



EXHIBITOR RULES & REGULATIONS

ELECTRIC VEHICLE INNOVATION SUMMIT

Meeting Dates: November 3-5, 2026

Location: Toledo, Ohio / Glass City Center

In submitting the application and contract, the exhibitor agrees to comply with all rules, restrictions and directives issued by the Electric Vehicle Innovation Summit (EVIS) in connection with the EVIS 2026 meeting. This includes, but is not limited to, information contained in the Exhibitor Prospectus, Exhibitor Application & Contract, confirmation materials and the Rules and Regulations outlined below.

EVIS Enforcement of the Exhibitor Rules and Regulations

The Electric Vehicle Innovation Summit Rules and Regulations serve to protect the integrity of the EVIS meeting, ensure compliance with laws, codes ordinances and contracts with the exhibition facility and ensure all exhibitors are treated fairly.

Adjustment of Exhibit Floor Plan

EVIS Exposition Management (Tradeshow Logic) reserves the right to add, move, or remove booths if necessary. The floor plan is subject to change.

EVIS Logo Use

The name Electric Vehicle Innovation Summit and EVIS are registered trademarks of the Electric Vehicle Innovation Summit. Use of the in conjunction with advertisements, promotional materials, endorsements, statements, contests and/awards of any kind is prohibited. Violators may be subject to such civil and criminal penalties as provided by federal and state laws.

The EVIS 2026 logo is also a registered trademark of the Electric Vehicle Innovation Summit. However, EVIS will grant permission to exhibitors and advertisers to use the meeting logo in an appropriate manner in conjunction with their advertisements and other materials promoting that exhibitor's and/or advertiser's participation at EVIS 2026. Samples of the proposed use of the EVIS 2026 logo should be submitted for approval to EVIS by email to Nic Kreger, (nic.kreger@tradeshowlogic.com).

Eligibility to Exhibit

EVIS reserves the right to exercise its sole discretion in acceptance or refusal of applications. If an application is not accepted by EVIS, all money will be returned to the applicant. Participating companies will be limited to those who have products, programs and services that are of interest to EVIS's mission, vision, and philosophy.

EVIS is a business-to-business trade event and retail sales are not allowed on the exhibit floor. EVIS reserves the right to reject applications for exhibit space of exhibitors whose intent is to sell individual products for retail use or consumption.

Booth Activities

All activities of each exhibitor, its employees and/or agents during EVIS 2026, which are directed toward EVIS meeting registrants, other than entertainment and social functions permitted, must be confined to the exhibitor's exhibit space. All booth activities must be professional and educational in nature.

Crowd Control

As a matter of safety and courtesy to others, all presentations, demonstrations, and marketing/promotional activities, including meetings with customers and staff, must be confined to the exhibit space so as not to interfere with traffic flow in the aisles or encroach into neighboring exhibits. Adequate space/seating for presentations and demonstrations must be provided within the exhibitor's booth. EVIS and show management reserve the right to have



the exhibitor discontinue any activity or dismantle any display/demonstration feature that interferes with the normal traffic flow.

Drawings and Raffles (Prizes, Contests/Lotteries), and Giveaways

Drawings and raffles may be conducted according to the following guidelines: The selection process for drawings and raffles cannot take place on the exhibit floor during normal hours of operation. Winners are not required to be present to win. The total prize awarded may not exceed \$1,000 in retail value. EVIS and EVIS Exposition Management reserve the right to prohibit booth activity that it deems not in keeping with the professional purpose of the exhibition.

Beverages may be distributed from the exhibitor's booth by using the following guidelines:

- Beverages should not be displayed as a promotion or to attract attendees (with the exception of EVIS-sponsored events).
- Beverages must be provided in generic cups or glasses
- Alcoholic beverages are strictly prohibited (with the exception of EVIS-sponsored events).

Exhibitors who will be providing food and beverage to attendees in their exhibit booths must order and pay for porter service through the exclusive general services contractor. This is not required if you are only providing such services during an EVIS-sponsored event.

