remain visible and unobstructed at all times.

FIRE HOSE CABINETS, PULL STATIONS, AISLES AND EXITS

Each of these fire safety supports must be visible and accessible at all times.

- Adjustments to space and equipment may be required.
- Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

FIRE REGULATIONS

Combustible Materials and/or Literature Storage

On-site storage of paper literature for display or distribution must be limited to a one day supply. Reserve supplies must be stored outside the Facility.

Tenant must advise all Exhibitors that booths must be kept clean and cleared of all combustible material. Absolutely no storage is allowed in the electrical alleys located between the booths.

Compressed Gases

Tenant must obtain a permit from Anaheim Fire & Rescue prior to bringing any compressed gases into the Facility. All compressed gases must be contained in an approved cylinder, which must be properly secured to prevent tipping or falling over.

No liquefied petroleum gases are allowed in the Facility for display or exhibit. (See Plumbing Contractors: Exhibits.)

Emergency Access Aisles

All floor plans for any area used for exhibits must show a minimum of two clear "Emergency Access" aisles that run east to west. Said aisles must align with the face of the columns (where applicable) containing fire apparatus designated on the floor plans for each area used. Adequate clearance must be maintained for the full length of the "Emergency Access" aisles to permit access by a paramedic crew with a stretcher and equipment.

Emergency Exiting Requirements

All space in the Facility has emergency exiting requirements. These requirements are based on the setup and projected attendance in each area. Please consult your Event Manager for clarification.

No "Exit" or other signs relating to public safety shall be obstructed. If decorations or other equipment block or cover fire appliance signs, an adequate replacement must be put in place. All such substitutes are subject to the approval of Anaheim Fire & Rescue.



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 14 OF 31

Exhibits – Motorized Equipment

In order to place on display any motorized vehicle powered by an internal combustion engine, a permit must be acquired from Anaheim Fire & Rescue. Also, once the vehicle has reached the final placement, the battery must be disconnected immediately. All motor vehicle tanks which contain fuel or have ever contained fuel must be equipped with a locking gas cap or have the fuel tank inlets sealed with tape. Fuel level must not exceed one-fourth (1/4) tank. Garden tractors, chain saws and any other gas powered equipment must be safeguarded in the same manner.

Floors under vehicles must be adequately protected from any leakage, spillage or any other type of potential damage. (See also Exhibits: Excluded Areas and Vehicles Inside the Facility.)

Fire Personnel and Equipment

When Event conditions warrant, Anaheim Fire & Rescue reserves the right to require that Anaheim Fire & Rescue personnel and/or equipment be present during an Event. This coverage shall be at Tenant's expense.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth or similar decorative materials or any other potentially combustible material shall be flame retardant to the specification of Anaheim Fire & Rescue and the State Fire Marshal. A California State Fire Marshal's Flame Proof Certificate will be required. Field tests for flame resistance are not acceptable.

All fabrics, whether treated or inherently flame resistant, shall be labeled, tagged, stamped, printed or stenciled with the following information:

1. The Seal of Registration of the State Fire Marshal of California.
2. Name and registration number of the company responsible for the job or production.
3. Name of the registered chemical used or the registered fabric or material.
4. Date chemical was applied, or the fabric or material was produced.
5. The statement, "This article must be re-treated after washing or dry-cleaning by systems with soap and water added," if treated with a Type II chemical.

Companies that treat or manufacture yardage goods may print their name, or the name of their fabric if registered, on the selvage (at least once every three yards) instead of affixing the label or tag as above.

Combustible materials of 3/8" or more in thickness or glass cloth may be used without flame retardant treatment. Plywood which is 1/4" or over is not required to be treated by flame retardant material. 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 unless they lie flat with an overhang no greater than 6".



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 15 OF 31

If there is any flame retardant question and no Certificate or other recognizable identification readily apparent, the questionable material will be removed from the Facility. Please contact Anaheim Fire & Rescue at 714/765-4040 for further information.

Floor Plans

It is the responsibility of Tenant to insure that floor plans are submitted to and approved by Anaheim Fire & Rescue and City Facility Management. Said plans shall include, but not be limited to the following locations:

- Exhibits
- Service Desk
- Registration Area
- Exhibitor/Show Service Areas (restaurant desk, tours, message center)

Access to exits, stairwells and electrical panels shall be shown as clear. Prior to any sales of exhibit space, Tenant must submit for approval by Anaheim Fire & Rescue floor plans accompanied by the applicable fees. Final revisions must be approved no later than fourteen (14) days prior to the first day of tenancy specified in the Agreement. The City reserves the right to deny access to the Facility if the above deadline is not met.

