

BOOTH REGULATIONS AND GUIDELINES

- **Booth Approval/Variance Request:** Booths with variance requests or hanging signs are required to submit their booth diagrams, hanging signs, or pictures for approval by February 21, 2023 to Jen Bain, JBain@cwmet.com: [Submit Here](#)
- **Carpet/Flooring:** All booths REQUIRE carpet/flooring (Carpet is not included with booth space, it can be rented through GES or exhibitors can bring their own flooring.)
- **Storage:** Fire regulations prohibit storage behind drapery. 1 day's storage can fit in the booth, additional storage must be ordered from GES in the Exhibitor Service Kit (ESK) at an additional cost.
- **There will not be aisle carpet at this event. Booths will still need to incorporate flooring. Show management has the right to adjust based on health & safety guidelines or recommendations.**

In-line Booth: In-Line booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. (10ft x 10ft, 10ft x 20ft, etc.) (3.05m x 3.05m, 3.05m x 6.10m, etc.)

- **In-Line Booth:** Generally arranged in a straight line with neighboring exhibitors on their immediate right and left leaving only one side exposed to the aisle. Individual booths may be combined to form a larger In-Line booth space.
- **Corner Booth:** In-Line booth exposed on two sides with an immediate neighbor on one side (all guidelines for In-Line booths apply).

Peninsula Booth: Exhibit with two or more standard booths (10ft x 10ft) (3.05m x 3.05m) with aisles on three sides. There are two types of Peninsula Booths.

- **Peninsula Booth:** Backs up to another Peninsula Booth, the two booths share a common back wall drape 8ft 3in (2.5m) high.
- **End-Cap Peninsula Booth:** The booth shares a side wall with two In-Line booths on the exhibitors back wall.

Island Booth: Exhibit space surrounded by aisles on all four sides of the booth space. Island booths do not include drapery. Drapery can be ordered at an additional cost from GES if needed.

Multi-Story Booth: Exhibit spaces that have a 2nd-story.

Enclosed or Covered Area: Exhibit space enclosed by four walls and/or ceiling.

Canopy / Ceiling: An exhibit component supported over an exhibitor's space for decorative purposes only.

Pop-Up Tent: Pop-Up Tents are collapsible frames with four legs and a canvas cover. **Pop-Up tents are not allowed.**

Hanging Signs and Ceiling Rigging:

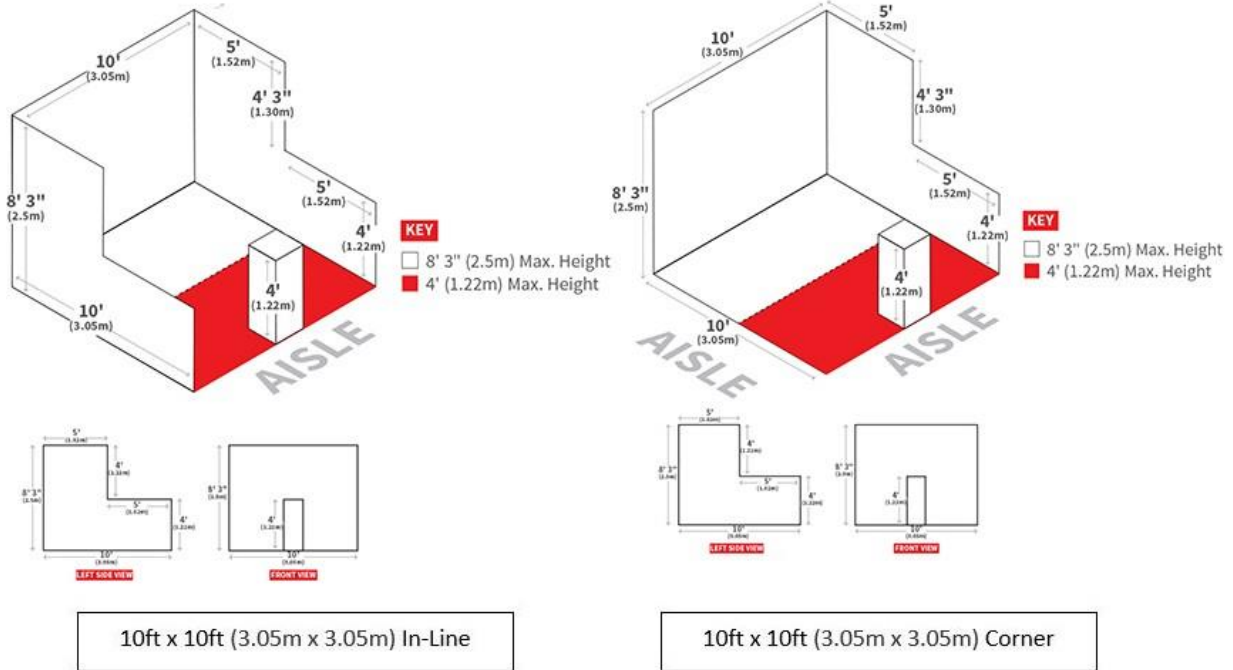
- Hanging Signs – See booth space Rules for details.

