



OCTOBER 27-29, 2025

Disney's Coronado Springs Resort in Lake Buena Vista, FL

2025 EXHIBITOR KIT

Welcome!

Thank you for exhibiting at InfoSec World 2025! We look forward to seeing you in person October 27-29, 2025, at Disney's Coronado Springs Resort in Lake Buena Vista, FL. To learn more and keep abreast of this year's program, please visit the <u>InfoSec World website</u>.

Please note that this Exhibitor Kit contains important sponsorship details, onsite logistics and upcoming deadlines. To help make exhibiting a smooth process and ensure that you have a successful show, please review this kit carefully. All exhibitors agree to comply with the rules and regulations as outlined in this official Exhibitor Kit. A summary of all partner forms included in this kit can be <u>found here</u>.

Follow us on <u>Linkedin</u> and <u>Twitter</u>, and let your clients know you'll be at InfoSec World by joining the conversation using the hashtag #InfoSecWorld

If you have any questions or concerns during your planning process, please do not hesitate to contact me directly. My contact information can be found below.

On behalf of the entire InfoSec World team, we look forward to hosting you in October!

Cheers,

Aliyah Khan
Customer Success Manager
sponsors@infosecworldusa.com

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At-A-Glance Key Deadlines

Action Item	Description	Due Date
Disney Deadline for Hanging Signs	Deadline for submitting rigging form for hanging signs (20x20) to Encore	Wednesday, August 27
Booth Design Form Due	Deadline to submit booth layout/design form for 20x20 booths only	Friday, September 19
Passport to Prizes Prize Details Due	Deadline to submit prize for Passport to Prizes. Only for sponsors that purchased it as an add on or included in sponsorship.	Friday, September 19
Maximizing Attendee Engagement with Brella 1:1 Matchmaking Webinar	An overview and Q&A to review steps to set up and optimize InfoSec World's 1:1 matchmaking tool, Brella for onsite, prescheduled meetings.	Week of September 22, date TBD
Certificate of Insurance (COI) Due	Deadline to submit COI. All exhibitors with a 10x10 space and larger are required to have insurance.	Wednesday, September 24
Exhibitor Appointed Contractor (EAC) Certificate of Insurance (COI) Due	Deadline to submit EAC and COI for sponsors using outside vendors.	Wednesday, September 24
InfoSec World Room Block Deadline	Last chance to receive special room rates, depending on availability	Wednesday, September 24
Freeman Advance Warehouse Ship Day	Freeman begins accepting shipments for the show at its warehouse	Friday, September 26
ATS Lead Retrieval Order Form Due	Last day to order lead retrieval at early bird pricing	Friday, September 26
Freeman Services Deadline	Last day to receive early bird pricing on furnishings/services	Monday, September 29
Sponsor Staff Registration Deadline	Deadline to register booth staff - see unique link provided to you via email	Friday, October 3
Main Conference customer/prospect registration deadline	Deadline for any complimentary customer conference passes to be redeemed online; Unique code provided to you via email by Aliyah Khan	Friday, October 3
Disney Catering Deadline	Deadline for ordering any Food & Beverage to be served in your booth	Monday, October 6
AV Media Deadline	Last day to receive early bird pricing on A/V	Monday, October 13
Disney Electrical Deadline	Last day to receive Advance pricing	Friday, October 17
Disney Internet/Telecom Deadline	Last day to receive Advance pricing	Friday, October 17
Freeman Advance Freight Deadline	Last day for Freeman to accept warehouse shipments	Monday, October 20
Freeman Show Site Receiving Date	Freeman will be onsite accepting shipments to the show site @ 7:00 AM	Sunday, October 26
SHOW TIME!	Day 1 Opening of InfoSec World	Monday, October 27, 2025
Participant Lists Sent	List of participants will be sent - list type varies depending on sponsorship level	Week of November 3

Event Venue

Disney's Coronado Springs Resort 1001 W Buena Vista Drive Lake Buena Vista, FL 32830

Disney's Coronado Springs Resort & Gran Destino Tower | Walt Disney World Resort (go.com)

Event Schedule

Move In:

Sunday, October 26 7:00 AM - 7:00 PM

All exhibitors **must** be show ready by 7:00 PM on Sunday evening for a 10:15 AM Monday, October 27 show open. Finishing touches can be made on Monday morning from 7am-10am, but no heavy machinery, large containers or scissor lifts will be allowed on the exhibit floor.

