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Welcome to the Construction Super Conference 2025 Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at Construction Super Conference. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience. The **Main Menu** is designed so clicking on a topic will automatically transport you to that section of the manual.

We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth and ask questions for any areas you need further clarification on.

GENERAL INFO

DATES & TIMES

Exhibitor Move-in

Tuesday, December 9, 2025 12:00 PM – 5:00 PM

All booths must be completely set by 5:00 PM on Tuesday, December 9, 2025.
All booths must remain completely set until 10:15 AM on Thursday, December 11, 2025.

Knowledge Exchange Hours

Tuesday, December 9, 2025 5:30 PM – 7:00 PM

Wednesday, December 10, 2025 7:45 AM – 8:15 AM
11:00 AM – 11:30 AM
3:45 PM – 4:15 PM

Thursday, December 11, 2025 7:45 AM – 8:30 AM
9:45 AM – 10:15 AM

Exhibitor Move-out

Thursday, December 11, 2025 10:15 AM – 1:30 PM

Freeman will begin returning empty containers at the close of the show.

Important information regarding move-out:

- All exhibitor materials must be removed from the exhibit facility by Thursday, December 11, 2025 at 1:30 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, December 11, 2025 at 11:30 AM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

EXHIBIT HALL LOCATION

The Hyatt Regency Coconut Point Resort
Bonita Springs, FL

This is a non-smoking building.

SHOW MANAGEMENT CONTACTS

[Click here for a list of Show Management contacts.](#)

VENDORS

Click on a vendor to get more information.



FREEMAN
[ORDER ONLINE](#)



HYATT REGENCY AV
SERVICES
[ORDER ONLINE](#)



HOUSING
[BOOK ONLINE](#)



BUSINESS CENTER
[VIEW ONLINE](#)



Marsh/Total Event
Insurance
[PURCHASE](#)



SHIPPING LABELS
[DOWNLOAD](#)

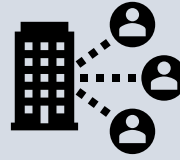
SHOW PLANNER

Click on an item for more information.

**NOV
11**

- Update show directory listing in the [exhibitor console](#).

*Need help logging in?
Email Emily Clay at
Emily.clay@emerald.com*

**NOV
11**

- Freeman Early Bird deadline for online orders.

*Order early on
[FreemanOnline](#) to take
advantage of advance
order discount rates.*

- First day advance shipments may arrive at warehouse

**DEC
2**

- Final day for advance shipments to arrive at warehouse without surcharge.

*Please note Freeman's warehouse
will be closed Thursday, November 27
and Friday, November 28 in
observance of the Thanksgiving
holiday.*

BEFORE YOU ARRIVE TO SHOWSITE

Submit Exhibitor Certificate of Insurance

☐

Coordinate Hotel & Travel

☐

Register Booth Personnel in Advance

☐

Update Show Directory Exhibitor Profile and/or listing

☐**OPTIONAL SERVICES**

RENTALS

☐

SHIPPING

☐

CATERING

☐

AV

☐**ONCE YOU ARRIVE**

Pick up badge(s) from registration

☐

Confirm Freight Delivery

☐

Confirm any Advance Orders

☐

Place On-Site Orders

☐

INSURANCE

Construction Super Conference does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to Construction Super Conference before the show.

An exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitor's obligations under this paragraph.

The following three types of insurance are required:

- **Workers' Compensation** insurance unless you are the sole proprietor. A sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- **Comprehensive General Liability** insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable).
- **Automobile Liability** insurance with limits not less than \$500,000 for each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e., POV area.

Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured, Emerald (Show Management), The Hyatt Regency Coconut Point (Facility), and Freeman (General Service Contractor). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without a 30-day advance written notice to Emerald.

The following MUST be contained on the certificate: [CLICK HERE FOR AN EXAMPLE](#)

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – "Emerald – Construction Super Conference 2025, Freeman, The Hyatt Regency Coconut Point and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates Tuesday, December 9, 2025 – Thursday, December 11, 2025.

NEED GENERAL LIABILITY INSURANCE?

