**Oracle OpenWorld 2016 Rules & Regulations**

The Rules and Regulations governing Oracle OpenWorld 2016 are an integral part of the contract for exhibit space and have been established to protect all parties involved.

Exhibits installed at Oracle OpenWorld conferences must comply with the Rules and Regulations of the event. If an exhibitor or exhibit activity is in violation of the Exhibit Rules and Regulations, the Oracle Events Partner Engagement Team may require the exhibitor to alter the exhibit either before the event or onsite. Any necessary changes are to be made at the exhibitor’s expense and are subject to approval.

All exhibit matters and questions not covered by these Rules and Regulations are subject to the decision of the Oracle Events Partner Engagement Team. Oracle may amend these Rules and Regulations at any time and all the amendments that have been made will be equally binding on all parties, as are the original Rules and Regulations. In the event of any amendment or addition to these Rules and Regulations, Oracle will give written notice to exhibitors who may be affected.

The Oracle Events Partner Engagement Team reserves the right to reject or prohibit any exhibit, whole or in part, or any exhibitor and his or her representatives, based solely on its judgment, discretion, and authority. Please refer to your Oracle OpenWorld Exhibit Space Contract for additional rules and regulations.

If you have any questions, please contact the Oracle Events Partner Engagement Team:
Partner Hotline: +1-650-506-0001
Email: partner-engagement_ww@oracle.com
### After Hours Events
Please notify the Oracle Events Partner Engagement Team at partner-engagement_ww@oracle.com if you plan on hosting an event before or after show hours in your booth space.

### Age Restriction
No one under the age of 21 is permitted in the Exhibit Hall at any time. Please share this policy with all company employees to avoid any uncomfortable situation onsite. Any exceptions to this policy must be approved by Oracle.

### Alcoholic Beverages
The consumption of alcoholic beverages is prohibited during move-in/installation and move-out/dismantle for safety and liquor liability purposes.
Auxiliary Meeting and Hospitality Space
Auxiliary Meeting Space is available to Oracle Employees, OpenWorld and JavaOne Exhibitors, Partners and Sponsors. Due to limited availability, requests will be limited to one meeting room per day and request approvals are based on current venue availability. Complete information regarding Auxiliary Meeting and Hospitality Space can be found in the General Show Information section of the Exhibitor Services Kit. To inquire about Auxiliary Meeting Space, please email oracleauxiliary.us@aimia.com

Badge Policy
False certification of an individual as an exhibitor’s representative, misuse of an exhibitor’s badge or wristband, or any other method or device used to assist unauthorized personnel to gain admittance to the Exhibition Hall floors will be just cause for expelling the exhibitor and his/her representatives from the Exhibition Halls, and/or exhibitor booth from the Exhibition Hall floors without obligation on the part of Oracle to refund any fees. The exhibitor, his /her employees and agents, and anyone claiming to be on the Exhibition Hall floor through the exhibitor, waives any rights or claims for damages arising out of enforcement of this rule.

Temporary Wristbands for Move-in/Installation:
Temporary, expiring wristbands will be used for exhibiting company employees, booth builders/designers, and anyone associated with your booth who is working during move-in/installation and move-out. Temporary wristbands will be available in front of the Exhibition Hall entrances at Moscone West and Moscone South and distributed by Security. Government photo ID should be presented upon request for the issuance of a temporary wristband. Refusal to display the wristband as directed by Security will be cause for removal from the site and exclusion from the event for the duration of Oracle OpenWorld.

Balloons
No balloons or blimps are allowed in the Exhibition Halls.

Booth Activity/Crowd Control
Exhibitors may not conduct demonstrations or any activities that result in the obstruction of aisles or prevent ready access to neighboring exhibitor booths.
  • The use of demonstrators, gimmicks, magicians, etc. in the aisles is prohibited at all times.
  • Products or other demonstrations and viewing attendees must be placed inside the booth boundaries and must not result in aisles being blocked. Equipment/furniture may not be in the aisle at any time.
  • Displays must be clearly confined within the exhibitor’s booth and must not be designed to obstruct the clear view of nearby booths or interfere with the flow of traffic.
Booth Display Types and Regulations
Exhibitors are responsible for their own booth design and construction. All work must be carried out conforming to the requirements of the rules and regulations of Moscone Center. All booth structures and signs must be confined within the area allocation.