Fully Enclosed Exhibit Spaces

Anaheim Fire & Rescue requires that all fully enclosed exhibit space be equipped with smoke detectors and an enunciator located on the exterior of that space.

Permits

A permit is required for any of the following:

1. Display and operation of any heater, stove (electric or gas), heat producing device, open flame candles, gas lamps or lanterns, cooking equipment, etc.
2. Display or operation of any electrical, mechanical or chemical device which may be deemed hazardous by Anaheim Fire & Rescue. Such hazards include but are not limited to: exposed gears, flying chips, exposed fans, and molten material.
3. Use or storing of flammable liquids, compressed gases or hazardous chemicals.
4. Motor vehicle activity or display.
5. Operation of laser devices, theatrical-laser effects or any pyrotechnics. (See also Compressed Gases and Hazardous Materials and Wastes.)
6. Plans for all two story booths must be approved and stamped by a licensed structural engineer or architect and must be submitted to Anaheim Fire & Rescue, Prevention Division. The second story of a two-story booth equipped with one staircase will be limited to an occupant load of nine (9) persons. An occupant load sign will be required. (See also Two-Story Booths.)

Two-Story Booths

Anaheim Fire & Rescue requires that plans for all two-story exhibits in which both floors will be occupied receive approval from Anaheim Fire & Rescue prior to installation. All such plans must bear the stamp of a registered structural engineer or certified architect and be accompanied by a letter from the engineer or architect stating that the booth conforms to the current Uniform Building Code. (See also Fire Permits and Fully Enclosed Exhibit Spaces.)



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

STAR WARS CELEBRATION FAQ'S

PAGE 16 OF 31

In the interest of public safety, the City requires First Aid staffing/services provided by the City during Public Hours for all Events expecting a daily attendance of over three hundred (300) people, at Tenant expense.

FIREPLACES

All appliances shall be U.L. approved and a protective screen shall be provided in front of the fireplace if used with natural gas or gel fuel cans. A maximum of two 13-ounce gel fuel cans per fireplace may be used. Natural gas connections provided at the Anaheim Convention Center shall be conducted by a licensed plumbing contractor and requires an Exhibitor Permit.

FLAMMABLE OR COMBUSTIBLE AEROSOLS/LIQUIDS

ITEMS REQUIRE AN EXHIBITOR PERMIT: A PERMIT SHALL BE SUBMITTED FOR APPROVAL A MINIMUM OF 14 DAYS PRIOR TO SHOW OPENING - Describe the use and amounts for each day of the show on the Exhibitor Permit form. Include the Safety Data Sheet (SDS) for the product. Quantities may be limited by Anaheim Fire & Rescue. **All flammable or combustible aerosol containers used for display purposes, must be empty.**

FOOD AND BEVERAGE

Food and beverage service is provided exclusively by ARAMARK Sports and Entertainment Services. Distribution or sale of food or beverages from sources other than ARAMARK is prohibited without the express written permission of ARAMARK. Conditions may be imposed upon such permission e.g., portion size, relevance to exhibit. If such permission is granted, the Orange County Health Agency may require a health services fee be paid for each booth that intends to sell or give away food or beverage samples. If applicable, all persons who prepare foods for the public must also have a valid Food Handler's Permit.

Permanent food and beverage stand areas may not be used for any purpose other than food and beverage sales. In addition, a mandatory food service area and fire aisle as shown on the City's official floor plan shall be maintained in front of these stands. The areas in front of the concession stands, Arena Grill, Eco Grounds and Java City are reserved for the exclusive use by the City. The City reserves the right to authorize the use of said areas if alternative food service space is provided and the food service concessionaire is compensated for any costs incurred together with any loss of revenues resulting from the closing of said areas. (See also Exhibits: Excluded Areas.)

FLOOR LOADS

Framed Floor (Exhibit Hall D)	250 PSF	Unreduced
Slab on Grade (Exhibit Halls A, B, C, E)	350 PSF	Unreduced
Meeting Rooms & Ballroom	100 PSF	Unreducible
Corridors & Lobbies	100 PSF	Unreduced
Mechanical Areas	100 PSF	Unreduced
Elevator Machine Rooms	150 PSF or equipment wt. +40 PSF	Unreduced
Roof	20 PSF	Reducible
Mezzanine Office	80 PSF + Partition	Reducible
Storage Offices	125 PSF	Unreducible



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 17 OF 31

FREIGHT ELEVATORS

There are two freight elevators located at the Facility. The exterior freight elevator operates between the Hall D and the Hall E loading docks. This elevator is intended for the convenience of Tenant, Official Contractor(s), City, Exclusive, and Preferred Contractors. Please follow instructions as posted in the elevator car.