Demonstrations, product literature and handout materials are to be straightforward, professional, and non-combative in nature and must avoid the use of sideshow or theatrical gimmicks. Small token gifts that are not worn or displayed and may be carried in the pocket, such as pens, pencils, or luggage tags are acceptable and may be distributed from the exhibitor's booth without prior approval.

Market Research

Exhibitors may conduct market research as a booth activity. Attempting to survey or gather data in other areas of the convention center is prohibited.

Selling Products/Services

EVIS is a business-to-business trade event and retail sales are not allowed on the exhibit floor. If Show Management finds a company selling retail products in their booth the company will be escorted from the show and no refunds will be given. Exhibitors are prohibited from selling contact information that has been collected from the conference. If leads of any kind are sold by an exhibitor, the exhibitor will be prohibited from exhibiting at future EVIS conferences.

Sound

Sound must be at a level that does not disturb neighboring exhibits (80 decibels when measured by EVIS Exposition Management from any adjacent aisle) and presentations must be done in a manner that does not encourage congregation of attendees in aisles. Exhibitors will not be permitted to play music in the exhibit hall. There are stringent licensing fees for playing music at a meeting.

Use of Microphones and Restrictions on Volume

Booths measuring 20'x20' or larger may use microphones inside booths to explain products. The volume of AV equipment and the volume of sound emitted by the products themselves shall be kept within the level of common sense as far as possible considering relationships with nearby booths. Live music is prohibited.

Exhibitors using audio systems should direct the sound into their booth and not towards the aisle or neighboring exhibits. The exhibitor will be required to stop using a system if, in the opinion of EVIS Exposition Management, the sound level or presentation is objectionable to attendees or adjacent exhibitors.

Booth Construction

In-line/Linear Exhibits (10'x10' or multiples thereof)

The minimum exhibit space is 10' x 10'. The back 5' of the basic exhibit may be occupied up to a height of 8'. The front 5' of the rented space may be occupied from the floor up to a height of 4'. Equipment may exceed the 4' height limit but may not be higher than 8' and must be placed so as not to block the view or impede the sight lines of adjacent exhibits. Live or video demonstrations must be confined to the back 5' of the rented space. No hanging



signs are permitted with inline exhibits. EVIS Exposition Management shall, at its expense, provide basic furnishings such as side and backwall drape and a standard booth sign.

Freeform Exhibits (20'x20' or larger Island Booths)

EVIS Exposition Management will consider freeform designs and their effect on surrounding exhibits as factors in assigning exhibit space. Regulations governing such exhibits are:

- All freeform exhibits should have access from all four sides and must allow 30% visibility from front to back and side to side. For an exhibit with limited access, the exhibit booth space assignment will be at the discretion of EVIS.
- Exhibitors must submit diagrams of booths 20'x20' or larger for approval. Diagrams should include colored-rendering, complete scale drawings, both concept and construction, calling out open sightlines, a plan view of the booth indicating applicable setback, exhibit height, live demonstration areas and supplemental/backout lighting requests. Diagrams should indicate height and width dimensions of all booth walls and major structures, including hanging signs. These should be submitted as a digital file to EVIS Exposition Management for basic approval by October 1, 2026. Files can be sent to your Exhibits Manager, Nic Kreger (nic.kreger@tradeshowlogic.com)

If floor plans are not submitted and approved and construction is determined to be in violation of regulation, EVIS Exposition Management have the right to prohibit construction of the booth. Freeform booths are subject to show site review and modification where necessary, at the exhibitor's expense.

Exhibit and/or display components exceeding 12' in height must be approved by a licensed structural engineer prior to installation. A copy of the engineer's certificate or stamped floor plans must be available for onsite inspection.

- Multi-level exhibits are not permitted.
- No part of any freeform exhibit may exceed a height of 20' from the floor of the exhibit hall.

Island booths may use a height of 20'. Island exhibits must be accessible from all four sides and must be arranged to allow see-through visibility. They must not obstruct substantially the view of, or interfere with, other exhibitors' displays.