In-Line Booth: Generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one site exposed to the aisle. The maximum height limit is 8 feet for in-line exhibit spaces and is only allowed in the rear 5 feet of the booth space. There is a 4 foot height restriction imposed on all materials in the remaining space forward to the aisle.

In-Line Corner Booth: Located at the end of a series of in-line booths with exposure to intersecting aisles on two sites. The same rules apply as listed above in “In-Line Booth.”

Peninsula Booth: Exposed to aisle on three sides, these booths must adhere to the rules for “In-Line Booths.”

Island Booth: Any size booth that is exposed to the aisle on all four sides. Ground-supported properties within the space may not exceed 16 feet in height, must be inset 1 foot from the perimeter and may not be over half of the length of the exhibit space. Hanging signage for Island booth structures has a height limit of 20 feet to the top. The bottom of the sign must be 4 feet above any floor supported structure. Floor supported structures cannot exceed 16’. Lighting trusses, hung from the ceiling, will be allowed for island booths only provided the following regulations are met: Lighting trusses must be within the booth perimeter on all sides and cannot exceed 24’ in height.

Please submit all booth renderings and engineering plans to the Oracle Events Partner Engagement Team and Freeman by Friday, August 19th:

Tina Lombardi  tina.lombardi@freemanco.com
Partner Engagement  partner-engagement_ww@oracle.com

Renderings and engineering plans must include dimensions of all structures within the exhibit space, hanging sign dimensions (if applicable) and rigging information (if applicable).

Booth Furnishings
The Oracle Events Partner Engagement Team has the authority to determine whether placement, arrangement, and appearance of all items displayed by the exhibitor are in compliance with the Rules and Regulations.
Coverings (including end caps and furnishings): Any part of your exhibit that is visible from the aisle or another booth must be completely finished at the exhibitor’s expense. In the event an exhibitor fails to properly finish any exposed areas of their display, the Oracle Events Partner Engagement team will order the materials from the general Decorator, Freeman, and charges will be added to the exhibitor’s billing. Exhibitors are not permitted to place signage or other items outside their contracted exhibit space. All booth spaces must be fully carpeted or covered. You may supply your own carpet/flooring or rent it from Freeman. All floor coverings must be fire-retardant in compliance with local fire department regulations.

**Booth Staffing**
Exhibitor Booths and Kiosks must be continuously staffed during exhibit hours. With the exception of convenience help (such as receptionists or professional product demonstrators), all booth personnel must be an employee or a representative of a company. The appearance, dress, and decorum of booth personnel must reflect good taste. Booth personnel, including demonstrators, hosts, and models, are required to confine their activities within the exhibitors booth space.

**Default in Occupancy**
Any exhibitor failing to occupy contracted space is not refunded payment of the full rental of such space. All display systems and equipment/products must be installed and completed on the evening prior to the event opening.

**Drones**
Drones are not allowed in the Exhibition Halls without written permission from Oracle.

**Exhibition Floor Etiquette**
The general rule of the exhibit floor is to be a good neighbor. No exhibits will be permitted that interfere with the use of other exhibits or impede access to them or impede the free use of aisle space. Booth personnel, including demonstrators, hosts, and models, are required to confine their activities within the exhibitor’s booth space.

**Exhibitor Appointed Contractor (EAC)**
As the exhibiting company, you are responsible for advising the Oracle Events Partner Engagement Team of the company name, address, and the contract name for your “nonofficial” contractor (EAC). All EACs must comply with the criteria set forth in the Exhibitor Kit. The exhibitor is responsible for the actions of their EAC. Both the intent to use and EAC and the Certificate of Insurance (COI) from the appointed contractor must be received by the Oracle Events Partner Engagement Team and Freeman no later than
30 days prior to the start of the show or your EAC will not be permitted to service your exhibit. Please contact Freeman with any questions: FreemanAnaheimES@freemanco.com.

Exhibit Space Contract
Oracle OpenWorld exhibitors must abide by the rules set forth in the OOW 2016 Exhibitor Contract.

