



VMX 2024 General Show Information

SHOW LOCATION AND HOURS

Location

Orange County Convention Center
9899 International Dr
Orlando, FL 32819
www.OCCC.ent

Exhibit Hours

Sunday January 14, 2024 9:00 AM - 6:30 PM
Monday January 15, 2024 9:00 AM - 5:30 PM
Tuesday January 16, 2024 9:00 AM - 5:30 PM
Wednesday January 17, 2024 9:00 AM - 2:00 PM
<https://navc.com/vmx/hours/>

VMX Contacts

NAVC
5144 S Orange Ave
Orlando, FL 32809
www.NAVC.com
www.VMX.com

VMX Exhibit Sales Team

Companies A - M
Kelley Jo Mynatt
KMynatt@NAVC.com
352-244-3730

Companies N - Z
Sean O'Neill
SOneill@NAVC.com
352-244-3702

Molly Hamill
MHamill@NAVC.com
352-244-3733

VMX Sponsorship Team

Contacts for any Sponsored related items

Julie Kittredge	Jamie Laws
JKittredge@NAVC.com	JLaws@NAVC.com
407-446-1519	336-420-5428

Maddie Pursell	Whitney Brockman
MPursell@NAVC.com	WBrockman@NAVC.com
352-375-5672	336-944-2363

VMX OFFICIAL PUBLICATIONS & CONTRACTORS

** Look for the Official Contractor seal (below) before proceeding to booking anything.



GENERAL SERVICE CONTRACTOR

Questions regarding material handling, furniture and carpet rentals, booth, installation & dismantling, labor, hanging signs and any other Freeman forms, can be directed to Freeman. All Freeman information can be found online at www.freeman.com/store

Freeman Exhibitor Support Phone: (888) 508-5054

Contact Us: <https://www.freemanco.com/store/faqs#contactUS>

Order online (discounts available): www.freeman.com/store

REGISTRATION AND LEAD RETRIEVAL

Registration

eShow

Only Primary contacts will be able to register their booth personnel.

Use this link to register

https://register.navc.com/conference/2024/exhibit_staff_registration.cfm

If you have not created a NAVC login, you'll need to create a login. If you have already created one, login as you would normally.

Make sure you are clicking on "**CREATE NAVC ACCOUNT**". This is a new system we are using for single sign on. You need to create your NAVC account even if you already created one years prior.

If you are not the primary contact, once you're logged in it will put you into attendee registration and NOT booth staff registration. If you would like to be the primary in order to register your staff, contact Expo@NAVC.com for assistance.

Lead Retrieval

eShow

Phone: 847-620-449

Email: leads@goeshow.com

HOTEL RESERVATIONS:

VMX official hotel vendor is ConferenceDirect

VMX Hotels

ConferenceDirect

Phone: +1.855.478.4692

Email: VMX@ConferenceDirect.com

Book: www.NAVC.com/Hotels

****Don't fall for fake companies reaching out to you regarding hotel reservations!**

Please make your hotel reservation only at www.NAVC.com/Hotels. We cannot guarantee reservations made elsewhere. Although they may imply otherwise, THESE COMPANIES ARE NOT ASSOCIATED WITH VMX, EXHIBITOR SERVICES OR THE NAVC AND THEY MAY NOT REPRESENT AN OFFICIAL VMX HOTEL. ConferenceDirect is our official hotel booking company. VMX has not contracted with any company other than ConferenceDirect and we cannot guarantee that any other booking company that may contact you is legitimate. Other companies may promise you a reservation that does not exist, and upon arrival at your hotel, you may be told that you do not have a room.

VMX cannot be responsible for any bookings made through any of these other companies.