The interior freight elevator runs between Hall E and the 3rd meeting room level. This elevator is the sole method of transporting equipment to the 2nd and 3rd meeting room levels. It is intended for the non-exclusive use of all Tenants. Please consult your Event Manager for freight elevator specifications and details regarding their use.

GENERAL DECORATING CONTRACTOR

General Decorating Contractors are hired by Show Management. They are generally responsible for the physical planning of the event, the shipment and delivery of exhibition freight, the rental of furniture, carpets and other booth/exhibit equipment and the building and dismantling of most of the exhibits. General Contractors supply their own on site management and supervisors and hire freight moving and exhibit building labor from the convention center.

GOOD TASTE AND RIGHTS OF OTHERS

Good Taste and the Rights of Others - Show Management may require any Exhibitor to make changes in their exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards.

GRAPHICS ON NEIGHBOR'S SIDE

The backside of walls - the common border facing a neighboring booth - must be finished, neutral/clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

HANDOUTS

Exhibitors cannot distribute literature, samples, or other material outside your contracted exhibit space.

HANGING SIGNS

Hanging signs must comply with the **HEIGHT LIMITATIONS** guidelines listed below. This includes all hanging or suspended material such as banners and balloons (where permitted), etc. The top of the sign (or other material) may not exceed the height limitation specific to your type of booth. Booths which qualify to suspend "hanging signs" are only Island, Peninsula or Walk-Through booths of 400 sq. ft. or larger.

The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.** The maximum height of a display booth at the backwall, including any form of lighting system, signage, or header shall be:

Linear Booth - Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft.

Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

MAXIMUM HEIGHT LIMIT WITHIN A LINEAR BOOTH = 12 FEET



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 18 OF 31

Peninsula Booth - Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

MAXIMUM HEIGHT LIMIT WITHIN A PENINSULA BOOTH = 20 FEET

Island Booth - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

MAXIMUM HEIGHT LIMIT WITHIN AN ISLAND BOOTH = 25 FEET

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area**

****If you have a question about the type of your booth, please contact Reed Exhibitions Operations****

HAZARDOUS MATERIALS AND WASTES

Tenant is required to comply with any statutes, ordinances or regulations regarding the use, handling, storage and disposal of hazardous materials or hazardous wastes as defined in Federal, State and Local Law. Tenant shall notify the City of the name and location of any such materials.

Tenant shall ensure that any hazardous materials, hazardous wastes and / or infectious medical wastes as defined in the California Health and Safety Code are properly disposed of. If any such materials are left behind after move-out, Tenant shall be held responsible for paying all costs of disposal, including analysis and testing.

The hazardous materials and hazardous waste laws, regulations and a summary of regulations for the disposal of infectious medical waste are available from the Central Branch of the Orange County Public Library.

HEAT PRODUCING EQUIPMENT

Operation of any welding equipment, soldering device, etcetera, requires protection around equipment so it will not cause injury to the public during demonstration. All items shall be placed on a non-combustible surface. Approved welding screens will be required for welding equipment. **See permit section for compressed gas, natural gas, propane and butane.**

HELIUM

Helium cylinders shall be secured to a fixed object with one or more restraints or on a cart or other mobile device designed for the movement of compressed gas containers.

HOUSE LIGHTING, HEATING, VENTILATION AND AIR CONDITIONING

House lighting, ventilation and/or air conditioning will be provided during Public Hours. City will provide a minimum comfort level and work lighting on all other hours of tenancy.



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 19 OF 31

INSPECTION DEADLINE

Inspection Deadline - Any booth not occupied by **3:00 PM on Wednesday, May 25, 2022** will be presumed abandoned.

- If there is freight in the booth and Show Management believes the exhibitor will be late, then **FREEMAN** will set up the display as best they can with the information available
- If there is no freight in the booth and/or Show Management believes the exhibitor will not participate in the show, the booth will be reassigned
- Exhibitors arriving after this time will be given space available and may incur additional costs. Please contact your Sales Management team to let them know of this important deadline
- All exhibits must be completely set by **5:00 PM on Wednesday, May 25, 2022**
- No shipment will be accepted at any time past **5:00 PM on Wednesday, May 25, 2022**, or beyond
- Absolutely no shipment, equipment, or material may be brought onto the show floor during show hours

LABOR REGULATIONS

Anaheim has several major unions that have jurisdiction over trade shows. Please plan now to abide by labor regulations. **FREEMAN** is the official labor contractor. Labor arrangements may be made to set-up, service and dismantle your exhibit. If you have any further questions or would like a quote for labor services, you may contact **FREEMAN** directly.