Fire Equipment: Building fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

IN-LINE BOOTHS

Rules:

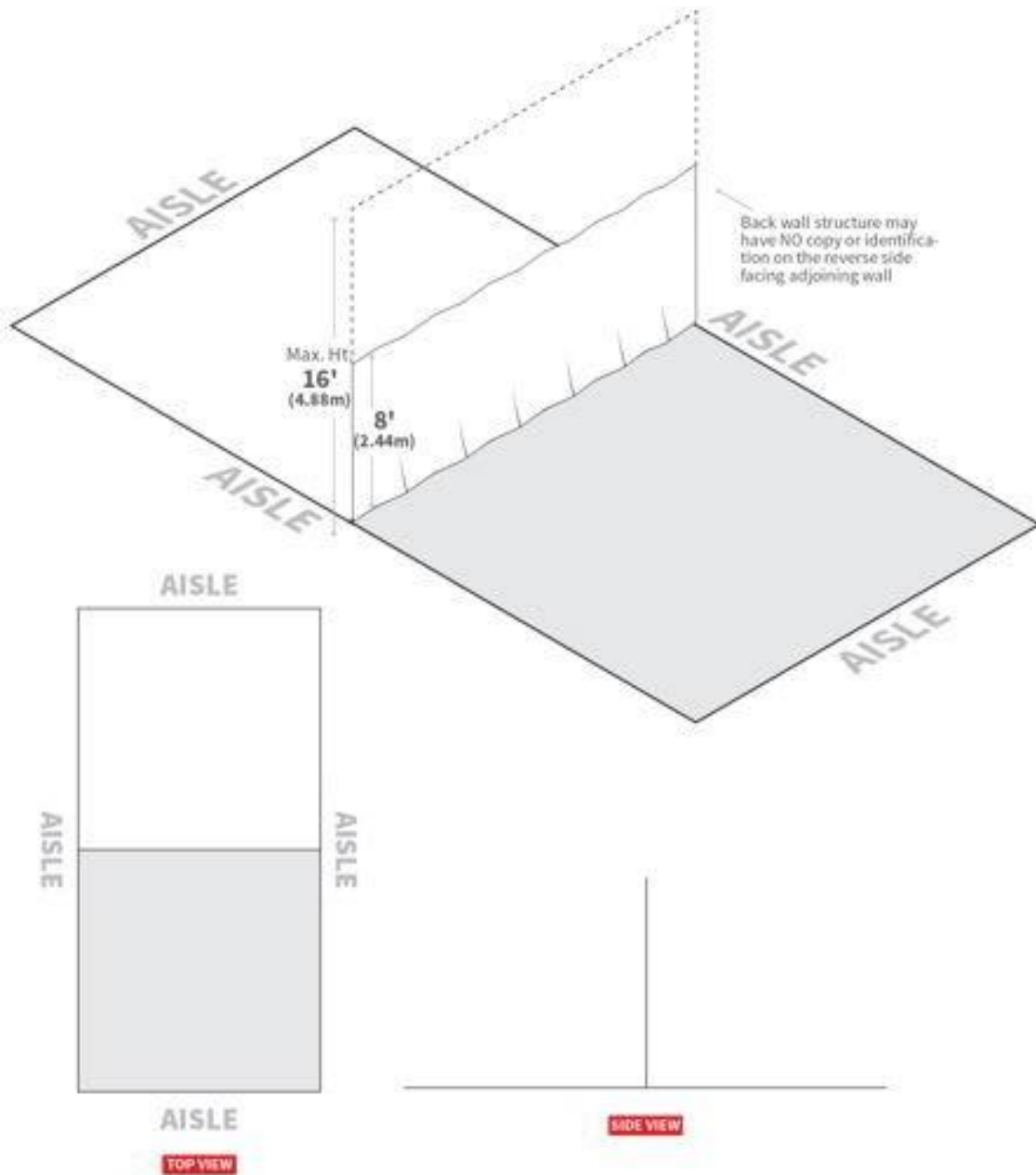
- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- Pop-Up Tents are not allowed.
- Front of booth – no items over 4ft (1.22m) in height can be within 5ft (1.52m) of aisle (red floor space on diagram) as it blocks sight line.
- Rear of Booth - Maximum height of 8ft 3in (2.5m) in the back 5ft (1.52m) of the booth space (white floor space on diagram)
- Any portion of an exhibit over 8ft 3in (2.5m) is not allowed and will have to be moved or removed.
- Any signage or side wall facing the neighbor cannot have any logo or identification facing the neighboring booth. Any side wall must be finished.
- Entire booth must be ground supported. No aerial rigging or hanging signs are permitted in inline booths.
- When three or more In-Line booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.
- Inline booth side rail will be 3 feet high. Show management has the right to adjust based on health & safety guidelines or recommendations.