AUDIO VISUAL EQUIPMENT/EVENT TECHNOLOGY

Freeman

Phone: (888) 508-5054 | Fax: (469) 621-5604

Contact Us: <https://www.freemanco.com/store/faqs#contactUS>

Order online: www.freeman.com/store

BUSINESS SERVICES / FEDEX

FedEx Office – Orange County Convention Center

Located in South Concourse

9899 International Drive

Orlando, FL 32819

Phone: (407) 363-2831

Email: usa3996@fedex.com

CATERING

Orange County Convention Center

Sodexo Live!

Contact: Elvis Perez

Phone: 407-685-5939

Fax: 407-685-9859

Email: elvis.perez@centerplate.com

ELECTRICAL SERVICE (EXCLUSIVE PROVIDER)

Orange County Convention Center

Email: exhibitor.services@occc.net

Phone: (800) 345-9898

• Order online: www.occc.net/exhibitor

FLORIST

Floral Expositions, Inc.

1264 La Quinta Drive, Suite D

Orlando, FL 32809

Phone: (407) 855-0339

Email: orders@floralexpo.net

SHIPPING – FREIGHT FORWARDER

Freeman Exhibit Transportation

Phone - US/Canada Toll Free: (800) 995-3579

Phone – International: (817) 607-5183

Email (US): exhibit.transportation@freeman.com

Email (International): international.freight@freeman.com

INTERNET / TELECOMMUNICATIONS / CABLE TV SERVICE / WIFI (EXCLUSIVE PROVIDER)

SmartCity

Phone: (888) 446-6911

Email: customerservice@smartcitynetworks.com

Order online: www.orders.smartcitynetworks.com

PLUMBING SERVICE (AIR / WATER / DRAIN / GAS)

Orange County Convention Center

Email: exhibitor.services@occc.net

Phone: (800) 345-9898

• Order online: www.occc.net/exhibitor

SECURITY

United Security

Contact: Ex Bechirian

10501 S Orange Ave, Suite 101
Orlando FL 32824
Email: ebechirian@unitedhq.com
Phone: 407-438-1954

SHOW COLORS

EXHIBIT AISLE CARPET COLOR AND DRAPE COLOR (inline booths)

The main aisles will be carpeted in blue. All other aisles will be carpeted in tuxedo. All booths are required to have carpet or management approved flooring.

Each 10' x 10' booth will be set with 8' high blue and white back drape, 3' high blue side dividers.

Each 10' x 10' Not-for-Profit booth will be set with 8' high black and white back drape, 3' high black side dividers.

EXHIBITOR BOOTH FEES INCLUDE:

- Commercial
 - Four (4) allotted badges per 10x10 (or 100 sq. ft.) with an additional three (3) allotted badges will be given per additional 100 sq. ft.
 - One (1) 44"x7" identification sign with company name and booth number.
 - An 8' high back drape and 3' high side drapes.
 - Four (4) lunch vouchers for every 10x10 booth, with an additional three (3) vouchers for every additional 100 sq. ft. (Sunday-Wednesday lunch).
 - Listing in the Welcome Guide (if reserved before December 1, 2022), on NAVC.com, VMX Virtual Expo, VMX Mobile App, or other medium as determined by NAVC.
 - 24-hour Expo Hall perimeter security during exhibit days.
 - Opportunity for increased visibility through sponsorships, advertising and marketing, and VMX Virtual Expo.
 - Access to conference entertainment.
 - Access to Continuing Education with CE credits.
 - Aisle carpet (Color varies based on location). Note: your booth is not carpeted. Booth carpeting/floor covering is mandatory and is the responsibility of the exhibiting company.
 - Aisle cleaning before the show opens and each evening. This does NOT include booth cleaning.
 - Onsite floor managers for your assistance
 - Shuttle bus service will be provided to/from official VMX hotels and OCCC

- Not-For-Profit
 - The same as above, except:

- Two (2) badges per booth with an additional one (1) allotted badge will be given per additional 100 sq. ft.
 - Two (2) lunch vouchers for every 10x10 booth, with an additional one (1) voucher for every additional 100 sq. ft. (Sunday-Wednesday lunch).
- Startup
 - The same as above, except:
 - Two (2) badges per booth.
 - Two (2) lunch vouchers per booth.