Food & Beverage
Dispensing of food and beverage is allowed from the booth for hospitality purposes; however, popcorn and unshelled peanuts are not allowed in the booth/Exhibition Halls at any time.

Savor...San Francisco retains the exclusive rights to provide, control and retain all food and beverage services throughout the facility for the events, THIS INCLUDES BOTTLED WATER. No food, beverage, or alcohol will be permitted to be brought into or removed from a San Francisco Convention Facility by the client or any of the client’s guests or invitees without the written approval by Savor...San Francisco.

Giveaways
The exhibitor must distribute items (samples, souvenirs, collateral, etc.) from within the confines of the exhibitor booth. The Oracle Events Partner Engagement Team reserves the right to evaluate the safety and/or offensiveness of novelty item handouts. All giveaways must be approved by the Oracle Events Partner Engagement Team at partner-engagement_ww@oracle.com. Exhibitors may not distribute items that are included in the Oracle OpenWorld sponsorship packages including notebooks, bags, lanyards, water bottles and pens.

Hanging Signage
Banners and Hanging Signs are restricted to island booth configurations 20x20 feet (400 sq. ft.) and above. They must be confined within the borders of the space contracted by the exhibitor, regardless of sightlines to the exhibitor’s own signs that may be blocked by other signs and displays.

Hanging Signs and graphics should be set back 10 feet from adjacent booths and be directly over contracted space only. Hanging Signs for Island booths have a height limit of 20 feet to the top and the bottom of the sign and must be 4 feet above any floor-supported structures that are more than half of the length of the booth.

Lighting trusses, hung from the ceiling, will be allowed for Island Booths ONLY provided the following regulations are met:

- Lighting truss must be within the booth perimeter on all sides and cannot exceed 24’ in height.
Height Variances: Requests will be reviewed on a case-by-case basis and will be granted only when, in the opinion of the Oracle Events Partner Engagement Team, there is a clear and compelling need. All Hanging Signs should be clearly identified as a Hanging Sign and should arrive at the Freeman Warehouse one week prior to the first exhibitor move-in day. The appropriate shipping label can be found in the Freeman online Exhibitor Services portal.

Freeman is responsible for the assembly, installation and removal of all Hanging Signs. The exhibitor or approved EAC vendors may supervise. Exhibitors who do not provide supervision (self or EAC) agree to accept charges for time, materials, and equipment as determined by Freeman. Freeman will hang signs as close to exhibitor specifications as is practical or as hall structure permits. Characteristics or signs, rigging, and electric hoist placement may cause the actual Hanging Sign heights to differ from orders.

If a partner does not opt for Freeman supervision during the rigging installation and hangs a sign that is in violation of the Rules and Regulations, the partner will be responsible for charges accrued to move the sign into compliance.

Installation/Dismantle
Schedule for installation/dismantle can be found in the Freeman Quick Facts located in the General Show Information section of the Exhibitor Services Kit.

- All crates must be tagged and ready for removal no later than 11:00am on Sunday, September 18th.
- Exhibitors who begin to dismantle their booths prior to the closing of the halls will lose priority points and may be banned from participating at future Oracle events.

Union Jurisdiction: Union jurisdiction prevails over all move-in/installation and move-out/dismantling of exhibits including signage and laying of carpet. This does not apply to the unpacking and placement of merchandise.

- **Setup:** You may set up your exhibit display if one person (company employee only) can accomplish the task within 30 minutes or less without the use of tools.
- **Material Handling:** Union jurisdiction prevails over the operation of all material handling equipment, unloading, reloading, and handling of empty containers.
- **Hand-Carried Items:** Exhibitors may move material that can be hand-carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

If you are unable to meet the above criteria, you must use union personnel supplied by Freeman, the Official Service Contractor. If you are utilizing the services of an EAC (Exhibitor Appointed Contractor), Freeman and the Oracle Events Partner Engagement Team must be notified via the Notification of Intent.
to use the Exhibitor Appointed Contractor Form located in the Show Site Labor Section of the Exhibitor Services Kit.