PENINSULA BOOTHS

Rules:

- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- Pop-Up Tents are not allowed.
- Hanging signs and aerial rigs are allowed with approval, they must be set back 10ft (3.05m) from the adjacent booth and no higher than 20ft (6.10m) from top of sign to the floor.
- Maximum trim height is 25ft (7.62m) from the floor to the top of the trim.
- Booth height may not exceed 16ft (4.88m).
- Booths share a back wall drape of 8ft 3in (2.5m) high.
- Any signage or side wall facing the neighbor cannot have any logo or identification facing the neighboring booth. Any side wall must be finished.
- The back wall of any booth must be finished carpentry on the back side facing other booths.



END-CAP PENINSULA BOOTHS

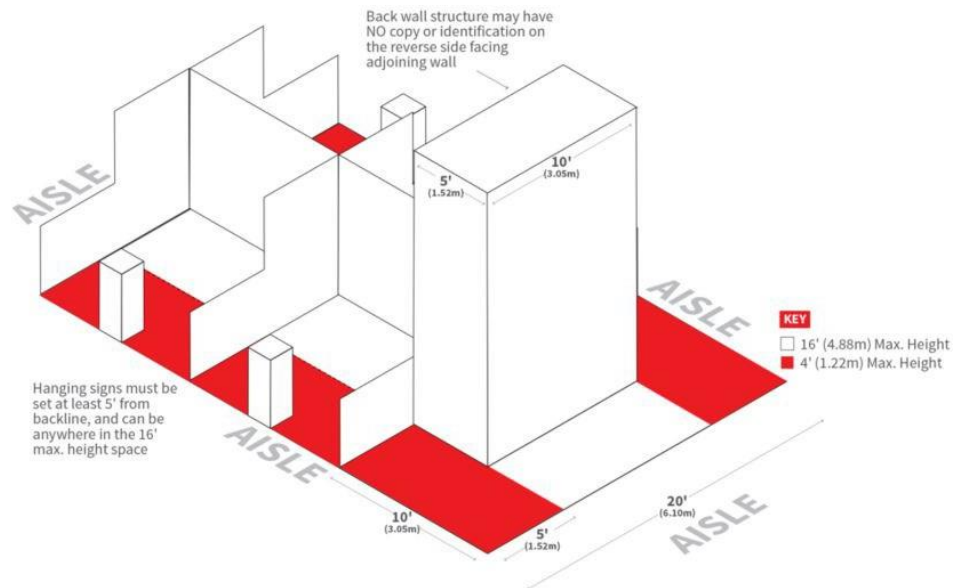
Rules:

- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- Pop-Up Tents are not allowed.

