



TABLE OF CONTENTS

TABLE OF CONTENTS **1**

DATES & DEADLINES **3**

| | |
|---|---|
| GENERAL DEADLINES | 3 |
| GEMS DEADLINES | 3 |
| HUNTINGTON PLACE & SODEXO LIVE! DEADLINES | 3 |
| DSV INTERNATIONAL SHIPPING DEADLINES | 4 |
| RCS LEAD RETRIEVAL DEADLINES | 4 |

EXHIBITOR RESOURCES **5**

| | |
|-------------------------|---|
| GENERAL INFORMATION | 5 |
| FLOOR PLAN | 5 |
| EXHIBIT LOCATION | 5 |
| FACILITY SPECIFICATIONS | 5 |
| BUSINESS CENTER | 5 |

REGISTRATION **6**

| | |
|---|---|
| EXHIBITOR REGISTRATION | 6 |
| EXHIBITOR PRE-REGISTRATION | 6 |
| CONFERENCE REGISTRATION CANCELLATION POLICY | 6 |
| ATTENDEE LEAD FOLLOW-UP SYSTEM | 6 |

HOURS **7**

| | |
|------------------------------|---|
| EXHIBIT HALL HOURS | 7 |
| EXHIBIT SET-UP HOURS | 7 |
| EXHIBIT DISMANTLE | 7 |
| EXHIBITOR REGISTRATION HOURS | 7 |

TRAVEL & HOTEL **8**

| | |
|--------------------|---|
| HOTEL INFORMATION | 8 |
| HOSPITALITY SUITES | 9 |

| | |
|--|---|
| CONVENTION CENTER DIRECTIONS & PARKING | 9 |
|--|---|

IMPORTANT CONTACTS **11**

| | |
|----------------------------|----|
| SHOW MANAGEMENT | 11 |
| GENERAL SERVICE CONTRACTOR | 11 |

VENDOR CONTACTS **12**

| | |
|----------------------|----|
| EXCLUSIVE SERVICES | 12 |
| OFFICIAL CONTRACTORS | 12 |

YOUR BOOTH **14**

| | |
|------------------------------------|----|
| WHAT IS INCLUDED IN MY BOOTH? | 14 |
| EXHIBIT DISPLAY REGULATIONS | 14 |
| EXHIBITOR APPOINTED CONTRACTOR | 17 |
| PRODUCT DEMONSTRATIONS | 18 |
| LITERATURE DISBURSEMENTS & SURVEYS | 19 |
| FACILITY SPECIFICATIONS | 19 |

REGULATIONS & POLICIES **20**

| | |
|-------------------------|----|
| AGE RESTRICTIONS | 20 |
| BALLOONS | 20 |
| DISPLAY VEHICLES | 20 |
| ELECTRICAL | 21 |
| FACILITY EQUIPMENT | 21 |
| FIRE SAFETY REGULATIONS | 21 |
| FOOD & BEVERAGE | 22 |
| GOOD NEIGHBOR POLICY | 22 |
| GRATUITIES | 22 |
| INSTALLATION EXCLUSIONS | 22 |
| INSURANCE | 22 |
| LIGHTING | 23 |
| MOVE-IN & MOVE-OUT | 23 |
| MULTI-STORY | 24 |
| MUSIC LICENSING & SOUND | 25 |

| | |
|--|----|
| PEEL-OFF LABELS, STICKERS, TAPE | 25 |
| PHOTOGRAPHY REGULATIONS | 25 |
| SAFETY INSPECTION | 25 |
| SECURITY | 26 |
| SELLING (CASH & CARRY POLICY) | 26 |
| SPECIAL WORK PERMITS | 26 |
| STORAGE OF CRATES, CARTONS & EXTRA MATERIALS | 26 |
| STRUCTURAL INTEGRITY | 26 |
| UNFINISHED AREAS | 27 |
| AMERICANS WITH DISABILITIES ACT (ADA) | 27 |

BUDGET PROJECTIONS **28**

PROMOTE YOUR PRESENCE **30**

| | |
|--------------------|----|
| PRE-SHOW MARKETING | 30 |
| MARKETING SUPPORT | 30 |

| | |
|---------------------------|----|
| SPONSORSHIP OPPORTUNITIES | 31 |
|---------------------------|----|

FAQS **33**

VENDOR FORMS **37**

| | |
|---|----|
| GEMS QUICK FACTS | 37 |
| GEMS TARGET PLAN | 37 |
| HUNTINGTON PLACE EXHIBITION SERVICES ONLINE | |
| ORDERING | 37 |
| HUNTINGTON PLACE EXHIBITOR MENU | 37 |
| HUNTINGTON PLACE LOADING DOCK MAP | 37 |
| HUNTINGTON PLACE EVENT SECURITY REQUEST | 37 |
| PREMIER AV EXHIBITOR ORDER FORM | 37 |
| DSV INTERNATIONAL SHIPPING | 37 |
| RCS LEAD RETRIEVAL | 37 |
| SAMPLE CERTIFICATE OF INSURANCE | 37 |

DATES & DEADLINES

These deadlines are available assist you in pre-show ordering and planning your participation as an exhibitor. The dates listed are the absolute latest that forms can be received to be considered an advance order and receive the vendors' discounts. We recommend you order all services before the dates listed.

Be sure to retain a copy of each form you fill out for your records.

General Deadlines

| DUE DATE | TASK |
|--------------|---|
| SEPTEMBER 12 | Certificate of Insurance Due |
| SEPTEMBER 12 | Notification of Intent to Use EAC |
| SEPTEMBER 18 | Exhibitor Profile Deadline |
| SEPTEMBER 24 | Housing Closes 5:00 PM EST |
| OCTOBER 2 | Security for Booth |
| OCTOBER 7 | Premier AV Advance Discount Deadline |

GEMS Deadlines

| DUE DATE | TASK |
|--------------|---|
| SEPTEMBER 15 | First Day Advanced Warehouse Accepts Freight |
| SEPTEMBER 19 | All GEMS Discount Deadline |
| OCTOBER 14 | Last Day Advanced Warehouse Accepts Freight |
| OCTOBER 16 | First Day Showsite (Huntington Place) Accepts Freight |

Huntington Place & Sodexo Live! Deadlines

| DUE DATE | TASK |
|--------------|--|
| SEPTEMBER 26 | Huntington Place Utilities Incentive Deadline – Drain Electrical Gas Air |
| SEPTEMBER 26 | Huntington Place Incentive Deadline - Internet and Phone |
| SEPTEMBER 26 | SodexoLive Advance Order Pricing Ends |
| SEPTEMBER 27 | Huntington Place Utilities Base Pricing - Drain Electrical Gas Air |
| OCTOBER 10 | SodexoLive Booth Catering Orders Online Ordering Ends |
| OCTOBER 11 | SodexoLive Onsite Order Pricing Begins |
| OCTOBER 16 | Huntington Place Utilities On-site Pricing - Drain Electrical Gas Air |

DSV International Shipping Deadlines

| DUE DATE | TASK |
|--------------|---|
| SEPTEMBER 19 | Deadline for Ocean Freight (LCL): Advance Warehouse |
| SEPTEMBER 22 | Deadline for Ocean Freight (FCL): Advance Warehouse |
| SEPTEMBER 26 | Deadline for Ocean Freight (LCL): Direct to Showsite |
| SEPTEMBER 29 | Deadline for Air Freight: Detroit Airport for Advance Warehouse |
| OCTOBER 3 | Deadline for Ocean Freight (FCL): Direct to Showsite |
| OCTOBER 3 | Deadline for Air Freight: Detroit Airport to Showsite |

RCS Lead Retrieval Deadlines

| DUE DATE | TASK |
|-----------|---|
| AUGUST 29 | RCS Lead Retrieval Early Bird Discount Deadline |
| OCTOBER 3 | RCS Lead Retrieval Advance Discount Deadline |
| OCTOBER 4 | RCS Lead Retrieval On-Site Pricing |

EXHIBITOR RESOURCES

General Information

MPT 2025 is owned by the American Gear Manufacturers Association (AGMA). The exposition is produced and managed on behalf of AGMA by National Trade Productions (NTP). For all questions on MPT 2025 policies, regulations and display limitations, contact NTP's Event Services Representative, Kendra Wesley, at 703-706-8298, toll free 1-800-687-7469, x298 (U.S. & Canada only) or by email at kwesley@ntpevents.com. For questions regarding shipping, storage, labor, rental of utilities, furniture, carpet, special decorations, audio/visual, flowers, photography services, etc., please see the Official Contractors contact information listing located in this section.

