

All exhibitors must comply with the regulations set forth in this document. If an exhibitor is not in compliance, they must be brought to compliance prior to the end of exhibit setup. Any changes will be at the expense of the exhibitor. These regulations have been developed to ensure that all exhibitors can be successful regardless of exhibit space, that product[s] are presented in the most effective way possible and to give open access to attendees walking the aisles. Show Management has developed these Exhibit Display Regulations in accordance with the guidelines adopted by the International Association of Exhibitions & Events [IAEE]. Show Management reserves the right to change or amend these regulations at any time if it is determined to be in the best interest of the show.

DIMENSIONS:

Width of exhibit space shown on the floor plan is measured from the center line of the side rails. Depth is measured from the face of the front post to the back of the rear post. Linear exhibit structures must be constructed to allow three [3] inches for each side rail and nine [9] inches for utility service access at the rear. Example: 10 feet x 20 feet exhibit space has nine [9] feet three [3] inches x nineteen [19] feet six [6] inches of usable space.

LINE-OF-SIGHT [LINEAR BOOTHS]:

Signs, displays, products, fixtures, vehicles and decorations for all exhibit configurations located within an area of five [5] feet from the aisle and ten [10] feet from a neighboring exhibit can be no more than four [4] feet high. Line-of-Sight regulations do not apply to peninsula booths and the shared wall of the adjacent linear booth. See diagrams later in this document for clarification.

AMERICANS WITH DISABILITIES ACT [ADA]:

In the United States, all exhibiting companies are required to follow the U.S. Americans Disabilities Act [ADA]. Department of Justice ADA Information Line [800.514.0301] and at www.ada.gov.

Some examples of designing for ADA Compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit floor without extending ramp into the aisle. NOTE: A standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every 1 inch [2.54cm] or rise [change in height], there should be 12 inches [30.48cm] of run [change in length]. Ramps should have a minimum width of 36 inches [91.44cm].
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.
- Landings should be at least as wide as the ramp and should be at least five feet in length.

Exhibitors shall indemnify and hold harmless Taffy Event Strategies, HPX [High Performance Expo, The Expo Group, and Charlotte Convention Center against cost, expense, liability or damage which may be incident to, arise out of, or caused by exhibitor's failure to design exhibit to comply with ADA requirements.

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BOOTH FLOOR COVERING: IMPORTANT – FLOORING IS REQUIRED IN ALL BOOTHS

Exhibitors must provide some form of floor covering for their booth. If a booth does not have floor covering by 1:00 PM on Monday, June 1, 2026, Show Management will order carpet for the booth which will be charged to the exhibitor. Show Management provides aisle carpet only.

CANOPIES:

Canopies are allowed in island and perimeter booths, but NOT allowed in linear booths. A canopy manufacturer can exhibit their own proprietary product in linear booths provided:

- The exhibitor has a 10'x20' or larger.
- The maximum height of the canopy is nine [9] feet, three [3] inches.
- The lowest point of the canopy roof cannot be lower than seven [7] feet from the floor or within five [5] feet of the aisles.
- Canopy supports can be no wider than three [3] inches.
- Branding on the canopy roof is NOT permitted over eight [8] feet, three [3] inches if facing a neighboring exhibit within ten [10] feet of such exhibitor.

EXHIBIT PLAN / RENDERING:

Exhibitors with exhibits 400 square feet [20' x 20'] or larger and all multi-level or covered exhibits must submit the Exhibit Space Design Notification form [ESDN] along with rendering and measurements for Show Management approval no later than April 1, 2026. The notification form is located in the Exhibitor Hub. See Multi-Level and/or Covered Exhibits below for additional requirements imposed upon multi-level and covered exhibits.

