

RULES & REGULATIONS FOR EXHIBITORS AND SPONSORS

The RSA Conference Manager reserves the right to restrict or remove exhibits that, due to operation, lack of operation, excessive noise, or disregard of RSA Conference rules, disrupt RSA Conference. Anything that detracts from the Expo or RSA Conference 2019 as a whole may be prohibited or removed by the RSA Conference Manager. If you need further clarification, please contact John Kodis at jkodis@nthdegree.com or 617-848-8754. Capitalized terms used but not defined herein shall have the meaning ascribed to them in the RSA Conference Sponsorship/Exhibitor Contract (the "Contract").

❖ GENERAL RULES AND REGULATIONS:

- All booth fees must be paid in accordance with Section 10 (Payment Terms) of the Sponsorship/Exhibitor Contract. No exhibitor will be permitted to load-in to the Expo if there is an outstanding amount due.
- All demonstrations, announcements and promotions must be confined to your booth. Please make sure to position your demonstrations in such a way as to bring attendees into your booth rather than filling the aisles. No promotional announcements may be made over the Show floor sound system. Company flyers, promotional materials or advertising of any nature may not be placed, shown or demonstrated anywhere within the confines of the Venue other than your contracted exhibit space. Promotional materials may not be distributed outside the Venue, or on any street corners surrounding the Venue. Any materials found in any public areas or being distributed outside of the Venue will be confiscated and discarded, jeopardizing your company's participation in future RSA Conference events.
- During the period of March 4-8, 2019, no exhibitor or sponsor shall independently reserve space or otherwise sponsor or host an event within five (5) miles of the Venue without the prior consent of RSA Conference Management, whose consent shall not be unreasonably withheld. Acceptable uses include but are not limited to press conferences, parties, executive meeting rooms, or hospitality suites. Seminars or any other promotional or educational activity that competes or conflicts with previously scheduled RSA Conference activities are not allowed. These are examples where RSA Conference would withhold such consent.
- Except for books or printed materials, Exhibitors may sell product, and/or write orders from within their booth space. All show floor cash and credit card transactions are subject to applicable California State and local taxes, currently 8.5%. It is the exhibitor's responsibility to file the appropriate paperwork, and make appropriate sales tax payments to the State of California.
- Exhibitors agree to respect and follow all laws, rules and regulations of the State of California, Moscone Convention Center, Exhibit Services Contractors, Emergency Staff and the RSA Conference Manager.

❖ BOOTH CONSTRUCTION AND SIGNAGE

Booth Regulations by Exhibit Type

Exhibitors must adhere to the following rules that apply to the following Exhibit Types:

Linear Exhibits

Definition: One or more standard ten foot by ten foot exhibits (10' x 10' / 3m x 3m.) in a straight line (minimum size is 10' x 10' / 3m x 3m).

- **Hanging signs are not permitted above Linear Booths.**
- The maximum height of eight feet (8' / 2.44m) is allowed only in the rear half (5' / 1.52m) of the booth space, with a four-foot (4' / 1.22m) height restriction on all materials (product or equipment) in the front half of the booth. No height variance requests will be entertained unless your booth is on a perimeter wall. No exceptions. Submit variance requests to jkodis@nthdegree.com.
- Note: when three or more Linear Booths are used in combination as a single exhibit space, the four foot (4' / 1.22m) height limitation is applied only to that portion of exhibit space which is within 10 feet (10' / 304 cm) of an adjoining booth.
- Amplified and/or seated theater presentations are not permitted
- Video monitor size is limited to 42" in 10'x10' booths and 50" in 10'x20' booths. Full size video back walls are not permitted.

Perimeter Wall Exhibits

Definition: Standard Exhibit located on the outer perimeter wall of the Expo floor.

- **Hanging signs are not permitted above Perimeter Booths.**
- The maximum height of 10 feet (10' / 304 cm) allowed only in the rear half (5 feet / 1.52m) of the exhibit space, with a four foot (4' / 1.22 meter) height restriction on all materials (products or equipment) in the front half of the exhibit.

Extended Header Exhibits

Definition: Any Linear Exhibit, 20 feet (20' / 6.10m) or longer with a center extended structure.

- All guidelines for Linear Exhibits apply to Extended Header Exhibits, except that the center extended header has a maximum height of eight feet (8' / 2.44m), a maximum width of 20% of the length of the booth, and a maximum depth of nine feet (9' / 2.7m) from the back wall. Height limitations include product and equipment.

