

Booth Approval: ALL booths, regardless of booth type, are required to submit their booth diagrams or pictures for approval by **January 13, 2023**. The Booth Approval Form can be found [here](#).

Carpet/Flooring: All booths **REQUIRE carpet/flooring and must cover your entire booth space. Exception: Carpet will be provided for 5 x 10 booths.**

Storage: Fire regulations prohibit storage behind drapery. 1 day's storage can be in the booth, additional storage must be ordered from GES in the Exhibitor Services Kit (ESK) at an additional cost.

Booth Regulations & Guidelines

In-Line Booths

In-Line Booths have one or two sides exposed to an aisle and are generally arranged in a series along a straight line. (5ft x 10 ft, 8ft x 10ft, 10ft x 10ft, 10ft x 20ft, etc.) (2.43. x 3.05m, 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).
- **Perimeter Wall Booth:** In-Line Booth, in Halls A-E only, that backs to an outside wall of the exhibit facility rather than to another exhibit, **please NOTE: The height restriction is 8'3"**.

Enclosed or Covered Area

Exhibit space enclosed by four walls and/or ceiling.

Canopy / Ceiling Regulations

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 prohibited.**

Hanging Signs and Ceiling Rigging

- Hanging signs are not permitted over In-Line Booths.
- **Lighting/Truss** – Hanging truss or suspending lights from facility ceiling requires advance approval.

Exhibitors must also comply with the Show Rules & Regulations in the Exhibitor Service Kit.

Note: Exhibitors will be asked to remove any exhibits not in compliance with these guidelines. Removed items will be stored at exhibitor's expense.

Additional questions or clarifications should be directed to your Client Services Specialist [here](#).

Please remember building fire hoses, extinguishers, strobes, and audible or visual devices for fire alarms should be visible and accessible at all times!

Rules & Regulations are subject to change

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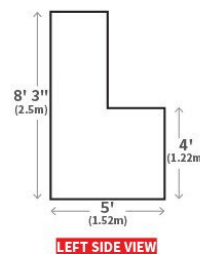
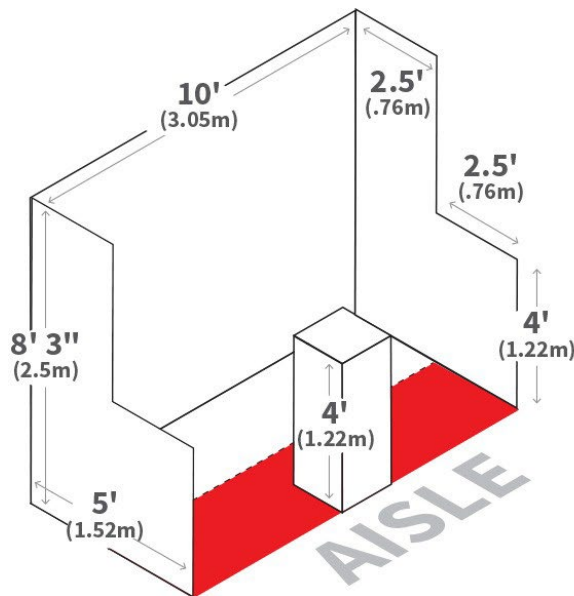
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5 x 10 Booth Regulations

RULES

- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- Hanging signs are not allowed.
- Gray carpeting will be provided. You are welcome to bring your own but cannot order carpet through GES.
- Pop-Up Tents are not allowed.
- Front of booth – no items over 4ft (1.22m) in height can be within 2.5ft (.76m) of aisle (red area of diagram) as it blocks sight line.
- Rear of booth (maximum of 2.5ft (.76m) from the back drape in a 5ft x 10ft (1.52m x 3.05m) booth. Cannot exceed 8ft 3in (2.5m) in height.
- Any signage or side wall facing the neighbor cannot have any logo or identification facing the neighboring booth. Any side wall must be finished carpentry.
- Any portion of an exhibit over 8ft 3in (2.5m) is not allowed and will have to be moved or removed.
- 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.



