



## MAIN MENU

Welcome .....	1	FACILITY INFORMATION .....	14
<b>GENERAL INFO .....</b>	<b>2</b>	Building Regulations and Care of the Facility.....	14
DATES & TIMES.....	2	Safety.....	14
EVENT LOCATION .....	2	Fire Marshal Requirements & Permitting .....	14
SHOW MANAGEMENT CONTACTS .....	2	<b>INSIDE EXHIBIT BOOTH SPACE including</b>	
<b>REGISTRATION.....</b>	<b>4</b>	Breezeways .....	14
EXHIBITOR BADGES.....	4	<b>OUTSIDE EXHIBIT BOOTH SPACE .....</b>	<b>14</b>
Exhibitor Appointed Contractors (EAC) .....	4	DISPLAYING OF MOTOR VEHICLES .....	15
<b>TRAVEL AND TRANSPORTATION .....</b>	<b>4</b>	ELECTRIC VEHICLES .....	15
HOTELS .....	4	COOKING GUIDELINES .....	15
ON-SITE CAMPING .....	4	<b>REQUIREMENTS FROM INTERNATIONAL FIRE</b>	
PARKING .....	4	CODE (IFC).....	15
RIDESHARE/TAXI .....	4	LP GAS CONTAINERS & COMBUSTIBLE LIQUIDS. 16	
<b>IMPORTANT DEADLINES.....</b>	<b>4</b>	<b>UTILITIES .....</b>	<b>16</b>
VENDORS .....	5	ELECTRICAL REGULATIONS.....	16
<b>BEFORE YOU ARRIVE TO THE SHOWSITE .....</b>	<b>5</b>	INTERNET SERVICES .....	16
Coordinate your Hotel.....	5	LIGHTING.....	16
Obtain California Sellers Permit.....	5	<b>ONSITE RULES AND REGULATIONS.....</b>	<b>16</b>
Order badges .....	6	Advertising/Promotional Distribution.....	16
Order Patches .....	6	Americans with Disabilities Act (ADA).....	17
Arrange Shipping .....	6	Animals .....	17
<b>ONCE YOU ARRIVE ON SHOW SITE .....</b>	<b>6</b>	Booth Cleanup .....	17
<b>INSURANCE – NEW THIS YEAR.....</b>	<b>7</b>	Booth Occupancy .....	18
<b>BOOTH REGULATIONS.....</b>	<b>8</b>	Product Demos .....	18
CONSTRUCTION/DESIGN - APPLIES TO INDOOR		Exhibit Design .....	18
EXHIBITS ONLY .....	8	Exhibitor Conduct/Good Neighbor Policy .....	18
EXHIBITOR OUTDOOR MIDWAY AISLES .....	9	Food and Beverage .....	19
EXHIBITOR INDOOR EXHIBIT AISLES.....	9	In-Booth Parties .....	19
Hanging Signs, Airborne Objects .....	9	Sampling.....	19
FREIGHT & DELIVERIES .....	10	Models/Temporary Staffing .....	20
Freight Holds.....	10	Sharing of Exhibit Space.....	20
Cart Service.....	10	Stickers .....	20
Material Handling.....	10	Storage .....	20
Move-Out Information.....	10	Strolling Entertainment.....	20
Outbound Shipping.....	11	Suitcasing .....	20
Labor Laws .....	12	Trademarks/Copyright.....	20
SECURITY INFORMATION.....	12	<b>BRAND MARKETING KIT .....</b>	<b>21</b>
AFTER-HOURS SECURITY: .....	12	Submit Application for Demos at your Booth: ...	21
EXHIBITOR APPOINTED CONTRACTOR.....	14	Donate Prize to Benefit Charity Raffles.....	21
		Submit Items for Media Kit.....	21
		Download Event Marketing Materials .....	21

**WELCOME** to the Overland Expo SoCal 2026 Exhibitor Service Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at Overland Expo SoCal 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 take you to that section of the manual. Also, each page includes linked tabs at the top to help you navigate back to the Main Menu or another 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 about any areas you need further clarification on.

## GENERAL INFO

### DATES & TIMES

#### Show Days

Saturday, March 14	9 AM – 5 PM
Sunday, March 15	9 AM – 4 PM

#### Move-in

Thursday, March 12	APPOINTMENT ONLY
Friday, March 13	8 AM – 6 PM

- If you are bringing a semi rig for your booth space or product, then please contact your sales representative before the event so they can expect your arrival.
- If you have a trailer or trailer that is part of your booth display, we highly encourage you to arrive and place the trailer in your booth space on Thursday. Please confirm the time with your sales rep!
- Please note, moving in or setting up will not be allowed on Saturday before gates open. ALL exhibitors must be moved in and set up by Friday at 6:00 p.m.

Exhibitor move in ends at 6:00 PM on Friday, March 13<sup>th</sup>. If you will be late, please reach out to your sales rep as early as possible to discuss special arrangements. Once you are checked in, you may continue setting up. All booths must be ready by Saturday, March 14<sup>th</sup> at 9:00 AM.

No vehicle movement will be allowed after 6:00 PM on Friday, March 13<sup>th</sup>. This includes all Display Vehicles.