Island Exhibits

Definition: Island Exhibits (20' x 20' / 6m x 6m or larger; exposed to aisles on all four sides)

- The maximum height may vary in South Hall ABC due to arch obstructions. Regardless of Expo Hall, the maximum height for exhibit structures is 16' (488 cm). Maximum height to top of hanging sign is 22'. Lighting truss must be within the booth perimeter on all sides and cannot exceed 24' in height.
- Exhibitors must follow the Line of Sight Guidelines for exhibit structures.
- Exhibitors may use Plexiglas or a similar see-through material to create taller structures / walls that will allow for line of sight above 4'.

Line of Sight Guidelines

All booths, regardless of size or type, should be designed in such a way to eliminate line of sight obstructions from one Exhibit to the next. It is inappropriate for Island Exhibitors to use solid perimeter walls that obstruct the view of neighboring Exhibitors. In consideration of your fellow exhibitors:

- The length of any solid perimeter wall, structure, video screen or combination of elements exceeding 8' from the ground located on any perimeter boundary of your booth is limited to half the length (or width) of that side of your contracted space.
- The perimeter boundary extends 3' into the booth space.

Island Exhibitors are asked to take their neighboring Exhibitors line of sight into consideration when positioning hanging signs to minimize impeding the view of their neighbors. Variances may be granted at the discretion of RSA Conference Management.

If you question if your booth is compliant, please submit renderings or photographs to John Kodis (jkodis@nthdegree.com) during the design process, and prior to fabrication. It is the responsibility of the designer and ultimately the exhibitor to ensure that that all booth structures and hanging elements fit into the booth space contracted.

Exhibitors may use Plexiglas or similar see-through material to create a wall that will allow for line of sight from one booth to the next.

Covered and Multi-Level, and all Exhibits

Deck designs for covered and multi-level exhibits must be approved by a licensed structural engineer and bear said licensed structural engineer's stamp of certification on all plans. Plans must be submitted to the RSA Conference Management for review and approval by Moscone Fire Prevention Services. Certain booths may require fire watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, or other safety measures required by fire prevention officials. All plans must be in English and measurements in feet/inches, and must show overall perspective view(s) and elevations with heights clearly marked. Submit all plans to John Kodis at jkodis@nthdegree.com by November 16, 2018. Refer to the next section BOOTH REVIEW AND APPROVAL for additional details.

Hanging Signs

- Hanging signage or truss may only be rigged above booths that are 20' x 20' or larger.
- Regardless of Expo Hall, the maximum height for exhibit structures is 16' (4.88m).
- Maximum height restriction to top of hanging sign is 22'. **No variance on this regulation.**
- There must exist a minimum 1' (12", or 30.48 cm) separation between any structure and hanging element.
- Lighting truss must be within the booth perimeter on all sides and cannot exceed 24' in height.
- Rigging of all hanging signs will be performed by Freeman with plans reviewed in advance of the event.

The RSA Conference Manager will review all hanging signs for line of sight compliance. Freeman will review all signs for rigging feasibility. Please email for approval a design along with weight and size specifications to both John Kodis at jkodis@nthdegree.com and Tina Lombardi at Tina.Lombardi@freemanco.com no later than November 16, 2018. It is the responsibility of the booth designer, and ultimately the exhibitor to ensure that all hanging elements fit into the space contracted.

Miscellaneous

- Booth décor may not exceed the perimeters of the booth size as agreed upon in the Exhibitor Contract. The RSA Conference Manager reserves the right to remove any exhibit, at the owner's expense, if the exhibit portion exceeds the limits of the contracted exhibit space.

- Only aisles are carpeted by RSA Conference Management. All booths must be carpeted (either with traditional carpeting or some other approved floor covering) at the exhibitor's expense and must cover the complete area of the booth.
- Exhibitors may not make use existing building columns for any purpose whatsoever without Management approval.

❖ **BOOTH REVIEW AND APPROVAL**

It is the responsibility of the exhibiting company to comply with all RSA Conference 2019 Rules and Regulations regarding booth structure. If your booth does not comply with the exhibit Rules and Regulations, The RSA Conference Manager may require you to adjust which would be at your own expense.

All Exhibitors with booths 20'x20' or larger must submit a schematic / drawing of the booth for line of sight compliance review by November 16, 2018.

