



## Exhibitor Rules & Regulations

Wednesday, October 21, 2026  
12:00 p.m. – 7:00 p.m.

Thursday, October 22, 2026  
9:00 a.m. – 3:00 p.m.

Valley Forge Casino Resort  
1160 First Avenue, King of Prussia, PA 19406



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Presented by:  
The Electrical Association of Philadelphia  
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Blue Bell, PA 19422  
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Web: [www.eap.org](http://www.eap.org)

## Overview

Show Name: Electric Expo 2026  
Show Host: The Electrical Association of Philadelphia (EAP)

Show Location: Valley Forge Casino Resort Event Center  
1160 First Avenue, King of Prussia, PA 19406  
Phone:(610) 354-8118 W: <https://www.vfcasino.com/>

Show Dates Wednesday, October 21 12:00 p.m. – 7:00 p.m.

Hours: Thursday, October 22 9:00 a.m. – 3:00 p.m.  
***\*\*Note the new show hours!!\*\****

## Show Contacts

Trade Show Manager: Sarah Hagy, CAE - (215) 200-6404 or [sarah@eap.org](mailto:sarah@eap.org)

Exhibitor Manager: Mair Malfara - (215) 870-7143 or [mair@eap.org](mailto:mair@eap.org)

Expo Website: [www.electricexpo.org](http://www.electricexpo.org)

Decorating and Exhibitor Services: Tyler Nguyen  
General Exposition Services (GES)  
Phone: (610) 495-8866  
Email: [info@generalexposition.com](mailto:info@generalexposition.com) Website: [www.generalexposition.com](http://www.generalexposition.com)

Host Hotel: Valley Forge Casino Resort  
1160 First Avenue, King of Prussia, PA 19406  
P: (610) 354-8118 W: <https://www.vfcasino.com/>

# Exhibitor Rules and Regulations

***Please review these show rules and regulations carefully to ensure a successful experience.***

## **Booth Conduct:**

Exhibitors are welcome to distribute standard literature and souvenirs; however, all displays and activities must remain within the boundaries of your assigned booth space. If additional space is required, it must be purchased at the standard member or non-member booth rate.

Displays or activities that are noisy, disruptive, or unprofessional, including but not limited to loud audio, power tools, sideshow tactics, or amplified announcements—are strictly prohibited and subject to removal at the discretion of Show Management.

**Solicitation by non-exhibitors is not permitted on the show floor.**

## **Booth Package:**

Included in each standard booth package is:

- One (1) 6' skirt table, two folding chairs, waste basket, carpet
- 8' high curtain back wall and 3' high matching dividers with aluminum uprights
- One (1) 20-amp power strip electrical service
- Complimentary Wi-Fi
- List of attendees' post-show (full mailing information, email addresses for those who do not opt out)
- One identification sign to include the company name and booth number

## **Cancellation Policy:**

Cancellation of space will result in the loss of monies after a certain date; all deposits are non-refundable.

- Cancellations received by March 31, 2026, will forfeit all deposits, however any additional monies paid toward the balance due will be refunded.
- Cancellations between April 1, 2026 – June 30, 2026, will forfeit both the deposit and 50% of exhibitor fees due.
- Cancellations after June 30, 2026, will not receive refunds.

***Cancellations must be received in writing; please send any cancellations to [electric@eap.org](mailto:electric@eap.org).***

## **Display Rules and Regulations:**

### *Booth Construction & Layout*

- Maximum booth height is **8 feet**. Anything taller requires written approval from Show Management.
- Any element exceeding 4 feet in height (including side walls) must be placed within 5 feet of the back line of your booth.
- Lighting fixtures may be suspended if they do not obstruct the view of neighboring exhibits.
- Exhibits must not extend beyond the standard 10' x 10' space.
- Fixture hangers, special backgrounds, or large display components must be pre-approved and ready for assembly onsite.