**Late Work Permits**

Installation hours are from 8:00 AM – 5:00 PM Friday (9/16/16) – Sunday (9/18/16). If you require access to the exhibit hall beyond these hours, you must obtain approval by the Oracle Events Partner Engagement team by 2:00 PM on the day the late work is to occur.

**Lighting**

Any partners who wish to inquire about turning off Moscone house lights over their contracted exhibit space must first inquire with the Oracle Events Partner Engagement team at partner-engagement_ww@oracle.com.

Lighting trusses, hung from the ceiling, will be allowed for Island Booths provided the following regulations are met:

- Lighting truss must be within the booth perimeter on all sides and cannot exceed 24’ in height.
- The exhibitor must arrange the installation/dismantle of trusses with Freeman.
- If there are any complaints from neighboring exhibitors regarding the lighting, you will be required to adjust or turn off the lights.

Please contact Freeman for more details: FreemanAnaheimES@freemanco.com.

**Meeting Rooms**

Exhibitors occupying a meeting room in Moscone South or Moscone West will need to pick-up the key for the meeting room on Monday, September 19th from the Show Management Office located in Moscone South. Those partners with meeting rooms will be permitted to access the meeting room two hours before the exhibit hall opens each day (except on Monday, September 19th) and two hours after the exhibit hall closes each day (except on Wednesday, September 21st).

Please contact Travis O’Hara at travis.ohara@oracle.com for additional information.

**Networking Kiosk – Giveaways and Signage**

All collateral and giveaways distributed from a networking kiosk must be stored within the kiosk and can only be given away from the kiosk location. Additional signage and/or a standing collateral rack is not permitted next to networking kiosks in the showcases due to limited space.
Odors
Exhibits producing objectionable odors will not be allowed. The Oracle Events Partner Engagement Team reserves the right to evaluate and, if necessary, require the removal of whatever is producing the objectionable odors.

Offsite Promotion/Outside Promotion
It is requested that exhibitors not advertise or promote any offsite/outside activity (such as reception, open house, etc.) held away from the Exhibition Halls during any Oracle OpenWorld activity.

Reselling/Use of Space
The exhibitor may not assign, sublet, or resell, in whole or in part, their contracted space.

Security
The Oracle Global Physical Security Office is located in Moscone South West Mezzanine, Room 254. Please email the Oracle Global Security Team with any Oracle OpenWorld security-related questions at SecurityOpenWorld_US@oracle.com. Every reasonable precaution is taken to ensure the safety and security of personnel and equipment. Oracle will provide perimeter security in the facility during move-in/install, exhibit days, and move-out/dismantle; the responsibility for safeguarding your exhibit merchandise is yours. Oracle will not accept any responsibility whatsoever for an injury, loss or damage, or any consequential losses that may befall your personnel and their property. Please remember that move-in/installation and move-out/dismantle periods are particularly sensitive times when thefts are most likely to occur. Do not leave your booth unattended during those times. Oracle, Moscone Convention Center, Freeman, and Contracted Security will not be liable for damage or loss to any exhibitor’s equipment, materials, or other properties through theft, fire, accident, or any other cause. If you wish to purchase additional security, please contact SecurityOpenWorld_US@oracle.com.

Signage
Company identification cannot be placed outside the designated booth area. All signs, posters, and booth graphics must be professionally lettered and in compliance with the proper height limitations contained within your booth. Please refer to Addendum A: Oracle OpenWorld Booth Signage Guidelines (located at the end of this doc) regarding usage of the following:

- Competitive Messaging
- OPN Logo Usage
- Oracle OpenWorld Logo Usage
- Acronyms and Product Name References
Sound Restrictions
Noise-operated displays will not be tolerated. Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors.

- South and noise should not exceed 80 decibels.
- Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.
- Speakers may not face aisles or other exhibitor booths.
- Exhibitors should be aware that music played in their booth, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.
- Floor managers will rove through the Exhibit Hall areas monitoring the decibel level during show hours. Measurements will be taken at a distance no greater than 10 feet from the offending display. After measuring a continuous decibel level of greater than 80 decibels, following a complaint by a registered spectator, a neighboring exhibitor, or personal observation by a roving designate, the following procedures will be strictly enforced as follows:
  - First Warning:
    - Violating exhibitor will be given written notification of the warning.
    - Sound system power is subject to one-hour shutdown.
  - Second Warning:
    - Violating exhibitor will be given written notification of the second warning.
    - Sound system power is subject to one-day shutdown.
  - Third Warning (FINAL):
    - Violating exhibitor will be given written notification of the third warning.
    - Sound system power is shut down for the duration of the conference.