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the **UNION RULES AND REGULATIONS** to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

UNION REGULATIONS

To assist you in planning for your participation in the forthcoming convention, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

DECORATORS UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in an hour or less without the use of tools. If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor. As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

TEAMSTERS UNION

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 20 OF 31

ELECTRICAL UNION

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, motors, and audio visual equipment), installation of all lighting hung from truss or beams & distribution of all cabling throughout the booth & truss structures. All stage hand labor used in the exhibit area will be supplied through Freeman with exception of their company representative/supervisor. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Freeman is not responsible for injuries caused by improper use of furniture.

TIPPING

Freeman request that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. This applies to all Freeman employees.

LEND-A-HAND PROGRAM

For those exhibitors who are "do-it-yourself-ers", we are offering a little extra assistance. We have secured easier access and additional complimentary labor for both move-in and move-out. Please review the details and qualifications closely:

LEND-A-HAND MOVE-IN

POV's (Privately Owned Vehicles) are defined as cars, ½ ton pick-ups, cargo vans, and other vehicles primarily designed for passenger use and no larger than a Ford Econoline Van or Sprinter Van. Straight trucks, bobtails, contract carriers, and vehicles with trailers are NOT considered POV's.

Box trucks, cube trucks, and any trailers hitched to any vehicle **do not qualify for LEND-A-HAND ASSISTANCE**, and are not permitted in the self- service hand-carry unloading areas at all times.

Note: U-Haul trucks and other rental vans are permitted, provided they meet the POV requirements listed above.

- Complimentary labor will assist with unloading materials from the vehicle and delivering directly to the booth.
- POV's must check in at the designated location at the Anaheim Convention Center.
- It is required that 2 persons accompany each POV – a driver must remain with the vehicle at all times, and a second person must meet the labor delivering materials to the booth.
- POV's will be unloaded/loaded on a first-come, first-served basis as space becomes available.
- Shipments must arrive during the published LEND A HAND times as indicated below:



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 21 OF 31

PROGRAM TIME & DATES – MOVE-IN – Wednesday, May 25, 2022 - 8:00 AM - 5:00 PM

Exhibitors are advised to arrive early in order to utilize **LEND-A-HAND** assistance. You must be checked-in and off-loaded by the end of the published **LEND-A-HAND** assistance hours to qualify for this complimentary service. Exhibitors who are still in line at the program closing time or who arrive outside of the official **LEND-A-HAND** assistance hours will not qualify and will be billed at the applicable Freeman material handling rates.

LEND-A-HAND MOVE-OUT - Procedures as noted above will also apply for move-out.

PROGRAM TIME & DATES – MOVE-OUT – Sunday, August 29, 2022 - 5:00 PM - 9:00 PM

LIABILITY AND INSURANCE

Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own theft, public liability and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an Exhibitor or his/her employees or agents, nor to the safety of any Exhibit or other property against theft, fire, accident or any other destructive causes. Please review the Application & License Agreement for Exhibition Participation for details. Please go to the [Buttine website](#) to find the necessary information links and additional information.

LICENSE AGREEMENT

Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the exhibitor's responsibility to adhere to all rules pertaining to your license agreement.

LIGHTER THAN AIR BALLOONS

Lighter-than-air balloons are prohibited within the Facility unless tethered to a fixed object. Metallic balloons are prohibited at all times.

Tenant shall be responsible for enforcing these provisions. Tenant shall pay for the cost of removing balloons released into ceiling areas. Use of pressurized tanks must comply with public safety regulations. (See also Fire Regulations - Compressed Gases).

LIGHTING – EXHIBIT HALLS & ARENA

Exhibit Halls: During move-in/out, fluorescent lighting will be provided at no charge to Tenant. The City will provide metal halide lighting during Operating Hours on the final day of move-in and all Public Hours on each show day at no additional charge. Metal halide lighting during all other Operating Hours and for early / late calls will be provided at Tenant request and expense.

Arena: During move-in/out, multi-vapor indirect lighting will be provided at no charge to Tenant. The City will provide metal halide sports lighting during Operating Hours on the final day of move-in and all Public Hours on each show day at no additional charge. Metal halide lighting during all other Operating Hours and for early / late calls will be provided at Tenant request and expense. Please consult your Event Manager for clarification.