Floor Plan

View the most up-to-date floor plan [here](#).

Exhibit Location

Huntington Place
1 Washington Blvd.
Detroit, MI 48226

Facility Specifications

Ceiling Height: The ceilings are 30' throughout with a few columns in the exhibit hall.

Floor Load Capacity: General exhibit hall floor loading is 300 pounds per square foot (or an HS20 Highway Loading); specific floor areas have a reduced capacity of 220 pounds per square foot. Loading well more than 300 pounds per square foot can be accommodated depending on location, physical dimensions and adjoining loading. Loading more than 300 pounds per square foot must receive approval by Huntington Place.

Utilities: Utility grids in the halls are located in designated areas and include electrical (110v, 208v and 480v) compressed air, water, drains, telephone. They pull the power from the floor but are able to drop from the ceiling if it is requested. Huntington Place has more 480v electrical service than most convention centers.

Business Center

The closest UPS Store is located outside of Huntington Place. 535 Griswold St Suite 111, Detroit, MI 48226. This location is able to assist with many business needs – copying, internet, shipping and more.

REGISTRATION

Exhibitor Registration

The badging system is essential for the safety and security program at any event. Therefore, Show Management has instructed security personnel to allow only badged personnel within the exhibit area. **Under no circumstances will anyone be allowed on the exhibit floor without proper show identification.** We ask for your cooperation and attention in complying with this system; it is to the benefit of all concerned.

Exhibitor Pre-Registration

You may register your Booth Personnel online at <https://motionpowerexpo.com/> using the username and password you were provided via email. International registrants requiring a visa letter can apply through the on-line exhibitor registration website. If you have any questions, please contact RCS Exhibitor Services at exhibitorserv@rcsreg.com or +1.805.654.0171.

Conference Registration Cancellation Policy

All cancellation and substitution requests must be made in writing and be received by AGMA at least 14 days prior to the event start date. A processing fee will apply based on the date of cancellation or substitution:

- More than 90 days prior to the event: \$0
- 90-60 days prior to the event: \$75
- 59-30 days prior to the event: \$100
- 29-15 days prior to the event: \$150

Refunds, transfers, or substitutions will not be issued if cancellation occurs less than 14 days prior, with the exception being medical emergencies that can be proven with appropriate documentation. No refunds will be granted for non-appearance.

Registrants who cancel their registration per the policy can choose to transfer the balance of the paid funds to another AGMA event. Funds must be used by December 31, 2026.

If the event is cancelled for any reason, 100% of fees will be refunded to the original method of payment. Refunds may take up to 8 months to process in the event of an unforeseen cancellation.

Please allow up to eight weeks for refund processing after cancellation request is submitted.

Attendee Lead Follow-Up System

All attendees will wear paper badges, which can be scanned to help you quickly capture pertinent information for follow-up after the show. By ordering RCS Lead Retrieval Unit, exhibitors can easily and accurately collect data from attendees in their booths. We recommend ordering this service in advance (early bird pricing ends August 29, 2025 and advanced pricing ends October 3, 2025), using RCS's Lead Retrieval Order Form located in the order services section of exhibitor services manual.

HOURS

Exhibit Hall Hours

| | |
|-----------------------------|--------------------------|
| Tuesday, October 21, 2025 | 10:00 AM – 6:00 PM |
| <i>Welcome Reception</i> | <i>4:00 PM – 6:00 PM</i> |
| Wednesday, October 22, 2025 | 10:00 AM – 5:00 PM |
| Thursday, October 23, 2025 | 10:00 AM – 4:00 PM |

Exhibitor personnel are permitted to enter the hall at 8:00 AM each exhibit day. Any exhibitor requiring earlier entry must obtain written permission from Show Management the day prior and obtain a Special Work Permit. Exhibitors must exit the hall at posted times during move-in and move-out and at the close of the hall on show days unless they obtain a Special Work Permit.

Exhibit Set-Up Hours

| | | |
|----------------------|--------------------|---------------------------|
| Thursday, October 16 | 12:30 PM – 4:30 PM | Target Move-in Only |
| Friday, October 17 | 8:00 AM – 4:30 PM | Exhibitor Move-in |
| Saturday, October 18 | 8:00 AM – 4:30 PM | Exhibitor Move-in |
| Sunday, October 19 | DARK DAY | No Access to Exhibit Hall |
| Monday, October 20 | 8:00 AM – 1:00 PM | Exhibitor Move-In |
| Monday, October 20 | 2:00 PM – 3:00 PM | Safety inspection |

Please reference the Target Freight Floorplan for your assigned freight delivery time. This can be found in the GEMS Services section of the exhibitor services manual.

Exhibit Dismantle

| | |
|----------------------------|--------------------|
| Thursday, October 23, 2025 | 4:00 PM – 10:00 PM |
| Friday, October 24, 2025 | 8:00 AM – 3:00 PM |

All exhibitor materials must be removed from the hall by 3:00 PM on Friday, October 24.

Exhibitor Registration Hours

Registration for exhibit booth personnel will be in E Lobby.

| | |
|-----------------------|--------------------|
| Saturday, October 18 | 12:00 pm – 5:00 pm |
| Sunday, October 19 | Dark |
| Monday, October 20 | 10:00 am - 6:00 pm |
| Tuesday, October 21 | 7:00 am - 6:30 pm |
| Wednesday, October 22 | 7:30 am - 4:30 pm |
| Thursday, October 23 | 7:30 am - 3:30 pm |

TRAVEL & HOTEL

Hotel Information

Special rates have been arranged for Motion Power Expo attendees and exhibitors. Hotels are all within walking distance of the convention center. All rooms are subject to applicable taxes and hotel fees. The hotel cutoff dates are:

Fort Pontchartrain, a Wyndham Hotel is Thursday, September 24, 2025
Detroit Marriott at Renaissance Center is Thursday, September 24, 2025

[Click here to see the hotel website.](#)

Only make reservations directly with the hotels listed on the Motion + Power Technology website.

Headquarter Hotel

Detroit Marriott at Renaissance Center
Renaissance Center, 400 Renaissance Dr.
Detroit, MI 48243
313-568-8000
\$252 daily room rate for MPT Expo 2025

Fort Pontchartrain, a Wyndham Hotel
2 Washington Blvd.
Detroit, MI 48226
313-965-0200
\$259 daily room rate for MPT Expo 2025

NOTICE REGARDING UNAUTHORIZED HOUSING PROVIDERS

By booking in the AGMA room block, you receive a variety of benefits, including guaranteed accommodations, better networking opportunities with your peers, special guest status at the host hotel, and flexible cancellation terms if your plans change. AGMA advises against booking hotel rooms through third party booking sites such as Hotels.com, as there may be hidden fees, limited flexibility, and fewer rewards. AGMA does not work with a housing company and only AGMA Staff will reach out to you with details regarding the room block; any other companies that reach out to you regarding room reservations may be fraudulent and are not endorsed by AGMA. If you need assistance with your accommodations or have issues with the booking link provided by AGMA, please contact events@agma.org.

Hospitality Suites

Exhibitor-sponsored Hospitality Suites in hotels cannot conflict with Show hours or other official AGMA functions. They must also be operated in a professional manner. Hospitality Suites are to be hosted and operated by Motion Power Expo 2025 EXHIBITORS ONLY.

