



The safety of our attendees and exhibitors is our utmost priority! Compliance with the fire marshal regulations and installation guidelines, as outlined below, must be maintained at all times.

Important Installation Guidelines:

- No demo rides permitted from inside the building
- All bikes/trikes/trailers MUST be within purchased booth space during installation services. Fire marshal regulations permit ONLY moving vehicles in the aiseways. No bikes/trikes/trailers are permitted to be parked outside of exhibitor booth space. If additional space is needed, you must contact us to secure additional square footage.
- Bikes are NOT permitted to bounce from one exhibitor to the other. They must exit the facility and reenter at their appointed, scheduled time.
- Attendees are not permitted to leave their bikes unescorted in the docks area. They must be with their bikes at all times. Allow enough time between appointments to keep waiting to a minimum for the attendees/customers.
- Please give direction to the attendees on how to get to your booth. They will be entering the facility from a different location and it's easy to get turned around in a hall of this size. Refer to aisle signs (hanging in each aisle).
- Show management will monitor booths and send in customers when a bay is available within the booth space. Please understand that if you are full and have someone waiting, we can NOT send in the waiting customer until there is availability. Show management will do their best to communicate with each exhibitor through this process.
- There will be NO stacking, prepping, staging of bikes/trikes/trailers in the aisleway. If any of these are stopped in the aisleway, they will be asked to leave the facility until space is available within your purchased space.
- Make attendees aware that if they leave their bikes in your booth, you can not service other customers. If they leave their bike and don't come back for it, your business will be shut down until the bike is moved, simply for lack of work space. Per fire marshal regulations, we can not allow any service work, or parked finished bikes, in the aisleway or in the outside service entrance/dock space.
- Service Passes must include company name and appointment time. Passes will be collected from each customer upon exiting the building.
- **Any companies working after show hours must check-in at the Exhibitor Service Desk. Attendees are NOT permitted to stay with their bikes after hours as there is *no release of bikes until the next day during show hours!***
- ALL attendees must have a wristband for the *current day* of service. If an appointment is scheduled for the following day, the attendee either needs to have a full-registration wristband or a two day-pass that qualifies for the following day. If they do not have a wristband for the day of service, the attendee must purchase a wristband or the exhibitor must purchase on behalf of the attendee.