EXHIBITOR SERVICE CENTER

The Exhibitor Service Center will be staffed throughout Move-in, Show days and Move-out.

There will be a Service Center in the South Hall, near booth 2801.

Questions regarding material handling, furniture and carpet rentals, booth installation & dismantling, labor, electrical, hanging signs and any other Freeman forms, can be directed to Freeman. www.freeman.com/store

INSTALLATION AND DISMANTLE INFORMATION

Installation and Move-In Hours

Exhibitors will be allowed access to the exhibit hall for set-up during the following hours:

Thursday January 11, 2024	8:00 AM - 5:00 PM
Friday January 12, 2024	8:00 AM - 5:00 PM
Saturday January 15, 2024	8:00 AM - 5:00 PM*

*All booths must be set by 5:00pm, Saturday, January 15, 2024

- EXHIBITORS WILL NOT BE ALLOWED TO SET TRASH IN THE AISLES AFTER 8AM ON SUNDAY, JANUARY 16. ANY EXHIBITOR PLACING TRASH IN THE AISLE AFTER THAT TIME WILL BE CHARGED FOR PORTER SERVICE TO REMOVE THE TRASH.
- Overtime rates will apply 5:00pm to 8:00am on each day of move-in. Overtime rates will apply all day, Saturday, January 15, 2024 and Sunday, January 16, 2024.
- All empty crates will be removed by 8:00pm, Saturday, January 15 to allow for the laying of carpet and completion of exhibit hall preparation on Saturday night and Sunday morning.
- Children Prohibited During Installation/Dismantle - Please note: No one under the age of 16 will be admitted in the exhibit hall during published Move-in and Move-out hours. ABSOLUTELY NO EXCEPTIONS.

Move-In Information

- Advance Warehouse Shipments – Warehouse freight will be moved into the hall first.

- Direct to Show site Shipments – Freight sent directly to the Show site will be delivered to your booth on your targeted move-in day (See Targeted Floor Plan – Shipping & Material Handling).
- Booth Installation “Show Ready” Deadline – Any booth not occupied by 5:00pm, Saturday, January 15 will be considered abandoned (unless show management has been otherwise notified in writing AND has acknowledged the notification in writing).
 - Unoccupied/unfinished space will be forfeited by the exhibitor, and such space may be carpeted into a lounge, resold to a company on the request to move list, or otherwise assigned by NAVC/VMX.
 - Any monies paid will be forfeited without refund of any payment to the exhibitor by NAVC/VMX.
 - If there is a display in the booth and the General Service Contractor must set up the booth or “force the booth”, the exhibitor will be responsible for the cost incurred by Show Management
- Early Dismantle of Booth – Financial Penalty for abandoned booth: Full deduction of all partner points earned for the event.
- Additional Move-In Time – If your company requires additional move-in time, please contact MHamill@NAVC.com for this request.

Dismantling and Move-Out Hours

EXHIBITOR MOVE-OUT

Wednesday January 17, 2024* 2:00 PM - 10:00 PM

Thursday January 18, 2024 8:00 AM - 12:00 PM

*Freeman will begin returning empties as soon as the aisle carpet has been removed from the exhibit floor. Due to the volume of empties and building construction, this process could take 8-11 hours before all empties returned. Please plan labor accordingly.

All exhibitor materials must be removed from the exhibit facility by 12:00pm, Thursday, January 18. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carrier’s check-in by 8:00am, Thursday, January 18. Overtime rates will apply 5:00pm to 8:00am on each day of move-out.

Special Move-Out Notes

- No exhibits or displays can be dismantled, or begin to be dismantled, packed up, broken down etc., before the official close of the Show on Wednesday, January 17, 2024 at 2:00pm.
- Any exhibitor tearing down early will be penalized by full deduction of all partner points earned for the event and participation at future VMX may be jeopardized.
- To ensure an orderly move-out, all necessary labor arrangements for dismantling should be made at the Freeman Service Center during the Show or in advance using the Freeman order form (Freeman Services section).
- Exhibitor-Appointed Contractor labor is not permitted on the show floor until 2:00pm Wednesday, January 17, 2024 and must be properly badged.