Hospitality Suites will be open:

| | | |
|-----------|------------|---------------|
| Tuesday | October 21 | After 6:00 PM |
| Wednesday | October 22 | After 5:00 PM |
| Thursday | October 23 | After 4:00 PM |

Convention Center Directions & Parking

Directions to Huntington Place Convention Center

- From North: Southbound on the Lodge US-10, exit Larned St. (on left); right on Washington Blvd. Southbound on I-75 take I-375 to Jefferson Ave. west to Washington Blvd.
- From South: Northbound on I-75, exit Lodge US-10 to Larned St. (on left); right on Washington Blvd.
- From the East: Westbound on I-94 to I-75 south; take I-375 to Jefferson Ave. west to Washington Blvd.
- From the West: Eastbound on I-96 or I-94, take the Lodge US-10 south; exit Larned St. (on left); right on Washington Blvd.
- From Canada: Tunnel crossing: left on Jefferson Ave. west to Washington Blvd.
Ambassador Bridge crossing: take I-75 northbound to the Lodge US-10 south; exit Larned St. (left side); right on Washington Blvd.

Huntington Place Roof Deck Parking

The Huntington Place Roof Deck is located at the corner of Congress and Third Streets on the roof of Huntington Place. The deck can accommodate vehicles with a vertical height up to 9' or less. It features 1,200 uncovered parking spaces and provides easy access to Huntington Place. The Huntington Place Roof Deck is open Monday – Friday from 6:00 am – 11:00 pm – hours will vary for weekends and events.

Huntington Place Washington Blvd. Garage

The Washington Boulevard garage is conveniently located at the corner of Larnel St. and Washington., underneath Huntington Place. The garage can accommodate vehicles with a vertical height up to 7' or less. This garage features 640 covered parking spaces on two levels. The garage is open Monday – Friday from 6:00 am – 10:00 pm – hours will vary for weekends and events.

Huntington Place Congress Street Garage

The Washington Boulevard garage is conveniently located at the intersection of Congress and First streets, underneath the Huntington Place. The garage can accommodate vehicles with a vertical height up to 7' or less. The Huntington Place Congress Street Garage features 350 covered and 56 uncovered parking spaces. This garage is open only for special events and monthly parking.

Loading Dock Directions

- From I-94 East- and West-bound: Take I-94 to M-10 south, the Lodge Freeway (exit #215A). For Huntington Place loading docks, stay on M-10 south and exit at Howard Street (#1C).
- From I-75 North-bound: Take I-75 to M-10 south, the Lodge Freeway (exit #49, Rosa Parks/Civic Center). For Huntington Place, stay on M-10 south and exit at Howard Street (#1C).
- From I-75 South-bound: Take I-75 to I-94 west (exit #53B toward Chicago). Take M-10 south, the Lodge Freeway (exit #215A). For Huntington Place loading docks, stay on M-10 south and exit at Howard Street (#1C).
- From I-96 East-bound: Take I-96 to the I-75 North/M-10 exit. Stay in the right lane. Follow signs to M-10 south/ Huntington Place Convention Center. For Huntington Place loading docks, stay on M-10 south and exit at Howard Street (#1C).
- From Lodge Freeway: Take M-10 south and exit at Howard Street (#1C).

IMPORTANT CONTACTS

Show Management

MPT EXPO EXHIBITOR REGISTRATION, POLICIES, DISPLAY REGULATIONS, SPECIAL REQUESTS

Kendra Wesley

Events Services Coordinator

703.706.8298

kwesley@ntpevents.com

SPONSORSHIP & BOOTH SALES

Christine von Steiger

Director of Sales

703-706-8252

cvonsteiger@ntpevents.com

Hannah Stevens

Account Executive

812-786-9613

hstevens@ntpevents.com

OPERATIONS

Ellen M. Drudy, CEM

VP, Operations & Conference

703.706.8226

edrudy@ntpevents.com

REGISTRATION

Allie Sullivan, CMP

Manager, Operations & Conferences

703.706.8246

asullivan@ntpevents.com

General Service Contractor

GEMS (Gilbert Exposition Management Services)

1 Washington Blvd

Detroit, MI 48226

Phone: 313.400.1454

Emails: britni@gemsevents.com stephanie@gemsevents.com

VENDOR CONTACTS

Exclusive Services

Huntington Place are exclusive providers below have sole and total control over the following services:

- Internet, Electrical, Booth Cleaning, Plumbing/Compressed Air, Booth Catering

You can order these services [here](#).

Official Contractors

Below is a list of the official contractors selected by AGMA and NTP Events. Please report any inquiries you receive for services, shipping, AV, design/building, etc. from companies who are not on this list. Be assured that neither AGMA nor NTP Events provides exhibitor lists to those other than official MPT vendors. If you have received an email or a phone call and are not sure if this is an official show contractor, please do not hesitate to contact MPT Show Management at 703-706-8206.

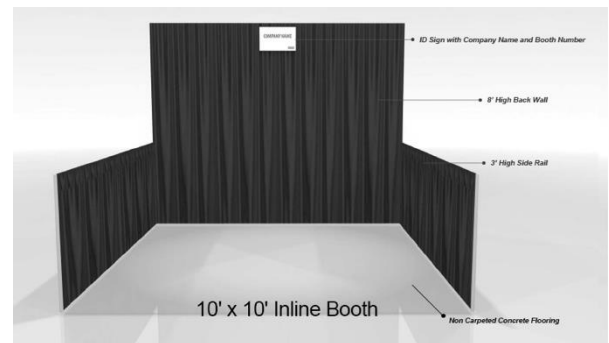
| | |
|--|---|
| Audio Visual (in booth AV equipment & computer needs) Premier Creative Group Email: AV@PremierAV.net | Booth Cleaning Huntington Place Exhibition Services Click Here for Order Link |
| Catering (exclusive booth food & beverage service provider) SodexoLive Huntington Place 1 Washington, Blvd Detroit, MI 48226 Phone: 313.567.3880 Email: jennifer.mcdonnell@sodexo.com Click Here for Order Link | Electrical Freeman Electrical Services 619.599.5332 Email: bryan.apple@freeman.com Click Here for Order Link |
| Freight Forwarding (Domestic) Airways Freight Lauren White Phone: 888.508.5054 Email: lwhite@airwaysfreight.com | Freight Forwarding (International) DSV International Shipping Phone: 404.432.8835 Email: kelly.oneill@dsv.com www.dsv.com |
| Floral and Plant Rentals Viviano Flower Shop Phone: 866.293.7436 Email: events@viviano.com | Gas, Water, Drain & Compressed Air Huntington Place Exhibition Services Click Here for Order Link |
| | |

| | |
|---|---|
| <p>General Service Contractor Gilbert Exposition Management Services 1 Washington Blvd Detroit, MI 48226 Phone: 313.400.1454 Emails: britni@gemsevents.com stephanie@gemsevents.com</p> | <p>Internet Huntington Place Exhibition Services Customer Service: 888-446-6911 Click Here for Order Link</p> |
| <p>Security (in booth security) H & P Protective Services, Inc. Frederick Hall Phone: 248.752.5364 Email: fhall@hproserv.com</p> | |

YOUR BOOTH

What Is Included in My Booth?

Each 10' deep exhibit will be set with 8' high BLACK back drape and 3' high BLACK side drape, as well as a 7" x 44" company ID sign. Electricity, furnishings, displays, and any other items needed are the responsibility of the exhibitor. All exhibits must have wall-to-wall carpeting or other flooring, with no concrete floor exposed.



Exhibitors are encouraged to order booth cleaning/vacuuming for each night of MPT 2025. Cleaning services can be ordered from by completing the form in the Utility & Additional Services section of the manual. Booth cleaning is not included in the exhibit space price.