Marsh/Total Event Insurance offers General Liability Insurance for \$65 plus tax. [Purchase here.](#)



Certificate Holder Information should be listed as:

Construction Super Conference 2025
31910 Del Obispo, Ste 200
San Juan Capistrano, CA 92675

Submit your insurance documents online through the [Exhibitor Console](#). Be sure the name of the attachment reflects the name of the insured exhibiting company.



REPORTING

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

BOOTH REGULATIONS

CONSTRUCTION/DESIGN

Booth Construction

Construction Super Conference is a “Line of Sight” conference. Booths must be constructed per the booth guidelines provided within this kit for the specific type of booth space being leased. Violations could result in a fine and/or loss of priority points.

The intent of these regulations is to allow for the best use of booth space without interfering with or obstructing neighboring exhibitors. These regulations allow for reasonable sight lines from the aisle and open access to attendees walking the aisles. Show Management reserves the right to remove or modify, at the expense of the exhibitor, if the display does not meet the specifications as set forth in this manual.

Peninsula, split island, and island exhibits must have a finished back wall and be finished on all sides.

Standard Booth Equipment

Each tabletop space will be set with one 6’L x 24”W x 30”H white draped table, two Limerick® chairs by Herman Miller, and one wastebasket. Booths 300 sqft or less will receive a tabletop identification sign.

Booth Signs

Handwritten signs are not permitted. Signs or banners may not be taped, stapled, nailed, or otherwise affixed to any resort doors, walls, columns, or other parts of the building or furnishings. All signage, banners, etc. that will be hung from the ceiling in the convention area must be hung from existing structures. Load is not to exceed 75 lbs. per running foot.

All signs, banners, etc. that need to be hung in the convention area must be done by Freeman. Depending on size, a per banner charge will be applied. Larger signs that require additional rigging hardware, scissor lifts and personnel to hang signage and/or scenic components will be charged per man hour and for the use of hardware materials.

Lighting/Truss

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Sponsors intending to use hanging light systems should submit drawings to Show Management for approval.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by Show Management.
- Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring sponsors or otherwise detract from the general atmosphere of the exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with Show Management for rules specific to the event facility.
- Reduced lighting for theater areas should be approved by the event facility.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

Balloons or Inflatables

Helium balloons are NOT allowed in the Knowledge Exchange at any time and should not be used in the design of the exhibit space or be distributed.

Drones

Any use of drones/unmanned aerial vehicles requires advance approval by The Hyatt Regency Coconut Point and Show Management. A request form must be completed for review/approval. Use of drones/unmanned aerial vehicles without prior written approval is prohibited.

Fire and Safety Regulations

All construction materials used in your booth design must be made from certified fire-retardant materials. Each sponsor is asked to have available on-site both samples for testing and flame-proofing certificates for inspection.

INSTALLATION OF BOOTHS

- All booths must be completely set by 5:00 PM on Tuesday, December 9, 2025.
- Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from Show Management.
- Show Management reserves the right to assign specific days to sponsor for delivery of equipment and/or display items. Failure by sponsor to abide by such delivery schedule shall obligate that sponsor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.

DISMANTLE OF BOOTHS

- All booths must remain completely set until 10:15 AM on Thursday, December 11, 2025.
 - No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations. Fines will be assessed at the amount of \$500.00 per 100sqf.
- Outbound carriers must arrive at check-in with Freeman by 11:30 AM on Thursday, December 11, 2025.
- Bills of Lading must be turned into Freeman by 11:30 AM on Thursday, December 11, 2025.
- Freight will be rerouted or returned to the warehouse starting at 1:30 PM on Thursday, December 11, 2025.
- All booths must be completely removed by 1:30 PM on Thursday, December 11, 2025.
 - All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out, and exhibition dates and times may be subject to change. Show Management will notify sponsor of official dates, times and any changes.)

Post Show Paperwork and Labels

Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

Exhibitor Service Hours

Freeman's exhibitor support team will be available from 8:00 AM – 5:00 PM from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show opening and the day of show close to assist with additional exhibitor needs.