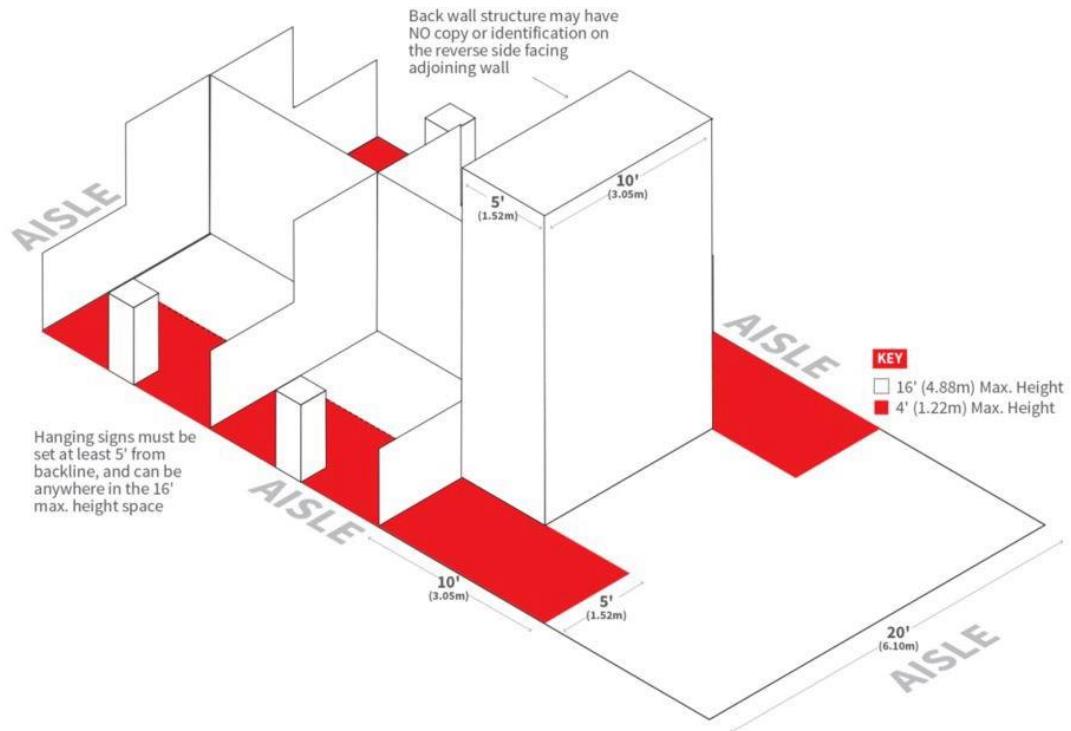
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- Hanging signs and aerial rigs are allowed with approval, they must be set back 10ft (3.05m) from the adjacent booth and no higher than 20ft (6.10m) from top of sign to the floor.
- Sixteen feet (16ft) (4.88m) is the maximum height allowance, including signage for the center portion of the back wall (where ceiling heights permit).
- When an End-Cap Peninsula Booth backs up to two In-Line booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining In-Line booths.
- Any signage or side wall facing the neighbor cannot have any logo or identification facing the neighboring booth. Any side wall must be finished.
- The center portion of the structure may extend from the back of the booth to the aisle.