KEY

- 8' 3" (2.5m) Max. Height
- 4' (1.22m) Max. Height

5ft x 10ft (2.43m x 3.05m) In-Line

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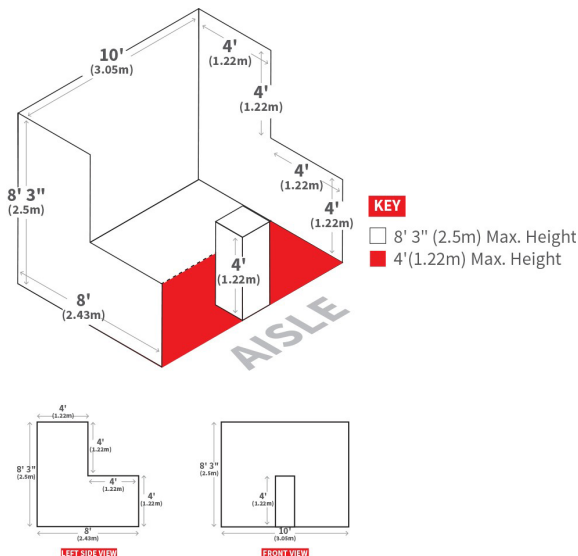
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In-Line Booths

RULES

- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- Hanging signs are prohibited.
- Pop-Up Tents are prohibited.
- Front of booth – no items over 4ft (1.22m) in height can be within 5ft (1.52m) of aisle (red area of diagram) as it blocks sight line.
- Rear of booth (maximum of 5ft (1.52m) from the back drape in a 10ft x 10ft (3.05m x 3.05m) booth or maximum of 4ft (1.22m) in an 8ft x 10ft booth (2.43m x 3.05m) cannot exceed 8ft 3in (2.5m) in height.
- Any signage or side wall facing the neighbor cannot have any logo or identification facing the neighboring booth.
- Any side wall must be finished carpentry.
- Any booth element over 8'3" in the front half of the booth will be removed and stored at the Exhibitor's expense
- 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.
- Umbrellas are prohibited.



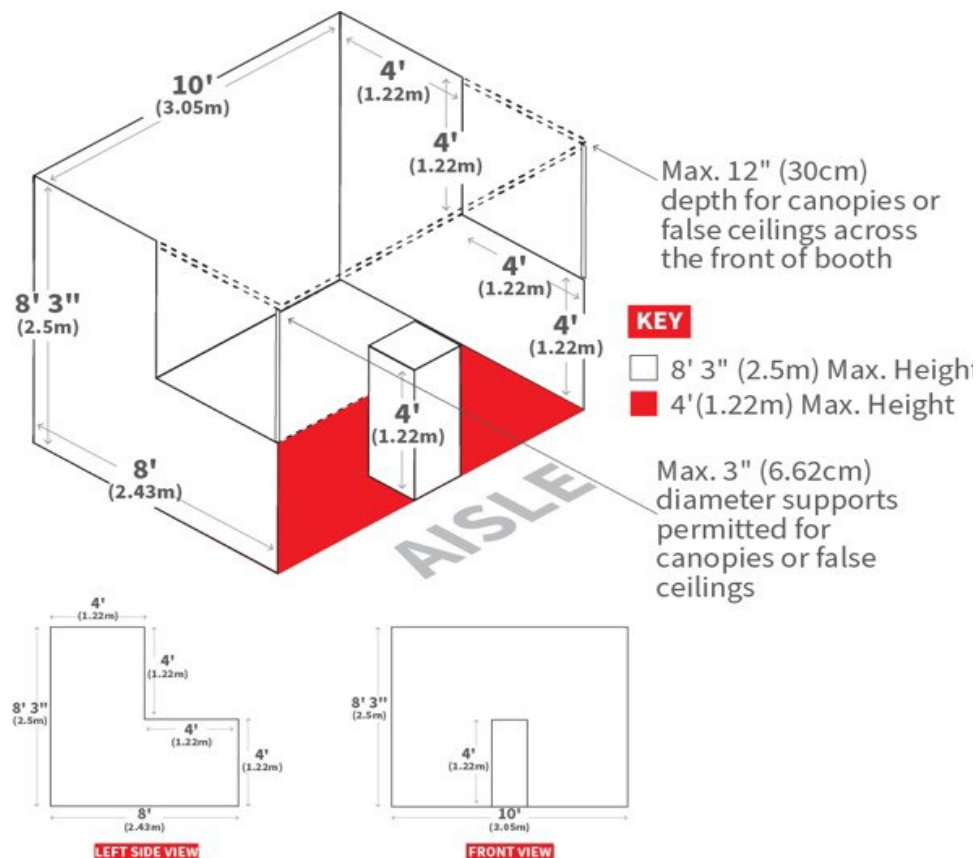
8ft x 10ft (2.43m x 3.05m) In-Line

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- **Enclosed or Covered Area:** Review the building rules and regulations. https://ordering.ges.com/022601790/show_building_regs
- **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 false ceilings, canopies, and roofs must be approved by Show Management & Fire Marshall. Umbrellas are prohibited. Review the building rules and regulations. https://ordering.ges.com/022601790/show_building_regs
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Hanging Signs and Ceiling Rigging

Hanging Sign Regulations:

Hanging signs are prohibited.

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.