#### Move-out

Sunday, March 15	4:30 PM – 9 PM
------------------	----------------

***\*It is recommended that all booth materials and products be packed and labeled before exhibitors leave the OC Fair & Event Center on Sunday evening.***

### EVENT LOCATION

OC Fair & Event Center 88 Fair Drive Costa Mesa, CA 92626

### SHOW MANAGEMENT CONTACTS

#### SALES REPRESENTATIVES

Jacquie Parral

(818) 470-9201

[Jacquie.parral@emeraldx.com](mailto:Jacquie.parral@emeraldx.com)

**ADMIN ASSISTANCE**

Heather Scheiffele

(714) 880-9406

[Heather.scheiffele@emeraldx.com](mailto:Heather.scheiffele@emeraldx.com)

Shawn Parker

Director of Sales Operations

(310) 408-3119

[Shawn.parker@emeraldx.com](mailto:Shawn.parker@emeraldx.com)

## REGISTRATION

### EXHIBITOR BADGES

Overland Expo Show Management strictly enforces and monitors the number of exhibitor badges per booth. Each exhibiting company is allocated a certain number of badges based on booth size.

Badges must be worn at all times while at the show. **BADGES WILL NOT BE MAILED.** Order badges online in the [Overland Expo Exhibitor Portal](#) by February 13. Additional badges can be purchased on site in the Show Office for \$40.00.

### BADGE PICK UP at SHOW OFFICE/ PURCHASE TIMES

Thursday, March 12	APPOINTMENT ONLY
Friday, March 13	8 AM – 6 PM
*Saturday, March 14	8 AM – 6 PM
* Sunday, March 15	8 AM – 4 PM
*Event show days	

### Exhibitor Appointed Contractors (EAC)

Badges are not needed for Set Up days, but if EACs plan to attend the show please ensure to purchase a badge.

## TRAVEL AND TRANSPORTATION

### HOTELS

Book your hotels through [Overland Expo's Exhibitor Link](#).

### ON-SITE CAMPING

Exhibitors wishing to camp onsite must purchase a camping spot through the exhibitor portal. Camping spaces are very limited so purchase now. [Exhibitor Camping Registration Link](#). If you are an INDOOR Exhibitor including breezeways must purchase a camping space above.

Exhibitors with OUTDOOR Booth Spaces may camp in their space but must let us know via this [LINK](#).

### PARKING

Exhibitors should enter Gate 8 when accessing the OC Fair & Event Center. Parking will be **\$15** per day on show days. No charge for parking on set up days. Overnight parking is prohibited, unless in an approved camping location.

### RIDESHARE/TAXI

Taxis, Uber, and Lyft are available for anyone choosing to use their services. Drop-off and pick-up will be in designated areas at the OC Fair & Event Center.

## IMPORTANT DEADLINES

### January 23

- Exhibitor Demo Applications
  - Apply to give a product demo – [CLICK HERE](#)

- Subject to approval

- Sourcebook Creative

#### January 28

- In-Booth Party Request
  - In you plan to host an in-booth party, it must be confirmed by this date to ensure catering can be ordered in time!

#### February 9

- Advance warehouse opens for receiving shipments, more information below.

#### February 13

- Submit COI's, this is required prior to set up
- Inclusion in Media Kit
  - Submit your information to our Media Kit to connect with top journalist and content creators
- Sampling request
  - SUBMIT SAMPLE REQUEST FORM - Subject to approval
- Order extra badges

#### February 20

- Exhibitor rental discount pricing via Event Hype ends

#### March 9

- Advance warehouse closes for receiving shipments, all items must be shipped to show site

## **VENDORS**

Only the companies listed in the Exhibitor Service Manual are approved by Show Management to provide exhibitors with products and services. Click on the official vendors below to get more information.

### **EVENT HYPE – OFFICIAL SHOW DECORATOR**

- Event-Hype Online
- Contact: Gretchen Hoffend
- Phone: 702-296-0763

### **SHOW FLEET**

Overland Expo has partnered with Showfleet to offer Vehicle Detailing for display vehicles. Please use the **THIS FORM** to request your services directly with Showfleet.

Please note Overland Expo is not responsible for any arrangement made with Showfleet, and exhibitors must order these services directly.

## **BEFORE YOU ARRIVE TO THE SHOWSITE**

### **Coordinate your Hotel**

- You can book your hotel through our discounted site, [Hotel Maps](#).

### **Obtain California Sellers Permit**

- Secure a CA Seller's Permit

- Fill out SoCal BOE41D
- Upload BOE to Overland Expo
- All these steps can be completed [HERE!](#)

### Order badges

- To order additional exhibitor badges, please do so through our portal below:
  - [EXHIBITOR PORTAL](#)

Donate a prize to benefit the [Overland Expo Foundation](#)

- Raffle will be at 5:30pm on Saturday in the Oasis Bar & Food Court
- Please fill out [THIS FORM](#) for your donation

### Order Patches

- We encourage you to have your own patches made (with the hook part) and give them away at your booth. This drives people around the exhibitor area to collect as many as they can! Keep the patches no bigger than 2" ideally (2.5" max) please! A good company to check out is [Patches4Less.com](#)
- Reminder, please do not put the Overland Expo name or logo on this patch, you will be in violation of trademark infringement. Please refer to the Terms and Conditions for further information if needed.