Cancellation /Reduction of Space /Mergers and Acquisitions

Notification of an exhibitor's decision to cancel or reduce exhibit space must be submitted in writing via email to an Account Executive:

Accounts A – J

Anthony O'Shea

Ph: 770/432-8410 x109

aoshea@tradeshowlogic.com

Accounts K – Z

Katie Burke

Ph: 770/432-8410 x156

kburke@tradeshowlogic.com

It is the responsibility of the exhibiting company to ensure that the cancellation/reduction notification notice has been received by EVIS Exposition Management. When EVIS Exposition Management receives written notice that an exhibiting company is reducing exhibit space, the number of exhibitor badges will be reduced accordingly.

- Cancellation of Participation: For cancellations made prior to April 30, 2026, the 50% non-refundable deposit of the Participation Fee will be retained. If more than 50% of the total of the Participation Fee has been paid, a refund will be issued for the portion of the payment exceeding the 50% deposit. For cancellations made after April 30, 2026, 100% of the total of the Participation Fee amount will be retained and the Stakeholder shall remain financially liable to pay the Participation Fee in full.
- Changes or Reductions in Participation: For reductions made in writing prior to April 30, 2026, companies may reduce up to 50% of the originally contracted participation without financial penalty. For reductions made in writing after April 30, 2026, company will remain financially liable for 100% of the originally contracted participation.



- Any space not occupied by 9 a.m. on Wednesday, November 4, 2026, for which no special arrangements have been made, may be reassigned by the EVIS without refund.

Exhibiting companies cancelling participation due to mergers/acquisitions by another exhibiting company will be handled as a cancellation and subject to the cancellation fees described in sections 8 and 9 of the Stakeholder Terms and Conditions linked [HERE](#).

Cancellation of exhibit space includes cancellation of registrations allotted with exhibit space.

Exposition Cancellation by Electric Vehicle Innovation Summit

It is mutually agreed that in the event of cancellation of the EVIS 2026 meeting due to fire, strikes, government regulations, acts of war, acts of terrorism or other causes which would prevent its scheduled openings or continuance, then and thereupon this agreement will be terminated, and EVIS shall determine an equitable basis for the refund of such exhibit fees. EVIS Exposition Management will not be held liable for any other costs incurred by the exhibitor, other than the cost of exhibit rental space.

Carpeting of Downsized or Reduced Exhibit Space

Downsized or reduced exhibit space that has not been resold will be carpeted at the exhibitor's expense. An invoice for the total square footage necessary to carpet the area reduced will be issued by EVIS Exposition Management for immediate payment.

Official Contractors

EVIS will designate official service contractors to provide to the exhibitor. Supervision, electrical, plumbing, cleaning, telephone, security, drayage, rigging and catering services must be provided by the designated official contractor. Order forms for all auxiliary services can be found in the Exhibitor Service Manual. This will be supplied to you approximately 120 days prior to show time from Tradeshow Logic. Payment for services provided to the Exhibitor by contractor is the responsibility of Exhibitor.

Exhibitor-Appointed Contractors (EAC)

Exhibitors using contractors other than the official EVIS contractors for labor, supervision or any other services must submit an Exhibitor Appointed Contractor Form on or before October 1, 2026, through the online Exhibitor Service Manual. No requests, addenda or substitutions received after that deadline will be considered. Only requests from exhibitors not (EACs) will be considered.

Installation, Storage, and Exhibit Removal

Installation must be completed by the scheduled close of setup hours. In the event the Exhibitor fails to install its exhibit within the proper setup time, fails to pay the rental charges for space, or fails to comply with any provisions concerning the use of its exhibit space, EVIS shall have and reserves the right to take possession of such booth space and reassign it without refund.

Exhibitors shall not be permitted to store packing crates and/or boxes in or behind their booths at any time. Properly marked boxes will be stored and returned to the booth by the general service contractor. It is the exhibitor's responsibility to mark and identify its crates/cartons. Cartons and crates not properly marked or identified may be destroyed. EVIS assumes no responsibility for the contents of improperly labeled cartons or crates.

Dismantling or packing up one's exhibit booth can begin only after the close of the exposition. It is the responsibility of each Exhibitor to have materials packed, identified, and cleared for shipment by the deadline at the close of the event.