***All booth installations are subject to approval by relevant safety and inspection authorities.***

*Ceiling & Exhibit Height Regulations:*

- The ceiling height in the Event Center is 14 feet.
- The standard maximum booth height for Electric Expo is 8 feet.
- In the front half of the booth (the 5 feet nearest the aisle), the maximum height is 4 feet to preserve sightlines across the show floor.
- Any display or installation exceeding these height limits must receive prior written approval from the Trade Show Manager at EAP.

*Electrical & Wiring*

All electrical wiring and installations must:

- Comply with local building and safety codes
- Be installed in a professional and safe manner
- Use only UL-listed equipment where applicable

*Flammable Materials & Hazardous Items*

The following are not permitted without prior written approval from Show Management:

- Flammable liquids or gases (e.g., gasoline, propane, acetylene)
- Flammable materials (e.g., crepe paper, bunting)
- Internal combustion engines or machinery that produces excessive noise, fumes, or odors
- All materials and decorations used must be flame-resistant or properly treated with flame retardants.

*Floor Load*

The load limits for the Event Center floors are 400 lbs. per square foot (over electrical tunnel), otherwise unlimited. **Please alert Mair Malfara immediately of any heavy loads: [mair@eap.org](mailto:mair@eap.org).**

*Safety & Accessibility*

- Aisles must remain clear and unobstructed at all times to ensure pedestrian safety.
- Exhibitors must ensure access to all emergency exits, equipment, and public pathways (e.g., fire alarms, extinguishers, hose cabinets).

*Sales, Demonstrations & Promotions*

- All activity (including demos and giveaways) must be contained within your booth.
- "Over the counter" sales (where attendees take possession of items on-site) are not allowed.
- Order-taking for post-show delivery is permitted.
- Microphones or disruptive sales tactics are not allowed.
- Only one company name is permitted per booth; no shared or sublet space is allowed.
- Booth identification signs will reflect the contracted company name only.
- Printed materials and signs must remain within the exhibitor's assigned space and not interfere with adjacent booths.

*Use of Exhibit Space*

Exhibits must be relevant to the electrical, lighting, HVAC, or broader energy industry. Exhibitors **may not**:

- **Assign, sublet, or share booth space; only one manufacturer per 10' x 10' space is permitted. Booth sharing is strictly prohibited.**
- Display products unrelated to their normal course of business
- Operate motors or devices deemed hazardous by Show Management or the venue
- Any exhibitor who does not have their booth completely assembled by 10:00 am on Wednesday, October 21 is subject to booth forfeiture. No refund will be made, and the space may be repurposed or resold.

#### *Venue Rights & Enforcement*

The Valley Forge Casino Resort reserves the right to remove any exhibit or material that poses a safety risk or violates show policies. Any exhibitor unsure about their materials, equipment, or display should consult Show Management in advance.

#### **Electrical Services & Safety Requirements:**

- All electrical drops and installations must be performed by the Valley Forge Casino Resort Event Center electrician.
- Only equipment with a valid UL listing may be used within the Event Center.
- Standard electric service includes one 20-amp power strip.
- All electrical items must be clearly labeled with their power requirements for safe operation.
- Each 10'x10' space includes one 20-amp power strip. To order additional electrical services, please email [Valley Forge Booth Services](#); additional fees will apply.

#### *Cords & Safety*

- Extension cords must be 14/3 gauge, no exceptions.
- All cords or wires located near foot traffic must be secured with caution tape or floor coverings to prevent tripping hazards.

#### *Heavy Equipment Hookups*

- Heavy electric will be installed after proper item placement by the exhibitor.
- If equipment must be moved and rewired, the exhibitor will be responsible for any additional hookup fees.

#### **Event Center (VFCR) Rules & Regulations:**

Please review the [Valley Forge Casino Resort Exhibitor Rules and Regulations](#). These rules and regulations are incorporated herein by reference.

#### **Exhibitor Registration & Badges:**

All individuals involved in booth setup or working the show floor must be officially registered as exhibitors. Each registered person will receive an exhibitor-coded badge, which must be worn at all times during setup and show hours.