Move Out:

Tuesday, October 28

7:30 PM - 11:00 PM

Exhibitors will be able to strike their booth space once we receive the **all clea**r from safety management that attendees have cleared the exhibit hall. An announcement will be made in the overhead speakers.

Expo Hall Schedule:

The Expo will open at 10:15 AM on Monday, October 27 and be open for 2 full day's, closing at the conclusion of the Networking Reception and Passport to Prizes on Tuesday evening, October 28 at 7:00 PM. Please be sure to staff your booth appropriately during the times listed below which highlight dedicated time in the Expo with no conference sessions running.

Monday, October 27	10:15 AM – 7:00 PM	Expo Open
	10:15 AM – 10:45 AM	Morning Break in Expo
	12:15 PM – 1:15 PM	Lunch Served
	3:30 PM - 4:00 PM	Afternoon Break in Expo
	5:45 PM - 7:00 PM	Welcome Reception in Expo
Tuesday, October 28	9:45 AM -7:00 PM	Expo Open
	9:45 AM - 10:30 AM	Morning Break in Expo
	12:15 AM – 1:15 PM	Lunch Served
	3:00PM - 3:30 PM	Afternoon Break in Expo
	5:45 PM - 7:00 PM	Closing Reception & Passport-to-
		Prizes Winners Announced @ 6:15 PM
	7:00 PM	Expo closes

Exhibitor Registration Hours and Location:

 Sunday, October 26
 7:00 AM - 7:00 PM

 Monday, October 27
 7:30 AM - 6:30 PM

 Tuesday, October 28
 7:00 AM - 6:30 PM

Exhibitor badges should be picked up at Central Registration in the Coronado Foyer. Additionally, a representative from American Trade Show (ATS) Services will also be available onsite to assist Exhibitors with any questions or issues related to lead retrieval services at a Service Desk in the Expo Hall.

Hotel Accommodations

A block of discounted rooms has been reserved at Disney's Coronado Springs Resort on a space available basis. The discounted rate will expire on Wednesday, September 24, 2025.

We encourage you to register for the conference and book your hotel room as soon as possible since InfoSec World's room block fills early and sells out well in advance of the conference.

Access to the InfoSec World 2025 is exclusively online via this link: <u>Click here</u> to register for your hotel stay and enter Access Code **MC25** when prompted. Should you require this accommodation, please enter **MC25Accessible** as your access code in the link above. New reservations can only be made online. Any changes to your reservations may be made by phone by contacting Disney Group Reservations directly at 407-939-4686. Only those names registered for the 2025 conference will be able to reserve hotel rooms. The block is subject to audit.

New reservations can only be made online. Any changes to your reservations may be made by phone by contacting Disney Group Reservations directly at 407-939-4686. Please have your hotel confirmation number handy when calling.

Exhibitor Staff & Customer Registration

You should have already received an email from Aliyah Khan (sponsors@infosecworldusa.com) with dedicated Exhibitor & Customer registration links along with personalized Access Codes tied to your allotment of staff & customer passes based on your sponsorship package. Please reach out to sponsors@infosecworldusa.com if you need this email resent.

Exhibitor Staff Registration:

Exhibitor staff <u>MUST</u> be registered before the show prior to **Friday, October 3**. Exhibitor passes can be transferred if the original pass holder is unable to attend the event. However, all transfers must be completed by October 3, as no changes or registrations will be accepted after this date. Exhibitor Staff registration will enable team members with access to <u>both</u> the Expo (including set up) as well as the Main Conference sessions. Badges must be worn in order to access all InfoSec World activities, sessions, Expo and meals. Only registered attendees wearing a badge will be allowed access to elements of InfoSec World. Passes are non-transferrable and designated for exhibitor staff only.

There is <u>no</u> separate designation between an Exhibitor Booth Staff Registration and an Exhibitor Main Conference Registration—they are the same with the same level of access.