EVIS reserves the right with no liability whatsoever for damage, spoilage, or loss to dismantle, dispose of, store, and clear from the premises any material goods, property, or merchandise of any Exhibitor who has failed to comply with the above requirements. Such work will be done at the sole expense of the Exhibitor.



Exhibit Design

The regulations listed herein are presented to create and maintain an open atmosphere on the show floor. 100% occupancy of allowed exhibit space is discouraged. In designing exhibits, good judgment and consideration for neighboring exhibitors and attendees should be a primary objective.

Electrical cords, rear sides of audio/visual equipment and other aspects of the exhibit not intended for public view must be concealed or displayed so as not to distract from neighboring exhibits. Any portion of exhibit with visible unfinished sides or back exposed must be draped off at the exhibitor's expense.

If the floor plans (where required) are not submitted or exhibit construction is determined to be in violation of exhibit design regulations, EVIS Exposition Management reserves the right to prohibit construction of the booth. Booths are subject to show site review and modification where necessary will be at the exhibitor's expense.

Children

Babies who can be carried and infants in strollers are permitted in the exhibit hall during regular show hours. All other children under the age of 16 are not permitted in educational sessions or the Expo. Children and young adults over the age of 16 must be registered as guests and wear a badge at all times while in the Convention Center.

Exhibitor booth staff must be registered as such and be 18 years of age or older. No child under the age of 18 may be in an exhibit booth during set-up, tear-down or show hours. Anyone in violation of these rules will have their booth closed and will not be provided a refund.

The use of motorized vehicles, including Segways®, with the exception of EVIS-approved wheelchairs, is not permitted by exhibiting personnel or for attendee use in the exhibition halls during EVIS 2026. If you feel there are extenuating circumstances that warrant an exception to this policy, please contact your Exhibits Manager, Nic Kreger (nic.kreger@tradeshowlogic.com)

Exhibit Space Rates for EVIS America 2026

Early Bird (prior to May 31, 2026): \$45/s.f.

Standard (June 1, 2026+): \$46/s.f.

Terms of Payment

Contracts submitted prior to April 30, 2026, require a 50% non-refundable deposit of the Participation Fee. The remaining 50% of the Participation Fee must be paid in full by May 1, 2026. If full payment is not received by May 1, 2026, Organizer has the right to cancel the contract and release all space and/or benefits for resale and will retain the 50% non-refundable deposit. Contracts received after April 30, 2026, require full (100%) payment.

Breach-Non-Payment:

In no circumstances will a Stakeholder be permitted to occupy a space or receive benefits if the participation fee has not been paid in full based on the payment terms and dates outlined. If the Stakeholder fails to make payments on due dates, the Organizer shall be entitled to terminate the Contract without the need of further notice or a judicial process and shall be entitled to forfeit amounts previously paid by the Company on account of pre-determined liquidated damages. Upon termination of the Contract, the Organizer shall be entitled to release the space or benefits to make it available to other interested parties who are ready to commit with full payment. The aforesaid default may impact the Stakeholder's ability to participate in future editions of the Conference.

Exhibit Specifications and Restrictions

Exhibitors shall be restricted to those acceptable to the Electric Vehicle Innovation Summit, and whose products or services are relevant and in good taste. No subletting of space will be permitted. Exhibits may not project beyond the space allotted. No exhibit will be permitted to span an aisle by ceiling or floor covering. Exposed or unfinished sides



and/or exhibit backgrounds must be draped to present an attractive appearance. The exhibits will be inspected during the set-up hours. Tradeshow Logic, the general services contractor, with EVIS's approval, will provide draping deemed necessary and submit the charges to the exhibitor.

Care of the Building and Equipment

Exhibitors and their agents shall not injure or deface the walls, floors or any part of the exhibit building, booth, materials or equipment of another Exhibitor or the Glass City Center. If such damage appears, the Exhibitor causing such damages is liable to the owner of the damaged property.

Fire Safety Regulations

All booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible onsite testing of the material. General guidelines for material fire retardancy include: Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Exhibitors and/or display manufacturers can also provide a certificate included with the materials. Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory. Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire-retardant specialist using pressure impregnation or similar impregnation method must treat them. Polyurethane foam, plastic and similar products need to be treated as well.