Exhibit Display Regulations

Show Management has developed exhibit display regulations for all exhibitors in accordance with the guidelines adopted by the International Association for Expositions and Events (IAEE). All exhibits must conform to these regulations. Exhibits not in compliance must be brought into compliance prior to the end of exhibit set-up. These regulations will ensure all exhibitors, regardless of size, an equal opportunity, within reason, to present their product(s) in the most effective manner possible. In addition to the terms on the exhibit space contract your company signed, these rules are an integral part of our contract with you.

All exhibitors are required to submit diagrams rendered to scale of their booths, indicating all structures, signage, product placement, weights, and the overall heights, widths, and lengths. Show Management must approve booth diagrams in advance of the show. Please submit your diagrams no later than September 11, 2025 to:

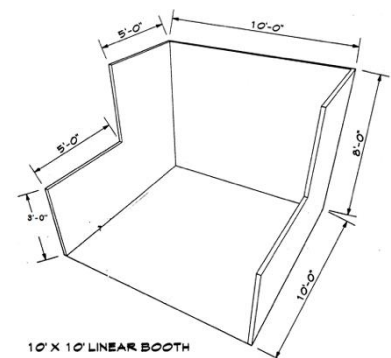
MPT 2025

Show Management Attn: Ellen M. Drudy

Phone: 703-706-8226 Email: edrudy@ntpevents.com

LINEAR OR IN-LINE BOOTH

- The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.
- For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft

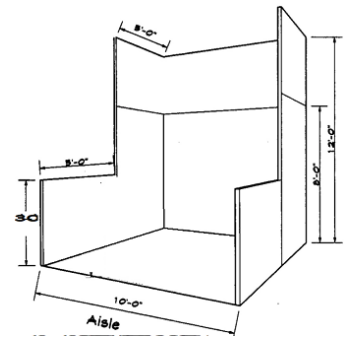


(3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

- Note: When three or more Linear Booths are used in combination as a single exhibit space, the four-foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.
- Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.

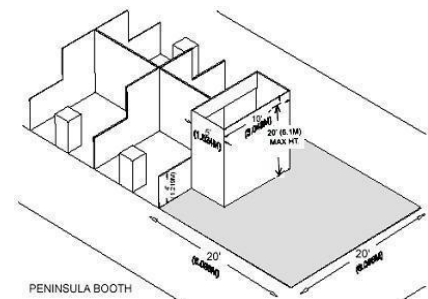
PERIMETER BOOTH

- A Perimeter Booth is a Linear Booth that backs up to a wall of the exhibit facility rather than to another exhibit.
- All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft (3.66m).
- Display materials should not obstruct or block sight lines of neighboring exhibitors. The maximum height of twelve (12') feet is allowed only in the rear half of the booth space, with a four-foot (4') height limited imposed on all materials in the remaining space forward to the aisle.
- Note: When three or more Perimeter Booths are used in combination as a single exhibit space, the four-foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.



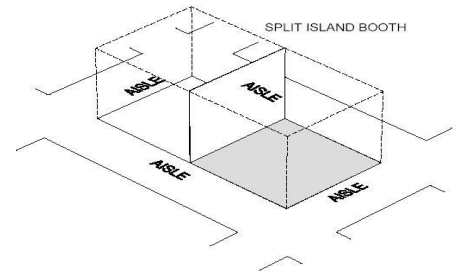
PENINSULA BOOTH

- A Peninsula Booth is exposed to aisles on three (3) sides and composed of a minimum of four booths.
- A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.



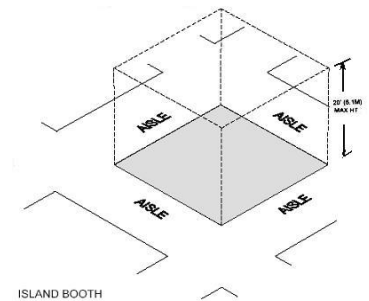
SPLIT ISLAND BOOTH

- A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth.
- The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire Cubic Content of the space may be used up to the maximum allowable height. Double sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.



ISLAND BOOTH

- An Island Booth is a booth exposed to aisles on all four sides.
- An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. Island booths should not be allowed at less than 400 sq ft. Island booths at 200 or 300 sq ft basically result in frustrating everyone behind them. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.



HANGING SIGNS

Hanging signs may not exceed height limitations established for that style of exhibit and must be finished on all sides. Encore is the official provider for rigging of signs. NO corporate identification can be visible above the height limitations stated in each booth diagram.

- Hanging Signs and Graphics are permitted in all standard Peninsula, Island and Split Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.
- Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

If you have any questions concerning hanging signs, please contact Ellen Drudy, 1.800.687.7469 x226 (+1.703.706.8226) or via email at edrudy@ntpevents.com.

Exhibitor Appointed Contractor

USE OF EXHIBITOR APPOINTED CONTRACTOR (EAC)

Exhibitor Appointed Contractor (EAC) is any company, other than the designated official contractors listed in this manual which an exhibitor wishes to use and which requires access to the exhibit hall before, during or after the show. This includes independent display/installation and dismantle companies or anyone who is not an employee of your company that you will have working on your equipment and products.

Also included are delivery personnel, technicians, photographers, florists, A/V companies and anyone who is hired by the exhibitor and will need access to the exhibit hall. Permission to use an Exhibitor Appointed Contractor cannot be given for utilities, booth cleaning or material handling services, as these are exclusive to the convention center and/or the general contractor. Exhibitors who plan to use Exhibitor Appointed Contractors must read and act on the remaining pages of this section, including the completion and submission of the provided EAC form.

HOW TO OBTAIN AUTHORIZATION TO USE AN EAC

1. Exhibitor **MUST** make a request via the online form: Exhibitors who wish to use an EAC **MUST** fill out the Notification of Intent to Use Exhibitor Appointed Contractor form located in this section of the manual. National Trade Productions, Inc. must receive this form no later than the deadline indicated on the form (September 12, 2025). No approvals can be granted after the deadline.
2. EACs must provide a Certificate of Insurance: Copies are to be uploaded with the form will be accepted. Every person needing access to the show floor must be covered by insurance. (Exhibiting companies are required to insure their own personnel.) Any person, who is not a direct employee of the exhibiting company, must provide his/her own proof of insurance before being allowed access to an exhibitor's booth on the show floor.
3. Acceptance of show rules from the EAC: Acceptance on the Notification of Intent to use an Exhibitor Appointed Contractor form, specifying that the EAC will abide by all show rules and regulations governing EACs (see below) including those contained herein for exhibitor designated contractors. This written acceptance must be received by Show Management by no later than the deadline indicated – September 12, 2025.

Show Management will authorize the exhibitor to use an EAC to provide services to the exhibiting firm, upon receipt of the following:

- 1) Certificate of Comprehensive General Liability insurance in the amount of \$1,000,000 including coverage for Independent Contractors who have been authorized by Show Management to enter the premises of the show site as exhibitor appointed contractors hired by Exhibitor, with Single Limit Bodily Injury and Property Damage Coverage for each occurrence, Contractual Liability coverage, Products Liability coverage, and with completed operations coverage included.
- 2) Comprehensive Automobile Liability coverage, including hired and non-owned auto for not less than \$500,000.

- 3) Workers' Compensation, Employee and Employers' Liability coverage in full compliance with all laws covering clients' employees.
- 4) NTP Events, AGMA / MPT, Huntington Place Convention Center and GEMS shall be named as additional insured on all policies of insurance coverage, followed by the statement: "This coverage is primary to all other coverage of the additional, named insured with respect to (Exhibitor's) contract for exhibition space with NTP/AGMA, and preparation and use of the show premises for exhibitions."
- 5) Written notice of cancellation of any coverage must be given to Show Management, and proof of replacement coverage meeting the same conditions as expressed above before entering the premises of the show site.
- 6) Any other coverage as may be required by Show Management from time to time shall be obtained on demand.
- 7) Exhibitor utilizing EACs agrees to indemnify and hold harmless AGMA / MPT, NTP Events and Huntington Place Convention Center from any and all liability, including attorney's fees, which may arise due to the third-party contractor's (EACs) presence or actions.
- 8) Exhibitors will be notified directly only if authorization is NOT approved. Therefore, unless the exhibitor is so informed by Show Management, and if the listed conditions are met, approval to use an EAC is implied.