- EAC gang boxes and ladders are not permitted on the Show floor until 2:15pm to allow Freeman time to pull the aisle carpet.
- The deadline for removal of display material is 12:00pm, Thursday, January 18.

Move-Out will begin at 2:00pm, Wednesday, January 17, 2024. Although Freeman will make every reasonable attempt to deliver empty crates in an expedient manner, please be advised that it may take 8-11 hours for rolling up of the carpet and empty crate delivery.

Exhibit Hall Access

During installation and dismantle hours, registered exhibitors may enter the exhibit hall by showing their badge to the security personnel. Exhibitor-Appointed Contractor labor personnel must obtain a wristband from the Security Desk. (Please refer to the Exhibitor Appointed Contractors section for details regarding EAC registration and permits).

Exhibitors must pick up their badges by Saturday January 13, 2024.

During the days of the Exposition, exhibitors will be admitted to the Exhibit Hall 2 hours prior to and one hour following official Show hours.

CHILDREN IN THE EXHIBIT HALL

Move-in and Move-out Days:

No children under the age of 16 will be allowed in the exhibit hall during move-in or move-out hours. This includes infants. During move-in and move-out the exhibit hall is a busy and sometimes dangerous place to be. Forklifts, crates, heavy boxes, and equipment all pose potential hazards. NAVC/VMX will strictly enforce this policy to ensure a safe move-in and move-out. No exceptions will be made under any circumstances.

Show Days:

Children may enter the Expo Hall with a badge, if accompanied by a registered adult at all times.

CLEANING EXHIBIT SPACES

Show Management provides aisle cleaning and cleaning crews for general exhibit hall clean up before the opening of the Show and each evening. Exhibitors must arrange, at their expense, for their own individual booth cleaning (www.freeman.com/store).

Please be advised that while carpet, whether exhibitor provided or ordered from the decorator is installed clean, debris from set up and daily traffic may necessitate cleaning prior to Show opening and daily.

CRATE REMOVAL, STORAGE AND RETURN

Freeman provides removal, storage, and return of empty crates, boxes, and cartons. "Empty" stickers will be available at the Exhibitor Service Center. Crates and boxes displaying an "empty" sticker will be removed and stored until the close of the Exposition. At the close of the Show, the crates and boxes will be returned to your booth. The Convention Center prohibits the storage of materials behind your booth.

EXHIBITOR APPOINTED CONTRACTORS (EAC)

Any Exhibitor requesting the use of labor services other than those provided through the official service contractor must provide proof of liability insurance to the NAVC by **December 1**. Must also provide the following information with the written request: (1) name and address of the contractor; (2) name of the supervisor to be in attendance, (3) certificate of insurance with limits satisfactory to the NAVC. The Hotels, Freeman and NAVC are to be named as additional insured, (4) description of the work to be done, (5) evidence of any and all business permits and/or licenses that may be applicable by the State, County, or local authorities with respect to the work performed, and (6) the Exhibitor's name and booth number. The Exhibitor using an EAC agrees to indemnify and hold harmless the NAVC, Freeman, the Hotels, and their respective officers, directors, staffs, employees and agents and all official contractors from any and all liability of losses for any act, complaint, damage, or loss to any other Exhibitor, the Exhibit Hall, the property of any contractor or any consequential damages arising out of any such act or loss from the time the independent EAC first arrives at the Exhibit Hall until the final move-out is complete. The Exhibitor further agrees that the NAVC may prohibit the EAC from working in the Exhibit Hall if they do not fully comply with all rules and regulations set forth herein. Once written permission has been granted by the NAVC, the Exhibitor/IP agrees to provide a copy of these rules and regulations to the EAC.