FREIGHT & DELIVERIES

Advance Shipments to the Freeman Warehouse

- Friday, November 7, 2025 – First day advance shipments may arrive.
 - Materials for an exhibit display may not be delivered to the exhibition facility before this date.
- Tuesday, December 2, 2025 – Final day for advance shipments to arrive without surcharge.
 - **Please note: the warehouse will be closed Thursday, November 27 and Friday November 28.*

Address

Exhibiting Company Name / Booth #
Construction Super Conference
2744 Edison Ave
C/O Shore to Shore / Freeman
Fort Meyers, FL 33916, USA

Freeman Advanced Shipment Labels

Please use the [WAREHOUSE labels](#) for shipments being delivered between Nov 7 and Dec 2.

Freeman will accept crated, boxed, or skidded material **beginning Friday, November 7, 2025** at the above address. **Material arriving after Wednesday, December 2, 2025 will be received at the warehouse with an additional after deadline charge.** Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

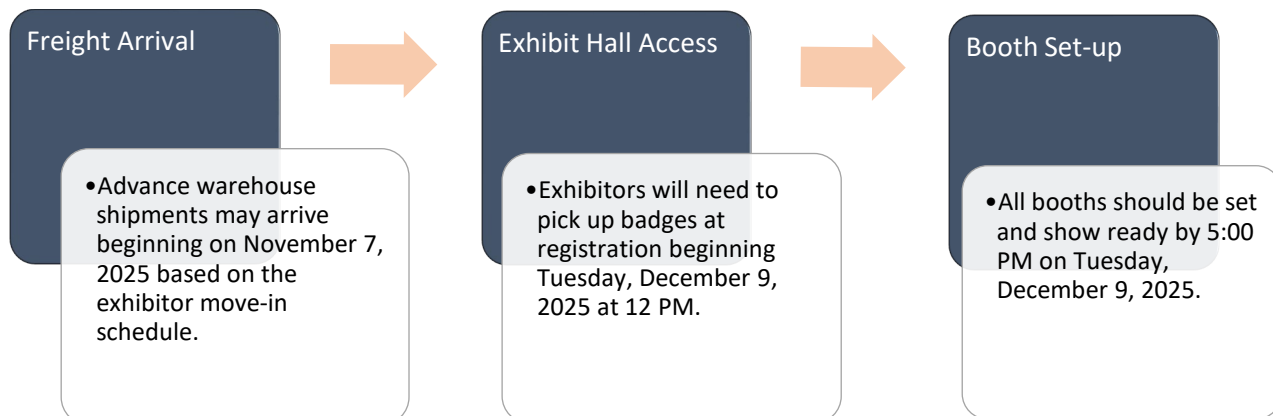
Please note: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please [contact Freeman](#) for your quoted rates and rules applicable to disposal of your exhibit properties.

To/From Hotel via FedEx Office

Sponsors may choose to ship general materials (not including exhibit freight) directly to the conference site. However, it is the responsibility of the sponsor to pick-up, drop-off, and pay all related fees for shipments sent to the hotel. Sponsors must coordinate any shipments directly with the hotel. CSC is not responsible for any shipments sent directly to the hotel.

Move-in/out Procedures



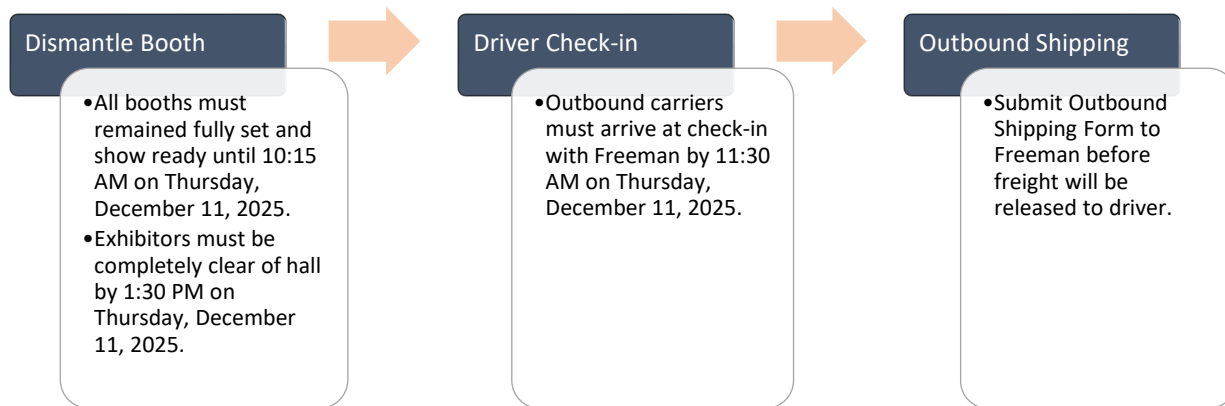
Self-Unloading / Hand Carry Policy

Freeman will handle and control the unloading and loading of all vehicles at the loading dock. For additional information, please refer to the “Exhibitor and Official Services Contractor Information” located in the [Sponsor Manual](#).