RULES & REGULATIONS GOVERNING EACS

- *A certificate of insurance for the exhibitor appointed contractor MUST be received by NTP Events. If no certificate is received, the EAC will not be allowed on the exhibit floor.*
- The EAC will refrain from placing an undue burden on the Official Contractor by interfering in any way with the Official Contractor's work.
- The EAC will not solicit business on the show floor at any time.
- The EAC will share with the Official Contractor all reasonable costs incurred in connection with his operation, including overtime pay for stewards, security if necessary, restoration of exhibit space to its initial condition, marking of exhibit floor, etc.
- The EAC will cooperate fully with the Official Contractors and will comply with existing labor/union regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the Official Contractors.
- ALL EAC's and their labor must be badged through Show Management/Freeman upon arrival on show site. No one will be allowed on the show floor without proper identification.
- EAC's will not be permitted to store equipment in the Orange County Convention Center. Due to limited space and fire regulations, all equipment must be stored off the premises. If found, equipment will be removed from the building.
- The EAC, under no circumstances, will be allowed to remove floor-marking tape until the close of the exposition.

Product Demonstrations

All displays, product demonstrations, and sales activities in the exhibit hall must be kept within the confines of your contracted booth space. Selling in the aisles, hosting audiences in the aisles, booth encroachment into the aisles, distributing literature in the aisles, etc., will not be tolerated.

This is not only unfair to your fellow exhibitors, but blocking aisles creates a potentially unsafe situation which could lead to the show floor being shut down by the fire marshal. Please be considerate to your fellow exhibitors – refrain from soliciting their business during show hours (when they are trying to make a sale).

Literature Disbursements & Surveys

Literature samples and give-aways can be disbursed from within (and all surveys can be done from) your exhibit space ONLY!

Facility Specifications

Ceiling Height: The ceilings are 30' throughout with a few columns in the exhibit hall.

Floor Load Capacity: General exhibit hall floor loading is 300 pounds per square foot (or an HS20 Highway Loading); specific floor areas have a reduced capacity of 220 pounds per square foot. Loading well more than 300 pounds per square foot can be accommodated depending on location, physical dimensions and adjoining loading. Loading more than 300 pounds per square foot must receive approval by Huntington Place.

Utilities: Utility grids in the halls are located in designated areas and include electrical (110v, 208v and 480v) compressed air, water, drains, telephone. They pull the power from the floor but are able to drop from the ceiling if it is requested. Huntington Place has more 480v electrical service than most convention centers.

REGULATIONS & POLICIES

The official rules and regulations in this section apply to MPT 2025, owned by the American Gear Manufacturers Association (AGMA). The exposition is produced and managed on behalf of AGMA by NTP Events. It is Show Management's responsibility to ensure the overall safety and aesthetic appeal of the exhibit area. This means that we need your cooperation in assuring an attractive exposition.

The three most common problem areas result from the violation of booth restrictions, lack of booth carpet, and the exposure of unsightly parts of the exhibit. No one likes to read rules, but show regulations are essential to an orderly, fair, and safe event. These rules are made an integral part of our contract with you.

If you have any questions, or need an explanation of a regulation, please contact NTP's Event Services Representative, Kendra Wesley at 703-706-8298, toll free 1-800-687-7469, x298 (U.S. & Canada only) or by email at kwesley@ntpevents.com. Please also see the GEMS: Furniture, Labor & Material Handling portion of this manual for guidelines concerning union labor.

Age Restrictions

No one under the age of 18 is permitted in the exhibit hall, including during show days or on installation and dismantle days. This rule is strictly enforced.

Balloons

Helium tanks and helium balloons are not permitted.

Display Vehicles

Vehicles on display must adhere to the following rules:

- The show's security provider must conduct a mandatory vehicle inspection of each vehicle, prior to its entry into the exhibit hall.
- All fuel tank openings shall be locked and sealed to prevent the escape of fuel vapors.
- Fuel tanks may not contain more than 1/8 of a tank capacity or the safe fuel load level.
- At least one battery cable must be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- Battery charging is not permitted in the exhibit hall, at any time.
- Converters may not be used in lieu of a battery to power the ignition source.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours, unless the OCCC Fire Marshal approves the movement in advance and a Fire Watch is in place.

Please Note: It is ultimately the responsibility of the Exhibitor to ensure that these measures are taken to prevent any potential damage or safety hazard.

Electrical

Every exhibit facility has different electrical requirements and rules regarding who is permitted to provide equipment and labor; however, minimum guidelines are suggested:

1. All 110-volt wiring should be grounded three-wire.
2. Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.” It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
3. Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
4. Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
5. Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.
6. Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 inches of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

Facility Equipment

Exhibitors are prohibited from using building equipment, i.e., ladders, tools, chairs, tables, stanchions, dollies, forklifts, vacuums, brooms, etc.

Fire Safety Regulations

Huntington Place Convention Center mandates strict adherence to the NFPA Safety Code. The decision of the Fire Marshal is final. The following materials are prohibited without the written consent of Huntington Place Convention Center:

- electrical cooking equipment
- open flame devices
- welding, cutting or brazing equipment
- ammunition
- radioactive devices
- pressure vessels
- exhibits involving hazardous processing and materials
- fireworks or pyrotechnics
- blasting agents /explosives
- flammable cryogenic gases
- aerosol cans with flammable propellants
- gas operated cooking equipment
- portable heating equipment

Food & Beverage

Exhibitors may serve food and beverages from their booth; however, they must make all arrangements through Sodexo Live, the exclusive caterer to the Huntington Place Convention Center.

Good Neighbor Policy

Exhibitors are asked to observe the “Good Neighbor” policy in every way. If there is audio equipment in your booth, keep the sound to a level which will not disturb neighboring exhibitors. Any entertainers which have been approved by Show Management must adhere to this same requirement. Show Management does not permit “sideshow” tactics and expects models and/or entertainment to be in good taste, confined to the exhibitor’s booth and not to be in any way offensive to registrants or neighboring exhibitors.

Gratuities

Huntington Place Convention Center and union labor employees are not permitted to accept gratuities of any kind. If you are solicited for a tip by convention center employees or booth labor personnel, please report the incident to Show Management.

Installation Exclusions

All exhibits must be free standing. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to, or otherwise secured to, the drapery backdrop or side dividers. In addition, no decals or other adhesive materials shall be applied or affixed to the walls, pillars or floor of the exhibit areas. Exhibitor shall not post any sign of any description except within the confines of the exhibit space assigned.

Insurance

Every reasonable precaution will be taken by Show Management to secure the exhibit facility during installation, show hours and dismantle. However, Show Management, AGMA, service contractors, facility management, as well as the officers, staff, or directors of those entities are not responsible for the safety of the exhibitor's property from theft, damage by accident, vandalism, or other cause.

Security staff will be on the premises as determined prudent by Show Management. The furnishing of such service is in no case to be understood or interpreted by exhibitors as guaranteeing them against loss or theft of any kind.

All property of the exhibitor will remain under his or her custody and control in transit to, from and within the confines of the exhibit hall, subject to the rules and regulations of the exposition. AGMA requires each exhibitor to carry commercial general liability insurance in an amount not less than \$1 million bodily injury and property damage combined per occurrence / \$2 million aggregate.

Exhibitors shall procure insurance as required and submit a certificate to NTP Show Management no later than September 12, 2025. See your exhibit space contract for additional details.

