

**Booth Approval:** ALL booths, regardless of booth type, are required to submit their booth diagrams or pictures for **approval by January 10, 2025**. The Booth Approval Form can be found [here](#).

**Carpet/Flooring:** **Carpet is not mandatory. You are welcome to bring your own or order through GES.**

**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 020ft, 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 there is a height restriction of 8'3"**.

### **Peninsula Booth**

Exhibit with two or more standard booths (10ft x 10ft) (3.05m x 3.05m) with aisles on three sides. A Peninsula Booth backs up to another Peninsula Booth, the two booths share a common back wall drape 8ft 3in (2.5m) high, 20x20 or larger.

### **Island Booth**

Exhibit space enclosed 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 Regulations**

An exhibit component supported over an exhibitor's space for decorative purposes only.

### **Pop-Up Tent**

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#### Hanging Signs and Ceiling Rigging

- **Hanging Signs** – See booth space for details.
- **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. Items will be stored at exhibitor's expense.

Additional questions or clarification should be directed to [Client Services](#).

Please remember building fire hoses, extinguishers, 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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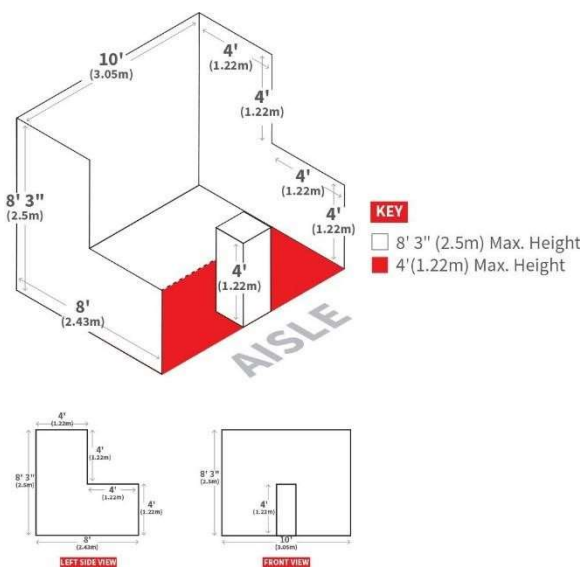
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## In-Line Booths

### 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 the front half of your booth (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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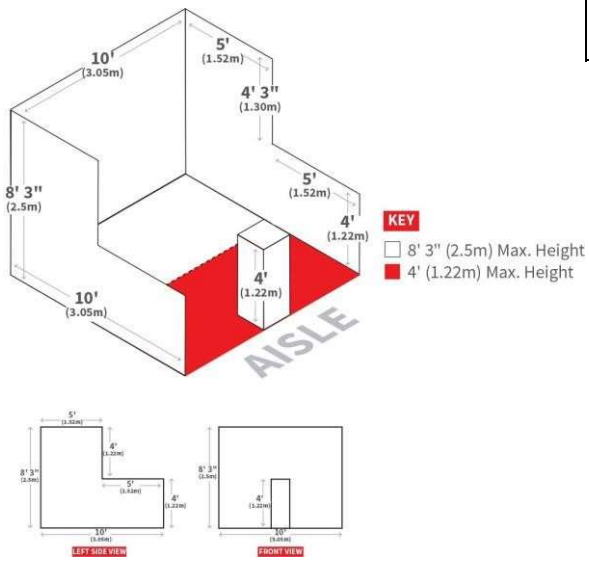
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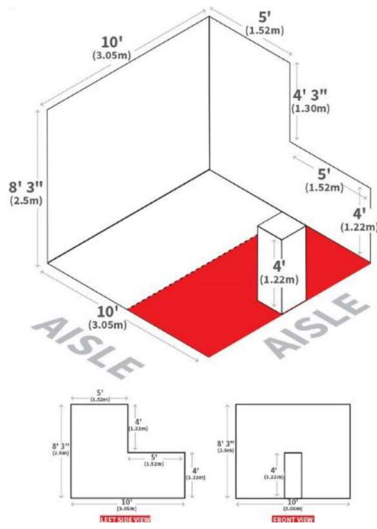
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10ft x 10ft (3.05m x 3.05m) In-Line