Badges are only issued to individuals who are employed by the exhibiting company or have a direct business affiliation with the exhibitor.

### **Exhibitor Dismantle Regulations:**

- Dismantling may not begin before 3:01 p.m. on Thursday, October 22. Early breakdown is strictly prohibited and may result in penalties or loss of future show privileges.
- Exhibitors are strongly encouraged to remain with their booth and materials during dismantle to ensure the security of their property.
- All exhibit materials and equipment must be fully removed from the show floor by 8:00 p.m. on Thursday, October 22.
- Any materials left in the exhibit hall after 8:00 p.m. will be considered abandoned and may be removed or discarded at the exhibitor's expense.
- Exhibitors may dismantle and carry out their own materials; however, if assistance is required from GES, material handling charges will apply.
- Please note: Private forklifts are not permitted at the Valley Forge Casino Resort.

**EXHIBITOR DISMANTLING PRIOR TO 3:00 P.M. ON THURSDAY, OCTOBER 22, IS STRICTLY PROHIBITED. DISMANTLING WITH ATTENDEES STILL ON THE SHOW FLOOR IS A SAFETY HAZARD.**

NOTE: All Carriers must check in at the GES service desk two hours prior to FLOOR closing time or freight will be shipped C.O.D. via General Exposition Services. Details will be provided in your onsite exhibitor packet. (GES booth can be found at the end of the show.)

### **Exhibitor Appointed Contractor (EAC) Regulations:**

Exhibiting companies may hire **Exhibitor Appointed Contractors (EACs)** to install and dismantle their displays. However, both the exhibiting company and the EAC must comply with the following requirements:

1. **Advance Notification:** The exhibiting company must notify both EAP Trade Show Management and GES, Inc. in writing of their intent to use an EAC no later than 30 days prior to the first move-in day. The notification must include the EAC's company name, address, and phone number.
2. **Insurance Requirements:** The exhibiting company must ensure the EAC provides a valid Certificate of Insurance, including at least \$1,000,000 in liability coverage and property damage, naming Trade Show Management and GES as additional insureds. This must be received no later than 10 days before move-in begins.
3. **Responsibility for Services:** The exhibiting company remains ultimately responsible for all services related to its exhibit, including freight, drayage, labor, and rentals.
4. **Licensing & Compliance:** The EAC must possess all required business licenses, permits, and Workers' Compensation insurance as mandated by the Commonwealth of Pennsylvania, relevant city governments, and the Valley Forge Casino Resort Event Center. Proof of compliance must be provided to Trade Show Management upon request.
5. **Shared Costs:** The EAC is responsible for a fair share of operational costs, including overtime for stewards and any restoration needed to return the exhibit space to its original condition. These costs are shared with GES.
6. **Identification & Access:** The EAC must provide a list of all onsite employees to Trade Show Management and GES. All personnel must wear identification badges as required by show management at all times while on the show floor.
7. **Authorization & Conduct:** The EAC must be able to present written authorization from the exhibiting company and is prohibited from soliciting business on the show floor.

8. Work Area Restrictions: EACs must limit their activities to the exhibitor's booth space. No service desks, storage, or work areas may be established in aisles or public spaces.
9. Labor Relations: The EAC must comply with all applicable labor agreements and practices, and, if requested, provide evidence of valid labor contracts to GES. No conduct may occur that could result in work stoppages, strikes, or other labor disruptions.
10. Scope of Work: EACs are permitted only to install equipment and materials owned by the exhibiting company and used within their booth space. For services such as electrical, plumbing, internet/phone, cleaning, and drayage, only the Official Service Contractor or Valley Forge Casino Resort staff may be used. This ensures compliance with licensing, insurance, and equipment ownership regulations.

### **External Events:**

No events, meetings, or hospitality suites may be open during Electric Expo show hours.