Should you exceed your exhibitor staff allotment, the cost is \$995 per additional staff member. Please register these additional team members using the link below. Payment is collected online via credit card to finalize the transaction: https://events.infosecworldusa.com/2025

Badges can be picked up at Central Registration located in the Coronado Foyer. Badges will be required at all times for access to the Expo.

Complimentary Customer and Prospect Registration:

Please encourage your invited prospects and customers to register for their complimentary Main Conference pass prior to the deadline of **Friday, October 3**.

Your customers can register using the link below. Please have them select 'Main Conference' and enter their personalized Access Code (sent to you under separate email). Should you exceed your customer allotment, please share the 20% discount code (sent under separate email) with your customers.

Link to register: https://events.infosecworldusa.com/2025 Access Code: (please reference the email sent to you)

This code is for customers and prospects only. Any sponsored staff using codes designated for customers will be automatically converted to an exhibitor pass allotment and charged the appropriate fee (if applicable).

Contractors and Show Services

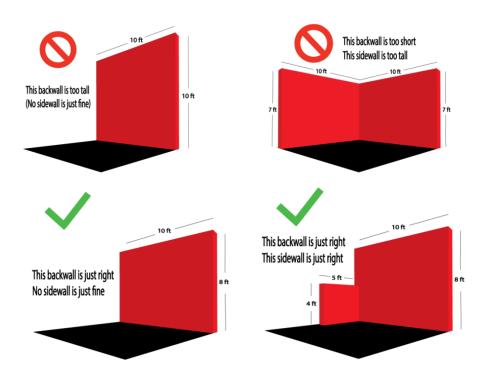
Forms for a variety of services are included in this Exhibitor & Sponsorship Kit. These forms should be completed and forwarded directly to the vendor specified on the form. We have selected the best service vendors available for InfoSec World and encourage all exhibitors to make use of their services. Exhibitors should check directly with show suppliers for the status of pre-show and onsite orders in addition to any changes and/or additions to orders. TIP: Make sure to keep and bring with you copies of all orders/tracking numbers for reference in the unlikely event of an issue onsite.

A link to all forms can be found here!

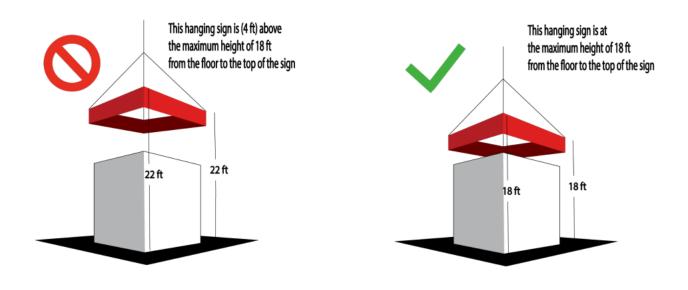
Booth Furnishings & Display Rules:

Each **10x10** and **10x20 booth** will be set with 8' high black back drape, 3' high black side dividers and a one-line company identification sign. Any request for specific drape colors will be at exhibitor's expense and obtainable from Freeman for a fee.

Any additional items needed for your booth, such as tables and chairs, can be ordered through Freeman. Each 10x10 and 10x20 booth are able to bring their own backdrops if preferred. Please be sure your backdrop is under the 8 ft height limit and your side walls are under the 4 ft height limit. Any 10x10 or 10x20 booths that go above the 8 ft height limit, will incur additional charges or will be asked to dismantle onsite.



Any exhibitor with a **20x20 booth or larger** must submit a <u>booth design form</u> to provide a detailed layout of the booth no later than **Friday**, **September 19**. Height restriction for **20x20 booths and above should not exceed the 18 ft height limit**, including hanging sign.



NOTE: The Expo Hall is carpeted. To enhance the appearance of your booth, rental carpet/flooring is available through Freeman and will be installed on top of the existing hotel carpet.

Freeman:

Click here for access to Freeman's Online Portal

Freeman is our official General Service Contractor for InfoSec World 2025. To order booth furnishings including tables and chairs, carpet, or services like cleaning or labor; please view the <u>forms here.</u> You can also check out Freeman's quick facts for additional exhibitor assistance, pricing, and ordering information.

