



GENERAL CONTRACTOR: Freeman, (888) 508-5054

[CLICK HERE TO GO TO FREEMAN ONLINE](#)

Required Forms: Below is a list of forms containing critical information that exhibitors must submit. Some forms are required for **all** exhibitors -- these forms will be marked with a "required for all" note. **Submission Deadline: Wednesday, June 11** – (unless otherwise noted). Please review each form carefully and submit them by the stated deadline to ensure a smooth event experience.

- [Booth Carpeting/Floor Covering Form](#) (Required for all) Exhibitors are required to provide floor covering for at least **90% of their exhibit space**. Flooring is **not included** with your booth. Please complete the form at the link above to inform show management whether you will be providing your own carpeting. If you are supplying your own flooring, it **must be fully installed by Wednesday, July 9 at 2:00 PM EST**. Any booth without flooring at that time will have carpeting installed by **Freeman**, and **the cost will be charged to the exhibitor**.
- [Onsite Contact and Exhibitor Liability Form](#) (Required for all)
- [EAC Notification Form](#) (Required only if hiring EAC/third party)
- [Booth Diagram and Hanging Sign Form](#) (Required if 400+ sq. ft.)

CERTIFICATE OF INSURANCE DUE: Wednesday, June 11

LIABILITY INSURANCE (Required for all): All exhibitors are required to carry commercial general liability insurance and must submit a copy to show management via the [Onsite Contact and Exhibitor Liability Insurance Form](#).

Please note: Liability insurance is separate from Exhibitor Appointed Contractor (EAC) insurance and must be submitted even if you have an EAC.

A [sample certificate](#) of insurance is available to assist you in preparing your documentation.

How to Purchase Liability Insurance (If You Don't Already Have It):

If you do not have a preferred insurance provider, we have partnered with [TotalEvent](#) to offer an affordable liability insurance policy for exhibitors who need coverage.

Please note the following:

- This policy includes all the required coverages outlined in your exhibit space contract.
- You **must still submit a copy** of your policy via the [Onsite Contact and Exhibitor Liability Insurance Form](#).
- Be sure to **purchase the policy using the same company name** listed on your exhibit space contract.
- **Workers' compensation insurance is *not* included** in the [TotalEvent](#) policy; however, you are strongly encouraged to carry it.

This insurance option is offered **solely as a convenience** and does not constitute an endorsement of TotalEvent.

EAC NOTIFICATION FORM

Exhibitor Appointed Contractors (EACs) are independent contractors hired by exhibitors. These may include booth builders, supervisors, designers, independent display companies, delivery personnel, technicians, etc.

All EACs must be registered online by Wednesday, June 11 to be approved to work at RE+ Mid-Atlantic.

If you are hiring anyone other than Freeman to perform labor in your booth, you are required to:

- Submit a [notice of intent](#), and
- Upload a copy of the EAC's certificate of insurance via the [form](#) linked above.

IMPORTANT – EXHIBIT AREA LOAD-IN INFORMATION:

To ensure safe and efficient coordination of large or complex shipments, please review the following requirements:

- **Complete the Freeman [Freight Questionnaire](#)** to provide details about your exhibit materials, machinery, or special delivery needs. This will help show management streamline your move-in process.
- **Contact the RE+ Team at Exhibit@re-plus.com by Tuesday, June 24** if your shipment includes any of the following:
 - Crates larger than **4' x 4' x 8'**
 - **Machinery and/or heavy equipment**
 - **A shipping container**
- If you plan to **load in a vehicle or machinery**, you must complete the [Freeman Mobile Unit Information Form](#)

EXPO HALL LOCATION: Hall E

BOOTH PACKAGE/ SHIPPING INFO/ EXHIBIT HOURS: Please view the [Freeman Quickfacts](#).

EXHIBITOR WORK RULES AND BOOTH SET UP:

The **Pennsylvania Convention Center (PCC) in Philadelphia** enforces strict **union regulations** regarding the delivery of exhibitor materials and booth installation.

To ensure compliance and avoid delays or additional costs, please review the guidelines carefully by visiting [PCC Exhibitor FAQs](#).

REGISTRATION/BADGE PICK UP:

Registration and badge pick-up open at 7:00 AM on the day of the show. When possible, exhibitor badge pick-up will also be available during exhibitor move-in.