FIRE AND SAFETY:

- All displays must be made of fire-retardant materials and are subject to Fire Marshal approval.
- Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets located within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device locations.
- Spray painting is prohibited.
- All hot work must be approved by the Fire Code Official at least 60 days in advance of the exhibit and meet the requirements of Chapter 35 of the NC Fire Code. [A demonstration may be required by the Fire Code Official for approval].
- All hot work must be separated from the exhibition floor/other exhibitors by no less than 20 feet. If you plan on doing hot work demonstrations in your booth you must have prior approval from Show Management and the Charlotte Convention Center. Please contact [Kelly Williamson](#), Operations Director.
- It is preferred that all hot work be located in a separate hall or away from the immediate area of all other displays, as approved by the Fire Code Official.
- Exhibitor must develop and submit a hot work program & internal emergency safety plan to the Fire Code Official for approval.

FIRE AND SAFETY CONTINUED:

- The intent is to have trained, on-site, responsible personnel ensure that required hot work safety measures are taken to prevent fires and fire spread.
- Charlotte Fire Department Fire Inspectors are required to be onsite for exhibits utilizing hot work operations. The cost of this will be the responsibility of the exhibitor.
- It is the responsibility of the exhibitors to provide trained, on-site, responsible personnel to carry out the hot work program.
- No carpet, pipe and drape or other combustibles are permitted in the hot work area.
- No less than one portable fire extinguisher appropriate for fuel source being used, with a minimum 2A:20-B:C rating must be readily accessible within 30 feet of the location[s] in which hot work is performed.
- At the request of the Fire Code Official, openings shall be tightly covered to prevent the passage of sparks to adjacent combustible areas, or shielded by metal fire-resistant guards, or curtains to prevent passage of sparks or slag.
- Helium and gas cylinders used for refilling must be secured in an upright position on ANSI-approved safety stand with the regulations and gauges protected from damage. Overnight storage of cylinders in the building is prohibited.
- See multi-level and/or covered exhibits for specific fire & safety requirements.

HANGING SIGNS:

Hanging signs are permitted over island booths that are 20'x20' [6.10m x 6.10m] or larger.

- Linear exhibits are not permitted to hang signs above their exhibits.
- Signs in perimeter linear booths may not exceed 12 feet in height from the floor to the top of the sign and must be flat, and the sign must be located at least five [5] feet from the aisle.
- Signage and graphics facing directly into a neighboring booth over the eight [8] feet high drape must be at least ten [10] feet from the neighboring booth.
- Signs may be suspended from above or supported from below, but in all cases, the top of the sign must not exceed the maximum allowable height for island booth types which is twenty [20] feet [6.10m] from the top of the sign to the floor.
- Hanging signs should be set back ten [10] feet [3.05m] from adjacent booths.
- Signs **MUST** be shipped in advance to The Expo Group advance warehouse so they can deliver them to Encore for hanging. Encore is the exclusive rigging provider.
- All hanging signs and orders **MUST** be received in the warehouse no later than **May 22, 2026**.
- Signs received after the deadline are not guaranteed to be hung. If hung, late fees may apply.
- Complete and submit the proper hanging sign order form.

LIGHTING:

Exhibitors must adhere to the following lighting guidelines and restrictions:

- Flashing, strobe, and neon lights are not permitted.
- Lighting outside the perimeter of the exhibit cannot affect neighboring exhibits or aisles, or project images outside the exhibitor's own exhibit space.
- Any overhead/truss lighting must fall within the booth boundaries of the exhibitor's contracted booth space and may not extend outside these lines into airspace over aisles or neighboring booths.
- Directional or projected lighting must be aimed into the exhibitor's own booth space and may not be projected into neighboring exhibit spaces, the aisles, or ceiling. Video projection equipment and screens must be in the rear one-third of inline booths which are ten [10] feet [3.05m] deep, and in the center area of island booths.
- Lighting may not be aimed directly at attendees. Use of any potentially harmful lighting devices [i.e., lasers, UV lighting] is strictly prohibited.

MULTI-LEVEL AND/OR COVERED EXHIBITS:

To avoid issues on-site and confirm compliance, all multi-level booths shall be designed and constructed in accordance with Appendix N of the North Carolina Fire Prevention Code and Chapter 16 of the North Carolina Building Code. Drawings of all multi-level or covered exhibits must be submitted electronically to Show Management for approval as soon as possible to avoid any types of delays or extra fees. Construction documents for all multi-level booths shall be stamped by a registered design professional and shall be submitted with the permit application to the Charlotte Fire Department and Mecklenburg County Code Enforcement [both a fire permit and a building permit are required for all multi-level booths]. Any fees associated with either of these permits are the responsibility of the exhibitor.

