

## **Definitions and Guidelines for Last In, First Out (LIFO) Booths**

LIFO booths are generally set near loading dock doors or main freight aisles where heavy traffic for show move-in is high. These aisles need to be clear during move-in per fire marshal rules and regulations. These booths are required to be set up and dismantled in a short timeframe, and not time consuming to assemble.

**LAST IN (SET UP):** Between the hours of 7:00 and 11:00am on Wednesday, March 8<sup>th</sup>.

**FIRST OUT (TEAR DOWN):** Your booth will be required to be packed and vacated no later than 2 hours after the end of the show, with tear down beginning no earlier than 6:00pm on Friday, March 10<sup>th</sup>. Your empty cases and boxes will be the first ones to be returned at the end of the show.

### **Recommended:**

Booth Setup:

- Have a simple booth display that can be set up in 30 minutes or less.
- Order all vendor services in advance.

Freight:

- Ship your freight to the advanced warehouse or make sure your freight arrives no later than your setup hours.
- Make sure all freight has empty labels and is ready to go by 9:00am the morning of the start of the show. This helps ensure that the show floor can open on time.
- Keep all freight out of the aisles.
- Limit freight to 500lbs or less.
- Deliveries will not be accepted one hour before the show.

### **LIFO Rules and Regulations:**

- **Cannot move in before the hours stated above.**
- No hard wall booths or complicated booth displays, no tools needed to assemble; one person able to assemble and set up the booth within 30 minutes.
- No plumbing allowed.
- Always keep freight aisles clear.
- All services must be ordered in advance.
  - Flooring, Electrical, tables, trash cans & chairs, etc.
- No crates for shipment or teardown allowed.
- Booth Approval Form is required to be sent to Show Management for approval.
- All deliveries will stop an hour before the show opens and start again an hour after the show opens.
- Exhibits must be constructed with enough space (1 foot) to allow for utility service at the rear of booth (back drape, rails, power drop).
- Hanging signs are not allowed in In-Line Booths.
- Pop-Up Tents are not allowed.
- 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.
- Height Restrictions/Regulations

- **10ft x 10ft Booth** (3.05m x 3.05m):
  - Front 5ft (1.52m) of the booth cannot exceed 4ft in height.
  - Back 5ft (1.52m) of the booth cannot exceed 8.3ft in height.
- **8ft x 10ft Booth** (2.43m x 3.05m)
  - Front 4ft (1.22m) of the booth cannot exceed 4ft in height.
  - Back 4ft (1.22m) of the booth cannot exceed 8.3ft in height.
- **5ft x 10ft Booth** (1.45m x 3.05m)
  - Front 2.5ft (.762m) of the booth cannot exceed 4ft in height.
  - Back 2.5ft (.762m) of the booth cannot exceed 8.3ft in height.