- Include on the schematic / drawing the exact height of the booth structure, towers and / or hanging signs, and indicate aisle or booth orientation.
- Clearly mark the height of each level on double deck booths. In addition, please indicate the direction any doors will open. **Doors may not open out directly into aisles.** Make sure to have all plans approved and stamped by a licensed structural engineer if the booth contains decking or multiple stories.
- The maximum height to the top of the sign / booth structure must be denoted and fall within the guidelines outlined here.
- All communication regarding Booth designs must be in English and measurements in feet/inches.

Booth Reviews must be submitted by November 16, 2018. It is preferred that all Review Forms and Diagrams be uploaded via the ERC tasks (See Rules & Regulations Task Group.) If this is not possible, email plans to John Kodis at jkodis@nthdegree.com

❖ **EXHIBIT INSTALLATION AND DISMANTLING**

- **Exhibitor Appointed Contractors (EACs):** Nth Degree (Labor Division) is the official, recommended booth install and dismantle (I&D) labor provider for RSA Conference 2019. You may, at your discretion, use another bona fide labor provider (referred to as an *Exhibitor Appointed Contractor* (EAC) providing the Exhibitor and the EAC comply with the following requirements:
 1. The exhibitor must notify The RSA Conference Manager utilizing the Notification of Intent to Use an Exhibitor Appointed Contractor form found in the ERC.
 2. The exhibitor agrees that he is ultimately responsible for all services relating to his exhibit, including freight, drayage, rentals and labor.
 3. The exhibitor shall provide evidence that the EAC has proper certificates of insurance with at least the minimum described below:
 - a. Comprehensive General Liability not less than \$2,000,000 with respect to injuries to any one person in an occurrence.
 - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.

- c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$2,000,000 of individual and/or aggregate coverage and or statutory limitation.
- 4. The exposition floor, aisles, loading docks, service and storage areas will be under control of the general contractor, and Nth Degree, Inc.
- 5. The Exhibitor Appointed Contractor:
 - a. Must agree to abide by all rules and regulations of the show as outlined herein, including union rules and regulations, and accept appropriate liability for any negligent actions.
 - b. Must have all business licenses, permits, and Workers' Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide The RSA Conference Manager with evidence of compliance. General Liability certificates of insurance must name Nth Degree, Inc., RSA Conference 2019, and the Moscone Convention Center as additional insured. If the proper documentation is not received by the deadline date, the exhibitor must utilize labor from Nth Degree, Inc., the EAC will only be permitted to supervise.
 - c. Shall be prepared to provide evidence that it has a valid authorization from the Exhibitor for services.
 - d. May not solicit business on the exhibit floor. Solicitation of business on the show floor will result in removal from the exhibit hall.
 - e. Must confine its operations of the exhibit area of its clients.
 - f. Shall provide, if requested, evidence that it possesses applicable and current labor contracts and must comply with all labor agreements and practices.
- **Please mail requested information to:**
 Nth Degree Labor Division
 3237 Satellite Blvd Bldg. 300, Ste 600 Duluth, GA 30096
 Phone: 404-297-5392 Fax: 404-508-2995

❖ **CODE OF CONDUCT**

All participants in RSA Conference are subject to the *RSA Conference Code of Conduct*, a copy of which can be found at <https://www.rsaconference.com/about/code-of-conduct>. RSA Conference Event Organizers enforce this code and expect cooperation from all RSA Conference participants (e.g., speakers, attendees, media, sponsors, exhibitors, volunteers, staff) to help promote a safe and enjoyable event experience for everyone.

❖ **BOOTH INFRASTRUCTURE REGULATIONS**

- **Booth Installation:** If not using Nth Degree or an Exhibitor Appointed Contractor (EAC), an exhibitor may choose to utilize your company's own personnel to set up and dismantle your exhibit. Your installation must take an hour or less, and you may not use tools. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification such as a medical insurance identification card, payroll stub or business card. Exhibitors may hand carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Freeman will

control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full-time employees of the exhibiting company will be allowed to hand-carry items.