- Upper level of multiple-level booths with occupancy load greater than 10 people shall have not fewer than two exits or exit accesses.
- An approved automatic sprinkler system shall be provided in multiple-level booths exceeding 400 square feet in floor area per level.
- Each multiple-level booth with a floor area exceeding 120 square feet on any level shall be provided with an approved fire alarm system.
- Multiple-level booths shall be designed and constructed in accordance with Appendix N of the North Carolina Fire Prevention Code and Chapter 16 of the North Carolina Building Code.
- Inspection to verify that multiple-level booths are constructed in accordance with the construction documents and structural design details shall be approved by the building code official.
- The upper level of multiple-level booths with an occupancy load greater than 10 people shall have at least two exits or exit accesses.
- An approved automatic sprinkler system shall be provided in multiple-level booths exceeding 400 square feet in floor area per level.

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MULTI-LEVEL AND/OR COVERED EXHIBITS CONT:

- Each multiple-level booth with a floor area exceeding 120 square feet on any level shall be provided with an approved fire alarm system.
- Multiple-level booths shall be designed and constructed in accordance with Appendix N of the North Carolina Fire Prevention Code and Chapter 16 of the North Carolina Building Code.
- Inspection to verify that multiple-level booths are constructed in accordance with the construction documents and structural design details shall be approved by the building code official.
- Spiral stairs are not allowed. Spiral staircases are not an approved means of egress for areas occupied by the public, visitors, or clientele.
- For additional information regarding obtaining a building permit, visit <https://code.mecknc.gov>.

Covered booths must have an approved automatic sprinkler system in covered booths exceeding 100 square feet in floor area. Each covered booth with a floor area exceeding 120 square feet on any level shall have an approved fire alarm system. This includes but not limited to covered trailers.

NOISE LEVEL:

The noise level within an exhibit must not exceed 85 decibels. Exhibitors using music in their booth, either live or mechanical, must provide Show Management with a copy of the exhibitor's licensing agreement with ASCAP, BMI, SESC or other licensing organizations. If exhibitor qualifies for exemption, they must expressly warrant in writing to Show Management that no such license is required due to exemption under 17 U.S.C. § 110 [5] or other specified exemption. Further, should the exhibitor play music, the exhibitor agrees to indemnify and hold Taffy Event Strategies and HPX LLC harmless from any action brought against Taffy Event Strategies or HPX LLC by ASCAP, BMI, SESAC or other licensing organization for the playing of such music.

NON-EXHIBITOR PRODUCTS:

Exhibitors may not display products or provide branding within or above their booth [i.e., hanging signs] from eligible non-exhibiting companies, unless approved in writing by Show Management. Show shall have final authority in determining rules violations; however, the following shall constitute the general guidelines to be used by Show Management when determining a non-exhibitor's allowable brand presence on a vehicle:

- There can be a maximum of two representations for a non-exhibiting company on vehicles no more than 50 square inches each.
- There can be no presentations or media activities on non-exhibiting companies.
- Tires from non-exhibiting manufacturers may have no signage or wheel stands.
- Builders' signs may be a maximum size of 28 inches x 44 inches, with the maximum name/logo size for non-exhibitors of 2 inches high.
- Flyers, handouts or other representations of non-exhibiting companies may not be visible or placed around the vehicle, or available anywhere within the Show.

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PRODUCT SIZE:

Exhibitor products may exceed height restrictions if they do not impact neighboring exhibitors and are pre-approved in writing by Show Management. Please contact [Kelly Williamson](#), Operations Director, if your product may exceed height restrictions.

PROHIBITED DISPLAYS:

- No bolts, screws, hooks, or nails shall be driven into or otherwise attached to walls, floors or columns of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- No animals, reptiles, birds, rodents, fish or insects may be used as part of any exhibit unless approved by show management.
- Helium balloons are not permitted for giveaway or sale.
- Popcorn is not permitted anywhere on the expo floor.
- Fog, smoke, water and steam machines are not permitted.