### Arrange Shipping

- If you will be arranging any inbound or outbound shipping [THIS FORM](#) must be completed
  - [Advance Warehouse Shipments](#)
    - **Receiving Dates:** February 9 - March 9, 2026; Monday - Friday, 8:00 am - 3:30 pm
    - [Warehouse Address:](#)
    - TForce Freight  
c/o Event-Hype - Overland Expo [Exhibitor Name / Booth #]  
2747 S Vail Ave, Commerce, CA 90040
  - [Direct to Show Site Shipments](#)
    - **Receiving Dates:** March 12 - 13, 2026; 9:00 am - 6:00 pm
    - OC Fair & Event Center  
c/o Overland Expo SoCal [Exhibitor Name / Booth #]  
88 Fair Drive, Costa Mesa, CA 92626

## ONCE YOU ARRIVE ON SHOW SITE

You will be greeted by the Overland Expo Move In team; they will escort you to your booth space then:

### Head to Show Office

- Pick up credentials
- Pick up camping credentials if camping on-site

### Verify Event Hype orders

- Located in Building 10

### Exhibitor Parking

- All parking will be enforced by the OC Fair & Event Center. Parking must be purchased upon arrival at the parking lot, \$15 per vehicle, per Event day

### Trailer Parking

- All trailers will be parked in Lot G. Please refer to the property map [HERE](#).

### After Hours Security

- **(317) 518-3568:** If you are in need of assistance from security after show hours (overnight), then call this number and our roaming security will immediately assist you on-site.

### Display Vehicles

- Must be in place by Friday, March 13<sup>th</sup> at 6:00pm

- **INTERNAL COMBUSTION ENGINE VEHICLES**
  - Fuel tank must be 1/4 tank or less full. We will mark the fuel tank with a sticker once this is confirmed.
  - Battery must be disconnected.
- **ELECTRIC VEHICLES**
  - Windows must be rolled down at all times.
  - Keys must be turned in to Event Management by the end of check-in on Friday

### Happy Hour

- **SATURDAY 5 PM–7 PM:** Happy Hour will take place at the Oasis Bar & Food Court tent. Simply show your badge to the staff members at the front; they will punch your badge and give you a ticket for a drink. Once you take your drink ticket to the bar, you will receive a complimentary drink (both alcoholic and non-alcoholic options). Drink tickets are only valid for the night you receive it; you cannot use unused tickets during other happy hours.

### PACK IT IN PACK IT OUT

- **For Set Up Before the Show:**
  - Please break down all the cardboard and leave it at the end of your aisle. The clean-up crew will come by and grab it prior to opening the next day.
  - Any additional trash that is not cardboard can be placed in dumpsters and trash cans surrounding the event.
  - Trash cans will be located at the end of aisles, so that no exhibitor has a trash can in their booth.
- **For Tear Down at the End of the Show:**
  - Please break down all the cardboard and place it in your booth space.
  - Please do NOT leave behind concrete blocks, sandbags, wood chips, or gravel. If you do not want to take them with you, please place them in a dumpster.

### DO NOT leave early

- Exhibitors who attempt to leave early damage the show, create a dangerous environment for attendees, and harm attendance prospects for future shows. There are attendees that purchase Sunday passes, expecting to see a full show, and we must provide them with the same event and exhibitor experience.
- **Early departures will mean you will forfeit your space for future shows.** If you are personally not attending the show, then please make sure your staff is aware of this. **We will have staff on hand to record any early departures.**

## INSURANCE – NEW THIS YEAR

Event Partner shall, at its own expense, secure and maintain throughout the term of this Agreement, including Event move-in and move-out days, the following insurance with responsible third-party insurance carriers (with an A.M. Best rating of at least A-/VII for Event Partners insured with a domestic insurance carrier, and with a carrier approved in advance by Emerald for Event Partners insured with an international insurance carrier): (a) Workers' compensation insurance in an amount as required by applicable law (for domestic Event Partners); (b) Comprehensive general liability ("CGL") insurance with limits not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate, combined single limit for broad form bodily injury and property damage, including coverage for

personal injury, contractual liability coverage with respect to this Agreement, and operation of mobile equipment, premises, products/completed operations liability coverage, liquor liability (if applicable), and personal/advertising injury liability coverage; (c) Automobile liability insurance with limits not less than \$1,000,000 per occurrence, combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators (if applicable); (d) Umbrella Liability Insurance, with limits of at least \$1,000,000 per occurrence and in the aggregate; and (e) Employers Liability/Stop Gap Liability Insurance with limits of at least \$500,000 for each occurrence. The CGL and Automobile insurance policies shall (a) name as additional insureds Emerald, Facility, and each of their subsidiaries, affiliates, officers, directors, employees, agents and representatives and (b) be primary to any other valid and collectible insurance of Event Partner and/or Emerald or Facility and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Event Partner's obligations under this paragraph. The coverage provided to the additional insured shall not be limited to the negligence of Event Partner. The insurance carrier shall have no right of recovery or subrogation against any additional insured.