Please upload your Certificate of Commercial General Liability Insurance here:

<https://www.cognitoforms.com/Infontheventscom/MPTEexpo2025CERTIFICATEOFINSURANCE>

If you do not have proper insurance coverage, please contact Rainprotection Insurance Program:

Phone: 800-528-7975

Email: sales@rainprotection.net

www.rainprotection.net

Exhibitor assumes entire responsibility for insurance and agrees to protect, defend and save AGMA and NTP and its officers, directors, staff, contractors, and agents harmless against all claims, losses and damages to persons or property, governmental charges and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exposition premises including but not limited to: claims of copyright, trademark or patent infringement, unfair competition and product liability. The exhibitor, on signing the exhibit space contract, expressly releases the forgoing from all claims for such loss, damage or injury, except that such claim, damage, loss or injury was due to AGMA or NTP Events negligence.

Lighting

Lighting can be an integral part of an exciting exhibit presence, however in the interest of fairness and safety, the following guidelines have been established:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by Show Management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

Move-In & Move-Out

All displays must be in place and display material, cartons and refuse removed from the aisles by 1:00 PM, Monday, October 20 to facilitate the placement of aisle carpets. Exhibitors will be permitted to work within their exhibit space after 3:30 PM with prior approval from the Show Management Office. All exhibits must be "Show Ready" by 1:00 PM on Monday, October 20. Exhibitors are asked to be in their booths and ready for the show opening by 8:30 AM, Tuesday, October 21.

All signed Material Handling Forms must be completed and turned into the GEMS Exhibitor Service Center by 3:00 PM on Friday, October 24. All carriers must check-in no later than 12:00 PM on Friday, October 24. Displays must be completely packed and ready to ship before your carrier or vehicle will be allowed access to the loading docks. Exhibitors may not begin breaking down their booths until the show officially closes at 4:00 PM on Thursday, October 23.

Multi-Story

A multi-story exhibit includes two or more levels. Notify show management 60 days prior to show opening if you plan to build a multi-level exhibit to ensure you follow all rules and regulations for this type of exhibit.

Multi-Level Exhibit drawings submitted for plan review by the Fire Marshal must meet the following requirements:

- Meet or exceed the requirements of NFPA 101 Life Safety Code 2000 ed.
- Drawings must bear a current registered design professional's stamp (Architect, Structural Engineer, Fire Protection Engineer, etc.). Expired licenses are unacceptable. The professional stamp shall include the state of certification, name of the design professional; his/her license number, signature, registered Engineering firm name and firm number.
- Measurements must be in inches/feet (not metric).
- Multi-deck structures exceeding 300 sq. ft of net floor area must have two (2) remote exit stairs; occupant load factor is 15 net sq. ft per person per table 7.3.1.2 of NFPA 101 Life Safety Code, 2000 edition.
- Stairway widths shall be:
 - A minimum of 36 inches where the occupant load of the upper level is less than 50.
 - A minimum of 44 inches where the occupant load of the upper level is 50 or more.
 - Occupant loads shall be stated on the plan.
 - Handrails shall not be less than 34 inches and not more than 38 inches above the surface of the tread.
 - Handrails are required on both sides. A sign must be placed at the bottom of the stairs stating, "Please Use Caution and Hold the Handrail".
- Spiral stairways shall be permitted in accordance with section 7.2.2.2.3.3 of NFPA 101, 2000 ed., such that:
 - Occupant load does not serve more than 3.
 - Clear width of stairs is not less than 26 inches.
 - Handrails shall be provided on both sides.
- Guards shall:
 - Not be less than 42 inches high.
 - Open guards shall have intermediate rails or an ornamental pattern to prevent a 4 inch diameter sphere to pass through any opening up to a height of 34 inches.

Battery-operated smoke detectors shall be installed on a smooth surface under the first level ceiling and spaced no more than 30 feet apart if applicable and installed on the upper floor level with a covered ceiling.

Hard covered ceilings shall have a smoke detector installed and if fabric/textile is used to cover the upper deck area, it must be flame resistant. Certificate must be submitted with plan. One portable fire extinguisher, minimum 2A:10BC with current inspection tag by a licensed company shall be provided at each level of the exhibit.

Any stationary units (containers or other units) using the upper areas as a deck must submit plans.

Music Licensing & Sound

The following noise abatement policy will be enforced at MP T 2025: 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 to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels.

Exhibitors using music in their booth, either live or mechanical, must provide NTP Events / AGMA MPT with a copy of the exhibitor's Licensing Agreement with ASCAP, BMI, SESAC or other such licensing organization or must expressly warrant in writing to NTP Events / AGMA MPT that no such license is required due to exemption under 17 U.S.C. § 110 (5) or other specified exemption. Further, should Exhibitor play music, Exhibitor agrees to indemnify and hold NTP Events and/or AGMA MPT harmless from any action brought against NTP Events or AGMA MPT by ASCAP, BMI, SESAC or other licensing organization for the playing of such music.

Peel-Off Labels, Stickers, Tape

The distribution of peel-off labels and decals is prohibited. Tape cannot be used to adhere signs to building walls or pillars and may not be used to adhere items to any building flooring or other surfaces outside the exhibitor's booth. Removal and repair will be billed to the exhibitor.

Photography Regulations

No photography is permitted on the show floor unless arranged with the Official Photographer of MPT 2025.

Safety Inspection

It is imperative that the exhibition be conducted to ensure the safety of all concerned – visitors, exhibitor personnel and staff. Please reference the Safety Inspection Checklist found in the Rules & Regulations section of the Exhibitor Services Manual.

The Trade Show Advisory Council and Show Management will conduct a final safety inspection on Monday, October 20 from 2:00 – 3:00 PM. Show Management will be monitoring the floor during move-in, looking for booths in violation of safety regulations. Exhibitors will be notified of any violations, either in person or by written notice left in the booth. All violations must be corrected prior to the show opening.

Listed below is a checklist of items for compliance with safety regulations:

1. Moving parts need to be roped-off or blocked-off and may be no closer than two feet from the aisles.
2. No oil/fuel or other liquid leaks are permitted.
3. Overhangs must be roped off to prevent people from walking under equipment.
4. Control levers/switches must be supervised or otherwise locked to prevent unintentional activity.
5. Electrical cords, carpets and bunting rolls must be securely taped down.
6. Rough edges, sharp corners, etc., on displays must be covered or protected.
7. Displays must be COMPLETELY within the confines of the assigned space.
8. All booths must be constructed to the regulations stated in the Terms and Conditions of the Exhibit Contract.
9. Final determination of safety compliance will be the sole responsibility of Show Management.

Security

Uniformed Security Guards and Badge Checkers will be stationed throughout the exhibit halls on a 24-hour basis and will patrol the floor during non-show hours. Every reasonable effort is made to prevent losses. The final responsibility, however, lies with the exhibitor. It is advised that items such as laptops, small monitors, or anything that is easily concealed, NOT be left unsecured in a booth overnight.

Selling (Cash & Carry Policy)

“Cash and Carry” sales are not permitted on the show floor. This regulation will be strictly enforced.

Special Work Permits

Exhibitors who require access to the exhibit hall outside the published hours must be issued a Special Work Permit from the Show Management Team. Please come to the Show Management Team no later than 4:00 PM to obtain your Special Work Permit for that evening. Additional security may be required at the exhibitor's expense if late work permits are required. We urge you to complete your exhibit installation/dismantling during specified hours.

Storage of Crates, Cartons & Extra Materials

Storage of any materials in the space behind the booth is PROHIBITED.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects

that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all exhibits 20ft by 20ft (6.10m by 6.10m) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the Organizer, and to the show's Official Services Contractor for approval.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Unfinished Areas

All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at exhibitor's sole expense. Any portion of the exhibit bordering another exhibitor's space must have the backside of that portion finished and not have any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

Americans with Disabilities Act (ADA)

Exhibitors must acknowledge their responsibilities under the Americans with Disabilities Act (ADA) to make their booth accessible to persons with disabilities. The key publications of concern to exhibitors are the ADA's Title III Regulations and Guidelines for Small Businesses. These can be viewed via <https://www.ada.gov/smbusgd.pdf>.