Take advantage of pre-show discounts and return completed forms via email or fax prior to the deadline date of **Monday, September 29, 2025**. Freeman will have a service desk onsite during move-in, throughout the show and move-out for any other services needed. Remember, when you order any services onsite, you will be charged higher rates, so plan ahead and take advantage of discounts!

Booth Shipping Information:

To ensure your booth materials arrive at the show on time, you may choose to ship to Freeman's Advance Warehouse Shipping or Onsite Shipping. Note that the Freeman warehouse will be closed on Labor Day, Monday, September 1, 2025. *Please refer to the Freeman Shipping Information for details and to arrange shipping services.

A. Advance Freight Receiving Start Date: Friday, September 26, 2025

Freeman Advance Warehouse Shipping Address below:

INSERT COMPANY NAME / DESIGNATED BOOTH #

INFOSEC WORLD 2025 C/O FREEMAN 10088 General Dr.

Orlando, FL 32824 USA

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning September 26, 2025 at the above address.
- Material arriving after October 20, 2025 will be received at the warehouse with an additional after deadline charge.
- Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM 3:00 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

B. Show-site Freight Receiving Starts: Sunday, October 26, 2025, at 7:00 AM

Freeman Show-site Shipping Address below:

INSERT COMPANY NAME / DESIGNATED BOOTH #

INFOSEC WORLD 2025

C/O FREEMAN

Disney's Coronado Springs Resort

1001 W Buena Vista Drive

Lake Buena Vista, FL 32830

- Freeman will receive shipments at the exhibit facility beginning October 26, 2025.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- Certified weight tickets must accompany all shipments.

- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (888) 508-505

Booth Cleaning – Freeman:

In order for individual exhibit booths to be cleaned, exhibitors must order cleaning service from Freeman. To order, please <u>order online</u>. Order by October 25, 2025 to receive the discounted pricing.

Electrical/Internet Services - Disney's Coronado Springs Resort

Orders with Disney may be placed directly by <u>clicking here</u> to order through Disney's online portal. Order by **Friday, October 17** to receive Advance pricing. Please note that the Expo Hall will have complimentary wireless internet. Be advised that the Wi-Fi service will not have unlimited capacity and is a shared resource so please order accordingly. We highly recommend ordering dedicated internet if you are running a Demo.

Audio Visual Equipment – AVmedia

Orders for AV equipment for your booth may be placed through our preferred audio-visual provider, AVmedia. To order, please download and complete the <u>AVmedia Order Form.</u> Order by **Monday, October 13** to receive Advance pricing.

Food & Beverage - Disney's Coronado Springs Resort

Exhibitors desiring to provide food or beverage from their booth must order directly from Disney's Coronado Springs Resort by filling out the Food & Beverage Order Form. Deadline for ordering is **Friday, October 3**.

Lead Retrieval – American Tradeshow Services (ATS)

Lead retrieval services will be available through our partner, ATS. An ATS representative will be onsite throughout the show. Based on your sponsorship package, you automatically receive 1 lead retrieval scanner for scanning your booth visitors. To claim your scanner, you <u>must complete and submit</u> this <u>form</u> no later than **Friday, September 26**.

ATS also offers exhibitors the ability to order additional scanners and App-only licenses to use on your own mobile device and/or tablet. If you are interested in ordering additional scanners or licenses, you can also indicate your preferences and payment details on this same <u>form</u>. Early Bird rates are available for additional units—orders must be placed prior to **Friday, September 26**.

Business Center

Disney's Coronado Springs Resort has a Business Center located near the Acapulco meeting room in the Conference Center and will be open to assist you with any onsite needs. During move-in/move-out, hours are:

- Sunday, October 26 from 8:00 AM 5:00 PM
- Monday, October 27 from 7:00 AM 5:00 PM
- Tuesday, October 28 from 7:00 AM 9:00 PM

Security

During non-Expo Hall hours, security will be provided, but please take precautions with anything valuable, as InfoSec World cannot be responsible for anything lost or stolen. You are responsible for any equipment and items you have at your exhibit. Please make sure you lock valuables in a secure place or take with you overnight. If you would like dedicated security for your booth, arrangements can be made by emailing sponsors@infosecworldusa.com at an additional cost.