EXHIBITOR BADGE PRICING

- **COMMERCIAL BOOTH:** Four (4) complimentary badges will be provided for every 100 sq. ft. (10x10) of Exhibit Space purchased. Each additional 100 sq. ft. receives three (3) complimentary badges.
- **NOT-FOR-PROFIT BOOTH:** Two (2) complimentary badges will be provided for every 100 sq. ft. (10x10) of Exhibit Space purchased. Each additional 100 sq. ft. receives one (1) complimentary badge.
- **STARTUP BOOTH:** Two (2) complimentary badges will be provided for every Exhibit Space purchased.

Additional badges above allotment are available for purchase. Pricing coming soon.

*Additional badge fees are subject to change at the discretion of NAVC.

Exhibitor Allotted Badges include education sessions, CE and entrance to entertainment events; an add-On fee can be purchased to access the VMX 2024 virtual event with CE. Without CE (for the fee identified in number III above).

GUEST badges are available onsite for guests or family members for a fee of \$100. Exhibitor guest badges are not permitted to work in the Exhibitor's Exhibit Booth or solicit business inside the Hall or elsewhere in the OCCC. Exhibitors must register his or her guest in person. Photo ID required. This badge provides access into the exhibit hall and general evening entertainment only -- no lunch or CE. Limit one (1) adult badge and one (1) minor badge per allotted badge.

MARKETING AGENCY badges are available for purchase upon request. Access will be allowed in CE sessions to support NAVC sponsors only. Requests to attend VMX as a marketing agency representative must be emailed to Expo@NAVC.com.

Exhibitors wearing badges may enter the Exhibit Hall 2 hours before opening and 1 hour following closing. If other access is necessary, the NAVC Exhibits staff must be contacted and special arrangements made.

Due to security regulations, Exhibitors may be asked to present photo ID to receive badges.

An Exhibitor's badge is non-transferable. Each representative of an exhibiting company must wear the official badge at all times while in the Expo Hall, including setup or dismantling. Wristbands will be provided to approved exhibitors during move-ins and set-up. Each Exhibitor must have his/her name badge displayed to enter the Expo Hall and to attend the NAVC lectures in the conference meeting rooms.

LOST Badges Badge replacement is limited to one (1) badge per person per company. An administrative fee of \$100 will be charged for every badge replacement. Once a badge replacement has been issued, any additional badge replacement will be charged at a full price. These fees are subject to change without notice.

FOOD AND BEVERAGE

All food & beverage for distribution to attendees must be purchased and arranged in advance through the OCCC Catering Service. The Exhibitor is requested to advise NAVC of any irregularities observed in the exhibit areas, such as unauthorized solicitation or other objectionable activity.

VEHICLE DISPLAY

Vehicles are allowed in the building for display purposes provided advance written notification is provided to NAVC no later than sixty (60) days prior to the opening of the exhibits. Exhibitors agree to comply with any and all building, fire department and safety regulations regarding the display of a vehicle in the Expo Hall. Vehicles with gasoline engines that are to be displayed should have the following:

- i) Battery cables disconnected
- ii) Fuel level in gas tank is less than 1/4 tank, and is not to exceed five gallons
- iii) Must have protective covering under motors, drive trains and tires on any carpeted area
- iv) Must be indicated in the Expo Hall Map
- v) Must be approved by the Fire Marshall.

FIRE AND LIGHTERS REGULATIONS

The OCCC has very specific fire regulations/restrictions. Detailed facility guidelines are available in the Facility Information section of the service kit.

FIRST AID

First aid stations will be available from the first day of move-in until the last day of move-out.

MOBILITY (SCOOTER / WHEELCHAIR RENTALS)

Information and contact coming soon

FLOOR MANAGEMENT

Floor managers will be available to assist you from move-in through move-out. Each floor manager will be responsible for a specific exhibit area. There will be floor managers located at the exhibitor service desk, near booth 2801.