Freight Holds

Show Management and the general service contractor reserve the right to hold freight for ANY outstanding balance owed including, but not limited to: booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

Outbound Shipping



Material Handling & Storage

- The official material handling contractor will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.
- Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, sponsors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply can be stored through the general service contractor.
- Empty crates, cartons and boxes must be removed from the sponsor's booth. Empty containers will be picked up by the general service contractor and returned at the conclusion of the conference.
- Sponsors may obtain labels marked "EMPTY STORAGE" from the general service contractor and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Sponsors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

LABOR REGULATIONS

Labor/Union Laws

- Labor jurisdiction and union rules are determined by the facility, state and municipality in which the exhibition is held. Where union contracts exist with service contractors, sponsor must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved.
- Skilled & unskilled labor as needed or required can be arranged through the official service contractor at established rates.
- Arrangements should be made in advance.
- Sponsors who are eligible to set up their own display according to union guidelines must typically utilize full-time employees of the company and proof of employment may be requested.
- Review the [sponsor manual](#) for specifics on union guidelines and restrictions.

A full, detailed list of tasks exhibitors can and cannot complete within their booth are listed [here](#).

Union	Definition of Jurisdiction
Teamster Union	Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver materials to and from booths. They also provide rigging of machinery, moving services, and spot machinery in your booth.

	The normal rigging crew consists of two men and a forklift. Customarily, this service must be ordered in advance at the exhibitor's expense.
Carpenter Union	Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment and install and remove all draping and floor covering.
Electrical Union	Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets, and install signs or headers that are lighted, unless they are permanently a part of the exhibit's back wall.

	Task	An Exhibitor Can	An Exhibitor Cannot
CONSTRUCTION	Use Power tools or other types of carpenter/construction equipment are not permitted in the building unless specific written approval is obtained in advance.	X	
	Exhibitor may choose to utilize own personnel to set up and dismantle exhibit.	X	
	Exhibitor may hire an EAC (Exhibitor Appointed Contractor) to perform work.	X	
FREIGHT	Move any freight by hand carry .	If carried by one person	If required more than one person
	Move any freight from a vehicle larger than an Econoline van.		X
	Move any freight on equipment larger than a two-wheeled baggage cart.		X
ELECTRICAL	Plug in their own devices and equipment for properly ordered 110-volt electrical service of 1500 watts or less.	X	
	Plug in their own devices of 110 volt/ 1500 watts themselves.	X	
	Install or hang up to four small clip-on lights per booth.	X	
	Distribute electrical equipment necessary to provide electrical service.		X
	Connect modems, printers, computers, or keyboards. Test and tune own equipment. Run their own communications cable between machines in the same booth above the booth carpet.	X	
MERCHANDISING	Test and tune equipment.	X	
	Unpack, pack and arrange their merchandise and products in their exhibit.	X	
	Clean and wipe down their products and display merchandise and parts of their exhibit not installed by Freeman labor.	X	

Forklifts

Forklifts with operators are available at the prevailing rates. Arrangements must be made with the general service contractor at least 14 days prior to setup for special requests, such as cranes or forklifts with over 5,000-pound lift capacity for special handling of large equipment or machinery.

Tipping

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Any attempt to solicit a gratuity by an employee for any services should be reported immediately to Freeman. Additional information can be found on page 38 of [Freeman's ESM](#).

Safety

Fire Marshal Requirements & Permitting

All exhibit spaces must be in full compliance with all facility, Fire Marshal, Show Management, and exhibit guidelines including all local, state, and federal laws.

Fire and Safety

- The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).

- Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Sponsors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
- Spray painting is prohibited.
- Welding is allowed with written permission of Show Management, and provided sponsor procures all necessary permits and licenses and provides evidence of the requisite permits to the facility prior to the event.
- Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauge protected from damage. Overnight storage of cylinders in the building is prohibited.
- Sponsors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.

Flammable and Toxic Materials

- All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame-retardant.
- Samples should also be available for testing.
- Materials that cannot be treated to meet the requirements should not be used.
- A flame-proofing certificate should be available for inspection.
- Sponsors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
- Sponsors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Environmental Laws & OSHA Regulations

All sponsors must be in compliance with environmental laws and OSHA regulations. To facilitate this compliance, the Organizer strongly urges all sponsors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.

Cleaning

Booth Cleaning

Freeman is the exclusive booth cleaning contractor for this conference. Please note: your booth will NOT automatically be vacuumed the night before the Knowledge Exchange opens unless you order this service.

Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor no later than 3:00 PM on Tuesday, December 9, 2025. This will allow Freeman and the cleaning provider sufficient time to complete their load in and the cleaning of the exhibit hall as well as provide sponsors the space to complete their booth setup by keeping aisles clear. There will be no exceptions to this policy.

Excessive Trash & Booth/Material Abandonment

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee.

Sponsors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment". Any charges incurred on behalf of Show Management to remove the abandoned materials to ensure that Show Management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the sponsor directly. Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in a sponsor's booth past the move-out dates/times as published in this Sponsor Manual.

Appearance of Exhibit Space and Care of the Facility

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at sponsor's expense.
- Any portion of the exhibit bordering another sponsor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
- Peninsula, split island and island exhibits must have a finished back wall and be finished on all sides.
- Plain drape or unfinished hard-walls are not permitted.
- Floor covering is required in all booths and can either be brought in or ordered from the General Service Contractor. Sponsors that do not properly cover their exhibit area will be required to have carpet supplied by the General Service Contractor at the sponsor's expense.
- 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 columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit/facility areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- Fog, smoke and steam machines are not permitted.
- Sponsors are prohibited from possessing, displaying or depicting any products or components in their booth which could be interpreted as being a promotion of another company.
- No exhibit will be permitted which interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.
- Items located in the exhibit space must be in good taste or will be removed at the discretion of Show Management.
- Sponsors with large equipment such as walk-in coolers must reserve sufficient space to ensure that equipment which exceeds 4 feet (1.22 meters) in height and which, by virtue of its size, cannot be confined to the rear half of the exhibit space, is no nearer than 10 linear feet from any adjoining exhibit space.
- It is understood that sponsors shall neither injure, nor mar, nor in any manner deface the premises.
- Sponsors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.
- All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame-proofed in the manner approved by all applicable jurisdictions.
- Sponsor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the sponsor or any of its employees, agents, contractors or representatives.

UTILITIES

A/V SERVICES

A/V services are not included as part of your booth package. [Encore Exhibitor Services](#) is the exclusive full-service provider for all A/V services at The Hyatt Regency Coconut Point.

ELECTRICAL REGULATIONS

All electrical must be ordered through [Encore Exhibitor Services](#). Booths may have outlets pre-dropped in the booths; please be advised that if you plug into these electrical outlets, you will be charged for your power usage at a higher rate than if you had ordered in advance. For your safety and the safety of other show participants, all electrical work including floor distribution must be performed by Encore/Hyatt Regency Coconut Point.

Outlined within your [Sponsor Manual](#) are the specific facility electrical requirements. Please read these requirements carefully and contact the facility-engineering department with special needs or considerations.

Common considerations include:

- * All 110-volt wiring should be grounded three wires.

- * All wiring that touches the floor must be a minimum of 14-gauge/three wire flat cord insulated to qualify for “extra hard usage”.
- * All power strips must be UL approved, with built-in overload protectors.

INTERNET SERVICES

Telephone & Internet is not included as part of your booth package. [Encore Exhibitor Services](#) is the exclusive full-service provider for all internet, telephone, and TV services at The Hyatt Regency Coconut Point.