Taking these following precautions will help prevent a loss from your booth:

- After setting up your exhibit and at the end of the show each night, cover your materials with a cover (it pays to follow the old saying "Out of sight, out of mind.").
- Do not leave valuables unattended in your booth such as purses, laptops, etc.
- Make sure you lock up valuable materials away at night before you leave your booth.
- Hire specific booth security to guard your exhibit and materials.
- At the close of the show, pack your valuables first and do not leave them unattended.
- Do not indicate the contents of your boxes outside of boxes and containers i.e. computer, laptop, etc.
- Make sure all arrangements to have booth and equipment shipped out have been made.

Attendee Engagement/Exhibitor Marketing

Conference Mobile App

InfoSec World will be using Brella as our mobile app provider. The app is a great way to view the event's agenda, stay up to date with alerts and notifications and engage with conference attendees. Information will be sent once it's available for download from the App/Android store.

1:1 Attendee Matchmaking & Meeting Tool

Within our mobile app, we will have matchmaking that enables sponsors to preschedule in-person meetings (double opt-in) with attendees using AI that match their targeted profile. These 15-minute meetings will be pre-scheduled at designated times and held in 1:1 Meeting Zone during Expo hours. InfoSecWorld will be hosting an optional webinar with sponsors interested in using this tool the week of September 22, date to be confirmed. An invite will be sent closer to the date. It will also be recorded and saved to the Sponsor Resource page.

Sponsor Promotion Kit

InfoSec World will be providing various assets to help you easily share with your community that you'll be participating in InfoSec World. We've created a kit to enable you to effortlessly promote your participation including a social card, banner ad, and event logo for you to incorporate in your social channels, website, and marketing materials. You will receive an email from sponsors@identiverse.com with your social assets. Be sure to spread the word about #infosecworld to your network!

Attendee Invites for InfoSec World

Conference Registration Offers; Promote to your customer base and save on your 2027 sponsorship!

InfoSec World has created a personalized 20% discount offer for Main Conference or World Pass registrations that you can send directly to your customers and prospects. Watch for your personalized invite from Aliyah Khan (sponsors@identiverse.com).

We will be offering each sponsor a special incentive toward your 2026 sponsorship rebooking. Based on the number of paid 2025 Main Conference or World Pass registrations attributable to your 20% personalized code, you are eligible to receive the following discount towards your 2026 sponsorship package (up to a maximum discount of \$5,000) based the following sliding scale:

6 – 10 Main Conference/World Pass Registrations
 11+ Main Conference/World Pass Registrations
 10% discount

To be eligible for this offer, you must renew your 2026 sponsorship package <u>onsite</u> during the 2027 conference.

Company Logo and Description

We use sponsor logos and company descriptions in all relevant InfoSec World materials. If you have not done so already, please email sponsors@infosecworldusa.com with the following:

- The logo that you wish to include on our website and marketing materials. Please supply two versions: one color version and one black & white version. Please provide your logo in the following file format: .eps, .ai or .svg
- 50-word company description.
- Unless otherwise provided, we will use your company URL from your event website; Please advise If you would prefer us to point to another URL.

If updates need to be made to either your logo graphic or description, please send them to sponsors@infosecworldusa.com

Passport to Prizes

For exhibitors participating in Passport to Prizes, attendees will come around to your exhibit booth and ask for a stamp on their passport after they have spoken to you. A custom stamp will be provided to you. Once attendees complete their passport, they will submit to show management to be entered into a prize drawing. We will then select at random one attendee for every sponsor prize. Winners will be sent directly to your booth to collect their prize from you. Sponsors are not eligible to participate. Prizes are recommended to be valued at \$100 and up. Exhibitors are responsible for providing a prize and having it present for the drawing taking place on Tuesday, October 28 at 6:15 PM during our closing reception.

If your sponsorship contract includes Passport to Prizes, you are assumed to be participating unless otherwise noted. For sponsorships that include Passport to Prizes, please fill out the <u>Passport to Prizes form</u> to specify your company's prize(s) by **Friday, September 19.**

Participant and Post Show Lists

A post-show attendee list will be sent out once the conference attendee lists have been reconciled. You should expect this list the **week of November 3.** Attendee list details will vary depending on your sponsorship level. Attendee contact information is provided for opt-in information only. Any scanned leads from your lead retrieval device can be downloaded immediately through your ATS portal which is provided onsite.