- **Cablings/Ceiling Suspensions:** Booth structures should be built to be structurally sound. According to facility regulations, exhibits whose structural integrity requires cabling and/or suspension from the ceiling should not be erected.
- **Decoration:** The RSA Conference Manager has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with Exposition standards. This may require the replacement, rearrangement or redecoration of any item or of any booth. The RSA Conference Manager is not liable for any cost that may be incurred by the exhibitor. All booth spaces must be fully carpeted or covered. You may supply your own carpet or rent it from the official service contractor. All floor coverings must be fire retardant in compliance with local fire department regulations.
- **Electrical Wiring:** Freeman Electric has jurisdiction over all electrical installation, distribution and maintenance on the expo floor. Exhibitor materials cannot be used for under carpet or concealed wiring. Use of another exhibitor's electrical hook-up is strictly forbidden due to potential fire and hazard risks. In the event that the exhibit hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency's fire and hazard regulations, the exhibitor is responsible and liable for all damages incurred.
- **Fire Protection Measures/Fireproofing:** All materials used in the construction and decoration of an exhibit must be flame retardant. All carpeting and floor coverings must have Class 1 flame spread rating and UL between 0 and 25. No storage of flammable materials is allowed in the utility areas. Cooking or heating food by any means (electrical, gas, microwave) is not permitted in booths.
- **Lighting:** Overhead lighting fixtures and lighting trusses installed by Freeman Electric may be allowed outside the boundaries of your contracted exhibit space at the discretion of The RSA Conference Manager. Exhibitors intending to use hanging light systems should submit drawings to The RSA Conference Manager for approval. Lighting must be **directed to the inner confines of your booth space and should not project into aisles, onto other exhibitors, or interfere with other booths in any way.** If overhead lighting is installed outside the vertical boundaries of your booth, preference is first given to The RSA Conference Manager lighting or signage, then to the exhibitor over whose booth the truss or light can is hung. It cannot interfere with their booth, their suspended signage or lighting in any way. 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 Exposition. Use of strobe lights is not permitted.
- **Light Bulb Removal:** You may request the removal of Moscone House Lighting that interferes with your booth display. At the discretion of The RSA Conference Manager, lights may only be deactivated that are directly over your booth space. If lighting is over an aisle, a baffle or shield might be installed as not to negatively impact neighboring exhibits' lighting. Any costs are the responsibility of the exhibitor, and arrangements may (only) be made onsite with Freeman at their Service Desk.
- **Noise and Odors: Noisily operated displays and exhibits producing objectionable sound or odors are not allowed.** In general, exhibitors may use sound equipment in their booths so long as the noise level does not exceed an acceptable one. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. **This is the biggest source of sound violations, and is strictly monitored.** Additionally, booth activities that produce general "noise" are not allowed and will be asked to cease the activity. Examples may

include but are not limited to carnival type games, arcade games, activities that include smashing or hitting of objects, activities that accompany a loud sound track. Sound and noise should not exceed 85 decibels, and will be measured by RSA Conference Management equipment. Management will monitor sound and noise levels in the display spaces and will request that the exhibitor either reduce the noise level or eliminate it if Management feels that it is detrimental to the surrounding exhibitors' presentations. If there are presentation conflicts with a neighboring booth, The RSA Conference Manager asks that exhibitors first attempt to work with each other to arrive at a mutually acceptable compromise. The RSA Conference Manager may mitigate as a last resort, with their opinion being accepted by all parties as the resolution.

- **Show Site Freight Shipments (Targeted Move in):** Your Direct Freight Target Move in day/time is when your direct shipment to Moscone Center may arrive and be handled without surcharge. Please do not schedule labor to start until after your targeted window, as freight delivery is guaranteed "during the window", and not at a specific time. Freight is received and delivered to your booth without surcharge during your target move in time. If your freight arrives directly at Moscone Center other than during your target time, your handling charges may be surcharged for being "off target". Refer to the Targeted Move in Plan found in both the ERC and Freeman Online for your move in day. In order to insure a safe and smooth move in, target dates will be strictly enforced.
- **Warehouse Freight Shipments:** If you ship your booth freight to the advance warehouse, it will be spotted at your booth and ready for you to begin setup at 7:30AM on Thursday, February 28th.

❖ **BADGE CONTROL**

RSA Conference-issued credentials are the sole property of the RSA Conference Organizer and must be surrendered upon demand to RSA Conference and/or RSA Conference Organizer representatives. RSA Conference-issued credentials must be prominently displayed while at the RSA Conference or designated off-site activities. False certification of an individual as an exhibitor's representative, misuse of an exhibitor's badge, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibition floor, will be just cause for expelling the exhibitor and his representative(s) from the exhibition floor and/or banning them from future entrance into the Exhibition. This would also warrant the removal of the exhibitor's booth from the floor without obligation on the part of RSA Conference Organizer for refund of any fees. The exhibitor, his/her employees and agents, and anyone claiming to be in the hall through the exhibitor, waives any rights or claims for damages arising out of the enforcement of this rule.