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 22 OF 31

MACHINERY

Operation of any electrical, mechanical, or dust-producing equipment, which incorporates moving parts or could cause injury to the public require protection around machinery for the viewers' protection if safeguards are not currently in place. **This does not apply to normal electrical appliances such as lamps, computers, radios, etc.**

MAINTAINING ACCESS & EGRESS

The following may not be blocked, or access impeded:

- Firefighting and emergency equipment , including fire alarm boxes, fire extinguisher cabinets, stand pipe valves, defibrillators and similar equipment
- Electrical and telephone closet doors
- Elevators and escalators
- Hanger Doors
- Doors
- Staircases
- Sprinklers

MATERIAL HANDLING AGREEMENTS / SHIPPING INFORMATION

All freight that is to be shipped from the **Anaheim Convention Center** must be accompanied by a Material Handling Agreement (MHA) unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as destination. Material Handling Agreements may be obtained from **FREEMAN** at the Exhibitor Service Center. You must have your exhibit completely dismantled and packed before returning your completed Material Handling Agreement (MHA) to the **FREEMAN** Service Desk.

MATERIAL HANDLING (DRAYAGE) SERVICES

FREEMAN is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the Anaheim Convention Center. Material Handling includes return of your empty cartons and crates at the close of the Show. **Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for more details.** **FREEMAN** will maintain a full staff on-site at the **Exhibitor Service Center**.

MEETINGS IN YOUR BOOTH

If you plan to use your booth to conduct meetings before or after official show hours, you must **email** the following information to **Rich Askintowicz, Senior Operations Manager at raskintowicz@reedexpo.com**.

1. A letter requesting early access to the Show Floor for non-exhibitor personnel. Please state the exhibiting company and booth number.
2. List the non-exhibitor personnel and type of badge they will be wearing.
3. State the time and date of the meeting (meetings cannot be scheduled prior to the show opening on **Thursday, May 26, 2022**).
4. State the name of the exhibitor who will meet the non-exhibitor personnel at the entrance to the show, and escort them directly to the booth
5. Access to the floor during non-show hours will be denied unless Show Management receives this written request in advance



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 23 OF 31

Access to the Show Floor during non-show hours will be denied unless Show Management receives this written request in advance. Show Management reserves the right to have the exhibitor hire security personnel for any event held on the Show Floor during non-Show Floor hours.

- **Please Note:** All attendees and booth personnel must have a badge to enter the exhibit hall.

MOVE-IN RESTRICTIONS

Move-in of materials into the exhibit halls or the meeting rooms is restricted to the west side of the Facility. No move-in is allowed through the Main Lobby area on the east side of the Facility. Hotel Bellman carts are also prohibited in the lobby. Please consult your Event Manager for specific instructions and detailed information regarding these restrictions.

NO NAILS OR SCREWS

Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor.

OFFICIAL CONTRACTORS

Please refer to the **Vendor Forms & Guidelines** section of the online manual for a detailed list of companies, the services provided and order forms.

Notice to Exhibitors Regarding Non-Official Contractors - Show Management carefully considers the selection of Official Contractors based on quality of service, variety of products, price and reputation. Since these contractors frequently work on more than one show with us, they value the business of our customers and provide quality products and services.

Some companies may misrepresent themselves as being an Official Contractor so please be sure to check the list below or give us a call. Some things to watch for if you are considering the services of a non-official contractor are hidden charges for material handling, labor and shipping that you might not pay otherwise (for example on carpet rental), control over delivery time, availability during move-in and leverage if something goes wrong. Also be advised that non-official contractors will need to abide by the **Exhibitor Appointed Contractor (EAC)** procedures, provide insurance certificates, etc. in order to gain access to the Show Floor.

OPEN FLAME

ITEM REQUIRES AN EXHIBITOR PERMIT: A PERMIT SHALL BE SUBMITTED FOR APPROVAL A MINIMUM OF 14 DAYS PRIOR TO SHOW OPENING - Describe the product used to create open flame and description of demonstration. Ear candles require a permit and description of how it will be used and what safety precautions will be taken. **A permit is not required for the use of candles in a tradeshow (refer to candle section). Sterno does not require a permit when used with chaffing dishes.**

OUTBOUND SHIPPING

FREEMAN Transportation is the Official Carrier of *Star Wars Celebration*. Please refer to the **Vendor Forms & Guidelines** section of the online manual for further information and assistance regarding Air Freight, Padded Van Lines, and Common Carrier. **FREEMAN**



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

STAR WARS CELEBRATION FAQ'S

PAGE 24 OF 31

Transportation will maintain a full staff on-site at the **Exhibitor Service Center**.

PAINTING/BUILDING ALTERATIONS

Painting any structural part of the Anaheim Convention Center (walls, floor, ceilings, etc.) is prohibited. Altering any building component such as drilling holes in the floor, or installing anchor bolts in the walls is prohibited.