Exhibitor Rules and Regulations

Age Limit in Expo Hall: No one under 18 years of age is allowed into InfoSec World either as an attendee or as booth personnel. For reasons of safety and the professional nature of this event, this policy will be strictly enforced.

Announcements: Public address announcements inside the Expo will only be made for emergencies and Show Management information.

Booth Changes: Booth locations may be subject to change at any time from the initial assignment through move-in. Modifications to an exhibitor's display, including, but not limited to fixture placement, material display, material distribution, and noise levels may be made by Show Management at any time. Exhibitor's Booth space unoccupied by 10:15 AM on Monday October 27 is subject to reassignment without notification.

Booth Design Form: Any exhibitor with a 20x20 booth must submit a <u>booth design form</u> to provide a detailed layout of the booth no later than **Friday, September 19.**

Booth Sharing: Sub-leasing or multiple companies sharing exhibit space is prohibited. Only those companies who have officially registered with Show Management and have contracted exhibit space will be allowed personnel and sales literature in a booth. Any exhibitor registrations will be under the name of the contracted company printed on the badge. Please contact your Sales Representative with any questions regarding booth sharing policies or opportunities to extend your presence.

Certificate of Insurance: Due by September 24, 2025. Please upload here: COI Submission All 10x10 booths and larger are required to have Insurance.

Don't Have Insurance? One-time Exhibitor insurance can be purchased here through <u>RainProtection</u>. The policy will be emailed to you immediately.

Sponsor and its independent contractors, at their sole expense, shall obtain and maintain during the Event insurance coverage and provide CyberRisk Alliance with a certificate of insurance at least thirty (30) days prior to use of the premises as follows: (a) Worker's Compensation Insurance as required by local or state law; (b) Commercial General Liability Insurance (including but not limited to blanket contractual liability and personal and advertising injury coverage) with minimum limits of at least \$2,000,000 combined single limit per occurrence and in the aggregate for personal injury, bodily injury (including death) and property damage.

This insurance must be in force during the lease dates of the event, October 24-30, naming CyberRisk Alliance, LLC (400 Madison Ave, Suite 6c, New York, NY 10017) as the certificate holder.

The following must be named as additional insured:

WALT DISNEY PARKS AND RESORTS U.S., INC., DISNEY DESTINATIONS LLC, THEIR PARENT, THEIR SUBSIDIARY, RELATED AND AFFILIATED COMPANIES, AND THE OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES OF SAID COMPANIES ARE HEREBY NAMED AS ADDITIONAL INSURED.

Exhibitors must carry insurance to cover loss of or damage to their exhibits or other personal property while such property is located at or is in transit to or from the exhibit site and provide proof of such insurance upon request. Said property insurance is to be on a Cause of Special Loss Form. CyberRisk Alliance assumes no liability for any loss, damage or injury to any property of the exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, theft or any other causes whatsoever including COVID-19.

The exhibitor expressly agrees to defend, hold harmless and indemnify to the fullest extent permitted by law, CyberRisk Alliance, their management, agents, and employees from any and all claims, liabilities and losses for injury to persons (including death) or damage to property arising in connection with exhibitor's use of the exhibit space, except such losses as may be the result of the sole negligence of CyberRisk Alliance. The policy requirements above are required to be procured through insurance carriers having an A rating or better, as rated by AM Best.

Exhibitor assumes all responsibility for any and all lost, theft or damage to exhibitor's displays, equipment and other property while on Walt Disney World Resort premises, and hereby waives any claim or demand it may have against Disney Destinations, LLC or its affiliates arising from such loss, theft or damage. The exhibitor agrees, for the benefit of Disney Destinations, LLC and its affiliates, to comply with all Walt Disney World Resort policies for exhibitors and all applicable laws, codes and regulations. In additional, the exhibitor will defend (if requested by and with counsel satisfactory to Disney Destinations, LLC) indemnify and hold harmless CyberRisk Alliance LLC and Disney Destinations, LLC and their respective parent, subsidiary and other affiliated or related companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including without limitation attorneys' fees and costs through and including any appeal, arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission or willful misconduct of the exhibitor or its employees, contractors, subcontractors or agents.

