

Exhibit Design Submission & EAC Regulations Form

By submitting your booth design, you agree to adhere to the following booth construction regulations at IMEX America and acknowledge that these regulations **do not replace the full Technical Guidelines** which are available on the GES Espresso Website [here](#).



Submitting Exhibit Designs

A drawing or plan of the proposed booth installation, showing the ground plan with highlighted ceiling areas and elevations, and a service location plan must be submitted to the Show Manager for examination and approval **by 8/22/2017**. Please upload your exhibit design and service location plan with the completed Design Submission Form (this document) and certificate of insurance to our [Booth Design Submission Page](#). Your exhibit design **will not be approved until we have received all 3 of these documents**.

Booth

Exhibitor Booth Number

Booth Design Submitted by (please put your own details here)

Company Name Contact Person

Onsite Cell Number Email

Onsite Construction Supervisor

Will the above-mentioned contact person be onsite to supervise construction?

☐ Yes

☐ No → please name onsite supervisor here:

Company Name Contact Person

Onsite Cell Number Email

Target Move-In

The Move-In period for IMEX America 2017 will be compressed. Please refer to the [GES Espresso Website](#) for more details and to find out the target time for your booth. If you plan on starting at a later date/time, it is important to let us know.

Please confirm when you intend to start construction on your booth: Day Time

Booth Dimensions

Dimensions (L x W) ft x ft
Please ensure that **all measurements are included** in your booth drawings.

Total Area sqft (*Size of your booth*)

Booth type (please tick)

☐ 4 open sides (island; no side walls)

☐ 3 open sides (peninsula; 1 full-height wall required, min. height 8ft)

☐ 2 open sides (corner; 2 full-height walls required, min. height 8ft)

☐ 1 open side (inline; 3 full-height walls required, min. height 8ft)

Divided Sites / Finishing the Back of Booths

All adjoining booths are responsible for erecting back and side walls to a minimum height of 8ft and maximum height of 16ft6in. Pipe and drape is not provided and not allowed; hardwall finishing is required. Elements along the booth perimeter which are higher than 16ft6in are only permitted as part of a double-storey structure.

Any dividing wall higher than 8ft must be finished in white with an even surface on the reverse. No branding is permitted on the reverse of adjoining walls.

Perimeter

Each booth wall facing an aisle must remain at least 70% open. Runs of walls more than 6ft in length are prohibited along open perimeters of booths.

Gaps between Booths

Exhibitors must ensure that any concealed space between their booth and a neighbor's booth is not visible. All gaps between booths must be masked off. Pipe and drape is not provided and not allowed; hardwall finishing is required.

Booth Height and Suspensions

Wall Height (excluding suspensions) ft
(*Highest point of your booth construction*)

Please ensure that **all measurements are included** in your booth drawings.

Is rigging required? ☐ Yes ☐ No

Suspension Height ft
(*Highest point of your suspension*)

Booth Height including Suspensions

The maximum height for any element within the booth is 20ft from the floor and this will be **STRICTLY** enforced. For single storey booths, any booth element, especially hanging banners, in excess of 16ft6in must be positioned at least 4ft from any perimeter wall shared with another exhibitor. Please also see the separate regulations relating to double-storey structures.

It is not necessary to observe a 4ft clearance from a perimeter running along open sides.

Suspensions

Drawings for any suspended elements must be made available for inspection by Show Management and the General Service Contractor. **Drawings must include a signature or stamp of a structural engineer indicating the stress points for hanging the sign have been properly engineered.** The signature of an authorized official of the exhibit building company is also required, indicating that the structure is built in compliance with the details and the specifications set forth on the drawings. (Note: exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure). **NOTE: Banners that are to be suspended from the hall ceiling must not exceed a total height of 20ft.**

Raised Floor

Does your booth have a raised floor? ☐ Yes ☐ No
Please ensure that **all measurements are included** in your booth drawings.