Direct contact information (cell phone numbers) will be provided on-site as to how to reach your floor manager.

HANGING SIGNS

Hanging signs (rigging) are allowed only for ISLAND and PENINSULA booths. Hanging signs (rigging) are NOT allowed for INLINE or ENDCAP booths. For PENINSULA booths, hanging signs and graphics must be set back 10 feet and must be confined above the contracted space only. Hanging sign/item maximum trim height is 20 feet to the top of the sign/item (the highest point of the sign/item) for ISLAND and PENINSULA booths. Sign ONLY supporting truss system has no trim height limit, to accommodate the sign it supports below to its maximum allowed height of 20 feet to the top.

Exceptions from the above rules may be granted with Show Management approval. Send request to Expo@NAVC.com, including detailed sketch of the proposed layout at least sixty (60) days prior to the conference or before construction is ordered.

INSURANCE

Bring a copy of your Certificate of insurance on-site.

All VMX exhibitors are required to provide proof of insurance to NAVC at least thirty (30) days prior to the VMX. Exhibitor has full responsibility for its Exhibit including without limitation any of Exhibitor's merchandise, products, goods, equipment, displays, property and personnel. Exhibitor releases NAVC and its officers, directors, agents, affiliates, representatives, employees, successors, and assigns from all responsibility for theft, damage to its Exhibit or products, property and/or any special, incidental, indirect or consequential damage, of any kind, for any reason. The following insurance coverage is required:

- 1) Worker's Compensation Insurance to the statutory limits;
- 2) Liability Insurance with limits not less than \$1,000,000 each accident;
- 3) Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence;
- 4) Automobile Liability Insurance coverage for owned, non-owned and hired vehicles, including loading and unloading operations with minimum limits of \$1,000,000 per occurrence or \$1,000,000 combined single limit;

- 5) Coverage in an amount sufficient to protect Exhibitor and Exhibitor's property, goods, wares, merchandise, and any other property against loss, damage, theft, or injury of any nature, and any claims arising from any activities conducted through the duration of VMX, including move-in, Conference days, and move-out days.

All insurance must be provided by an insurance company with Best's Rating of A, XII or better, which is legally authorized to transact business in the State of Florida. Neither NAVC, nor OCCC, or partnered hotels maintain insurance covering any of the Exhibitor's property. It is solely the responsibility of the Exhibitor to obtain such insurance. The above required policies must name as "Additional Insured:" North American Veterinary Community, Orange County Convention Center, Freeman, and their respective directors, officers, employees, agents, representatives, parent companies, subsidiaries and affiliates and any additional entities as required by OCCC [the "Insured Entities"].

UNION JURISDICTIONS/EXHIBITOR RIGHTS

Show Management has selected Freeman to be the Official Services Contractor for VMX. As the Official Services Contractor, Freeman has the responsibility for material handling, all suspended rigging and booth cleaning services.

Please contact Freeman directly for detailed information on Union Regulations.

MULTI-LEVEL OR COVERED BOOTHS

There are specific requirements for multi-level and covered booths. Guidelines for multi-level/covered exhibits will be reviewed by NAVC Exhibitions, Orange County Convention Center Event Services Department, and the Orange County Fire Rescue Division, Fire Loss Management Bureau. Upon review, a fire watch may be required, thus incurring additional fees to the exhibitors. Refer to these guidelines for multi-level and covered booths in the service kit.

PARKING

Parking information will be available in December. It is recommended to park in the North Parking lot.

PHOTOGRAPHY REGULATIONS

An exhibit booth, its products, staff or visitors may not be photographed, videotaped, recorded or sketched except with the permission of the authorized occupants of that booth. This prohibition extends to attendees and members of the press, and will be enforced regardless of whether exhibits are open or closed. Unauthorized activities are subject to immediate removal from the exhibition.