Exhibitors with complex displays should pay special attention to the following conditions. Platforms and steps should not be used, or alternative access must be provided in the form of ramps with a grade of not more than one inch to one foot. The maximum rise for any run is 30 inches. Ramps with a rise of more than six inches, or a run longer than six feet, should have railings on both sides. Ramps must have edge protection in the form of curbs, walls or railings, and must have level landings at the bottom and top of each ramp. Rough or unfinished edges are not permitted. Landings should be at least as wide as the ramp and should be at least five feet in length.

Exhibitors shall also indemnify and hold harmless NTP, AGMA and its agents, GEMS, and Huntington Place Convention Center against cost, expense, liability, or damage which may be incident to, arise out of, or be caused by exhibitor's failure to have their booth comply with requirements under the Act.

BUDGET PROJECTIONS

Exhibiting at trade shows is the most economical means of bringing products to market, meeting key buyers from around the world, and establishing your company in the forefront of the vision research industry.

Thorough planning will help you get the best return on your trade show investment. Budgeting for your show presence is a good first step toward maximizing your ROI. Below is a show budget template to assist your planning.

Note: This is a sample budget and is by no means comprehensive. Not all exhibitors will need to budget money in all these areas. It's up to each individual company to determine which services they will use.

I. Exhibit Design & Production

| | |
|--|---------|
| New Production & Design | \$_____ |
| Preparation/Refurbishing of Existing Exhibit | \$_____ |
| Additional Graphics | \$_____ |

| | |
|--|----------------|
| TOTAL EXHIBIT DESIGN/PRODUCTION | \$_____ |
|--|----------------|

| | |
|---------------------------------|----------------|
| II. Exhibit Space Rental | \$_____ |
|---------------------------------|----------------|

III. Freight/Transportation

| | |
|-----------------------|---------|
| Common Carrier | \$_____ |
| Van Line | \$_____ |
| Air Freight | \$_____ |
| Overnight/Last Minute | \$_____ |

| | |
|----------------------|----------------|
| TOTAL FREIGHT | \$_____ |
|----------------------|----------------|

IV. Show Services

| | |
|--------------------------------------|---------|
| Material Handling (Drayage) | \$_____ |
| Installation & Dismantling Labor | \$_____ |
| Electrical Outlets and/or Labor | \$_____ |
| Rental Furnishings & Carpet | \$_____ |
| Booth Cleaning on Show Nights | \$_____ |
| Lead Retrieval Equipment | \$_____ |
| In-Booth Security Guard | \$_____ |
| Audio-Visual, Computer Rentals/Labor | \$_____ |
| Telephone/Internet Services | \$_____ |

| | |
|----------------------------|----------------|
| TOTAL SHOW SERVICES | \$_____ |
|----------------------------|----------------|

V. Exhibit-Related Expenses

| | |
|--|---------|
| Advertising – Pre-show | \$_____ |
| Pre-Show Marketing | \$_____ |
| Travel/Transportation Expenses | \$_____ |
| Lodging Expenses | \$_____ |
| Meal/Entertainment Expenses | \$_____ |
| Sponsorships/Promotional Opportunities | \$_____ |
| Premiums/Giveaways | \$_____ |
| Staff Training | \$_____ |
| Staff Uniforms | \$_____ |

TOTAL EXHIBIT-RELATED EXPENSES \$_____

VI. Post-Show Marketing

Follow-Up Mailings, Phone Calls, Customer Visits \$_____

TOTAL POST-SHOW MARKETING \$_____

GRAND TOTAL \$_____

PROMOTE YOUR PRESENCE

Pre-Show Marketing

Research conducted by Exhibit Surveys, Inc., Exhibitor Magazine and other sources has conclusively proven that exhibitors who promote their booth presence to customers and prospects in advance of the show and on site routinely obtain better results than exhibitors that do not. It is ultimately up to the exhibitors to promote themselves for their upcoming event; however, Motion + Power Technology Expo 2025 has provided you with just a few opportunities to help get you started.

Marketing Support

OFFICIAL SHOW DIRECTORY PROFILES

Exhibitor profiles provide attendees with information on your exhibit and an index of exhibitors by product category. Your information will appear on the website.

COMPLIMENTARY EXHIBIT HALL GUEST PASS

The Complimentary Exhibit Hall Guest Pass can be used to invite customers and top prospects to your booth, which is your “showroom on the exhibit floor.” A personalized, electronic guest pass has been created for you to pass along to your customers. This has been sent to your main exhibit contact, via e-mail. Please forward the PDF invitation to as many customers and prospects as you would like — there is no limit. You can also print out paper copies of the guest pass to hand out personally or mail the invitation with other client correspondence.

There is no cost to you or to your customers. Each pass has a unique registration code identified to your company, which will allow your guests complimentary entrance into the exhibit hall during Motion + Power Technology Expo 2025.

These invitations work — and put your company “top of mind” in attendees’ eyes. Passes will be accepted during pre-registration and on-site registration.

EXHIBITOR TOOLKIT

Now that you have reserved your booth space, let your clients and future contacts know how important it is that they be there, too. The staff at the American Gear Manufacturers Association (AGMA) wants your exhibit experience to be successful. With that goal in mind, we have created an online toolkit to help you increase visibility, awareness, traffic, leads and sales before, during and after the show.

The exhibitor toolkit will help you promote your presence at Motion + Power Technology Expo 2025. It is loaded with everything you need to spread the word, including promotional copy, ads, example tweets, e-mails, press releases and more. Also, AGMA has implemented a comprehensive marketing campaign to increase attendance at MPT Expo.

PRE-REGISTRANT AND POST-SHOW MAILING LISTS

Use the pre-registration list to promote your presence at Motion + Power Technology Expo 2025, along with information on new products, technologies, and other compelling reasons to visit your booth. An Excel file of pre-registered attendees will be available to exhibitors only, for \$215.00, beginning September 12, 2025. This list will only be provided to those exhibiting companies that have paid in full for their exhibit space. Post-show lists will also be available to exhibitors, for \$375.00 from November 6 – November 30, 2025 or you can purchase both the pre-registered attendee list and the post-show list for only \$550.00. Please download the Mailing List Rental Form [here](#).

Sponsorship Opportunities

As a Motion + Power Technology Expo 2025 exhibitor, you already recognize the importance of face-to-face marketing. Discover the power of sponsorship to maximize your company's brand power on and off the trade show floor. Whether you are looking to increase brand awareness, reinforce your reputation as an industry leader or establish new business, a Motion + Power Technology Expo 2025 sponsorship can help you achieve your goal. Here is the link to the Sponsorship Opportunities: <https://motionpowerexpo.com/2025-sponsorship-opportunities/>

Below are sponsorship packages available for all budget levels. Sponsorships have been proven to increase booth traffic up to 104%, so visit the website and download a sponsorship brochure or call the sales office to discuss creating a package that fits your needs.

MPT 2025 – Sponsorship Packages

Platinum - \$10,000

Included in Sponsorship:

- Logo on website, general signage, and social media posts
- Premium enhanced listing in A2Z
- (1) 30-minute speaking opportunity in Solution Center
OR
(1) Ask the Expert session sponsorship
- Social media post

Pick 1 of the following:

- (1) full page ad in the show directory
- (2) 3x3 floor sticker OR (1) 6x6 floor sticker
- (1) 2-sided meter panel
- Dedicated HTML email blast sent to attendees pre-show
- Coffee break in exhibit hall
- Headshot lounge (additional \$10,000)

Gold - \$6,500

Included in Sponsorship:

- Logo on website, general signage, and social media posts
- Premium enhanced listing in A2Z
- (1) 30-minute speaking opportunity in Solution Center
OR
(1) Ask the Expert session sponsorship
- Social media post
- **Pick 1 of the following:**
 - (1) 1/2 page ad in the show directory
 - (1) 3x3 floor sticker
 - (1) 1-sided meter panel
 - Dedicated HTML email blast sent to attendees pre-show
 - Coffee break in exhibit hall

Silver – \$3,500

Included in Sponsorship:

- Logo on website, general signage, and social media posts
- Premium enhanced listing in A2Z
- (1) 30-minute speaking opportunity in Solution Center
- Social media post
- **Pick 1 of the following:**
 - (1) 1/4 page ad in the show directory
 - (1) 3x3 floor sticker
 - Dedicated HTML email blast sent to attendees pre-show
 - Coffee break in exhibit hall
 - Headshot lounge (additional \$15,000)

Bronze – \$1,500

Included in Sponsorship:

- Logo on website, general signage, and social media posts
- Premium enhanced listing in A2Z
- (1) 30-minute speaking opportunity in Solution Center

FAQs

Here are the answers to many questions frequently asked by exhibitors. Please read this and your entire Exhibitor Services Manual carefully. It will help you setup and operate your booth efficiently and have a successful show.