Storage
The space at the rear of each booth is defined a service/utility area. The Fire Marshal requires that these areas be kept clear at all times. Each exhibitor (except island configurations) MUST allow 12 inches of space behind the booth boundary line when setting up their exhibit back wall. This space is for access to electrical and utility outlets between the abutting back walls. Please note: Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes.

Accessible storage is available. Please reach out to Anita Moreano at anita.moreano@freemanco.com to learn about the accessible storage option.
Surveys
Surveys may not be conducted outside of your booth. Booth personnel, including demonstrators, hosts, and models are required to confine their activities within the exhibitors booth space. There are no exceptions to this policy.

Tipping
The Oracle OpenWorld Staff and all Service Contractors request that there be no tipping at any time.

Two-Story Exhibits
Any booth designed with a second level requires Fire Marshal approval and must be safety certified by a licensed professional engineer before floor plans are submitted. If occupancy load is fewer than 10 persons, one exit is sufficient. If occupancy load is more than 10 persons, two (2) means of exiting are required. (Section 1005.1-1005.10 of the Uniform Building Code prohibits the use of spiral, winding, or curved stairs in any facility.)

Please submit your floor plan to ALL of the following contacts:

Rebecca Doe  rdoe@moscone.com
Tina Lombardi  tina.lombardi@freemanco.com
Partner Engagement  partner-engagement_ww@oracle.com

Vehicle Displays
Any exhibit showcasing a vehicle must complete the Freeman Vehicle Placement Form, located in the Showsite Labor portion of the Exhibitor Services Kit. Arrangements must be made with Freeman and The Oracle Events Partner Engagement Team for the delivery of the vehicle at partner-engagement_ww@oracle.com.

In addition, the City Fire Marshal requires the following:

• Fuel tanks, unless never having held fuel, shall be maintained with a quantity not to exceed one quarter of tank capacity, or five gallons, whichever is less.
• Caps for fuel tanks shall be of the locking type and/or sealed in an approved manner.
• Electrical system shall be de-energized.
• Protective floor covering shall be placed under the vehicle.
• Vehicle shall not be started or moved during the show.

Thank you for complying with the Oracle OpenWorld 2016 Rules and Regulations
**Addendum A: Oracle OpenWorld Booth Signage Guidelines**

All signage needs to be compliant with the guidelines set forth below:

**Competitive Messaging**
Absolutely no competitive messaging will be allowed on booth signage/graphics. The Oracle Events Partner Engagement Team reserves the right to force replacement of signage/displays/material from the Exhibition Hall floor at the exhibitor’s expense.

**OPN Logo Usage**
Oracle PartnerNetwork (OPN) Member logos are intended for usage on your marketing materials. Please refer to the link below for detailed guidance on how to use the Oracle PartnerNetwork MEMBER logos:


Oracle’s logos, logotypes, signatures, and design marks (“Oracle logos”) are valuable assets that Oracle needs to protect. Accordingly, we ask that you follow these guidelines with respect to Oracle logos. Remember that you are generally not able to use Oracle logos unless you are specifically licensed or authorized to use them. Information regarding logo programs under which you may be licensed to use Oracle logos and information on obtaining other authorization is set out below.

**Oracle OpenWorld Logo Usage**
When using the Oracle OpenWorld logo, please review the [Oracle OpenWorld Logo Usage Guidelines](#).

**Acronym and Product Name References**
All Oracle product and service names must be used in their full, trademarked form. Acronyms are not allowed in Oracle product names unless they are part of the approved, trademarked name; omitting the word Oracle to shorten a product name that is trademarked with Oracle as part of its name is not allowed. Please reference the [Oracle PartnerNetwork Style Guide for Oracle Product Name](#) references for complete guidelines.