### **Food & Beverage:**

**Outside food (soft pretzels included) or beverages (alcohol included) are strictly prohibited!** The Valley Forge Casino Resort **exclusively** provides catering services. Please contact the Show Manager if you need Food & Beverage services during the Electric Expo.

### **Freight Handling, Forklift Use, Self Move-In, and Shipping:**

#### *Freight Handling and Forklift Use*

General Exposition Services (GES) will provide forklift service for freight handling during Electric Expo.

Forklift operations will be available during the following times:

- Move-In: Tuesday, October 21 only  
(Note: Forklifts will not be operational on Wednesday.)
- Move-Out: After all aisle carpet has been removed on Thursday, October 22

Private forklift use is strictly prohibited inside the Valley Forge Casino Resort Event Center. All forklift needs must be arranged exclusively through GES.

#### *Self Move-In Guidelines:*

Exhibitors with small loads who wish to handle their own move-in must follow these important guidelines:

1. The tunnel providing direct access to the Event Center is a high-traffic area—expect delays and plan accordingly (open only on Tuesday, October 20).
2. Parking in the tunnel is strictly prohibited, vehicles must be unloaded promptly and removed immediately.
3. Security personnel will be present to manage traffic and ensure a smooth flow of vehicles.
4. Boxes, crates, and other materials may not be stored outside your booth, all items must fit within your designated exhibit space.

#### *Shipping*

**The best way to guarantee that your display and materials will arrive promptly on the morning of Tuesday, October 20th is by advance shipment made through General Exposition Services (GES).**

**The Valley Forge Casino Resort does not accept shipments of event-related freight or materials.**

All freight must be delivered to GES or directly to you during Expo move-in hours. Under no circumstances will COD deliveries be accepted.

Freight sent to the GES Company in advance of the Expo will be stored and then placed in the Exhibitor booth prior to or during move-in. GES Company will deliver, store and return crates delivered.

Please ensure that Electric Expo 2026, your booth number, and company name are located on your shipping labels. There is no storage of crates in the exhibit hall as per fire marshal regulations. If you handle your own freight and do not work through the GES Company, you will need to store your crates in your vehicle during the show.

### **Insurance & Liability Requirements:**

Exhibitors assume full responsibility and liability for all activities related to their participation in Electric Expo, including installation, operation, and dismantling of their exhibits. By exhibiting, companies agree to indemnify, defend, and hold harmless the following parties from any and all claims:

- The Electrical Association of Philadelphia, Inc.
- The Valley Forge Casino Resort
- General Exposition Services (GES)
- Other show vendors, their employees, and agents

This includes claims, damages, losses, fines, legal fees, or injury arising from the exhibitor's use of the exhibit space—except in cases caused solely by the negligence or intentional misconduct of the Event Center or its agents.

Electric Expo Show Management, the Event Center, and GES do not provide insurance coverage for exhibitor property or personnel. It is the sole responsibility of each exhibitor to obtain and maintain adequate insurance to cover potential loss or damage due to theft, fire, accident, or any other cause. This applies whether the incident occurs during shipping, setup, show hours, or teardown—even if security personnel are present.

### *Certificate of Insurance (COI) Requirement*

All exhibiting companies are required to provide a valid Certificate of Insurance (COI) naming the Electrical Association of Philadelphia, Inc., and its agents as additional insureds for the duration of their activity at the Expo.

- Minimum coverage: \$1,000,000 in liability, including property damage
- Deadline: Friday, September 11, 2026
- Submit to: [electricexpo@eap.org](mailto:electricexpo@eap.org)

Exhibitors will not be permitted to set up or occupy their booth without a valid COI on file.

### **Labor:**

Set-up and dismantle labor are available through GES. You can deliver your exhibit yourself through the loading docks on move-in on Tuesday. You can hire GES to set-up or dismantle if you need their assistance.

**Loading Dock (Tunnel):**

The Event Center offers a drive through freight tunnel with no dock facilities. **TRAFFIC IS ONE-WAY.** The tunnel is able to accommodate **trucks up to 12'6" in height.** Larger trailers need to back down the exit ramp to unload directly into the Event Center. The Event Center has no dock level loading/unloading. Forklift service must be scheduled through the Event Center if a lift gate or ramp is not accessible from the vehicle delivering the freight.