Q. Should I ship my freight to the advance warehouse or directly to showsite?

- A. If freight can be shipped in advance, this is recommended as there are no waiting periods for drivers, and freight can be verified that it has been received and will be available on the show floor when move-in begins. There are no target dates to adhere to when shipping to the advanced warehouse. Material handling for advanced warehouse freight may cost a little more, but you can save valuable time and money in other areas. The general services contractor will allow shipments to be in the warehouse up to 30 days before move-in at no additional costs. Provide your shipping company adequate lead time to have your shipment arrive at its destination. If you schedule your pick-up far enough in advance that it can go overland, you'll avoid costly air freight bills. Please contact GEMS directly at 313-400-1454 for further information.

Q. Should I order the Unlimited Material Handling option?

- A. If your freight (machinery) is heavy weight, you may want to consider the Unlimited Material Handling option. Compare your cost per cwt. (100 lbs.) and per sq. foot. If your freight/machinery has a lot of weight, material handling by billing square footage may be the most economical choice. If you have a smaller booth and minimal materials, such as a pop-up display and marketing material this option would not be beneficial to you.

Q. How should my shipment be packed?

- A. To keep from paying higher for material handling fees, consider consolidating all of your trade show materials (booth properties and marketing materials) into one shipment, whether the destination is an advance warehouse or the show floor itself. You will be charged for each individual shipment received, with minimums applying to smaller shipments under 200 pounds.

Example of Cost Savings when you Consolidate Shipments.

Example (when total weight is less than 200 lbs.):

3 Separate Shipments

| | | |
|---------------------------|----------|------------|
| 60 lbs charged @ 200 lbs. | \$300.00 | |
| 52 lbs charged @ 200 lbs. | \$300.00 | |
| 65 lbs charged @ 200 lbs. | \$300.00 | = \$900.00 |

1 Consolidated Shipment 3 pieces (1 shipment)

| | | |
|----------------------------|----------|----------------------------|
| 177 lbs charged @ 200 lbs. | \$300.00 | <i>Savings of \$600.00</i> |
|----------------------------|----------|----------------------------|

An added benefit: Your shipments are less likely to be misplaced if they are packaged together with larger items.

Q. How do I avoid special-handling charges?

- A. Be sure all your cartons are securely banded/shrink-wrapped to a skid/palette. Loose pieces incur “special- handling” charges because forklifts can’t quickly remove them from vehicles. Also be aware that special-handling charges may apply in various other circumstances (van lines where freight must be removed from side doors, small-package delivery companies like FedEx, stacked shipments, etc).

Q. How do I know when my freight should arrive if I am shipping directly to show site?

- A. AGMA’s MPT 2025 is a targeted show. This means each booth has a designated date and time when your freight should arrive directly to show site. Please refer to the targeted floor plan for your assigned date and time and advise your carrier well in advance when your shipment should arrive. If your freight arrives at a time other than your assigned date, off-target charges will apply. If you know that your freight will arrive off target, please advise GEMS in advance in writing and these charges may be avoided. Freight shipped to the advance warehouse will be delivered prior to move-in and will not be held to target dates.

Save material handling (drayage) costs by shipping your goods to arrive on straight time. If you’re shipping your freight directly to the convention center and can get it brought into (and back out of) the hall between 8:00 am and 4:30 pm, you’ll avoid paying overtime labor charges. Be sure your driver checks in before 2:00 pm to help to guarantee offloading on straight time. Contact GEMS or show management if you are unclear about material handling fees and/or times.

Q. Can I deliver and unload my own freight? What is a POV?

- A. Exhibitors may transport items (hand carry or roll in pop-up booth crates with built-in wheels) to and from their booths via the public entrances of the exhibit hall. Hand carts/dollies may not be used and are not available from GEMS. Material that cannot be hand-carried must be moved by GEMS through the loading docks.

A POV, or privately owned vehicle, is any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

Q. What happens to my empty containers during the show?

- A. Pick up "Empty" labels at the GEMS Exhibitor Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show. At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

Q. How do I protect materials after they are delivered to the show or before they are picked up after the show?

- A. Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

Q. How can I cut costs overall on my tradeshow?

- A. Do as much as possible in advance. Suppliers from show managers to carpet and electrical rental companies to airlines often offer advance discounts. Especially when renting services for use at show-site, be sure to order before the advance-pricing deadline. Advance-pricing deadlines may vary by contractor, so please be sure to check dates for each service required, as outlined in the Deadlines Checklist.

Schedule your booth installation labor (if necessary) on straight time. If your booth cannot be set by full-time personnel from your company, you'll need to hire labor from GEMS or another union trade show contractor. Do your best to schedule your freight to arrive as early as possible in the day so you can get it offloaded and into your booth early, and your laborers can complete work before overtime rates begin at 4:30pm. Do the math on the labor order form rates – it might save you money to incur an extra hotel night and come in a day early if it means you can pay all your labor straight time by setting up on two days instead of one.

To save costs on shipping and material handling, consider renting an exhibit (available from GEMS or other local reputable display houses) or switching to lighter-weight materials when having your new exhibit built.

Pre-wire the electricity in your display to as few plugs as possible so you can save on ordering extra electrical outlets or extension cords on-site. Also, consider building supplemental electrical outlets into your display.

If you require electrical under your carpet, be sure to submit a floor plan of your booth to the electrical company well in advance so the power is distributed before GEMS lays the carpet and/or delivers your freight. If it is not, you'll incur labor charges to remove and replace your carpet and crates.

Q. Do u have to use labor to set-up my booth, or can I do it myself?

- A. Exhibitors may set up their own booths up to 400 sq. ft., provided it can be done by no more than two full-time exhibiting company personnel in four hours or less. Work may be done using only small hand tools, cordless screwdrivers and step stools limited to three steps. No ladders, mechanical lifting devices or motorized material-handling equipment can be used by anybody other than the qualified members of the union having proper jurisdiction. If GEMS labor will be used, please make sure to schedule labor after the arrival of your freight. Labor start time is guaranteed at the start of the working day. When scheduling

dismantle labor, please be sure to allow sufficient time for empty containers to be returned to your booth.

Q. Do I need insurance?

- A. Each exhibitor is required by the terms of their contract to provide a Certificate of Insurance to Show Management. Be sure your materials are insured from the time they leave your firm until they are returned after the show. This can be done by adding riders to your existing policies.

WHEN IN DOUBT – CALL!

Use the vendor's phone number on their form, or call show management.

VENDOR FORMS

[**GEMS Quick Facts**](#)

[**GEMS Target Plan**](#)

[**Huntington Place Exhibition Services Online Ordering**](#)

[**Huntington Place Exhibitor Menu**](#)

[**Huntington Place Loading Dock Map**](#)

[**Huntington Place Event Security Request**](#)

[**Premier AV Exhibitor Order Form**](#)

[**DSV International Shipping**](#)

[**RCS Lead Retrieval**](#)

[**Sample Certificate of Insurance**](#)