10ft x 20ft (1.05m x 6.10m) End-Cap Peninsula

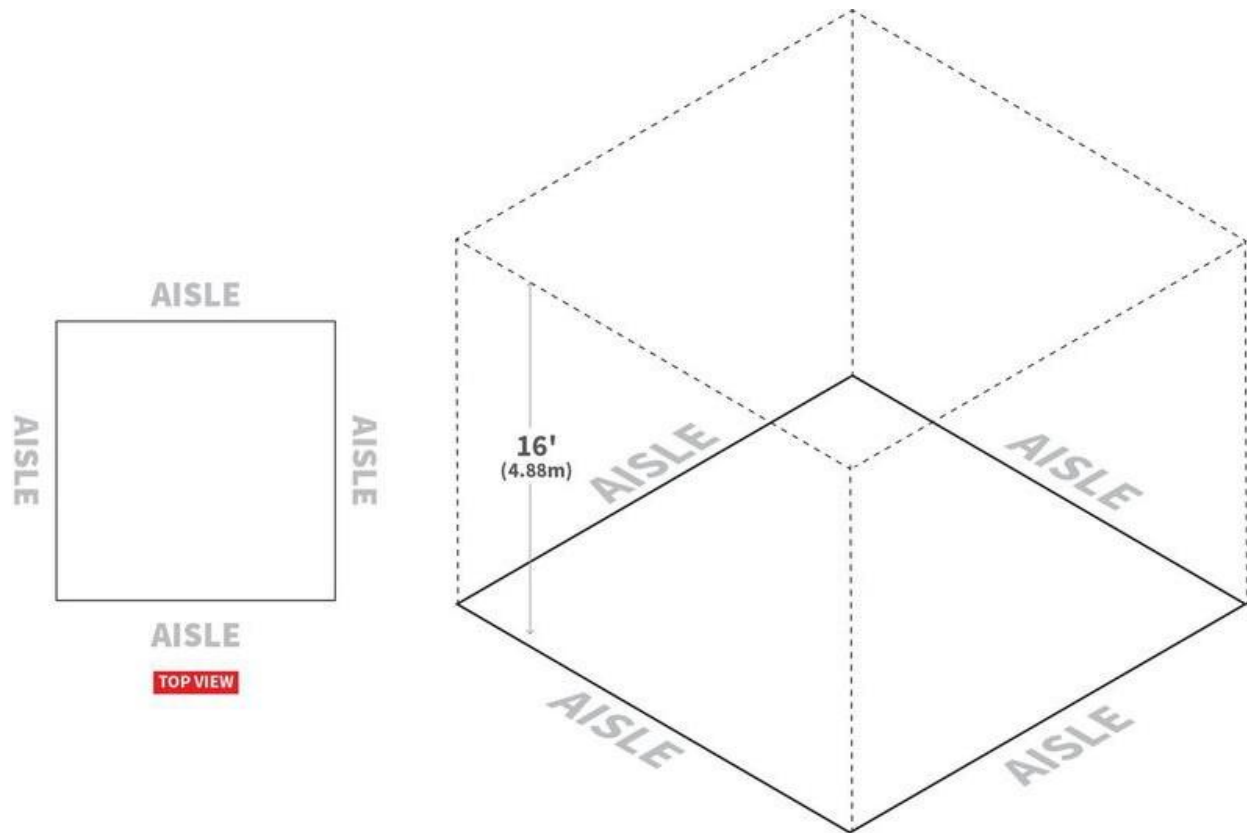


20ft x 20ft (6.10m x 6.10m) End-Cap Peninsula

ISLAND BOOTHS

Rules:

