



Exhibitor Rules and Regulations

These Rules and Regulations are part of the binding agreement between the Exhibitor and the Power Washers of North America (PWNA) and International Window Cleaning Association (IWCA). Non-compliance may result in sanctions or penalties as outlined below.

1. APPLICATION All exhibitors must complete and submit the official application form provided by PWNA. Submission of the signed form constitutes an offer, which PWNA may accept or reject. Acceptance and booth confirmation will be provided via email. Booth space is confirmed only upon receipt of signed contract and deposit.

2. BOOTH ASSIGNMENT Booth space is assigned through a lottery system, taking into account seniority (defined as continuous years of exhibiting with membership), date of contract submission, booth size, and timing of payment. Companies under shared ownership may use the highest seniority ranking for space draw. Seniority grants preferred location selection if available but does not allow an Exhibitor to challenge proximity to other Exhibitors. **PWNA reserves the right to rearrange booth layout or reassign locations to enhance the overall flow of the show.**

Booths not assigned during the Annual Booth Drawing will be allocated on a first-come, first-served basis following full payment.

3. SUBLEASING PROHIBITED Exhibitors are prohibited from subleasing, sharing, or allocating any portion of their booth to others. No other company's literature or materials may be displayed or distributed within your booth.

4. EVENT PURPOSE The purpose of this Exhibition is to encourage awareness and demand for cleaning and maintenance products. Admission is limited to established, profit-oriented companies engaged in the manufacturing, marketing, or distribution of related supplies. Rules are to be interpreted to support that objective.

5. DISPLAY GUIDELINES Exhibitors must display only their own manufactured or distributed products. **Public spaces of the exhibit hall, such as aisles, lounges, or rest areas are not to be used for promotional purposes.** Flashing lights and strobes are not allowed. Sound is permitted if it stays within the confines of the booth and doesn't disrupt neighbors. Neon and robotic lighting is allowed if compliant with venue rules and height restrictions. Any truss system must be self-supported on the floor. Prior approval is required for special effects lighting.

6. STAFFING REQUIREMENTS At least one booth representative must be present during all show hours. Staff must be employees of the Exhibitor. Failure to provide staffing may result in penalties, including seniority reduction.

7. REGISTRATION All Exhibitors are required to register officially and pay the appropriate convention registration fees as a condition of participation. This includes all booth staff and representatives who will be present on the show floor. Each registered participant will receive an official badge, which must be visibly worn at all times within the exhibit hall.

Badges are non-transferable and may not be shared. **Exhibitors are prohibited from registering individuals who are not their bona fide employees.** Misuse of badges, including falsifying credentials, providing badges to unauthorized individuals, or otherwise attempting to gain improper access to the exhibit hall, constitutes a serious violation of these Rules and Regulations.

Violators may be immediately expelled from the show and barred from future events. PWNA reserves the right to revoke access without refund, and to impose sanctions including, but not limited to, loss of seniority, forfeiture of exhibit space, and potential termination of membership. Exhibitor waives any claim against PWNA or IWCA for damages resulting from enforcement of this policy.

8. SHOW HOURS Exhibitors are required to remain open during the entire duration of posted exhibit hours. Specific hours will be published in the Exhibitor Manual. All updates will be shared in advance.

9. INSTALLATION/TEARDOWN Booth installation and removal must follow the published schedule. Early breakdown or leaving the booth vacant before the official close time will result in a loss of one year's seniority. Schedule updates will be detailed in the Exhibitor Manual.

10. OUTSIDE EVENTS No meetings, hospitality events, or offsite gatherings involving attendees may take place during show hours. This ensures full show participation. Violators are subject to sanctions under Rule 24.

11. SAFETY AND MATERIALS All decorative materials must be flame retardant and comply with NFPA-701 and 703. Evidence of treatment or samples for testing may be requested. Non-compliant materials are prohibited. Electrical wiring must meet all applicable codes. Storage under tables or behind displays is not allowed. Use of glitter or adhesives on facility surfaces is also prohibited. Helium balloons are not allowed. MSDS sheets are required for any chemicals on display, and hazardous materials require advance written approval.

12. BOOTH CONSTRUCTION Standard booth height is limited to 8'3", perimeter wall booths to 12'. Island and peninsula booths may reach up to 16' with prior approval. Any enclosed or double-decker designs must meet facility safety codes. Hanging signs from ceilings are not allowed. Booths must meet ADA accessibility requirements.