PARKING FEES AND REGULATIONS

The City retains exclusive rights and privileges in all parking areas of the Facility, including the right to charge a parking fee to all users of its parking areas, at the then current rate. During move-in/move-out and Public Days, Exhibitors are charged to park but are allowed in and out privileges.

Vehicles requiring more than one parking space will be charged at a higher rate.

Overnight parking on the Premises is prohibited by the Anaheim Municipal Code and violators will be cited and / or towed at owner's expense.

PROPANE OR BUTANE

ITEMS REQUIRE AN EXHIBITOR PERMIT: A PERMIT SHALL BE SUBMITTED FOR APPROVAL A MINIMUM OF 14 DAYS PRIOR TO SHOW OPENING - Describe the use on the Show Permit form. Propane and Butane will be limited to two-17-ounce containers.

RIGGING

Rigging for all non-trade show events in the exhibit halls and in the Arena, Ballroom and meeting rooms is provided exclusively by PSAV Presentation Services at Tenant's expense. The City reserves the right to require that all trade show rigging in the Facility be performed by only those organizations and/or individuals whose qualifications have been approved by the City. Labor will be at Tenant's expense.

In addition, all attachments to any portion of the permanent structure of the Facility must meet accepted engineering and safety standards. All attachments must have sufficient strength to support weights placed on them and be secured in such a way to prevent items from falling or causing damage. The City reserves the right to demand clarification of welds and safe working loads, deny installation, demand removal of questionable attachments and / or require appropriately qualified personnel to install or remove such attachments. All rigging supervisory personnel must be ETCP certified. (See also Attachment to Facility Surfaces.)

RIGGING LOADS

Exhibit Hall A, B, C, E, Expansion Framing -- Vertical Rigging Loads

Maximum Total Load in any 30'x30' area	4,500 lbs.
Truss Panel Points	4,500 lbs.
Level Two Wide Flange Members	300-500 lbs. spaced at 10'
Catwalk Framing	1,000 lbs. space at 10'

Exhibit Hall D Expansion Framing – Vertical Rigging Loads



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

STAR WARS CELEBRATION FAQ'S

Maximum Total Load in any 30'x30' area	4,500 lbs.
Truss Panel Points	4,500 lbs.
Roof Framing Flange Members	300-500 lbs. spaced at 10'
Bottom Chord W* Framing	4,500 lbs.
Double Angle Bracing Members	200 lbs. in total span
Catwalk Framing	1,000 lbs. spaced at 10'

Ballroom – Hanging Point Detail (Ceiling Eye Bolts)

Maximum Load	500 lbs. in any direction
--------------	---------------------------

SHIPPING AND RECEIVING

The CITY does not receive or ship Event materials. Please consult your Event Manager for clarification. Small packages (under 75 pounds) may be shipped out through the Business Center, one of the City's Preferred Providers, located in the main lobby.

NOTE: All Common Carriers and Van Lines should check-in at the Marshalling Yard. Certified Weight Tickets must accompany all shipments.

Warehouse Shipping Address:
Exhibiting Company Name / Booth #
STAR WARS Celebration
C/O FREEMAN
3456 E. MIRALOMA AVE
ANAHEIM, CA 92806

Freeman will accept crated, boxed or skidded material beginning **April 25, 2022** at the above address. Material arriving after **May 17, 2022** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:
Exhibiting Company Name / Booth #
STAR WARS Celebration
C/O FREEMAN
ANAHEIM CONVENTION CENTER
1850 WEST ST
ANAHEIM, CA 92802



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 26 OF 31

Freeman will receive shipments at the exhibit facility beginning **May 24, 2022**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (714) 254-3410.

Please note: All items and materials that must be brought into the facility are subject to Material Handling

Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

SMOKING AREAS

The Anaheim Convention Center is a non-smoking Facility. Smoking is only allowed on the balconies, terraces and other exterior areas of the Facility.

SOUND LEVELS

Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show management will exercise their right to provide and maintain a fair exhibiting environment to all customers. Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other Exhibitors. Any audio equipment (i.e., sound system, audio from a video wall, microphones), whether in the booth or as part of a display, may not exceed a sound level of eighty-five (85) decibels.

Star Wars Celebration will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints.

SPECIAL EFFECTS/SPARKULAR/FIREWORKS

The use of any of these products in the City of Anaheim requires a license from the California State Fire Marshal's Office. For more information, please contact tradeshowsinspector@anaheim.net.

STORAGE

Literature and product handouts shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No more than a 1 day supply of combustible storage is allowed beneath tables and in storage rooms. No storage of any kind will be allowed behind curtains, walls or on electrical cords of booths in any facility.