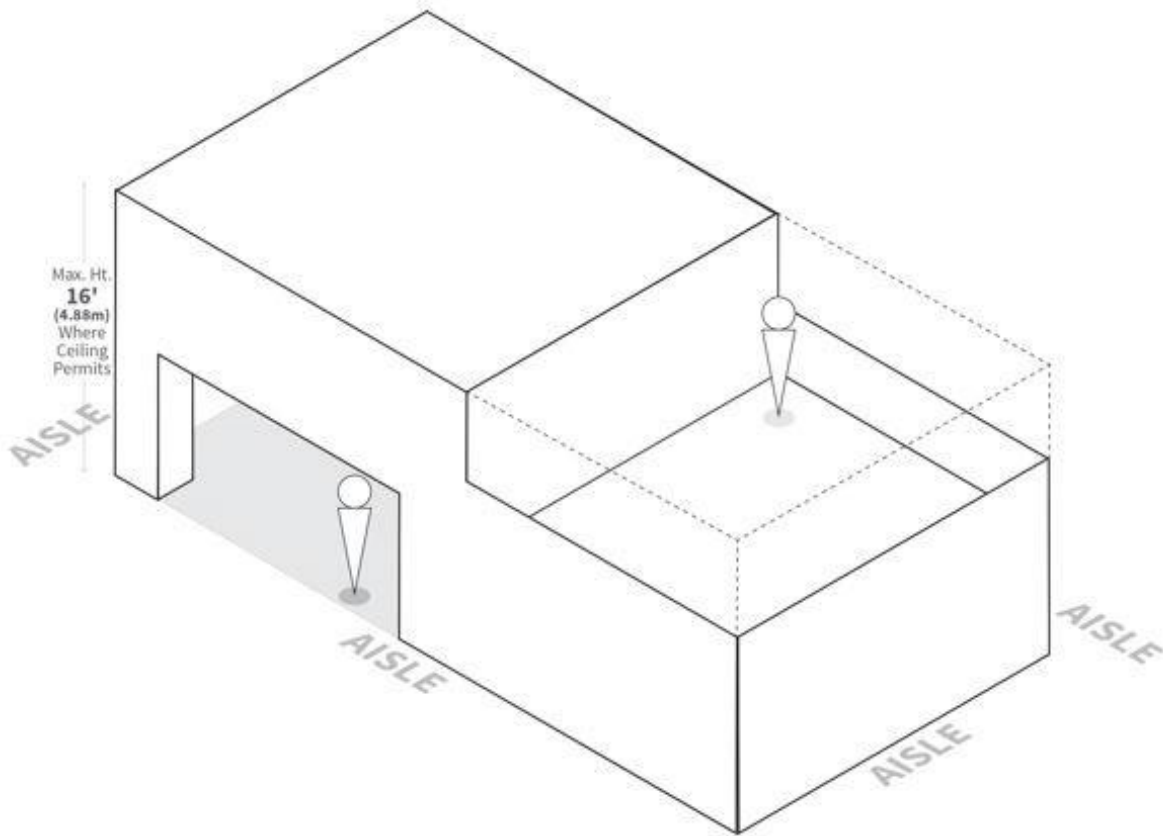
- Exhibitors are prohibited from installing roofed or multi-story exhibit booths (double-deck) without advance written approval from Show Management and Fire Marshal.
- Hanging signs and aerial rigs are allowed with approval, they must be set back 10ft (3.05m) from the adjacent booth and no higher than 20ft (6.10m) from top of sign to the floor.
- Booth structure cannot exceed 16ft (4.88m) in height.



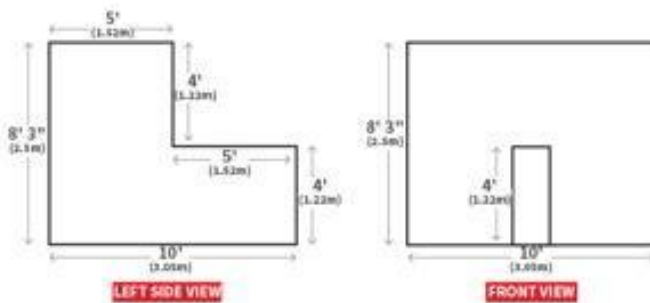
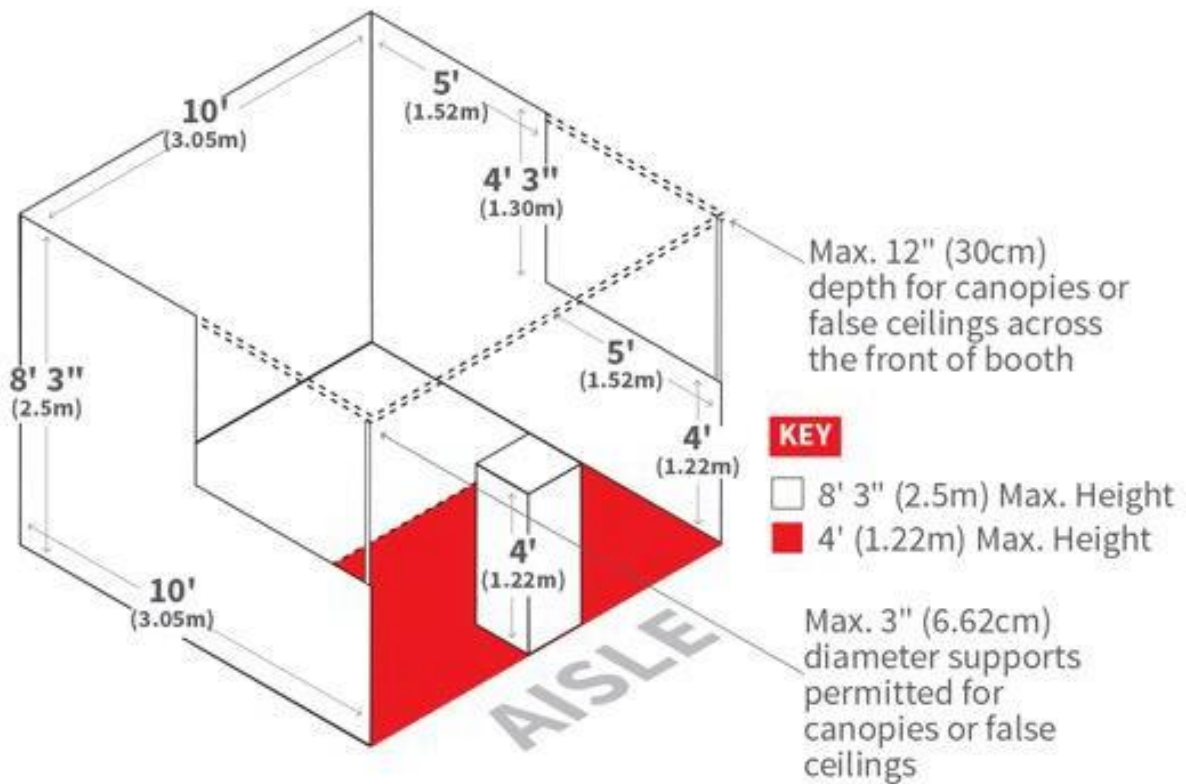
MULTI-STORY AND COVERED BOOTHS