Floor height from the exhibition hall floor in

Exhibit Design Submission & EAC Regulations Form



Two-Storey Booths and Closed Ceilings

Does your booth encompass a 2nd storey? ☐ Yes ☐ No
Does your booth have any closed ceiling? ☐ Yes ☐ No

Area covered by ceiling sqft

Two-Storey Exhibit

Written application for permission to design exhibits of two stories must be submitted to show management no later than **8/22/2017**. Please include exhibit drawings. The exhibit drawings must show the form and dimension of every structural member with appropriate general arrangement plan, sections and elevations, including full details of stairways and railings. All second stories should be used for entertainment purposes only and not for exhibition display purposes. All drawings must be to scale. All two-storey booths must fully comply with the Fire Marshal regulations as outlined by Clark County Fire Department. Two-storey exhibits may be built to a maximum height of 20' (including any name sign or trade mark). In the interest of the Exhibition as a whole we reserve the right to determine the position of any two-storey structure within a booth.

Closed Ceilings

To ensure that sprinkler protection is not impaired, all booths must always be open at the top. Any exhibit which has ceiling covering over 1,000 sqft will require a sprinkler system. Any questions regarding installation of sprinkler systems should be directed to the GES exhibitor service center. The inclusion of large enclosed areas within an exhibit can only be permitted with the Show Manager's prior written permission.

Two-storey exhibits and closed ceilings require the show management's permission. Please e-mail your request & booth plan (including all measurements to: organising@imexexhibitions.com.

Deadline: 8/22/2017

Further Regulations

Public Liability Insurance

In order for any Exhibitor Appointed Contractor (EAC) to provide any services at this show, the EAC must email a valid certificate of insurance by **8/22/2017**. It should be prepared by an insurance agent and accompany your booth design submission. If you are employing third party companies for booth construction during Move-In or Move-Out then it is your responsibility to send us their insurance as well.

Wi-Fi

Sands Expo does not prohibit the use of wireless routers or access points by exhibitors. If you would like to use a wireless router or access point in your booth, please observe the following rules: You should use reliable, new (no more than 3 months since purchase), equipment from a trusted manufacturer. Cisco (Linksys), D-link, Netgear, and Belkin are examples. You must be able to configure and troubleshoot the equipment in your booth including the devices (laptops, phones, tablets, etc.) that are connected to it. If you do not have the technical knowledge to configure and support the devices that you bring it is strongly recommended that you hire someone to do this for you. SES does not provide support or configuration assistance for devices that they do not own. Please refer to the Technical Guidelines for more information.

Electricity and Water Connection

Please ensure that your electrical connections and water and waste connections are ordered with SES. Please also remember to mark the location and show the orientation of the connection points when placing your order. Failure to do so will result in delays on site.

Booth Numbering

All exhibits must be clearly marked with their allocated booth number. Booth numbering will be provided for hardwall booths only. Space only exhibits must ensure their booth number is clearly displayed. Space only exhibits will not automatically receive a booth number by show management. Please include the booth number on your exhibit drawing. Booth signage and numbers can be ordered from GES through their signage order form located in the 'Booth furnishing' section of Expresso. The Organisers reserve the right to affix booth numbers or directional signs on any booth in any position.

I am authorised by the Exhibitor Appointed Contractor and hereby acknowledge that I have read the above regulations and agree to adhere to them.

Full Name Job Title

Signature Date

Please upload the following documents to our [Booth Design Submission Page](#):
1. Design Submission Form (this document)
2. Booth Plan and Drawing (including all measurements and a service location plan)
3. Public Liability Insurance

Your Exhibit Design will not be approved until we have received all 3 of the above-mentioned documents.

Submission Deadline: 8/22/2017

For IMEX use only

- ☐ Column on/next to booth: check if incorporated in design.
- ☐ Adjoining walls with neighbouring booths: check clearance for area above 16ft6in.
- ☐ Raised floor: check if additional measures are necessary to avoid trip hazard.

Primary Check (initial/date) Secondary Check (initial/date)