TELEPHONE & DATA/NETWORKING SERVICES

Tenant and Exhibitor telecommunication services, voice, data, and internet access, wired and wireless data and internet service, networking, and custom configuration services, cable TV, and connectivity to such services are provided exclusively by **Smart City Networks**.

TIPS

City employees are prohibited from accepting monetary tips or gratuities.



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 27 OF 31

TWO-STORY BOOTHS (ONE OR MORE STAIRCASES)

ITEMS REQUIRE AN EXHIBITOR PERMIT: A PERMIT SHALL BE SUBMITTED FOR APPROVAL A MINIMUM OF 14 DAYS PRIOR TO SHOW OPENING - Submit booth diagrams that includes a wet stamp from a California Licensed Structural or Civil Engineer. Provide on the Exhibitor Permit: 1) the live load per square foot (provided by engineer) and square footage of the second floor (or any floors above floor level). 2) the width of each staircase and 3) any doors, walls or room separations or setups on the upper levels. Booths that do not have approval from Anaheim Fire & Rescue shall not be occupied or have storage on the second floor.

VEHICLES INSIDE THE FACILITY

Prior to allowing Exhibitor vehicles inside the Facility for the purpose of loading / unloading, Tenant must obtain permission from Facility Management. All such vehicles must be attended while in the Facility and may not be allowed to have motors running while stationary. All such vehicles must be removed from the Facility prior to opening of the Event.

The use of electric carts, motorized equipment and bicycles is restricted to show management and employees of the Official Contractor(s), City of Anaheim and Exclusive and Preferred Contractors. Use of these vehicles is permissible only during Non-Public Hours.

The use of electric carts, motorized equipment and bicycles is prohibited in all carpeted and / or terrazzo areas unless prior permission has been granted by Facility Management and floor coverings including but not limited to, the carpet and terrazzo have been thoroughly protected by masonite and plastic sheeting or other materials. Please consult your Event Manager for clarification. (See also Exhibits: Excluded Areas.)

All liquid or gas fueled vehicles, and gasoline/diesel-powered equipment for display shall have batteries disconnected, fuel supplies at 1/4 tank or 5 gallons, whichever is less, and be furnished with locking gas caps or caps sealed with tape. Contact the Tradeshow Inspector for alternative fueled vehicles.

VENDOR INVOICES

Show Management will have personnel on hand throughout the course of the show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our show representatives before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at the Convention Center.



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 28 OF 31

CITY OF ANAHEIM



ANAHEIM FIRE & RESCUE
Community Risk Reduction Division
201 S. Anaheim Blvd., #300
Anaheim, CA 92805
(714) 765-4040
tradeshowsinspector@anaheim.net



EXHIBITOR SPECIFICATIONS & REQUIREMENTS

References: California Fire Code, California Building Code

Booth Requirements

All exhibit booths shall be constructed with non-combustible or limited-combustible materials. Wood booths must be 1/4 inch thick or greater.

Covered ceiling structures or enclosed rooms, including tents or canopies shall have one smoke detector placed on the ceiling for every 900 square feet.

Electrical appliances and cords must be U.L. approved. All temporary electrical wiring will stay accessible and be free from debris and storage materials. Hardback booths must be at least 9 inches from rear booth boundary line. Gas appliances must be A.G.A. approved.

Fire Equipment: Exhibit Halls, Meeting Rooms & Lobbies:

Storage, booth construction, easels, chairs and signs shall not block access to any fire/life safety equipment and shall not impede exit access, exit doors or aisles. Fire equipment, fire strobes, fire speakers, fire signage and fire extinguishers shall not be concealed and shall remain visible and unobstructed at all times.

Storage

Literature and product handouts shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No more than a 1 day supply of combustible storage is allowed beneath tables and in storage rooms. No storage of any kind will be allowed behind curtains, walls or on electrical cords of booths in any facility.

Decorative Material & Furniture

All drapes, fabrics, netting, succulent/plant walls or faux boxwood hedge walls and materials that are used for booth separation are required to be flame resistant. Canvas tents, canopies, awnings, curtains,



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 29 OF 31

straw, hay, inflatables, fabrics and materials are also required to be flame retardant. A copy of the California State Fire Marshal flame proof certificate must be provided to the Anaheim Fire & Rescue. If a California State Fire Marshal flame proof certificate is not provided, a sample of the material or product must be submitted to the Anaheim Fire Department for fire testing. If at any time it is determined that the material or product is not flame retardant, the materials shall be removed prior to show opening. Foam furniture in sprinklered areas shall meet TB 117 requirements. Foam furniture in unsprinklered areas shall meet TB133 requirements.

