

EXHIBITOR KIT

MAY 1-5, 2017

ROOMESCAPESHOW.COM

TRANSWORLD
PRESENTS

PHONE: 847-453-4285

FAX: 847-453-9472

ROOM ESCAPE CONFERENCE & TOUR

FEATURING ESCAPE ROOMS, INTERACTIVE EXPERIENCES & REALITY ENTERTAINMENT

LOCATION

Conference & Event Center Niagara Falls (USA Side)
101 Old Falls St.
Niagara Falls, NY 14303
(716) 278-2100

SHOW HOURS

Trade Show Floor Hours:

Tuesday May 2nd 9:00 am - 7:00 pm
Wednesday May 3rd 9:00 am - 3:00 pm

Conference Hours:

Monday May 1st 12:00 pm - 5:00 pm
Tuesday May 2nd 11:00 am - 5:00 pm
Wednesday May 3rd 11:00 am - 3:00 pm

Exhibitor Move In Hours:

Monday May 1st 10:30 am - 9:00 pm
Tuesday May 2nd 7:00 am - 9:00 am

Exhibitor Move Out Hours:

Wednesday May 3rd 3:00 pm - 9:00 pm

Exhibitor Desk/Registration Hours:

Monday May 1st 8:00 am - 5:00 pm
Tuesday May 2nd 7:30 am - 5:00 pm
Wednesday May 3rd 7:30 am - 5:00 pm

Seminar Hours:

Tuesday & Wednesday, May 2nd & 3rd
Early Bird Seminar 8:30 am - 9:30 am
2 Concurrent Seminars 11:00 am - 12:00 pm
Break 12:00 pm - 12:30 pm
2 Concurrent Seminars 12:30 pm - 1:30 pm
2 Concurrent Seminars 1:45 pm - 2:45 pm
2 Concurrent Seminars 3:00 pm - 4:00 pm
2 Concurrent Seminars 4:15 pm - 5:15 pm

OFFICIAL CONTRACTORS

Please review the following Contractor's Exhibitor Kits for all of your booth needs:

General Contractor: Great Lakes Events

Deadline for discounted pricing: April 17, 2017

Phone: (585) 458-2200

Fax: (585) 458-5087

Email: csr@greatlakesevents.com

All other services such as electric, wifi, air, etc. can be ordered from the Conference & Event Center

Deadline for discounted pricing: April 24, 2017

Contact Ashleigh Frieday

Phone: (716) 278-2178

Fax: (716) 278-0008

Email: ashleigh_frieday@comcastspectacor.com

KEY CONTACTS

Please contact Show Management at any time with questions regarding your exhibit space, show schedule, registration or marketing opportunities.

ROOM ESCAPE CONFERENCE & TOUR

1001 Green Bay Road, Suite 308 TF: (888) 320-8494

Winnetka, IL 60093

F: (847) 453-9472

www.roomescapeshow.com

MANAGEMENT

PRESIDENT Jennifer Braverman W: (847) 453-4285 jen@haashow.com

C: (847) 323-5109

VICE PRESIDENT Rich Bianco W: (847) 453-4285 rich@haashow.com

C: (412) 812-1773

OPERATIONS Stephanie Geitner W: (847) 453-4285 stephanie@haashow.com

MARKETING Claire Adair W: (847) 453-4285 claire@haashow.com

To help ensure the safety and security of all persons in the exhibit hall, TransWorld's Room Escape Conference & Tour, the general contractor and the exhibit hall put the following Exhibit Rules & Regulations together. If at any time you have a question or concern regarding the Exhibit Rules & Regulations, please contact TransWorld's Room Escape Conference & Tour at (847) 453-4285.

AGREEMENT TO RULES & REGULATIONS

By participating in **TransWorld's Room Escape Conference & Tour**, exhibitors are responsible for compliance with all exhibit hall, general contractor and TransWorld's Room Escape Conference & Tour rules & regulations. Please familiarize yourself with all rules and regulations. The general regulations governing TransWorld's Room Escape Conference & Tour are printed on the back of your exhibit space contract.