**Copies of certificates of insurance, satisfactory to Emerald, shall be furnished to Emerald at least thirty (30) days before the Event. Event Partner may not be permitted to enter the Facility until these requirements have been met.** Certified copies of the certificates of insurance shall provide that if any of the above-described policies are cancelled before the expiration date thereof, notice will be delivered to Emerald in accordance with policy provisions.

To the extent Event Partner is expressly permitted to engage its own contractors, Event Partner shall ensure that any contractors engaged in connection with the Event comply with the insurance requirements specified in this Section 11. Without limitation to the foregoing, Emerald shall be entitled, on request, to inspect such contractor's insurance policies evidencing compliance with the insurance requirements set forth herein.

## BOOTH REGULATIONS

### CONSTRUCTION/DESIGN - APPLIES TO INDOOR EXHIBITS ONLY

#### Show Colors – for Indoor Booths Only

Backwall and Sidewall Drape: Black

#### Standard Booth Equipment

##### Linear, Corner and Perimeter booths

Booth drape colors: Black

- (1) 8' High x 10' Wide Backwall = Black
- (2) 3' High x 10' Long Sidewalls = Black
- (1) 6" x 10" booth # floor sticker

##### End-Cap booths

- (1) 8' High x 10' Wide Backwall = Black/White/Black
- (1) 6" x 10" booth # floor sticker

##### Peninsula booths

- (1) 8' High x 10' Wide Backwall = Black
- (1) 6" x 10" booth # floor sticker



### Split Island booths

- (1) 8' High x 10' Wide Backwall = Black
- (1) 6" x 10" booth # floor sticker

### Island booths

- (1) 6" x 10" booth # floor sticker

Booths Located in the breezeways will not have pipe and drape as the wind will continue to blow it down. Please plan accordingly.

All other equipment and services are the responsibility of the exhibitor. Event Hype is the official general service contractor of Overland Expo. To access their online catalogs and order products and services, go to [Event Hype Portal](#).

## **EXHIBITOR OUTDOOR MIDWAY AISLES**

Please note that all the show aisles are at least full 20' wide. All booth materials must be kept within your assigned booth space and not in the aisles.

## **EXHIBITOR INDOOR EXHIBIT AISLES**

Please note that all the show aisles are a full 10' wide. All booth materials must be kept within your assigned booth space and not in the aisles.

## **Hanging Signs, Airborne Objects**

Event-Hype Sign Hanging Services:

- ALL electrical and non-electrical hanging signs, regardless of the weight, must be hung by Event-Hype. This service must be ordered/scheduled in advance through the Event-Hype exhibitor services [ORDERING PORTAL](#).
- Hanging signs are the first items installed during move-in, so they need to be shipped to the ADVANCE WAREHOUSE using this [SHIPPING LABEL](#).
- Exhibitors are required to provide assembly instructions and an installation/orientation location diagram for the hanging sign.
- If the sign needs to be built/assembled, there is a separate labor and supervision fee.
- For hanging the sign, there is a one-hour minimum charge; thereafter is charged in ½-hour increments (FOR INSTALLATION).
- There is a 1/2-hour minimum charge for DISMANTLE/take down of hanging sign.
- The hanging sign fee, which is provided on the Event-Hype exhibitor services portal, includes the boom lift and operator.

## **Wind Flags, Banner Flags, Pole Flags & Feathered Flags**

*Definition: a free-standing exhibit component used for displaying graphics or company identification.*

Rules & Regulations for booths 400 sq. ft. and under.

- Free-standing banner flags can extend up to 10' high, measured from the ground up.

- Banner Flags **MUST** be free-standing; they **CANNOT** be attached to your booth.  
*Bases can easily be found on-line. Do Not Use Water Weights*

Rules & Regulations for booths 400 sq. ft. and up.

- Free-standing banner flags can extend up to 16' high for peninsula booths and 22' high for island booths.
- All Wind Flags, Banner Flags, Pole Flags and Feathered Flags **MUST** follow these guidelines. Any variance is subject to Show Management approval and will be taken down at the discretion of Show Management.
- Banner Flags **CANNOT** hang outside of your booth space and **CANNOT** hang into the aisle or into a neighbor's booth.

## **FREIGHT & DELIVERIES**

All Shipments (Inbound/Outbound) – if you are arranging any inbound or outbound shipping, [THIS FORM](#) must be completed.

Advance Warehouse Shipments

Receiving Dates: February 9 - March 9, 2026; Monday - Friday, 8:00 am - 3:30 pm

Warehouse Address:

TForce Freight

c/o Event-Hype - Overland Expo [Exhibitor Name / Booth #]

2747 S Vail Ave

Commerce, CA 90040

**Direct Shipments** to show site accepted from Thursday, March 12, 2026, through Friday, March 13, 2026.

OC Fair & Event Center

c/o Overland Expo [Exhibitor Name/Booth #]

88 Fair Drive, Gate 5

Costa Mesa, CA. 92626

### Freight Holds

Overland Expo and Event-Hype reserve the right to hold freight for ANY outstanding balance owed, including booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

### Cart Service

Note Overland Expo does not supply carts. Bring your own carts if you plan to hand carry any booth materials.

### Material Handling

For more information on Material Handling charges, please follow [this link](#).

