

## MEETING ROOM POLICY

The assignment of meeting space to InfoComm exhibitors in the Convention Center will be conducted according to the following guidelines:

Only current InfoComm exhibitors in good standing may apply to reserve available meeting rooms within the Convention Center. Such exhibitors requesting must also meet the following minimum paid exhibit space requirements:

- For meeting space rental of 3-5 days during the InfoComm show week, exhibitors must have a minimum of **1000 n.s.f.** of paid exhibit space contracted and paid for in their company's name on the InfoComm show floor.
- For meeting space rental of 2 days or less, exhibitors must have a minimum of **600 n.s.f.** of paid exhibit space contracted.
- For exhibitors requesting space who have less than **400 n.s.f.** of paid exhibit space, meeting space can only be assigned for 1 day's use or less after all requests from exhibitors with 600 n.s.f. or greater have been filled (those assignments shall be made no later than Monday, March 15, 2021).

**Exhibitors must be in good standing to reserve any meeting space at InfoComm block hotel properties.**

Exhibitors must submit plans for room usage to InfoComm Show Management in writing. InfoComm reserves the right to inspect the meeting room(s) on-site and charge exhibitors the exhibit space rate if room usage does not fall within the criteria stated above. Exhibitors wishing to display product or use a meeting room as a demonstration area must indicate this on the room reservation form.

A floor plan of the meeting room will accompany the room assignment.

**IF** you are not using a "standard set", Floor plans indicating the layout of the room must be submitted to [Janice Reindl](#) at the Orange County Convention Center and CC'd to [Stuart Weiser](#) for Fire Marshal approval prior to **Thursday, April 15, 2021**.

The Orange County Convention Center will provide one **complimentary** standard furniture setup per meeting room (tables and chairs). See Orange County Convention Center Meeting Room Setup Document that will accompany the room confirmation.

After the **Thursday, October 15, 2020**, deadline, exhibitors will receive a written confirmation of their assigned Meeting Room(s) and an invoice. 100% payment of this invoice is due by **Friday, December 11, 2020**. If payment is not received in full by this date, the room will return to inventory and may be reserved by other exhibitors. Rooms reserved after **Thursday, October 15, 2020** will be confirmed upon full payment for the room.



CONFERENCE: JUNE 12-18, 2021  
EXHIBITS: JUNE 16-18, 2021  
ORLANDO, FLORIDA

**Unless informed otherwise, we will expect the exhibitor to take possession of the room(s) on Saturday, June 13<sup>th</sup>**

#### **Cancellation Policy and Force Majeure:**

If assigned Meeting Room is canceled by exhibitor between **Thursday, October 15, 2020**, and **Friday, January 10, 2021**, a 50% refund of the original Meeting Room rental fee shall apply as liquidated damages. Cancellations made by exhibitor after **Friday, January 10, 2021** will forfeit the full room payment amount. All deposits and payments to reserve a Meeting Room are non-refundable and non-transferrable.

In the event of acts of God, acts of terror or threat thereof, war, government regulations or order, disaster, strikes, civil disorder, medical outbreak, public health threats as determined or recognized by the Centers for Disease Control and Prevention, the World Health Organization, or local public health agency, curtailment of transportation facilities, or other emergency disaster, national emergency, or other circumstances beyond AVIXA's reasonable control, making inadvisable, impracticable, illegal or impossible to hold InfoComm, AVIXA may, in its sole discretion, postpone, relocate, or cancel InfoComm and AVIXA will have no liability therefor except as provided in this paragraph.

If InfoComm is postponed, relocated, or cancelled by AVIXA, as permitted by the Meeting Room Contract, the following policies will apply and AVIXA will have no other liability to the exhibitor. If InfoComm is postponed or rescheduled, AVIXA will attempt to provide comparable meeting room(s) in connection with the postponed or relocated exposition and the meeting room fee paid by the exhibitor will be credited to the replacement meeting room(s). If AVIXA is unable to provide replacement meeting room(s), the fee will be refunded to the exhibitor. If InfoComm is cancelled by AVIXA in advance of the exposition, the meeting room fee will be refunded in full to exhibitor.

Food and Beverage utilized within Audio Demo Rooms must be contracted through the Orange County Convention Center's official catering service, Centerplate. Outside food and beverages must not be displayed in the room nor distributed to attendees. If found with outside food or beverages, Centerplate may assess a fee equal to the retail value of the products.

Exhibitor utilizing a meeting room is responsible for all associated costs incurred while using the meeting room including but not limited to material handling, electrical, labor, room setup, re-keying door if keys are lost, signage, security, internet and AV services.

Contact [Freeman](#) to review freight target delivery date, piece count, size, and weight. Freeman can supply the appropriate shipping and label information.

Exhibitors are solely responsible for the security of their equipment and guests' belongings within the meeting room occupied. Security guards may be ordered by contacting Daniel Campos, Century Security at 407-226-1168 (Office) or 407-402-4136 (Cell) or [dcampos@centurytradeshow.com](mailto:dcampos@centurytradeshow.com).