CODE OF CONDUCT

We expect all Exhibitors in TransWorld's Room Escape Conference and Tour (RECAT) to engage in respectful, considerate behavior towards each other and refrain from engaging in behavior or speech that is demeaning, discriminatory or harassing in any manner.

TransWorld's Room Escape Conference and Tour's Code of Conduct defines unacceptable behavior as behavior that includes (but is not limited to) the following:

- Creating a disturbance that is dangerous or interferes with the ability to transact business on the show floor, or creates apprehension in another person.
- Engaging in any aggressive or unwanted physical contact with other vendors, attendees and/or general staff.
- Making defamatory, harassing or demeaning remarks.
- Use of profanity, sexually explicit/suggestive or offensive language, racial, religious or ethnic slurs.

Unacceptable behavior will not be tolerated in the facility, on the show floor or at any RECAT events. Participants determined to be in violation of these policies in the sole discretion of management will be asked to immediately discontinue their inappropriate behavior. If the behavior continues, management reserves the right to take immediate action to bar the attendee or the exhibitor from further participation in the RECAT without the right of refund for unused days of attendance, seminar or event tickets, or any booth fees or any costs associated with the trade show.

AISLES

All aisle space belongs to Show Management. No exhibit display, product or equipment will be allowed to extend beyond the space assigned to the exhibitor. This also prohibits extending items in the air over aisles (i.e., banners, display trusses, vehicle arms, scaffolding, etc.). If you are interested in purchasing sponsorship above your booth or across the aisle, contact Jen Braverman at jen@haashow.com.

EXHIBITOR INFORMATION PACKET

All exhibitors must pick up and sign for their Exhibitor Information Packet at the Registration Desk before booth setup.

BADGES AND WRISTBANDS

Every person on the exhibit floor must wear an Exhibitor Badge & Exhibitor Wristband at all times. Please see additional information on this topic on page 5 of this kit.

CERTIFICATE OF INSURANCE

All exhibitors at TransWorld's Room Escape Conference & Tour are required to supply a Certificate of Insurance for general liability. Exhibitors will not be allowed onto the show floor until a Certificate of Insurance is presented to TransWorld.

TransWorld's Room Escape Conference & Tour, its employees and contractors are not responsible for any loss to exhibitor by reason of theft, transportation perils, fire, breakage, etc. **TransWorld's Room Escape Conference & Tour** requires each exhibitor to carry liability insurance in an amount not less than \$1,000,000 bodily injury and property damage combined. Show management requires exhibitors to file a Certificate of Liability Insurance naming TransWorld's Room Escape Conference & Tour and TransWorld Trade Shows, LLC as additional insured. Please make sure that your COI is valid for move in, trade show and move out dates. Exhibitors displaying or demonstrating rides must also supply a Certificate of

Insurance that includes coverage for rides, both static and moving, as well coverage for audience participation, games and events. Exhibitors that will have a vehicle in their booth must also supply a Certificate of Insurance for Vehicle / Comprehensive General Liability. All certificates must be uploaded into the Exhibitor Directory Online Form by **April 3, 2017**. You will receive a custom URL to access your Directory Form and upload your certificate. Please see Page 6 for a sample Certificate of Insurance.

SALE OF MERCHANDISE

Exhibitors making retail sales in Illinois are required to report and pay all taxes due based on their total receipts within 10 days of the close of the exhibit. Illinois Special Event Tax Collection Report and Payment Coupons will be available at the show. The current tax rate in Niagara Falls, NY is 8.75%.

DAMAGE TO PROPERTY

The exhibitor is liable for any damage caused to building floors, walls or columns, to standard booth equipment or to other exhibitors' property. The exhibitor may not apply paint, lacquer, adhesives or other coatings to building, floors or to standard booth equipment. The exhibitor may also not drill, drive nails or screws into or otherwise damage building, floors or booth equipment.