ONSITE BOOTH GUIDELINES

DISPLAY

Animals

- Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by Show Management then by the facility. Non-domesticated animals will be considered on an individual basis.
- Under the Americans with Disabilities Act (ADA), Show Management must allow people with disabilities to bring their service animals into all areas of the facility where sponsors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

Booth Appearance

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring sponsors, hall laborers, or installation/dismantling equipment, such as forklifts. 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.
- Sponsors 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.
- All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to Show Management and the facility at least 60 days in advance.
- Helium balloons are NOT allowed in the Knowledge Exchange at any time and should not be used in the design of the exhibit space or be distributed.

Canopies & Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for linear or perimeter booths should comply with line-of-sight requirements. The bottom of the canopy should not be lower than 7 feet (2.13 meters) from the floor within 5 feet (1.52 meters) of any aisle. Canopy supports should be no wider than three inches (.08 meters). This applies to any booth configuration that has a sight line restriction, such as a linear booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Please contact Construction Super Conference Show Management if your exhibit is composed of any ceiling treatment.

Display of Product

- Aisles must not be obstructed at any time. No portion of a sponsor’s display, product or demonstration may extend into any aisle.
- All features, signs and/or walls that are facing the aisle need to be covered or finished.

Hanging Signs and Graphics

Hanging signs and graphics are permitted in Island, Split Island and Peninsula booths, to a maximum height of twenty-five feet (25') from the floor to the top of signage and/or graphics. End-cap and linear booths do not qualify for hanging signs and graphics. 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 ten feet (10') from adjacent booths and be directly over contracted space only. Approval for the use of hanging signs and graphics must be received from Show Management. Variances may be issued at Show Management's discretion. Drawings should be submitted with the approval request and available on-site for inspection.

Trademarks/Copyright

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain any and all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

Vehicles on Display

- All vehicles on display will require spotting service from the general service contractor, at the sponsor's expense.
- Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/4-tank full or five gallons (include metric), whichever is less, and fuel tank filler caps locked and/or sealed.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space and must conform to line-of-sight rules.
- Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall exhibition floor and must be approved by Show Management.
- Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation.
- Once placed, display vehicles cannot be started or moved without the approval of Show Management and the direction of the general service contractor.
- Auxiliary batteries not connected to engine starting system may remain connected.
- External chargers or batteries are allowed for demonstration purposes.
- No battery charging is permitted inside the building.

DEMONSTRATIONS

Demonstrations

- As a matter of safety and courtesy to others, sponsors shall conduct sales presentations and product demonstrations in a manner which ensures all sponsor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each sponsor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned, or products displayed in a manner that would require an audience to gather in the aisles. Show Management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.
- Sponsors must comply with local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Sponsors should establish a minimum setback of 3 feet (.91 meters) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.
- Attention-getting devices, gimmicks, and tactics that do not reflect favorably on the educational or business purpose of the show are prohibited. Sponsors are encouraged to receive approval from Show Management for any activities in question prior to the conference.

Behavior/Good Neighbor Policy

- Sponsors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.

- Sponsors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the conference. Show Management reserves the right to deny access to the exhibition floor to sponsors not conducting themselves in a professional, ethical, and otherwise appropriate manner. Unsportsmanlike, unethical, illegal, or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Sponsor's personnel and their representatives may not enter the exhibit space or loiter in the area of another sponsor without permission from that sponsor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event and the sponsor additionally penalized by the loss of priority points at the discretion of Show Management.

Conference Directory

Sponsor information will be published as part of the official conference directory if directory information is submitted by the deadline date listed above. Only sponsors with valid exhibit contracts will be listed in the event directory. The sponsor waives and indemnifies Show Management and its agents from and against any and all claims against Show Management with respect to errors and omissions in the directory. The sponsor shall be responsible for the content of its entries.

Food & Beverage Sampling

- The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.
- Any sponsor sampling products may need to submit a sampling form to the facility's exclusive vendor for review and to Show Management for acceptance or rejection.
- Distribution of food and beverages: All business activities of the sponsor at the event must be within the sponsor's allotted space.
- Pre-packaged, single unit samples may be allowed to be distributed from a sponsor's booth.
- Alcoholic sampling is not allowed by some facilities depending on local laws and type of event. Please check with the facility's exclusive food and beverage vendor to confirm.
- Popcorn, peanuts in the shell and cotton candy are NOT permitted in the Knowledge Exchange at any time and may not be distributed from any exhibit booth.
- All food and beverage distributed from your booth must be ordered from The Hyatt Regency Coconut Point catering department.