10ft x 10ft (3.05m x 3.05m) Corner



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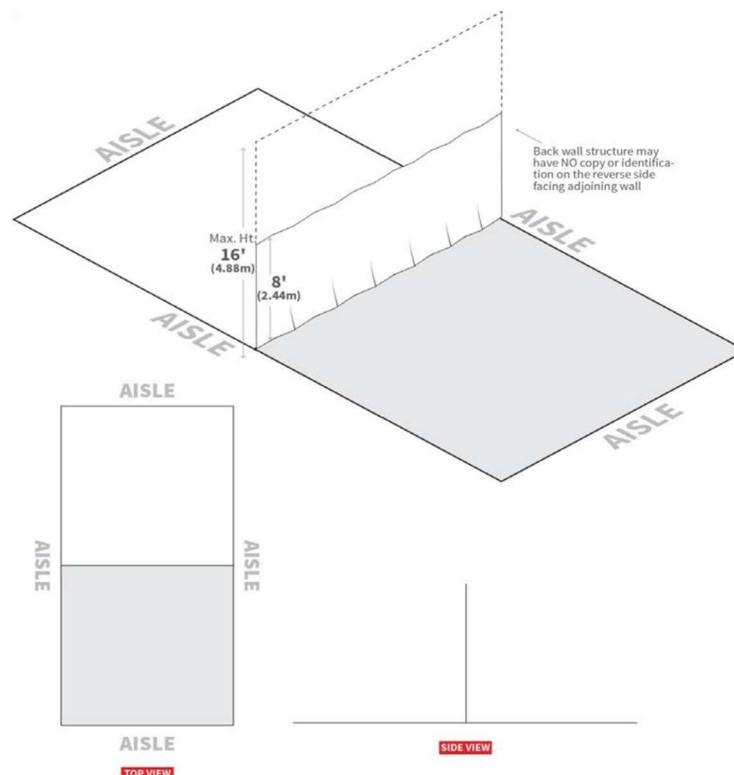
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## Peninsula Booth

### 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 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 height may not exceed 16ft (4.88m).
- Booths share a back wall drape of 8ft 3in (2.5m) high.
- Any signage facing the neighbor (behind) cannot have any logo or identification facing the neighboring booth.
- The back wall of any booth must be finished carpentry on the back side facing other booths.
- Hanging Signs are allowed with approval.

**HALL E: No hanging signs are permitted. Island and Peninsula booths cannot exceed 12' in structure height.**



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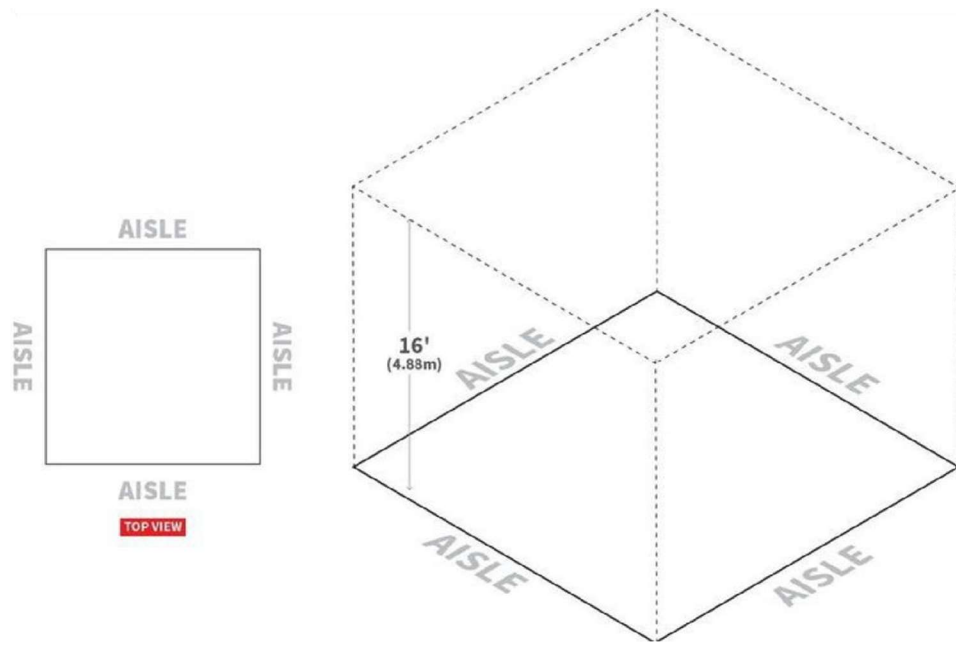
## *Island Booth*

### 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 are allowed with approval.
- Booth structure cannot exceed 16ft (4.88m) in height.
- Hanging sign cannot exceed 20ft (6.10m) in height from the top of the sign to the floor.
- Any structure facing neighbor or aisle, must be finished carpentry.