Content: Show Management reserves the right to exclude the showing or displaying of any content in booths which are deemed objectionable.

Decorations: Decorations are not permitted on ceilings, painted surfaces, columns, fabric and decorative walls of Disney's Coronado Springs Resort. All decorative materials must be flameproof and are limited to the confines of your exhibit space.

Demonstrations: Demonstrations must be located so that crowds will comfortably be contained within the confines of an exhibitor's space and not blocking the aisles. Sound levels, glaring or flashing lights or other distracting demonstrations are subject to adjacent exhibitor and Show Management approval. We will ask you to turn down or turn off any sound system that hinders neighboring booths' ability to conduct business.

Distribution of Promotional Items: Exhibitors are encouraged to attract attendees to your booth; however, exhibitors are not allowed to pass out brochures and information in areas other than your booth space. Soliciting in the aisles or approaching attendees outside your booth space is not allowed. This includes the registration area, common aisles, conference rooms, and any area other than your booth.

Exhibitor Appointed Contractor (EAC): Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the exhibitor and EAC comply with the requirements set forth. Additionally, if the exhibitor appoints a firm who is not the official service contractor, please complete the Exhibitor Appointed Contractor (EAC) form by Wednesday, September 24. NOTE: EACs will not be allowed to proceed without the required documents and insurance information.

Height Restrictions: There is a height restriction for all booths on the Exhibit Hall floor. If you have a standard in-line booth, your booth will most often consist of a 10'x10' or 10'x20' area with 8' drape across the back and 3' drape on both sides. The height limit of your back wall for standard in-line booths is 8' and the height limit for side walls is 4'. If you have an island booth, which is a stand-alone booth with no other booths connected to it on any side, your booth will not have any drape included and the height limit on an island booth is 18' (must include the hanging sign).

Hanging Signs: Hanging signs are only permitted in all Island Booths to a maximum height of eighteen feet (18'). Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements (for example, the highest point of any sign should not exceed the maximum allowable height of 18'). Approval for the use of Hanging Signs & Graphics should be received by August 27 and included as part of the booth design form. Drawings should be available for inspection. Please note that a Rigging Request form via this link Encore Global - Rigging Request. This must be completed and submitted to Encore no later than **Wednesday, August 27.** Any specific questions regarding rigging can be directed to Samantha.bass@encoreglobal.com.

Material Display and Distribution: Display items include, but are not limited to, fliers, posters, magazines, business cards, etc. These items must be your product or your promotional material only. Working in the aisles or approaching people outside of your booth is not allowed. This includes the registration area, common aisles, conference rooms, and any area other than your booth.

Food & Beverage: We strongly recommend utilizing <u>Disney's Food & Beverage department</u> to ensure proper handling and distribution of all food & beverage items. In the event you wish to bring your own, please email sponsors@infosecworldusa.com with the description of the item. All such items will be subject to our prior

approval in our sole discretion. All items must be pre-packaged in their original sealed packaging and labeled in accordance with FDA guidelines; are ready-to-eat, shelf-stable and not past their expiration dates; were prepared in commercial facilities and not private homes; and only distributed from your contracted exhibitor space.

Dress Code: InfoSec World is a professional trade show and is committed to fostering a professional, respectful, and inclusive environment for all participants. Costumed booth talent cannot wear "solicitation-type graphics" such as a T-shirt with name and booth number of exhibitor, etc. outside their designated booth area, and Management will strictly enforce a dress code that upholds our standards.

Music and other Copyrighted Material: Exhibitors are responsible for applicable ASCAP/BMI music licensing fees as well as any additional licenses and permits to use music, photographs or other copyrighted material in the exhibitor's booth or display.

Photography and Video Recordings: Unauthorized photography or video taping of exhibits is prohibited. Exhibitors may photograph their own exhibit space only. See Show Management for any exceptions to this policy.

Taxes and Licenses: Exhibitors are responsible for obtaining any licenses, permits, or approvals required under Federal, state, or local law applicable to its activity at InfoSec World. The exhibitor shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees or other charges that shall become due to any governmental authority in connection with its activities at InfoSec World.

Revised: 7/22/2025