Disposal of Waste

Exhibitors must dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the Glass City Center. Flammable or other dangerous fluids, substances, materials, equipment, or other items must be in accordance with federal and local ordinances, laws, and regulations. If inspection indicates neglect in complying with these regulations or otherwise presents a fire hazard or danger. The Exhibitor is responsible for having certificates of flameproof actively in possession should booth decorations be questioned during inspection.

Furnishings and Signs

Furniture, decorations, signs, and miscellaneous items may be rented from ArtCraft Display. The complete Exhibitor Service Manual will be available online in July 2026. A booth identification sign will be provided for all in-line booths.

General Requirements

All exhibits must conform to and enhance the professional, education and instructional atmosphere of the meeting. Overstatement in the design is to be avoided. Exhibitors are required to provide approved floor coverings for all booths. Appropriate display components and furniture must be provided by the exhibitors at their expense. If locations of columns, utilities, or other architectural components of the facility are considerations in the construction of an exhibit, it is the responsibility of the exhibitor to physically inspect the facility to verify all dimensions and locations. Materials used in the exhibit hall must be flame retardant in accordance with Toledo, Ohio Fire Ordinances. Exhibitors shall possess a certificate of flame retardation for all display materials used in the exhibit. This certificate must be made available for inspection on demand. Electrical equipment and display components must conform to the electrical code of Toledo, Ohio. Please refer to the online Exhibitor Service Manual, available in July 2026, for complete and detailed information.

Every effort has been made to ensure the accuracy of all information distributed by EVIS; however, up-to-minute information is not always available. EVIS Exposition Management, the Glass City Center and their contractors or agents make no warranties as to the precise accuracy of floor plans issued in conjunction with or pertaining to the exposition.

Signage

Exhibitors with island booths are permitted to hang identification signs from the ceiling of the Glass City Center. All identification signs must be fixed and within the confines of the booth. Hanging signs and graphics should be set back 10ft from adjacent booths and be directly over contracted space only. The top of the booth's sign may not extend more than twenty-four (24) feet from the exhibit hall floor and cannot block the visibility of EVIS signs. Glass City Center is the exclusive provider of rigging and hanging sign installation. Please be cognizant of the height/clearance over your exhibit space due to ceiling height and/or arches.

**Exhibit Elements Not Permitted**

Balloons, flashing lights and strobe lighting of any kind are prohibited. Any changes required in bringing an exhibit into compliance will be made at the exhibitor's expense. Exposed parts of any display must be finished so as not to be objectionable to other exhibitors or to EVIS.

Hazardous Waste

Hazardous waste is any material being stored, recycled or thrown away that could cause injury or death or pollute air, land or water. Exhibitors that generate materials fitting the above description of hazardous waste during their meeting activities should:

- Be aware of the full scope of the hazards associated with their wastes.
- Conform to the requirements of all regulatory agencies having jurisdiction in the location of the creation of hazardous wastes.
- Ensure that all company personnel or agents who could possibly be engaged in the transportation, containerization, use, coordination or disposal are fully informed of associated risks.

The exhibiting company will be responsible for any costs or expense associated with the removal or disposal of hazardous wastes resulting from the activities of the exhibiting company or an agent of the exhibiting company.

Marketing and Promotion

Distribution of any printed material, showing of equipment or product presentations to EVIS registrants or guests by exhibitors, other than in the exhibitor's assigned space, is prohibited. Exhibitors may not engage in any type of marketing activities at hotels during the EVIS meeting schedule.

EVIS strongly discourages exhibiting companies from displaying banners, billboards, other signage, or promotional activities in the public domain, other than official EVIS promotional opportunities, within 30 miles of the EVIS 2026 meeting official venue and hotels.

No Smoking Policy

The Glass City Center is a smoke-free facility. A smoke-free policy will be enforced and in effect during installation, meeting operation, and dismantling hours. Outside designated smoking areas will be provided.

Photographing and Videotaping

Exhibitors may not photograph or videotape any other company's exhibit on the exhibit floor without permission from the exhibitor.