Cooking Appliances

Operation of any electrical cooking appliances, i.e. ovens, stoves, grills, hot plates, deep fryers, skillets, etc. and all demonstrations using these appliances must be isolated away from the public or be protected with a clear plastic shield. The shield must be placed along the front and the sides of the appliance. An Exhibitor Permit is required for the use of propane, butane, deep fryers, CO2 and Nitrogen used for food or beverage dispensing or any other compressed gas cylinders. **These requirements do not apply to microwave ovens, coffee pots, rice cookers, crockpot's, popcorn wagons or sterno used with chaffing dishes.**

Heat-Producing Equipment

Operation of any welding equipment, soldering device, etcetera, requires protection around equipment so it will not cause injury to the public during demonstration. All items shall be placed on a non-combustible surface. Approved welding screens will be required for welding equipment. **See permit section for compressed gas, natural gas, propane and butane.**

Machinery

Operation of any electrical, mechanical, or dust-producing equipment, which incorporates moving parts or could cause injury to the public require protection around machinery for the viewers' protection if safeguards are not currently in place. **This does not apply to normal electrical appliances such as lamps, computers, radios, etc.**

Candles

Use of any decorative candles for sale in booth space must be securely supported on a substantial non-combustible base so located as to avoid danger of ignition of combustible materials or tipping over. The candle flame shall be protected by a non-combustible container.

Vehicles

All liquid or gas fueled vehicles, and gasoline/diesel-powered equipment for display shall have batteries disconnected, fuel supplies at 1/4 tank or 5 gallons, whichever is less, and be furnished with locking gas caps or caps sealed with tape. Contact the Tradeshow Inspector for alternative fueled vehicles.

Helium

Helium cylinders shall be secured to a fixed object with one or more restraints or on a cart or other mobile device designed for the movement of compressed gas containers.



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 30 OF 31

Fireplaces

All appliances shall be U.L. approved and a protective screen shall be provided in front of the fireplace if used with natural gas or gel fuel cans. A maximum of two 13 ounce gel fuel cans per fireplace may be used. Natural gas connections provided at the Anaheim Convention Center shall be conducted by a licensed plumbing contractor and requires an Exhibitor Permit.

Special Effects/Sparkular/Fireworks

The use of any of these products in the City of Anaheim requires a license from the California State Fire Marshal's Office. For more information, please contact tradeshowinspector@anaheim.net.

THE FOLLOWING ITEMS REQUIRE AN EXHIBITOR PERMIT:

A PERMIT SHALL BE SUBMITTED FOR APPROVAL A MINIMUM OF 14 DAYS PRIOR TO SHOW OPENING

Flammable or Combustible Aerosols/Liquids

Describe the use and amounts for each day of the show on the Exhibitor Permit form. Include the Safety Data Sheet (SDS) for the product. Quantities may be limited by Anaheim Fire & Rescue. **All flammable or combustible aerosol containers used for display purposes, must be empty.**

Compressed Gas/Hazardous Materials

Describe the use and amounts for each day of the show on the Exhibitor Permit form. Provide the cubic feet of each cylinder, how many cylinders per day you will need and how it will be used in your booth. Include the Safety Data Sheet (SDS) for each product. Quantities may be limited by Anaheim Fire & Rescue. Delivery and pick-up of cylinders to the exhibit booth or space shall be regulated by the general service contractor. **Natural gas connections shall be conducted by a licensed plumbing contractor.**

Open Flame

Describe the product used to create open flame and description of demonstration. Ear candles require a permit and description of how it will be used and what safety precautions will be taken. **A permit is not required for the use of candles in a tradeshow (refer to candle section). Sterno does not require a permit when used with chaffing dishes.**

Propane or Butane

Describe the use on the Show Permit form. Propane and Butane will be limited to two-17 ounce containers.

Two-Story Booths (One or More Staircases)

Submit booth diagrams that includes a wet stamp from a California Licensed Structural or Civil Engineer. Provide on the Exhibitor Permit: 1) the live load per square foot (provided by engineer) and square footage of the second floor (or any floors above floor level). 2) the width of each staircase and 3) any doors, walls or room separations or setups on the upper levels. Booths that do not have approval from Anaheim Fire & Rescue shall not be occupied or have storage on the second floor.



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

[STAR WARS CELEBRATION FAQ'S](#)

PAGE 31 OF 31

To Request this brochure in an alternative format, please call (714) 765-4040 or TTY (714) 765-5125. The City prohibits discrimination on the basis of race, color or national origin in programs, services and activities.