UNFINISHED AREAS:

All open and unfinished sides of exhibit, which may appear unsightly must be covered or Show Management will have them covered at the exhibitor's expense. Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering, or graphics that would detract from adjoining exhibit.

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VEHICLE DISPLAY:

- Display vehicles must have both battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than ¼ tank full, and fuel tank filler caps locked and/or sealed.
- A vehicle with a battery cutoff switch is not required to disconnect the battery cables, but the switch must remain off throughout the entire show and cannot be accessible to the public. Batteries in electric vehicles shall be rendered inoperable by the removal of fuses or other methods approved by the Fire Code Official.
- Fueling or defueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80% of the contracted exhibit space and must conform to line-of-sight rules.
- Display vehicles must be set back 10 inches from the aisle to prevent damage from the aisle carpet installation.
- Tractor trailers/rigs/RVs/trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall show floor and must be approved in writing by Show Management.
- Once placed, display vehicles cannot be started or moved without the approval and direction of Show Management.
- Auxiliary batteries not connected to the engine starting system may remain connected.
- External chargers and batteries are allowed for demonstration purposes only.
- No battery charging is permitted inside the building.
- Place a protective covering under the vehicle to prevent leaks.
- Your presence is required! Vehicle placement must be Exhibitor supervised. The Expo Group, the High Performance Expo, and Charlotte Convention Center assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Exhibitors must stay clear during movement of vehicle to avoid injury.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
- Mobile Display Rates apply only to the mobile or motorized display. Any display material brought in via a mobile/motorized vehicle will be weighed and billed at the material handling rates.
- Vehicles must be in a 10x20 or larger booth and trailers must be in a 10x30 or larger space.

WEAPONS:

Fireworks, weapons, explosives and fire arms, including replicas and/or toy weapons of all kinds are prohibited from the premises of the HPX Expo. This prohibition applies to interior and exterior premises, including parking areas, and applies to all vehicles and displays whether the weapons are permanently or temporarily affixed. Any exceptions to this policy must be granted in writing by Show Management.

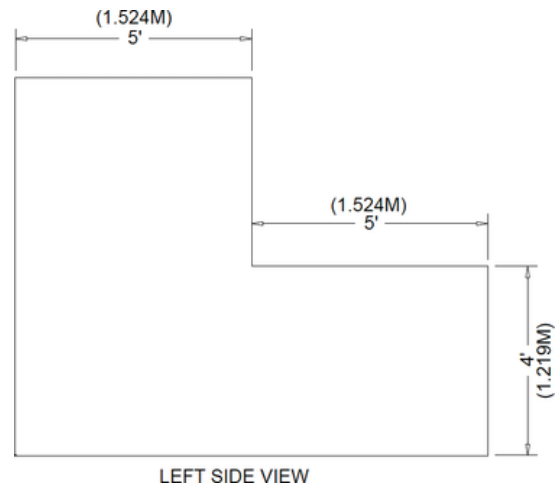
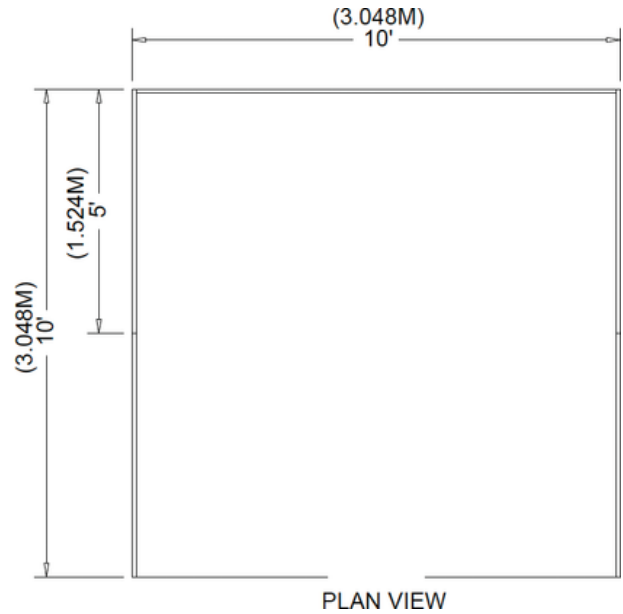
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INLINE BOOTHS