Hospitality & Networking Events

- No sponsor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.
- Meeting and hospitality rooms – only exhibiting companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Sponsors must inform Show Management of any hospitality suites, functions, classes, seminars, or exhibits being held at venues other than the exhibition floor and must receive express written consent from Show Management for said activities prior to the conference. Such activity must be for internal business or staff meetings. Sponsors who are found to be in violation of outside activities rules and regulations will be subject to the loss of priority points.
- Show Management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only.
- Companies who wish to host hospitality suites must apply in writing to Show Management using the form included in the Sponsor Manual for permission and must agree that the suites not be open during any scheduled event. In addition, no sponsor may hold any revenue-producing event, fundraising event, or event of any type targeted to the event attendees at any time during event without the advance written approval of Show Management. If an activity is held without approval, Show Management reserves the right to exclude the sponsor from future events.

Models / Staffing / Temporary Staffing

- The sponsor will not dismantle their display prior to the stated closing of the conference. No exhibit or any part thereof may be removed during the period of such exhibition without the approval of Show Management. Sponsors should make travel and staffing arrangements accordingly.
- Exhibition space must be fully operational and staffed during published exhibition hours.
- Unless arrangements are made prior to the event, any space not claimed and occupied by 5:00 PM on Tuesday, December 9, 2025 may be resold or reassigned by Show Management, without obligation on the part of conference management for any refund to the sponsor whatsoever.
- Any sponsor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.
- Exhibit personnel shall wear professional attire consistent with the event decorum.
- Attendants, models and other employees must confine their activities to the contracted exhibit space. Sponsor's personnel and representatives may not enter the exhibit space of another sponsor without permission from that sponsor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal, or objectionable purpose. All personnel of sponsor, including personnel retained by sponsor to be in or around its booth, must wear appropriate apparel at all times. Show Management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by sponsors. Violators may be escorted from the event and sponsor may be subject to a loss of priority points.

Noise / Music

- In general, sponsors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of Show Management, disrupt the activities of neighboring sponsors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.
- Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.
- Sponsors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show Management does not have a license with any licensing agencies; therefore, sponsor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

Raffles, Drawings, and Contests

Raffles, drawings, and contests, if permitted by law, are allowed in a sponsor's booth but will be regulated by Show Management. Show Management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles, and drawings.

ADDITIONAL

Americans with Disabilities Act (ADA)

All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Click [here](#) for more information on the Americans with Disabilities Act (ADA).

Distribution of Promotional Items/Advertising

- Sponsor shall not, without the written consent of Show Management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Sponsor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the sponsor's exhibit space and upon such space as is made available for such purposes by the facility.

Mobile advertisements along the roads immediately surrounding the perimeter of the convention center and event hotels are prohibited during conference hours regardless of permits.

- Show Management defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the “key” areas of the city, to include but not limited to: airport signage, street signage/banners, convention center, event hotels, etc., must include the prominently visible tagline: “Proud Supporter of Construction Super Conference”.
- Sponsors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from Show Management. These areas are considered private property.
- Sponsors found to be in noncompliance with advertising guidelines will be subject to loss of priority points and Show Management fines.

Literature Distribution/Giveaways

- Circulars, catalogs, magazines, folders, promotional, educational, or other giveaway matter may be distributed only at the sponsor’s display and must be related strictly to the products and/or services on display or eligible for display and for products which are directly available from the sponsor. Distribution from booth to booth or in the aisles is forbidden and sponsors must confine their exhibit activities to the space for which they have contracted.
- No sponsor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages etc., without written prior approval of Show Management.
- Only literature published or approved by Show Management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by Show Management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time. The only exception to this rule is for authorized survey organizations that have obtained Show Management approval.

Paging/Announcements

Show Management will generally restrict announcements to general conference information. However, we can make announcements regarding sponsor prize drawings if arranged in advance. Announcements will not be made for sponsor lost persons, personal items or articles, etc.