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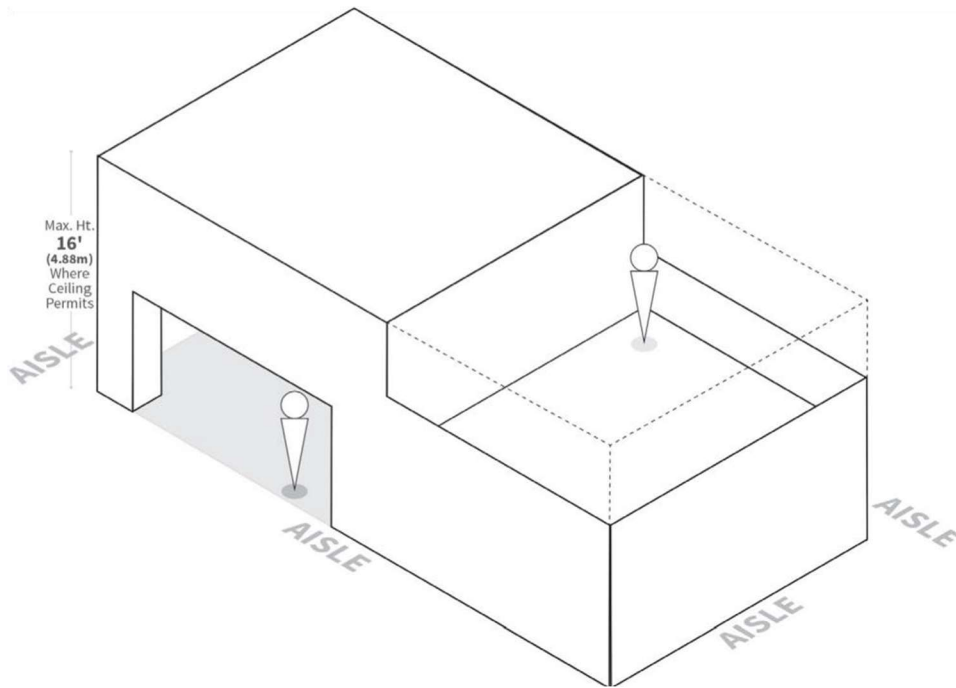
- **Multi-Story Booth:** All multi-Story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 16ft (4.88m) in height, must have drawings available for inspection at all times. Please see what is required from the fire department [here](#). Please review all facility rules and regulations regarding multi-story booths.



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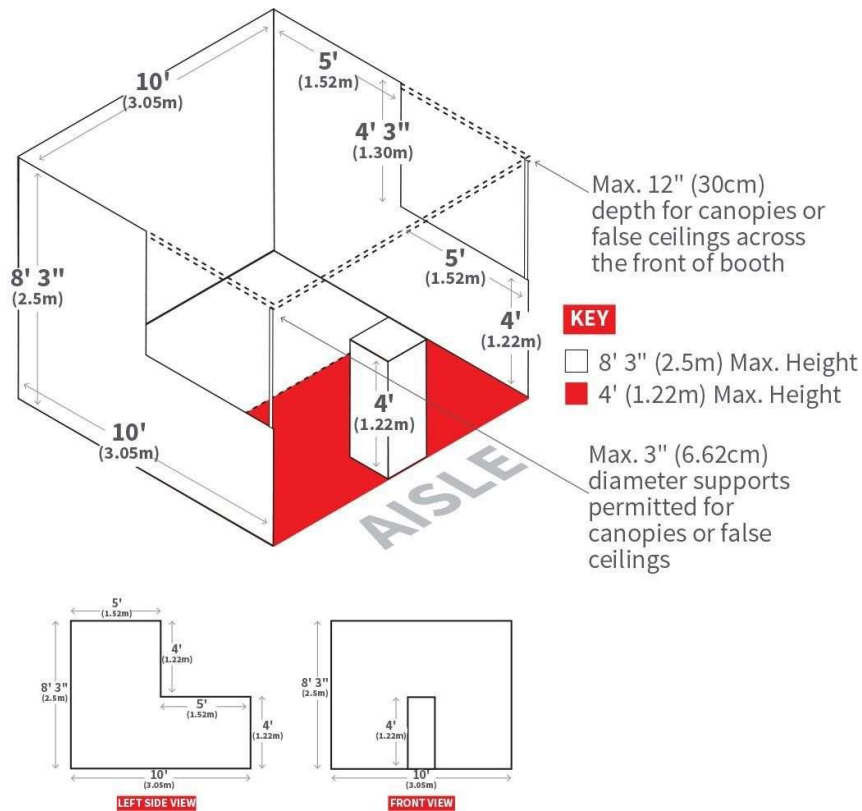


- **Enclosed or Covered Area:** Review the show and building [rules and regulations here](#).
- **Canopy / Ceiling Regulations:** Exhibitors are cautioned when installing a display with a ceiling or canopy to check with the Fire Department to insure that their display meets with the necessary fire safety 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 show and building [rules and regulations here](#).

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## *Hanging Signs and Ceiling Rigging*

### **Hanging Sign Regulations:**

Hanging signs will only be permitted in Island Booths and Peninsula Booths. Hanging signs are not permitted over In-Line Booths.

**HALL E: No hanging signs. Island and Peninsula booths cannot exceed 12' in structure height.**

**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 graphics or identification.

**Height:** Hanging identification signs and graphics 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. There will be no variances given.

**Intent:** Hanging signs are part of the overall exhibit presentation. All identifying signs, 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.

**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. More information can be found here:**

<https://ordering.ges.com/022601434/hangingsigns>

### **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.