### Move-Out Information

Event-Hype will begin returning empty containers and skids at the close of the show. All exhibitor materials must be removed from the facility by **Monday, March 16, 2026, at 12:00 PM.**

### Dismantle Booth

- Review move-out schedule, move out instructions will be delivered to your booth Sunday morning
- Exhibitors cannot dismantle their booth until after 4:00 pm on Sunday, March 15, 2026

## Staging

- Exhibitors can start staging their vehicles in the same area for check in, starting at 3:00 pm on Sunday, March 15, 2026
- No vehicle movement in the show until given the all clear from show management

## **OUTBOUND SHIPPING**

**\*\* Event-Hype** - Exhibitor Services Show-Site Office is located inside the vestibule/lobby of the Costa Mesa Building\*\*

### Pickup Address:

OC Fair & Event Center  
c/o Overland Expo SoCal 2026 [Exhibitor Name & Booth #]  
88 Fair Drive

**Gate 8** - Located off Arlington Dr.  
Costa Mesa, CA 92626

### VERY IMPORTANT:

- **If you have scheduled a commercial carrier to pick up your shipment, you MUST have a Bill of Lading (BOL).**
- When your materials are packed and you're ready to leave, you must turn in a signed copy of your BOL to the Event-Hype exhibitor services show-site office.
- **DO NOT LEAVE THE BOL IN YOUR BOOTH OR ON YOUR FREIGHT.**
- **\*\*No BOLs will be accepted before the close of the show.\*\***
- Drivers must check in with their paperwork at the Event-Hype exhibitor services office before your freight can be loaded.
- Material Handling/Drayage Service rates apply.

NOTE: If you used a commercial carrier to ship your INBOUND freight to the advance warehouse or directly to show site, where Event-Hype material handling/drayage rates applied, the storing of your empties during the event and the load-out of your materials onto your commercial carrier is included.

-----  
For your Privately Owned/Operated Vehicles (POVs), if you need Event-Hype's assistance loading your freight during move-out, you can schedule forklift service in advance through the portal or stop by the Event-Hype exhibitor services show-site office to have it scheduled.

-----  
All commercial carriers must be checked in by 6:00 PM on SUNDAY, March 15, 2026. **EXHIBITOR FREIGHT MUST BE PICKED UP AND LOADED OUT on SUNDAY, 3/15, by 9:00 PM.** If your designated carrier fails to show by then, Event-Hype reserves the right to re-route your shipment to our designated show carrier. Additional freight or transportation charges will apply at the exhibitor's expense.

If you want to schedule outbound shipping with the show carrier, please create or complete a BOL through our exhibitor services portal (link below) under the OUTBOUND SHIPPING tab on the horizontal menu bar. NOTE: You must have a credit card on file. You can pick up your BOL and shipping labels at the Event-Hype exhibitor services show-site office.

Event-Hype Exhibitor Services Portal [LINK](#)

### Labor Laws

Exhibitor personnel may set up their own exhibits if desired, using their own tools and company personnel. Event Hype is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using Event Hype's [ORDERING PORTAL](#).

## **SECURITY INFORMATION**

Overland Expo Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the OC Fair and Event Center, 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 to cover loss or damage to their exhibit material.

Small electronic equipment such as tablets, laptops, 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 content.

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 at the general service contractor's service desk. Do not leave bills of lading in your booth or attach them to your crates.

### ***Tips To Help Protect Your Product***

- Monitor your booth to see when your product is going to be delivered.
- Hire a security guard to watch your booth overnight. \*
- Perform an inventory after your product has been delivered and note any damage or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate the shipments contents.
- After the 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 have staff in 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.

\*If you would like to reserve overnight security for your booth space, please contact Show Management

**AFTER-HOURS SECURITY:** If you are in need of assistance from security after show hours (overnight), then call **317-518-3568** and our roaming security will immediately assist you on-site.



## **EXHIBITOR APPOINTED CONTRACTOR**

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who are not the official contractors of the show but provide a necessary service at show site for the Exhibitor.

Overland Expo recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice if the EAC conforms to the show and venue Rules & Regulations, doesn't perform exclusive services, and carries the required insurance coverage.

Should you have any questions regarding the process, please email [gretchen@event-hype.com](mailto:gretchen@event-hype.com)

## **FACILITY INFORMATION**

### Building Regulations and Care of the Facility

- It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.
- Exhibitors will NOT be permitted to drive nails, hooks, tacks or screws into any part of the building, or put up decorations or adhesives that would deface the premises.

### **Safety**

#### Environmental Laws/OSHA Regulations

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

## **FIRE MARSHAL REQUIREMENTS & PERMITTING**

### INSIDE EXHIBIT BOOTH SPACE including Breezeways

#### **NO POPUP OR EZ-UP TENTS INSIDE OF BUILDINGS**

**Overland-Centric ROOFTOP, AWNINGS attached to vehicles, GROUND TENTS must have the trio...anything in question, please reach out to your sales rep.**

Only Overland Centric Trailers are approved to be inside the building, max length is 13ft.

Overland Centric Vans and Truck Campers are approved to be in the building but must have the Trio!