13. SERVICE PROVIDERS PWNA will identify official contractors for shipping, labor, electrical, and furnishings. Exhibitors may not use outside vendors without prior written notice. Exhibitors must follow union labor rules where applicable. A Service Manual will include vendor details and ordering information.

14. FOOD & BEVERAGE Exhibitors may distribute individually wrapped candy or non-alcoholic drinks. Other food and beverage distribution is prohibited.

15. DEMONSTRATIONS Product demos must be conducted within the booth space. Crowding into aisles or other booths is not permitted. PWNA may limit demos that disrupt traffic.

16. COPYRIGHTED MATERIALS Exhibitors must secure licenses for any copyrighted materials used in displays. Exhibitors are solely responsible for violations and must indemnify PWNA and IWCA.

17. NO SMOKING Smoking is strictly prohibited inside the exhibit hall.

18. LIABILITY At the conclusion of the event, Exhibitors are responsible for leaving their assigned space in the same condition it was found. Any damages to the venue, whether structural or cosmetic, will be the responsibility of the Exhibitor.

Exhibitors shall be fully liable for any claims, injuries, or damages resulting from their products, actions, equipment, or staff. This includes—but is not limited to—bodily injury, property damage, death, or legal actions brought by attendees, venue personnel, or third parties.

Exhibitor agrees to defend, indemnify, and hold harmless PWNA, IWCA, the exhibition venue, and their respective officers, employees, agents, contractors, and affiliates from any and all liabilities, claims, judgments, penalties, costs, or expenses (including reasonable legal fees) arising from:

- Use or occupancy of the exhibit space,
- Acts or omissions of the Exhibitor, its employees, agents, contractors, or guests,
- Damage to or loss of any property in the exhibit area,
- Breach of any exhibitor obligation under these rules.

PWNA, IWCA, and the venue assume no responsibility for:

- Any loss or damage to Exhibitor property,
- Personal injuries sustained by Exhibitor staff or visitors at the booth or outdoor demonstrations,
- Any indirect, incidental, or consequential damages,
- Delays or failure in performance caused by circumstances beyond their control.

All Exhibitor materials are considered to remain under the sole custody and control of the Exhibitor, even during transit or temporary storage by contractors.

19. INSURANCE REQUIREMENTS Each Exhibitor must maintain a comprehensive general liability insurance policy with coverage limits of no less than \$1,000,000 per occurrence for bodily injury, death, or property damage. This insurance must be in effect from the time materials are shipped until the booth is dismantled and returned to the Exhibitor's possession.

The policy must:

- Name PWNA and IWCA as additional insureds,
- Cover liability and indemnification responsibilities detailed in these regulations,
- Include coverage for loss or damage due to fire, theft, accidents, and all other potential risks associated with the exhibit,
- Provide evidence of a waiver of subrogation against PWNA, IWCA, their officers, employees, agents, and representatives.

Certificates of Insurance must be made available upon request by Show Management. Failure to comply may result in removal from the exhibition.

Exhibitors are solely responsible for insuring their equipment and materials, including during shipment, on-site handling, setup, event duration, and tear-down. Any insurance coverage for personal injury to staff or third parties on-site must be carried separately by the Exhibitor.

20. SECURITY 24-hour guard service will be provided, starting from move-in to move-out. However, PWNA and IWCA are not responsible for theft, loss, or damage. Exhibitors should secure their materials accordingly.

21. CANCELLATION POLICY Deposits are non-refundable. Cancellations less than 90 days before move-in forfeit all fees. Reductions in size of space are treated as cancellations and may incur full charges.

22. ABANDONED SPACE Unoccupied space after 3:00 p.m. on the final tear-down day may be reassigned without refund unless prior arrangements have been made.

23. RELOCATION DUE TO UNFORESEEN EVENTS If the venue becomes unusable, PWNA and IWCA may relocate the event. If cancellation is necessary, a refund (less \$250 admin fee) will be issued. Exhibitors waive claims for damages against PWNA and IWCA if acting in good faith.

24. ENFORCEMENT AND PENALTIES PWNA has full authority to interpret and enforce these rules. Violations may lead to booth closure, ejection, loss of seniority, future exhibit privileges, or even membership. Exhibitors must comply with all applicable local, state, and federal safety regulations.

25. GOVERNING LAW These Rules and Regulations and the underlying contract for exhibit space shall be governed by and construed in accordance with the laws of Minnesota.

Contact Information:

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International Window Cleaning Association

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