❖ **BOOTH STAFF AND PERSONNEL**

- Each 10' x 10' space is allowed 10 Exhibitor Badges, and increases in increments of 10 as the booth size increases, with a maximum limit of 75. All booth staff must pre-register online through the Exhibitor Resource Center (ERC). No one will be allowed on the show floor without proper identification.
- Registered booth staff may access the show floor only during published load in and load out and Expo hours, or other hours as needed with the consent of the RSA Conference Manager. Those badged as *Booth Staff* as well as those with *Pre/Post Access* are allowed on the floor two hours prior to show opening for the purpose of getting the booths space show-ready. Only employees of the Exhibiting company qualify for Pre/Post access. See the ERC task for detailed information.

- All Expo staff are expected to dress in business and/or business casual attire. Exhibitors should ensure that the attire of all staff they deploy at their booth (whether the exhibitor's direct employees or their contractors) be considered appropriate in a professional environment. Attire of an overly revealing or suggestive nature is not permitted. Examples of such attire may include, but are not restricted to:
 - Tops displaying excessive cleavage
 - Tank, tube or halter tops, camisole tops
 - Miniskirts or minidresses
 - Shorts
 - Lycra® (or other Second-Skin) bodysuits
 - Objectionable or offensive costumes

These guidelines are applicable to all booth staff, regardless of gender, and will be strictly enforced. We reserve the right to request that individual booth staff change their attire or leave the premises immediately if we feel that their appearance might be offensive to other exhibitors or attendees.

❖ INSURANCE

Company acknowledges and understands that neither Dell EMC, it's subsidiary, RSA, Nth Degree, Freeman nor the Moscone Center maintains insurance covering Company's property or any damages caused by the Company. It is the sole responsibility of the Company to obtain such insurance. While RSA Conference Management does not require that the Exhibiting Company provide proof in the form of a "Certificate of Liability Insurance," Company agrees that it shall purchase and maintain sufficient insurance to comply with its obligations under these Rules and Regulations and Company's Exhibitor Contract with RSA Conference, including at a minimum:

- Commercial General Liability with limits of liability of not less than \$2,000,000 with respect to injuries to any one person in any occurrence and \$2,000,000 with respect to injuries to more than one person in any occurrence.
- Workers' Compensation Insurance as required by law including employer liability coverage, in a minimum amount not less than \$2,000,000 of individual and/or aggregate coverage and/or statutory limitation.
- Excess or Umbrella Liability (Coverage in excess of General Liability) with a limit of liability of \$2,000,000 Combined Single Limit per Occurrence.

❖ EXHIBIT HALL ACTIVITIES:

- **Age Restriction:** You must be 18 years of age to attend the RSA Conference, Expo, and all related events including but not limited to Expo move in/out, the Welcome Reception, or the Bash. Requests for any exception to this term must be made in writing to RSA Conference Management no later than February 16, 2019.
- **Alcoholic Beverages:** Alcoholic beverages are permitted in the hall without written approval from The RSA Conference Manager only during the times outlined below. Alcoholic beverages may only be provided by *Savor... SMG*, Moscone Center's exclusive food & beverage provider. The maximum portion size of any container holding an alcoholic drink is 12 ounces. This rule applies to both cups provided by *SAVOR... SMG Catering* and any sponsor/exhibitor provided cup, glass or container. Alcoholic Beverages may be served in the Expos only during these times:

- - Move-In – 2/28 – 3/3 is at the exhibitor’s discretion, only during move in hours of 8AM – 5PM
- - Monday, 3/4 – Between 5:00 PM and 7:00 PM
- - Tuesday, 3/5 – Between 4:00 PM and 6:00 PM only
- - Wednesday, 3/6 – None permitted *
- - Thursday, 3/7 – Between 12:00 PM and 3:00 PM only

* Alcoholic beverage service on Wednesday is limited to those exhibitors participating in the sponsored “Pub Crawl”. The Pub Crawl is a traffic builder limited to linear booth exhibitors only. Please contact your Space & Sponsorship sales representative for more information.

