

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for linear or perimeter booths should comply with line-of-sight requirements.

The bottom of the canopy should not be lower than 7 feet (2.13 meters) from the floor within 5 feet (1.52 meters) of any aisle. Canopy supports should be no wider than three inches (.08 meters). This applies to any booth configuration that has a sight line restriction, such as a linear booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Please contact Emerald Expositions if your exhibit is composed of any ceiling treatment.

Multi-Level Exhibits

A Multi-story exhibit is a booth where the display fixture includes two or more levels. A multi-storied exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to show management and the facility at least 60 days in advance.

Platforms

Equipment and viewing platforms are not limited in height, but the platform may not exceed the height of the equipment.

Towers

A tower is considered a freestanding exhibit component separate from the main exhibit fixture that is used for identification and display purposes only.

Towers will be permitted to a height and depth that correspond to the height regulations for the appropriate exhibit configuration of which they are a part. For example, towers that are part of a peninsula exhibit will not exceed 20 feet (5 meters) in height.

All towers in excess of 12 feet (3.66 meters) must have drawings available for inspection by show management and the official services contractor during the time the tower is being erected, exhibited and dismantled at the exhibition site. The plans must include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use. A signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings must also be included.

Americans with Disabilities Act (ADA)

Exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive and as accommodating as possible. For additional information, go to: www.usdoj.gov/crt/ada/infoline.htm.

All construction materials used in your booth design must be made from certified fire retardant materials. Each exhibitor is asked to have available on-site both samples for testing and flame proofing certificates for inspection.

Electrical

Outlined within this Exhibitor Manual are the specific facility electrical requirements. Please read these requirements carefully and contact the facility-engineering department with special needs or considerations.

Common considerations include:

- * All 110-volt wiring should be grounded three wires.
- * All wiring that touches the floor must be a minimum of 14-guage/three wire flat cord insulated to qualify for "extra hard usage".
- * All power strips must be UL approved, with built-in overload protectors.

Additional Information:

Any unfinished and/or exposed portion of an exhibit must be made presentable prior to show opening at the expense of the exhibitor.

Show management reserves the right to determine whether a wall or structure is unfinished and may order the draping of exposed sides of a wall or structure at the exhibitors expense.

The following items require written approval from the Emerald Operations Department before they can be included in your exhibit. Your request must be submitted no less than 30 days in advance of the first day of the event move-in.

Advance Permission Requests are for the Following:

Bridging Aisles

Catwalks or Raised Walkways

Hanging Signs

Heavy or Unusual Structures

Lighting Trusses or Hanging Lighting

Motor Vehicle Displays

Multi-Level or Covered Exhibit Areas

Open Flame and/or Propane

Photography & Video Recording

Sound or Music

Special Lighting (such as Lasers or Ultraviolet)

Stand Alone Towers

Note: Halogen lighting in some states such as Nevada and Illinois are not permitted. If your exhibit includes halogen lighting, please contact the Emerald Expositions Operations Department @ 800-241-9034.