Rules:

- **Multi-Story Booth:** All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 16ft (4.88m) in height, must have drawings available for inspection at all times. Please review all facility rules and regulations regarding multi-story booths on page 7 of the "LVCC Rules and Regulations." Multi-Story Exhibits are only permitted in Island Booths.
- All materials used in the construction of the booth and all decorative materials must be non-combustible or made flame retardant. Certificates of flame-retardant treatment must be submitted to the Fire Marshal.
- **Enclosed or Covered Area:** Review the building rules and regulations on page 7 of the "LVCC Rules and Regulations."



- **Canopy / Ceiling Regulations:** Exhibitors are cautioned when installing a display with a ceiling or canopy to check with the Fire Department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc. All canopies, false ceilings and roofs must be approved by Show Management & Fire Marshall. Umbrellas are prohibited. Review the building rules and regulations on page 7 of the LVCC Rules and Regulations."



- Pop-Up Tent:** Pop-Up Tents are collapsible frames with 4 legs and a canvas cover. **Pop-Up Tents are not allowed.**



HANGING SIGNS AND AERIAL RIGGING

Hanging Sign and Aerial Rigging Regulations: Hanging signs and aerial rigging will only be permitted in Island Booths, Split-Island Booths, Peninsula Booths and End-Cap Peninsula Booths (20x20 or larger). Hanging signs and aerial rigging are not permitted over In-Line Booths or 10x20 End-cap Peninsula Booths.

Signs hung without approval will be removed at the exhibitor's expense.

Definition: An exhibit component suspended above or displayed on top of an exhibit for the purpose of displaying graphic, identification, or special effects.

Height: Hanging identification signs and aerial rigging will be permitted to a maximum height of 20ft (6.10m) (where ceiling heights allow) from the top of the sign to the floor. Hanging signs must be set back 10ft (3.05m) from adjacent booths. Maximum trim height is 25ft (7.62m) from the floor to the top of the trim. Signs must be farther than 18" from the ceiling/HVAC at Las Vegas Convention Center.

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Intent: Hanging signs and aerial rigging are part of the overall exhibit presentation. All identifying signs and rigs, whether suspended from the ceiling (hung) or attached to the exhibit fixture (ground supported), will be permitted to a maximum height of 20ft. Booth structure may not go higher than 16ft unless solely used for supporting an identifying sign in lieu of hanging from the ceiling.

Lighting/Truss: Exhibitors intending to use hanging light systems should include those items when submitting drawings for approval. No overhead lighting is allowed outside the boundaries of the exhibit space.

Please contact GES to order rigging and confirm service availability. All Hanging Signs must be shipped to GES advanced warehouse prior to the event to receive discount pricing. Signs shipped direct to show site may not be able to be hung.

**Additional questions or clarification should be directed to Jennifer Bain,
JBain@cwmet.com**