- **Animals:** With RSA Conference Management approval, animals for exhibition purposes are welcome at Moscone Center. While here, the following policies must be observed:
 - Animals must be under the control of a handler at all times
 - Animals may not be within 100 feet of any food service area

This policy does not apply to service animals

- **Balloons/Blimps:** Helium balloons are permitted at Moscone Center, however, Freeman and/or The RSA Conference Manager will charge a fee directly to the exhibitor for retrieval of stray balloons. Helium (or any compressed air) tanks brought on to the exhibit floor must be properly secured both during transport and use.
- **Catered Food:** All food and beverage items must be purchased directly through the Moscone Convention Center catering department, *Savor... SMG*. Bowls of individually wrapped hard candy, jelly beans, etc. are excluded from this requirement. Please be aware that any food or beverage that you order must be contained inside your booth. At no time may any food or beverage be displayed or served outside of your booth.
- **Drones:** The use of Drones/Unmanned Aircrafts (“UAV”) is strictly prohibited at all times throughout the entire Venue and the adjacent areas outside of the Venue. UAV’s are devices that are used or intended to be used for flight in the air with no onboard pilot (either controlled manually or through an autopilot using a data link to connect the pilot to the UAV).
- **Environmental Responsibility at RSA Conference:** Based on the principles of *Rethink, Reduce, Reuse, and Recycle*, RSA Conference is continuing its efforts to support a more sustainable environment by urging exhibitors to follow green best-practices. Recycling cardboard, freight boxes, plastic wrappings and other paper during move in and move out helps this effort. Using soy/vegetable-based ink and post-consumer, recycled paper in printed pieces; providing giveaways made of recycled, responsibly grown natural fiber and nontoxic and biodegradable materials; designing booths and displays using environmentally responsible materials and energy-efficient lighting are some of the ways you can begin this effort pre conference.
- **Environmental Responsibility regarding Carpet and Exhibits:** We require that all exhibitors be responsible and ship out any carpet and/or padding that is brought in to Moscone Center. (This excludes carpet rented through Freeman.) It goes against Moscone’s Green Policy to abandon these items on the show floor. With that in mind, if you still plan on disposing any carpet, pad or exhibit at the close of the show, please go to the Freeman Service Desk to put in a removal order, and get an estimated cost of disposal charges. There will be a \$50/square foot charge (based on booth size) plus labor to dispose of carpet/pad left on the floor (which the exhibitor has brought in to the Facility.) Charges will be billed by Freeman to the exhibitor or third party responsible for payment. Disposal of abandoned exhibit properties will also be charged at \$50/square foot based on booth size (plus labor).

- **Exhibit Hall Access Restrictions:** Those badged as *Booth Staff* as well as those with *Pre/Post Access* are allowed on the floor two hours prior to show opening for the purpose of getting the booths space show-ready and may remain up to 30 minutes after the exhibit hall closes. If access is needed outside these limitations, please contact The RSA Conference Manager to make arrangements.
- **General Security:** All exhibitors must make provisions for the safety of their goods, materials, equipment and displays at all times. General overall security services will be provided 24 hours a day from Thursday, February 28th, through Friday, March 8th, 2019 at 5:00 PM. Neither RSA Conference 2019, Dell EMC, it's subsidiary RSA, Nth Degree, Freeman, Moscone Convention Center nor employees of these companies and sub-contractors are responsible for the loss or damage of any property from any cause. If you would like to order dedicated security guard service for your booth, please see the Security Services Order form in the ERC.
- **Giveaways/Handouts:** Exhibitors may distribute items, samples, souvenirs, etc., only from the confines of their booths. Company flyers, promotional materials or any other company advertising may not be placed anywhere within the confines of the Venue. Promotional materials may not be distributed outside of Moscone North or South or on any street corners surrounding the Venue. Any materials found in any public areas or being distributed outside of the Venue will be confiscated and discarded and this could jeopardize your company's participation in future RSA Conference events.
- **Hoverboards:** Wheeled transport devices (with or without motors) are not permitted at any RSA Conference venue. This includes hoverboards, skateboards, uniwheels and all similar products. Wheelchairs and ADA compliant Mobility Scooters are permitted.
- **Obstruction of Aisles/Booth Demonstrations:** Exhibitors may not conduct demonstrations or activities that result in excessive obstruction of aisles or prevent ready access to neighboring exhibitors' booths. Demonstrations are to be straightforward, professional and relative to the displayed product. The use of demonstrators, gimmicks, mimes, magicians, robots, vehicles, etc. in the aisles is prohibited at all times. Products or demonstrations must be placed inside the booth boundaries and must not result in aisles being blocked. Exhibitor-contracted models or other talent may not canvas the Expo Hall distributing materials or otherwise inviting Expo Hall visitors to the Exhibitor's booth. The RSA Conference Manager reserves the right to terminate any objectionable activities.
- **Prize Drawings/Raffles:** Raffles may be conducted at RSA Conference as long as there is no cash transaction to obtain an entry ticket. Due to fire safety regulations, public drawings may only be conducted within the confines of the booth; public aisles cannot be blocked. It is recommended that you post the winner's name within your booth. Announcements made by overhead public address system are not permitted.
- **Vehicles:** If you plan on displaying any type of vehicle in your booth with an internal combustion engine, it must be noted on the floorplan that's submitted to the Fire Marshal. Please contact John Kodis for further information. jkodis@nthdegree.com
- **Internet in the Expo:** Wired internet access in the both Expos will be provided at RSA Conference 2019. Wireless internet sponsored by RSA Conference is available to all attendees, however you may not run booth demos off this wireless network. If you would like to set up a wireless LAN at your booth, you must first order a wired drop, and then provide your own wireless router to create the network. The Company is responsible for the security of their wireless network.