Photography

- Photography and video recording are NOT permitted in the exhibit hall except by members of the press who received pre-approval.
- Photography or video recording of any area outside a sponsor’s booth (including but not limited to Registration Areas, General Sessions, and Meeting Rooms) is prohibited.
- Members of the press must first receive permission from the sponsor to photograph the sponsor’s booth.
- Only official photographers and audio/video producers appointed by Show Management are permitted to photograph or record audio/video of the entire event.
- Conference sessions may not be photographed, or video/audio recorded at any time.

Selling at Booth

Retail sales are NOT permitted on the exhibition floor at any time. Sponsors who are found to be in violation will be subject to the loss of priority points and could be excluded from future events.

Strolling Entertainment

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside a sponsor’s space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

Suitcasing

- Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by Show Management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.
- The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by Show Management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties without the permission of Show Management are in violation of this clause.

SECURITY INFORMATION

Construction Super Conference Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service onsite, however, it is the sponsor's responsibility to ensure the security of their exhibit and products. While Show Management will implement security measures to safeguard your property, neither Show Management, The Hyatt Regency Coconut Point Resort, agents nor employees assume any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading to Freeman. Do not leave bills of lading in your booth or attached to your crates.

Tips To Help Protect Your Product

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.



Additional security is required for any before- or after-hours' hospitality function within your booth.

REGISTRATION

SPONSOR BADGES

Register your staff on the Construction Super Conference website. Please refer to your sponsorship agreement for information related to complimentary passes.

Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move-in, move-out, and official show hours. No one will be allowed on the exhibit floor at any time without a badge.

Sponsor badges do NOT receive access to conference sessions. If sponsoring staff desire to attend conference sessions, this can be added to their registration for a fee at On-Site Registration.

Badges are the property of Show Management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

ADMISSION POLICY

Admission

Exhibit hall admittance is restricted only to sponsor personnel and registered attendees displaying an official Show Management badge. All personnel representing the sponsor, or its authorized agents must be properly identified with an official Show Management badge.

Once the Knowledge Exchange has opened, all sponsors must enter and exit only through designated entrances where security is posted.

Attendee Requirements

Construction Super Conference is for the trade only. Qualified buyers may either register [online](#) or onsite.

Children

No infants or children under the age of 16 are permitted on the exhibition floor at any time. Show Management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No baby strollers are allowed on the exhibition floor.

Early Access

Sponsors are permitted access to the Knowledge Exchange one (1) hour before and one (1) hour after posted official Knowledge Exchange hours. Additional access may be arranged solely at the discretion of Show Management.

Guests

Only individuals registered and badged may attend conference events. Sponsor staff or guests must register to attend conference sessions and to enter the exhibit hall.

GETTING THERE

HOTELS

The Hyatt Regency Coconut Point is the official hotel block for CSC 2025. [Book with us](#) for the best rate possible. If you are a Hyatt Honors member, you can apply your number to your reservation upon check-in.

The reservation deadline is November 24, 2025. After this date, the CSC hotel block will be closed.

PARKING

The self-parking garage for The Hyatt Regency Coconut Point Resort and Spa of is located directly in front of the resort.

Guest self-parking is available for \$3 each hour (max \$24), or \$27 a night. Valet parking is available for \$35 a night, and \$15 daily.

Parking fees are subject to change and parking is subject to availability.

Additional parking information can be found [online here](#).

SHUTTLES

Shuttle service is **not** provided for Construction Super Conference 2025.

RIDESHARE / TAXI

Information on getting around in Bonita Springs can be found [online here](#).

CITY RESOURCES

Learn more about the Bonita Springs area from [Visit Bonita Springs](#).

BUSINESS CENTER

The Hyatt Regency Coconut Point Resort and Spa offers a business center located in the lobby which contains two computers and one printer. The local [FedEx](#) is just a few miles away from the hotel with hours being Monday-Friday 8am-7pm and Saturday 10am-6pm, and closed on Sunday.

MEDIA & MISC.

PHOTOGRAPHY/VIDEO RECORDING

No photography or video recording is permitted during show hours or in any conference sessions. Exhibitors are permitted to photograph or produce audio/video of their own booth displays and/or products. Photographing or producing audio/video of other displays, products, or materials without prior written permission from Show Management and the owner of the subject is prohibited.