**"THE TRIO"** (All 3 required to be next to each other for quick inspection)

- 1) **No Smoking Sign:** Must be posted and visible
- 2) **Fire Extinguisher:** The best type of car fire Extinguisher uses a 5lb dry powder and has a rating of ABC. The Extinguisher should be certified and up to date. All Fire Extinguishers must be visible and easily accessible.
- 3) **Smoke Detector:** Standard residential working smoke detector placed in each tent

### OUTSIDE EXHIBIT BOOTH SPACE

At the OC Fair & Events Center, staking is NOT allowed; however, all booth tents must be secured. The weather is unpredictable, and the winds are often gusty.

Structural stability and anchorage are required. Tents must be adequately braced or anchored by manufacturer recommended product specs. We highly recommend nothing less than 50lbs per leg; this is a minimum for a 10x10. It is your responsibility to determine what is safe and secure for your own tent needs.

Bring supplies for securing tents and displays properly. NO water ballasts are allowed. Sandbags and concrete ballasts are available through Event-Hype's [ORDERING PORTAL](#).

Be prepared to take your tent down, as needed, depending on the severe weather conditions.

Displays using awnings on trailer, truss systems, or tents (equal or larger to 20×20 or 400 sq ft) must have a “No Smoking” sign and a fire extinguisher visible. Fire extinguishers must be Class ABC Fire Extinguisher – 5lb, 2A:10B:C.

All large structures and trussing units require engineering specs to be provided to Show Management prior to set up. It must have a California rated stamp on it, and it needs to be dated 2026.

### DISPLAYING OF MOTOR VEHICLES

Liquid and gas fueled vehicles and equipment used for display under tents or membrane structure shall be in accordance with the fire code. This includes any vehicles that are partially displayed under a covering, and they must also abide by the following:

- Batteries shall be disconnected
- Vehicles or equipment shall not be fueled or defueled within tent or membrane structure
- Fuel in the fuel tank shall not exceed one-quarter of the tank capacity or 5 gallons (19 L), whichever is less
- Fuel tank opening shall be locked and sealed to prevent the escape of vapors
- The location of vehicles or equipment shall not obstruct means of egress
- Under no circumstance should your display vehicle be started within your booth space.

### ELECTRIC VEHICLES

- Windows must be down
- Keys must be provided to floor manager by end of day, Friday, March 14th

**All display vehicles will be verified by floor managers.**

### COOKING GUIDELINES

- No cooking is allowed within / under any tents and buildings, no exceptions.
- No cooking or open flame in or within 20 feet if open to the public.
- No heating or cooking equipment within 10 ft. of exits.
- Outdoor cooking that produces grease laden vapors or sparks located at least 20 ft. from tents.

### REQUIREMENTS FROM INTERNATIONAL FIRE CODE (IFC)

Permanently affixed label indicating size, type of fabric

A membrane structure or tent shall have a permanently affixed label bearing the following information:

- The identification of size and fabric or material
- The names and addresses of the manufacturers of the tent or air-supported structure.
- A statement that the fabric or material meets the requirements of Flame propagation performance testing and certification.
- If treated, the date the fabric or material was last treated with flame-retardant solution, the trade name or kind of chemical used in treatment, name of person or firm treating the fabric or material and name of the testing agency and test standard by which the fabric or material was tested.
- If untreated, a statement that no treatment was applied when the fabric or material met the requirements of the section.

### LP GAS CONTAINERS & COMBUSTIBLE LIQUIDS

Secure compressed gas containers, cylinders, and tanks. Compressed gas containers, cylinders, and tanks shall be secured to prevent falling caused by contact, vibration, or seismic activity. Securing compressed gas containers, cylinders and tanks shall be by; 1. To a fixed object with one or more straps, 2. On a cart or other mobile device designed for movement of tanks, 3. To or within a rack or framework, cabinet or other assembly designed for such use.

- LP gas containers must be located outside
- Small (under 500 gal.) LP containers at least 10 ft. from tent
- Large (over 500 gal.) LP containers at least 25 ft. from tent
- LP gas containers secured and protected from damage
- No flammable liquids or liquid fueled equipment shall be stored inside tents; storage of flammable and combustible liquids at least 50 ft. away
- No refueling within 20 ft. of the tent

## UTILITIES

### ELECTRICAL REGULATIONS

All electrical must be ordered through Event-Hype. Electrical is programmed for the amount of power you ordered. If an exhibitor is plugged into an unauthorized electrical outlet, they will be disconnected and required to pay for electricity used.

Click [HERE](#) to order electrical service.

### INTERNET SERVICES

Wi-Fi will not be available for purchase. Please come prepared.

### LIGHTING

If you would like to order lighting, please email Gretchen: [gretchen@event-hype.com](mailto:gretchen@event-hype.com) to submit a request.

## ONSITE RULES AND REGULATIONS

### Advertising/Promotional Distribution

Catalogs, magazines, folders, promotional, educational or any other giveaway matter may be distributed only at the exhibitor'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 exhibitor. Distribution from booth to booth or in the aisles is forbidden, and exhibitors must confine their exhibit activities to the space for which they have contracted.

No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, Oasis or public areas of the event site, including hotels, shuttle buses, parking lots, etc., without written prior approval of Show Management. Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, aisles, or driveways of the facility without written permission from 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.