Inline booths have only one side exposed to an aisle and have adjacent neighbors on either side of the booth. Booths are most commonly 10 feet wide by 10 feet deep [3.05m x 3.05m]. All inline booth signage/display/product must not be higher than 8 feet [2.44m] and sign copy must face into the booth if used along the back wall or side walls. A maximum height of 8 feet [2.44m] is permitted on the back 5 feet [1.25m] of booth, and a maximum height of 4 feet [1.22m] is permitted in the front 5 feet [1.52m] of the booth. Hanging signs are NOT permitted in inline booths. NOTE: When three or more inline booths are combined into a single exhibit space, the 4 foot [1.22m] height limitation is applied only to the portion of the booth space which is within 10 feet [3.05m] of an adjoining booth [neighboring exhibitor]. A corner booth is an inline booth exposed to aisles on the front and one side. The same rules for inline booths apply to corner booths.

STANDARD BOOTH PROVISIONS

Each 10'x10' [3.05m x 3.05m] booth will be set with 8 foot [2.44m] tall back drape and 3 foot [.92m] tall side/wing drape [drape will be black]. All contracted inline booths include a complimentary 7" x 44" [17.78m x 111.76m] sign that has the company name and booth number. NOTE: Electricity, carpet, or other flooring, furnishings, display components and any other items needed are the responsibility of the exhibitor.

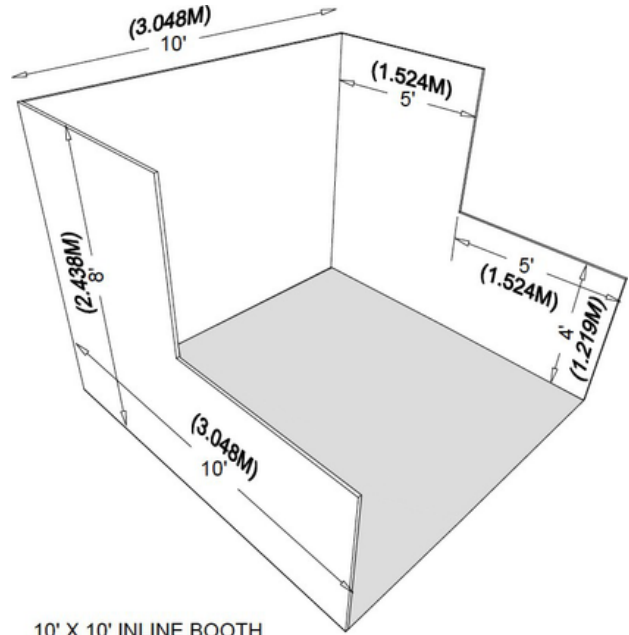
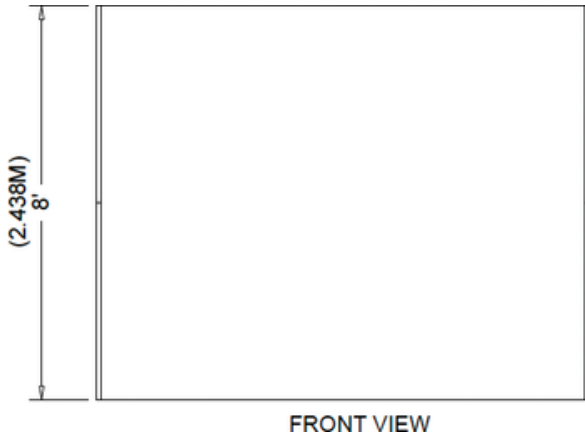


BOOTH CONFIGURATION SPECIFICATIONS

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SIGNS + BANNERS FOR INLINE BOOTHS