DEMONSTRATIONS AND SPECIAL EVENTS

All demonstrations, interviews, and special activities must be contained within the limits of an exhibitor's assigned exhibit space. Distribution of printed material outside your assigned exhibit space is prohibited, unless approved by Show Management. Special events must be coordinated with Show Management. Under no circumstances will special events be permitted to conflict with official show hours. **No promotional activities or marketing activities may be conducted in the parking lot or in surrounding areas outside the exhibit hall during the show.**

DISABILITY PROVISIONS

Exhibitors shall have sole responsibility for ensuring that their exhibit is in full compliance with the Americans with Disabilities Act and any other regulations implemented by that Act.

DISMANTLING OF BOOTH

Exhibitors' display and product may not be dismantled and packed in preparation for removal prior to the official closing of the show. Move-out and dismantling of display material and equipment cannot begin until the show floor has been cleared of attendees. Opening of freight doors will not proceed until the official closing of the show.

EARLY BOOTH BREAKDOWN PENALTY

Exhibitors may not start to break down their booths until 3:00 pm on Wednesday, May 3rd. Exhibitors caught breaking down their booth before that time will be charged a \$500 penalty, which must be paid before being allowed to book a booth for 2018.

ATMOSPHERIC PRODUCT RULES

There will be no atmospheric products allowed to be dispersed on the show floor.

FIRE REGULATIONS

All display materials must be fire resistant or treated with flame retardant solution to meet requirements of the standard flame test as provided in the local municipal code for fire protection. No obstruction, such as chairs, tables, displays, easels or stanchions, will be allowed to protrude into the aisles. Access to all four sides of the hall columns must be maintained. Each exhibitor is charged with the knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in the show. Compliance is mandatory and the sole responsibility of each exhibitor. **Storage behind booth space is a fire hazard and will not be permitted.**

FIRE HOSE CABINETS, PULL STATIONS, AISLES, EXITS, LOADING DOCKS, DOORS & RAMPS

Each of these must be visible and accessible at all times, including inside exhibit space. Chairs, tables, product and display equipment must be kept clear of aisles, corridors, stairways and other exits.

MUSIC

All exhibitors agree to obtain necessary licenses to play or perform live or recorded music and agree to defend, indemnify and hold harmless Show Management from any damages or expenses incurred by Show Management due to exhibitors use or authorization of use of such music.

SOUND LEVEL

Exhibitors must keep sound levels in their booth space to a reasonable level during the show. TransWorld's Room Escape Conference & Tour reserves the right to determine when excessive sound, music or other display activities interfere with other exhibitors' ability to conduct business. A reasonable level of below 80db will be enforced. Decibel levels will be monitored on the show floor during all show days.

SAFETY DEVICES

All exhibitors agree to accept full responsibility for compliance with national, state and city regulations in the provision and maintenance of adequate safety devices on all exhibited equipment. Exhibitors also agree to comply with all exhibit hall Fire & Safety regulations. If planning a demonstration of equipment, please notify show management by April 3, 2017.

SHOW REGULATIONS

Exhibitors shall abide by and observe all laws, rules and regulations of the the United States, State of New York, City of Niagara Falls, Conference & Event Center Niagara Falls, Great Lakes Events and TransWorld's Room Escape Conference & Tour. Exhibitors shall observe and abide by additional regulations as published in this Exhibitor Service Kit.

SPECIAL SERVICES

Please contact TransWorld's Room Escape Conference & Tour if you or a member of your staff has a disability that requires special services. Please submit your request in writing to Stephanie Geitner at stephanie@haashow.com or call (847) 453-4285 / fax (847) 453-9472. Wheelchairs & scooters can be rented from Health System Services by calling (716) 283-2339 or visiting www.healthsys.net/contact-us.