News Media

During exhibit hours, members of the media with EVIS press badges may photograph, videotape, or mechanically record the exhibit floor for news reporting purposes only. News media must have advance consent of exhibitors before photographing or taping in their booths. All registered press must sign an agreement to abide by these rules.

Professional Attendee

Exhibitors may not deny a reasonable request from an attendee to photograph or videotape an exhibit from the aisle. Media (i.e., local and national television networks members may photograph, videotape or mechanically record the exhibit floor only when accompanied by an EVIS appointed escort.

Proper Attire

Proper attire consistent with the decorum of EVIS 2026 is required of exhibitor personnel during show hours.

Security and Liability

Each exhibitor must provide for the safeguarding of its goods, materials, equipment, and display at all times. Although guards will be on duty, neither EVIS, Glass City Center, Tradeshow Logic, nor ArtCraft Display will be responsible for loss of any material or property of the exhibitor by or for any cause. Exhibitors can arrange for guard service for their booths. Exhibitor property passes are required to remove equipment from the exhibit hall and will be available at the ArtCraft Display service desk.



The exhibitor must surrender the occupied space in the same condition as it was at the time of occupation. The exhibitor is responsible for all damage to the exhibit hall, and for any and all claims and demands on account of any injury or death or damage to property occurring in or upon the exhibitor's booth space or because of the acts of the exhibitor, exhibitor's employees, servants, agents, licensees or contractors; and exhibitor agrees to indemnify and hold harmless EVIS, Tradeshow Logic, ArtCraft Display, Glass City Center, its employees, agents, or representatives from and against any and all liability and claims and demands which may arise from or be asserted in connection with the foregoing undertakings and responsibilities of the exhibitor.

Neither the Electric Vehicle Innovation Summit nor the Glass City Center, their agents, servants, contractors, representatives, or employees, are liable for injuries to any person or for damage to property owned or controlled by the exhibitor, which claims for damages or injuries may be incident to or arise from or be in any way connected with the exhibitor's occupation of display space or the acts or omissions of exhibitor's agents, servants, contractors, or employees, except for claims for damage or injuries caused by or resulting from the negligence of the EVIS and the Glass City Center and their respective agents, servants, contractors, representatives, and employees. Exhibitor acknowledges responsibility for obtaining insurance in such amounts deemed appropriate to comply with exhibitor's obligations herein and for exhibitor's own protection.

The exhibitor shall, at its sole cost and expense, procure and maintain comprehensive general liability insurance against claims for bodily injury or death and property loss or damage occurring in or upon or resulting from the premises leased by EVIS. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than \$2,000,000. During the term hereof, the exhibitor shall maintain Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all of exhibitor's employees engaged in the performance of any work for exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the exhibition hall. Such insurance shall name EVIS, Tradeshow Logic, ArtCraft Display and the Glass City Center as additional insured. The exhibitor shall be required to provide EVIS Management with said certificate of insurance indicating the appropriate insurance coverage by October 1, 2026.

Subletting of Space

No part of any exhibit space assigned to an exhibitor may be reassigned, sublet, or shared with any other party.

- Exhibitors may display only those products or goods that they manufacture or regularly distribute. This information must be included on the Application/Contract for exhibit space.
- Sharing of exhibit space is permitted only for divisions of the same company.

Suitcasing / Soliciting

Only contracted exhibitors are permitted to promote their products, services, or company at EVIS 2026. Unless a marketing opportunity has been contracted by the exhibitor, all company promotion and product sampling must occur within the contracted booth space. This includes, but is not limited to:

- "Roaming" characters.
- Approaching exhibitor booth to sell products.
- Leaving and/or distributing product information in public spaces and show floor aisles.

Exhibitors found doing so will be sent back to their booth space and materials left will be recycled. Attendees will be asked to leave the show and forfeit their badge. Any "suit-casers" should be reported to the Exhibit Sales Office. Repeated violations will be reported to Security and may result in loss of future exhibiting privileges. We make every effort to ensure you won't be solicited at your booth. However, this does occur at trade shows. Should you be approached, kindly take down the name and company and provide the information to EVIS Exposition Management.