Exhibitors found to be in noncompliance with advertising guidelines will be subject to Show Management fines.



### Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

### Animals

- Domesticated animals (cats, dogs, etc.) are approved. Animals must be on a leash, and you must clean up after your animal. Under the Americans with Disabilities (ADA), Show Management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors 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.

### Balloons/Inflatables

Inflatables must be anchored, and exhibitors must have prior written approval by Show Management. Any cost incurred for the removal of lost inflatables will be the responsibility of the exhibitor.

### Booth Appearance

- **All tents must be secured (no staking) – no exceptions. The weather is unpredictable, and the winds are often gusty.**
- Please make sure to bring supplies for securing tents and displays properly.
- If you are using a 20×20 tent or larger, we would request that you let us know, so we can be aware and make sure all requirements are met before the Fire Marshall walkthrough. Your tent will be inspected by the Fire Marshall, and if all of the below requirements are not met then you may be asked to take it down:
  - Proper way to secure tent to ballast
  - Fire Extinguisher with current up to date permit
  - Exit Sign (if the tent has walls)
  - Fire Certification from tent manufacture
  - Tent anchors must fit in designated booth space
- If you need to order ballasts, you can do so through Event-Hype's [ORDERING PORTAL](#)

### Booth Cleanup

It is the responsibility of each exhibitor to clean up their booth. No items may be left behind on OC Fairgrounds property. If you bring in any materials for your booth, you are required to take them out with you.

#### **For Set Up Before the Show:**

Please break down all the cardboard and leave it at the end of your aisle. The clean-up crew will come by and grab it prior to opening the next day.

Any additional trash that is not cardboard can be placed in dumpsters and trash cans surrounding the event.

Trash cans will be located at the end of aisles, so that no exhibitor has a trash can in their booth.

#### **For Tear Down at the End of the Show:**

Please break down all the cardboard and place it in your booth space.

Please do NOT leave behind concrete blocks, sandbags, wood chips, or gravel. If you do not want to take them with you, please place them in a dumpster.

### Booth Occupancy

Your booth must be staffed and open for business during regular show hours. You may not dismantle your booth prior to the show closing on Sunday. Failure to adhere to these rules may result in a fine and/or losing priority status in future Emerald trade shows.

### Product Demos

- Demonstrations must take place within the assigned exhibit space. Demonstrations may not directly or indirectly prevent the normal flow of foot traffic through aisles or common space, nor inhibit the ability of neighboring exhibitors to conduct business. Demonstrations must have the proper protection to prevent injuries to spectators.
- Exhibitors should 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; wood burning fires are not permitted; all cooking equipment with an open flame must use a propane tank with an on and off switch. All cooking demos must also adhere to all health department rules and regulations. Exhibitors should establish a minimum setback of 3 feet 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. Exhibitors are encouraged to receive approval from Show Management for any activities in question prior to the show.
- All Exhibitor Demos must be pre-approved by the Director of Programming to be included in the event schedule and marketing. Requests for specific time slots / time frames are not always able to be honored; priority is given on a first-come, first-served basis according to when an application was submitted.

### Exhibit Design

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur. Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.
- Your display must be a family-friendly exhibit. Absolutely no profanity, no sexual content (including innuendo), no scantily clad “spokespersons” either in person or in pictures, and no copyright infringement upon the Overland Expo logo / brand is allowed.

### Exhibitor Conduct/Good Neighbor Policy

- Exhibitors 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.
- Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger, or interfere with the rights of others at the show. Show Management reserves the right to deny access to the exhibition floor to exhibitors 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.
- Exhibitor personnel and their representatives may not enter the exhibit space or loiter around another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event, and the exhibitor additionally penalized by the loss of priority points at the discretion of Show Management.

### Music/Sound

- Very low volume music is acceptable, but do not disturb your neighboring exhibitors.

- Exhibitors must regulate the level of sound in their booths so as not to inhibit the ability of neighboring exhibitors. Exhibitors may use sound equipment in their booths so long as the noise level does not exceed 85dB or disrupt the activities of the neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than the aisle or any adjacent booth.
- Overland Expo reserves the right to restrict sounds from any source that interferes with activities in neighboring booths. A maximum of **85dB** will be maintained on the show floor at all times. Exhibitors may not exceed a maximum sound level of **85dB** measured at a distance of ten (10) feet from the source. If an exhibitor exceeds an acceptable sound level and Overland Expo's request to lower said sound level goes unheeded, **Overland Expo has the option to disconnect the electrical power to the booth. All fees to be incurred by reinstating the electrical power will be the responsibility of the exhibitor in violation.**
- Exhibitors 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 fees on behalf of composers and publishers of music.

## **FOOD AND BEVERAGE**

All food must go through Show Management; no outside food should be brought in and handed out to attendees. For your booth catering needs, please contact Chelsea Chambers; [chelsea.chambers@emeraldx.com](mailto:chelsea.chambers@emeraldx.com).

Alcoholic beverages served during the show **MUST** go through Show Management. Outside alcoholic beverages are strictly prohibited. No alcoholic beverages may be served to attendees, and no alcoholic beverages may be served to anyone under age 21. Overland Expo is not responsible for verifying ages shown on show badges; that is the responsibility of the exhibitor. Ages should be verified by checking a valid form of legal identification (other than a show badge).