MATERIAL HANDLING INFORMATION: OPTIONS FOR MOVING FREIGHT IN/OUT

Self Delivery – You are welcome and encouraged to bring in your merchandise and displays. The Niagara Convention Center is a union-friendly hall which means that you do not have to pay for union help unless you request it or hire help outside your company to perform labor at the conference. This means that you can perform all labor on your own with your own employees at no extra cost from the union. If you choose to hire local labor you would be required to use the union instead of an outside source. There are large ground level overhead doors to bring in product. We recommend bringing your own 2-wheel dollies if possible.

Shipping to the convention center – If you need to ship your product to the convention center you must schedule it to arrive on the setup day. Shipments CAN NOT arrive any earlier than this as we do not have access to the hall and it will not be accepted. Shipments to the convention center WILL BE CHARGED DRAYAGE by our decorator, Great Lakes Events, at their current rates.

Please be sure to read Great Lakes Event's Exhibitor Kit and important pages such as the Show Information Page and Material Handling and Freight Service Page. Please work closely with your freight carriers to insure compliance with shipping deadlines both in and out of the Niagara Conference & Event Center. Shipping information as well as deadlines and labels can be found on pages 12-19 of the Great Lakes Events Exhibitor Kit.

The online forms must be completed by April 3, 2017

Each exhibitor will receive a unique URL via email that will direct you to the Online Directory form. Please fill out your company information, staff badge names and upload your Certificate of Insurance form to the Exhibitor Directory online form. This information will be used for the official RECAT Show Directory and to issue staff badges for your company. As a reminder, badges must be picked up on-site at the Exhibitor Registration counter; they will not be mailed to you. Each employee working a booth must pick up their own badge and show a photo ID. Online Directory forms must be completed by April 3, 2017 and you will receive a reminder email periodically until you complete the Directory and check the box labeled "I confirm that my Directory information is now complete." Once you have completed all sections in the Online Directory form you will receive an email letting you know that this form has been completed and submitted.

BADGES AND WRISTBANDS

Badges and wristbands will be required to access the show floor at all times. Temporary staff badges will be available inside the dock doors; you may wear these temporary badges until you come up to the registration counter to pick up your permanent badges. Every person on the exhibit floor must wear an Exhibitor Badge & Exhibitor Wristband at all times. A photo ID will also be required each time you enter the show floor. Security will be checking each and every person at the dock and lobby doors. There will be no exceptions to this policy.

- 4 Exhibitor Badges will be issued per FIRST 10' x 10' booth reserved
- 1 Exhibitor Badge will be issued per each additional 10' x 10' booth reserved

The online directory form must be completed by April 3, 2017. Please be sure to pick up a temporary Exhibitor Badge near the dock when you arrive. You may pick up your Exhibitor Badges on site at the Exhibitor Registration Counter starting Monday, May 1st at 8:00 am. **A photo ID must be presented for each badge picked up.**

Please Note: There is a \$25 replacement fee per badge or wristband.

Please Note: If your company fails to fill out the online directory form your company information will be uploaded from our database for the RECAT show directory only. TransWorld Trade Shows and the TransWorld's Room Escape Conference & Tour will not be responsible for errors or omissions in the Show Directory.

Certificate of Insurance information can be found on Page 2 & Page 6 of this Exhibitor Kit. All exhibitors at any TransWorld Trade Shows event are now required to supply a Certificate of Insurance for general liability. Exhibitors will not be allowed onto the show floor until a COI has been presented to TransWorld.



DONAT-1

OP ID: LA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/06/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Donat Insurance Services, LLC 7081 Hwy 58 New Lisbon, WI 53950 Kenneth D. Donat	608-847-2604	CONTACT NAME: Kenneth D. Donat PHONE (A/C, No, Ext): 608-847-2604 FAX (A/C, No): 608-847-7733 E-MAIL ADDRESS: Ken@DonatInsurance.com	INSURER(S) AFFORDING COVERAGE Insurance Company NAIC #
INSURED Insured Name Insured Address	INSURER A : INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	POLICY #	04/30/2017	05/05/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GENL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Room Escape Conference & Tour - May 1-3, 2017
 Location: The Conference Center Niagara Falls
 The Certificate Holder is listed as Additional Insured with respect to General Liability coverage within the operation of the Named Insured during the policy period.