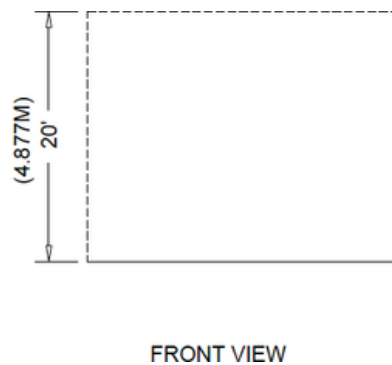
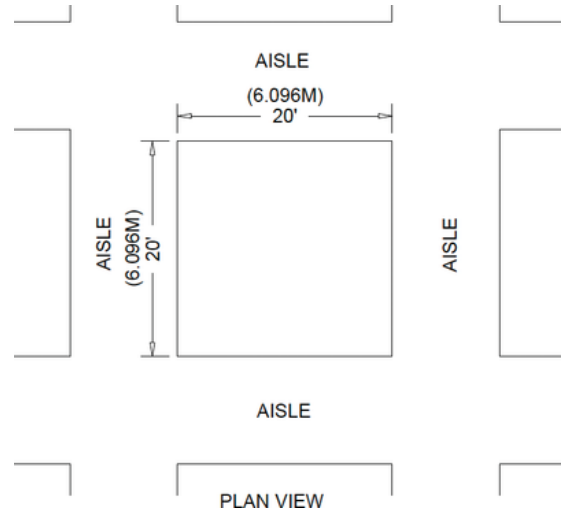
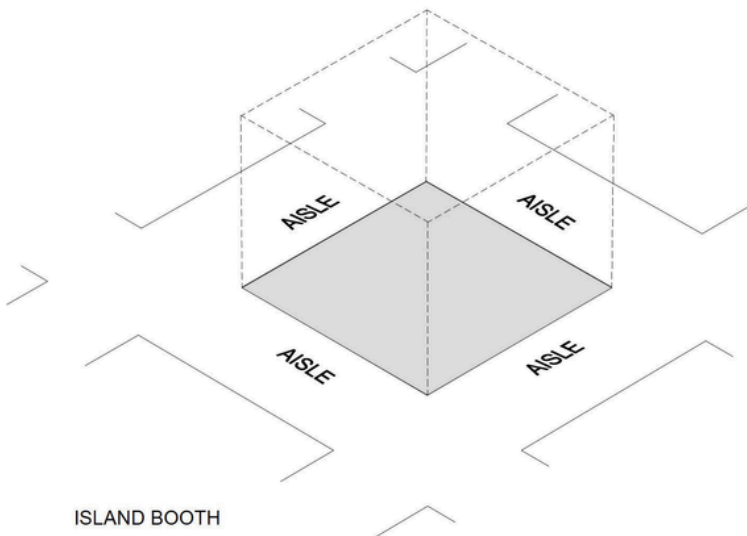
- All exhibitor signs and banners must be fire retardant.
- Inline booth features [signage, display components, product] may not be taller than 8 feet [2.44m]
- If signage is used along the back or sides of booth, all sign copy, and product images/information must face into the exhibitor's booth.



10' X 10' INLINE BOOTH

ISLAND BOOTHS

An island booth is any sized booth exposed to aisles on all four sides of the booth with no adjacent neighbors. NOTE: The hanging of signs, fixtures and other components is allowed in Island Booths that are 20'x20' [6.10m x 6.10m] and larger ONLY, with a maximum height of 20ft [6.10m] from the ground to the top of the sign.



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TREATMENT OF COLUMNS

Should an exhibit space have a column adjacent to it, the exhibitor is prohibited from attaching anything directly onto the column. All exhibitors whose space contains a structural column will be notified of this feature and required to sign a column notification agreeing to all rules regarding its treatment. In all cases, fire extinguishers, fire hose cabinets, electrical boxes and other column features must remain easily accessible and clearly visible. For questions regarding columns, contact [Show Management](#).

GOOD TASTE + THE RIGHTS OF OTHERS

Show Management may require changes to the exhibitor's booth display or design if, in Show Management's opinion, it does not conform to prevailing standards of good taste and interferes with the rights of others.