❖ **SOLICITING**

Soliciting, either exhibitor to attendee, attendee to exhibitor, or exhibitor to exhibitor is prohibited in the confines of the Conference Venue. Recruitment by competitors of RSA Conference (also known as *suitcasing* or *outboarding*) is prohibited at RSA Conference 2019. We reserve the right to escort any individuals from any part of the RSA Conference venue if they are reported to be soliciting. We encourage attendees to support the paid exhibitors who, in turn, are supporting the industry. We also encourage you to avoid sales pitches from non-exhibitors.

❖ **VIDEO RECORDING GUIDELINES**

You will need to hire a representative from Local 16 IATSE if you plan to do any of the following at the Moscone Convention Center:

- equipment set-up and plug-in for camera operation,
- videotape or hard disk recorders,
- portable lighting, audio, and/or props.

A Local 16 technician will be required for every operating position within a film or video production. Coverage for each member of a crew will need to be one to one for each technical position.

Local 16 labor can be contracted through Projection Presentation Technology (Projection): exhibits@projection.com, telephone 800-377-7650

The only exception to the above is if all four of the below points are true:

- a) You are a legitimate news media outlet
- b) Your camera must be battery-operated; you CANNOT plug into the Moscone Center's power
- c) Your only intention is to gather film clips for a newscast
- d) You carry valid press credentials available through RSA Conference's agency, SHIFT Communications

Those interested in filming at the conference – including on the show floor, in a booth, or at a session or keynote – should email rsaconf@shiftcomm.com ahead of time to coordinate needs, locations and logistics.

The Moscone Center has strict guidelines for filming onsite and prior coordination is needed. Email rsaconf@shiftcomm.com to coordinate approvals for filming speakers ahead of the conference.

Please note video crews are not allowed in any track session, Peer2Peer session or pre-Conference tutorials.

❖ **APPROPRIATE USE OF TRADEMARKS**

Exhibiting companies are required to respect all trademarks of Dell EMC, RSA Conference, as well as other RSA Conference exhibitors.

Dell EMC owns the trademark "RSA" for use in connection with RSA's software products, services and data security. Thus, the term "RSA" should be used as an adjective modifying a noun, and never as a noun or verb nor in possessive or plural form. Further, an appropriate trademark notice (®) must be placed adjacent to the first and most prominent reference to the trademark with proper attribution. Usually this means once in the title and upon the first instance in the text. Dell EMC's ownership must be attributed to any RSA trademark used.

Correct uses of RSA at the event are:

- RSA® Conference
- RSA® Conference 2019

Examples of improper uses include:

- RSA in San Francisco
- RSA event
- RSA Security Conference
- RSA Security World

The phrase “RSA Conference 2019” or “RSAC 2019” may be used in a URL, but only in connection with a web page that provides information regarding your organization’s current participation in RSA Conference.

Correct use in URL:

- www.yourorganizationsname.com/RSA2019/
- www.yourorganizationsname.com/events/RSAConference2019/

Examples of improper use in URL:

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