CERTIFICATE HOLDER

TRANSWO

TransWorld Trade Shows, LLC
 1001 Green Bay Road #308
 Winnetka, IL 60093

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Below is a sample screenshot of the form you'll see at your custom URL:

If you are exhibiting in more than one TransWorld show, please select # from the dropdown below:

Select Directory: Room Escape Conference & Tour, May 1-5, 2017

Online Directory Form - MUST BE COMPLETED BY April 3, 2017

Room Escape Conference & Tour, May 1-5, 2017

▼ Directory Information - please complete by April 3, 2017

Primary Contact	<input type="text"/>	Website	<input type="text"/>
Directory Email	<input type="text"/>	Directory Address	<input type="text"/>
Directory City	<input type="text"/>	Directory State	<input type="text"/>
Directory Postal Code	<input type="text"/>	Directory Country	<input type="text"/>
Directory Phone	<input type="text"/>	Directory Fax	<input type="text"/>
Directory Toll Free	<input type="text"/>		

▼ Exhibitor Badges - This form is for employees working the booth only. Each individual needs to pick up their own badge at the registration counter during event set. Please note that you will need to show your ID to pick up your badge. Badges will not be mailed. Please complete by April 3, 2017.

For 1 10x10 space you receive 4 badges, every 10x10 space after that you get 1 badge.

Additional badges purchased in advance are \$25 and on site are \$30. Please note you must be employed by the company to receive an exhibitor badge. Please email Jen@taashow.com if you need to purchase additional badges.

Exhibitor Badges #1	<input type="text"/>	Exhibitor Badges #2	<input type="text"/>
Exhibitor Badges #3	<input type="text"/>	Exhibitor Badges #4	<input type="text"/>
Exhibitor Badges #5	<input type="text"/>	Exhibitor Badges #6	<input type="text"/>
Exhibitor Badges #7	<input type="text"/>	Exhibitor Badges #8	<input type="text"/>
Exhibitor Badges #9	<input type="text"/>	Exhibitor Badges #10	<input type="text"/>

▼ Upload Exhibitor Forms - The Certificate of Insurance Form is Mandatory for all Exhibitors - please complete by April 3, 2017

Choose File No file chosen

▼ This section required to complete Directory - due by April 3, 2017

I confirm that all of the Online Directory Form information is complete

Make any adjustments to your company information in this section

Enter the names of the personnel that will be working in your booth in this section.

Required forms can be uploaded by clicking on "Choose File"

Your directory entry is not complete until you check this box. Weekly reminders will stop once this is checked.

Our intent is to provide each and every exhibitor a fair sight line. Please refer to the RECAT Display Rules & Regulations. If you would like to request a variance for your booth, please fill out and include diagram for the variance requested. Each request will be reviewed on an individual basis.

DUE: April 3, 2017

Please submit completed form to Stephanie Geitner:

Fax: (847) 453-9472

Email: stephanie@haashow.com

Questions? Please call Jen at (847) 453-4285

COMPANY: _____

BOOTH #: _____ BOOTH CONFIGURATION: _____

PRIMARY CONTACT: _____ TITLE: _____

TELEPHONE: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

- Have you reviewed the RECAT Show Display Rules & Regulations? Yes No
- Will the line-of-sight for neighboring booths be affected by your requested variance? Yes No

Please explain Variance Requested and include diagrams if possible. (Please submit additional page if necessary):

OFFICE USE ONLY

Approved _____ Declined _____ By _____ Date _____

Explanation _____