If an exhibitor is found distributing alcohol not purchased through Overland Expo, or found serving alcohol to anyone under age 21, the alcoholic beverages will be confiscated, and the exhibitor will be subject to immediate removal from the show. If it is found that an exhibitor has made alcohol available to anyone under age 21, law enforcement authorities may also be summoned.

**No outside food, beverages, or alcohol is permitted.**

### **In-Booth Parties**

**All exhibitors must notify Show Management in advance if they plan to host a gathering involving the distribution of food, beverages, or alcohol within the venue. All food, beverage, and alcohol services for in-booth parties must be arranged through Overland Expo's approved caterer; outside food and beverages are not permitted. For more details regarding in-booth parties, please contact your sales representative. The deadline to register for an in-booth party is January 28, 2026.** Due to liquor licenses and rules set by the Alcohol and Beverage Commission in each state, there are strict rules on distribution of alcohol. Any organized party not registered with Show Management and not complying with the rules will be considered illegal and dealt with by the County Sheriff and will be shut down immediately. **There is no distribution of alcohol allowed on venue premises via any other channel other than the event venue's alcohol provider.**

## **SAMPLING**

All sampling must be approved by Show Management. Anyone wishing to pass out samples must complete the [Sample Request Form](#) and have it submitted by **February 12, 2026**. All Rules and Regulations for sampling at Overland Expo can be found on the Sample Request Form.

### Models/Temporary Staffing

Models are not allowed to display merchandise or hand out literature outside the exhibitor's assigned booth. This will be strictly enforced. Do not hire any models with the intent to hand out any sales materials or products outside of your booth space. An exhibitor found to have violated this rule is subject to a \$250.00 fine per occurrence, payable to Overland Expo.

### Sharing of Exhibit Space

Exhibitors may not share booth space with another non-contracted or unauthorized manufacturer or distributor. Any exhibitor found to be co-sharing a booth space will be charged with a booth sharing fee. Please discuss any sub-lease or co-sharing questions with show management for approval.

### Stickers

Any exhibitor placing stickers on Overland Expo signage or the OC Fair & Event Center property will be charged accordingly for the defacement of the property. Any stickers found outside the exhibitor's booth placed upon the property of the OCCC, another exhibitors' booth, or any public property is subject to a \$500.00 fine per occurrence, payable to Overland Expo.

### Storage

- Storing any crates, cartons, boxes or other show materials within your booth is strictly prohibited. Violators of fire codes are subject to fines and confiscation of materials.
  - Empty crates, cartons, and boxes must be removed from the exhibitor's booth.
  - To have your "Empty" containers picked up by Event-Hype for storage and returned to you at the close of the show, please stop by the Event-Hype exhibitor service office, located inside the vestibule/lobby area of the Costa Mesa Building, to pick up "Empty" stickers and affix them to your boxes, cases, pallets, and crates
  - Event Hype will return all tagged "empties" at the conclusion of the Show.
  - Exhibitors are cautioned not to leave any merchandise in boxes being stored

### Strolling Entertainment

Strolling entertainment or moving advertisements outside of the exhibit space is strictly prohibited.

### 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 products 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 unauthorized properties within state restriction of the exhibit facility without the permission of Show Management are in violation of this clause.

### 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 all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

## BRAND MARKETING KIT

For a complete list of sponsorship opportunities, visit the show website: [Overland Expo Sponsorship Opportunities](#).

### Submit Application for Demos at your Booth:

Registered exhibitors are welcome to host a demo about your product or technology within your booth. It's a great way to show off what you know and why customers should purchase your product. Product demos are held at your booth and are advertised in the Overland News' printed schedule that is available at the show or by using our online app.

Apply to give product demos – [CLICK HERE](#)

\*Subject to approval\*

Deadline: January 23, 2026

### Donate Prize to Benefit Charity Raffles

Overland Expo is hosting a charity raffle to benefit the Overland Expo Foundation. All prizes will be raffled and awarded to attendees at the Overland Expo event.

Overland Expo Foundation Raffle

Saturday – 5:30 pm @ the Oasis Bar & Food Court

[Fill Out This Form To Donate A Giveaway Item!](#)

We will begin promoting the prizes and companies who donated via [overlandexpo.com](#), social media, and our e-news in early March! To be included in the advance promotion, let us know what you'd like to contribute.

### Submit Items for Media Kit

Launching new gear or looking for press coverage? Submit your information to our Media Kit to connect with top journalists and content creators attending Overland Expo West. Share your press releases, product launches, and brand story to maximize exposure and secure valuable media attention. Don't miss this opportunity—submit before February 13, 2026!

[MEDIA KIT SUBMISSION](#)

Deadline: February 13, 2026

### Download Event Marketing Materials

Tell your fans and followers to come see you at the show!

[Email Us](#) for a link to our digital media room with social media assets and promotional copy.

Tag @overlandexpo and #overlandexpocal on Instagram, Facebook, and LinkedIn.

Add the Official Overland Expo SoCal 2026 Facebook event to your FB page. Once in the event, click the 3 dots next to the "share" button, and click "add to page."