Parking of vehicles in the freight tunnel is permitted only when loading and unloading freight (this does not include transporting freight to the booth; we suggest at least two people coordinate drop off). Once items have been unloaded or loaded, vehicles must be removed from the freight tunnel. Persons violating this regulation will find their vehicle ticketed or towed.

NOTE: Exhibitors may unload freight or product by themselves but will be charged by GES if they require any assistance.

**Payment:**

Payment in full is due by **June 30, 2026.** Thereafter, Show Management may release space and the exhibitor will forfeit deposit(s). Space will be resold. No exhibitor will be allowed to enter the exhibit hall without being paid in full.

**Prizes and Giveaways**

Exhibitors are encouraged to give away prizes during the Expo. If you decide to offer prizes, how you do it is up to you. You can let your customers know to visit your booth to be eligible to win. As with anything, there are a few limitations:

1. No exhibitor will be allowed to use a microphone to give away prizes - too disruptive; instead, post a QR code that links to an entry website or purchase a lead scanner to digitally capture entries.
2. Contests/door prizes/giveaways must be free of any obligation or payment on the part of the winner;
3. No cash prizes or "pay to play" is allowed at the Event Center;
4. All attendees must be eligible to win.

**Right to Refuse or Remove Exhibits:**

The Electrical Association of Philadelphia, Inc. reserves the right to remove or discontinue any exhibit, display, or method of solicitation that, in its judgment, is inappropriate, disruptive, or objectionable to attendees, exhibitors, the public, or the industry as a whole.

**Signs:**

Each booth includes a 7" x 44" company identification sign displaying the exhibiting company's name and booth number. As per official show policy, booth sharing is not permitted. Only one manufacturer per booth is allowed, and therefore, only one identification sign will be provided per booth.

**Smoking:**

The Valley Forge Casino Resort Event Center is a smoke-free facility. Smoking is permitted, however, outside of the building entrances and on the casino floor.

**Storage:**

Storage of crates, boxes, etc. may be arranged with GES at their service desk, which will provide tags to be used by exhibitors to identify pieces to be placed in storage for the duration of the exhibit.

**Vehicle/Trailer Display Regulations:**

**Please advise Trade Show Management in advance if you intend to display a vehicle/trailer in your booth.**

Exhibitors displaying vehicles inside the Event Center must comply with the following safety and operational requirements:

- Vehicles may not contain more than  $\frac{1}{4}$  tank of fuel and must have a locking gas cap.
- Battery cables must be disconnected, and the cable ends securely taped once the vehicle is in place.
- Protective covering must be placed under the vehicle to guard against leaks, spills, or other damage to the floor.
- A properly tagged set of keys for each vehicle must be submitted to Show Security prior to display.
- Refueling or fuel drainage is strictly prohibited inside the Valley Forge Casino Resort Event Center.
- No vehicle repairs or modifications may be performed inside the exhibit hall.
- All vehicles must be locked during non-show hours.
- Fire extinguishers may be required at the discretion of Show Management or the local fire marshal.

**Venue Protection & Alteration Policy**

Exhibitors are strictly prohibited from attaching anything to the walls, floors, ceilings, or columns of the Event Center without prior written approval from Electric Expo.

Each exhibitor is responsible for taking appropriate precautions to protect all surfaces—including floors, walls, ceilings, and fixtures—from damage. Exhibitors may not:

- Deface, damage, or alter any part of the Event Center or its equipment
- Permit any action that could result in physical harm to the facility or its furnishings
- Make any structural or decorative changes, additions, or improvements to the exhibit hall without prior written approval from Electric Expo

Any unauthorized alterations, decorations, or modifications are subject to removal at the exhibitor's expense, and the exhibitor will be held liable for any costs associated with repairs or restoration.