RAFFLES, GIVEAWAYS AND CONTESTS

These activities are permitted; however, the laws and regulations vary from state to state and often have requirements (e.g., payment of taxes, age limitations, etc.). Exhibitors are responsible for reviewing the requirements prior to implementing such a program.

SECURITY

The NAVC shall provide security service throughout the hours of set-up, show hours, non-show hours, and during the move-out period. This security is to prevent unauthorized entry into the Expo Hall. It is not intended to protect individual Exhibitor's booth contents. The NAVC will not be responsible for the loss of any material for any cause or for injury to persons and urges the Exhibitor to exercise normal precautions to prevent loss due to theft or any other cause.

Security Precautions:

Your company and NAVC can be assured of a more secure and successful event if you follow a few simple precautions:

- Don't make your hi-tech equipment and perishable items easily identifiable. Mislabel/identify your packages or use a dark plastic to shrink wrap your materials, especially perishable items that can easily be identified as product for consumption. Don't make your product a temptation for laborers on the floor!
- Ship products, materials, equipment, etc. in locked trunks or crates. Make sure all labels are properly filled out on your trunks and crates that are shipped or to be stored.
- When utilizing cartons, be sure they are securely taped and/or banded. Do not mark on the outside of the crate what the contents are inside.
- Do not leave your booth unattended, particularly during move-in and move-out. Take inventory of your products during these times.
- Never leave laptops, briefcases, and purses unattended or out in the open.
- Keep small portable products out of sight, locked up or take them with you when you leave the exhibit hall.
- Utilize security cages or hire private booth security.
- Report any suspicious person(s) in the exhibit area.
- Report any thefts immediately to the Security Office and/or Show Management Office.
- Pack as quickly as possible at the close of the show. NEVER leave your booth unattended during this time – it is the highest risk period for theft.

SMOKING/VAPING

Smoking/Vaping IS NOT ALLOWED in the exhibit hall.

SHUTTLE BUS SERVICE

Complimentary Shuttle Bus service will be available to/from most official VMX hotels during the VMX. A complete shuttle schedule will be available on www.NAVC.com/VMX/Live/shuttles in December.

General times of service will be approximately:

- Sunday, January 14 7:00am – 5:30pm
- Monday, January 15 7:00am – 7:00pm
- Tuesday, January 16 7:00am – 7:00pm
- Wednesday, January 17 7:00am – 3:00pm

Shuttle schedules are subject to change at any time without notice. Please see on-site schedule for actual times.

VMX 2024 RULES & REGULATIONS

Exhibitors agree to abide by the rules and regulations of Show Management by virtue of the signing of their Exhibit Space Application. See full details www.NAVC.com/VMX. Failure to do so may result in the loss of partner points and will affect your booth selection opportunities for future shows.

Please Note: Your company representatives are responsible for complying with this important information. Please share all show rules, regulations, and guidelines with anyone representing your company.

LITERATURE/PRODUCT DISTRIBUTION

Any distribution of literature, materials, marketing items or “swag” of any kind is limited to the Exhibitor’s assigned booth and will not be permitted in any other part of the Expo Hall, meeting rooms or other areas of the hotels with which NAVC has partnered in connection with VMC (the “Hotels”), or at any time prior to or after the scheduled dates of VMX. The NAVC reserves the right to immediately dispose of any and all unauthorized materials found outside of an Exhibitor’s assigned space(s). Canes, noisemakers, sideshow tactics, or any other undignified methods and materials (as determined by the NAVC) are prohibited in exhibit booths. Exhibitors are expressly prohibited from distributing any targeted promotional information concerning their own business to any attendees, partners, or other parties associated with VMX at any time prior to or after the scheduled dates of VMX. Questions concerning the appropriateness of any promotional materials or activities should be directed to VMX Show Management.

NOISE AND SOUND EQUIPMENT

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rules of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at <https://www.osha.gov/> for more information). Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Exhibitors/IPs are responsible for reporting and paying appropriate license fees if required.