Each exhibiting company receives:

- **2 complimentary Full Conference registrations** (including access to education sessions and the networking reception)
- **5 Customer Invitations (Expo Only Passes) per 100 sq. ft.** of booth space

To redeem your complimentary passes, please **sign in to your Exhibitor Resource Portal**.

If you have any issues or questions, please contact exhibit@re-plus.com.

Any additional staff working the event must **purchase a pass here:** [Register Now](#)

Official Hotel: Don't delay in reserving your hotel room! The room block is available on a first-come, first-served basis, and availability is limited. For more details and to book your stay, please visit: [Hotel Information](#)

OFFICIAL VENDORS

The following vendors are **exclusive partners for RE+ Mid-Atlantic 2025:**

General Contractor: Freeman

Lead Retrieval: Convention Data Services

Audio/Visual (AV): Shepard AV

Internet: Pennsylvania Convention Center (PCC)

Booth Catering: Aramark

Electric: Pennsylvania Convention Center (PCC)

Rigging: Pennsylvania Convention Center (PCC)

EXHIBITOR MARKETING TOOLKIT: Your best leads come from customers who are actively seeking your products and services—and we've made it easy for you!

The Exhibitor Marketing Toolkit includes:

- Pre-designed banners in various sizes
- Pre-written social media posts
- A customizable customer invitation letter

Use these ready-made assets to promote your presence at the event and drive more qualified visitors to your booth [Exhibitor Marketing Toolkit](#)

USE OF SPACE:

Linear Booths

- Maximum height of display in rear half of booth is 10 ft. (3.05m). However, drape will be 8ft. high.
- Maximum height of display in the front half of the booth is 4 ft. (1.22m)
- Display materials should be arranged in such a manner as to not obstruct sight lines of neighboring exhibitors.
- No company logos, branding, or signage may face into an adjoining booth, including booths on either side or behind.
- Hanging signs and trusses are prohibited.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

Pipe and Drape: Drape is not intended as a display fixture. Therefore, products and signs

should not be attached or affixed.

Island Booths:

An Island Booth is any size booth exposed to aisles on all four sides and is a minimum of 400 sq. ft. (37.21sqm).

- Maximum height of structure is 16 ft. (4.88m) if you have a hanging sign. If you opt for no hanging sign, you may include a tower-like structure in your design up to 20 ft. (6.1m). You may have one tower per 1,000 sq. ft. (92.96sqm) of booth space. The footprint of the tower may not be larger than 10 ft. (3.05m) wide x 10 ft. (3.05m) tall.
- Exhibit fixtures, components, and identification signs are permitted to a maximum height of 24 ft. (7.32m).
- Maximum height dimension of hanging sign is 6 ft. (1.83m)
- 2 ft. (0.61m) break is required between booth structure and bottom of hanging sign
- Hanging sign must be raised higher than 18 ft. (5.49m) and no higher than 24 ft. (7.32m)
- Solid walls must feature a 6 ft. (1.83m) break every 30 ft. (9.14m) to allow for clean lines of sight to nearby booths.
- Hanging signs are allowed. All hanging signs must be submitted to show management for approval by Wednesday, June 19.
- To maintain a professional appearance, the backsides of all walls must be finished (no exposed framing or structure) in a neutral color when visible from an aisle.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

BOOTH PERSONNEL: Booth personnel must maintain a professional appearance. All staff hired for the event (defined as any booth personnel who are not full-time employees of the exhibiting company) must wear business professional attire. This includes, and is not limited to, ANY gender used by exhibitors to promote their products at RE+ by using overtly sexual or suggestive methods. Partial nudity, the aggressive display of cleavage and the navel, and shorts/skirts higher than 4" above the knee are not allowed. If for any reason an exhibit and/or its contents are deemed objectionable to RE+ show management, the exhibitor will be asked to alter the attire of its staff.

RE+ further recommends that you encourage your booth personnel to:

- abstain from overt statements or offensive humor, which would disparage the dignity of any individual or group;
- substitute asexual words (e.g. sales representative or salesperson instead of salesman);
- refrain from using labels (e.g., referring to women as "girls"); and
- eliminate from all marketing collateral sexist language (i.e., replace masculine pronouns with he or she, or reword sentences or phrases) and discriminatory jokes or visual aids that show people in stereotypical roles by presenting individuals without bias regardless of sex, race, age, groups, etc.

All booth personnel **must wear a conference badge at all times** while on the show floor.