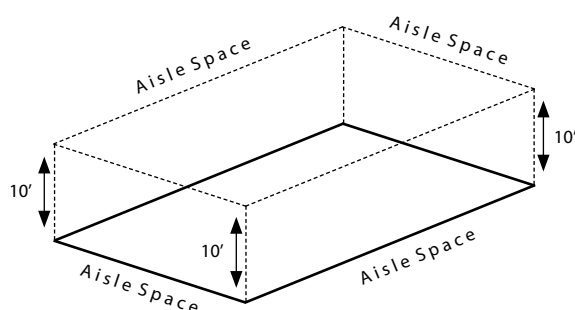


Exhibit Specifications for Island Booths

Intent: The following specifications are intended to apply rules fairly throughout the show. All exhibiting companies are responsible for booth size and configuration, which **MUST** fall within the prescribed spatial specifications. Items not meeting IDDBA specifications must be removed or have masking drape installed at the **exhibitor's expense**. IDDBA will review booths and make final determination regarding suitability.

All booths 20' x 20' or larger are **required** to file an **Island Booth Configuration Form** with IDDBA **by April 5, 2015**. Any booth over 10' in height **must receive written acceptance from IDDBA**.

Island or "A" Booth (20' x 20' or larger)



- All island booths 20' x 20' or larger are required to file an **Island Booth Configuration Form** with IDDBA by April 6, 2016.
- Any height above 10' must be accepted in writing, by IDDBA. Include a rendering, footprint drawing, and exact positioning of booth in relation to its surroundings.
- Any use of pop-up or table-top signage must fall within the above height restrictions and not be placed in the aisle space. At show site, exhibitors in violation will receive one written notification to comply with the rule, then the offending signage will be removed until the close of show or covered with masking at show management's discretion at the exhibitor's expense.
- Booths shall not be constructed with any roof, ceiling, canopy, tent, awning, or other enclosure which would prevent the sprinkler system from protecting the covered booth area without prior approval from IDDBA, GRBCC and the Fire Marshal. Written requests must be submitted by April 6, see the **Island Booth Configuration Form** and include detailed plans showing size, location, height, anchoring details and certification of flame retardant for all materials. If approved, additional fire prevention measures such as fire watches, electrical ventilation, smoke detection devices, automatic sprinkler systems, flow alarm, fire extinguishers, multiple exits, etc., may be required. Please contact IDDBA for details.
- Any area within a booth that is totally enclosed (i.e., walls and roof/ceiling) must have a battery-powered emergency lighting source to illuminate the exit access from the enclosed area.
- All visible walls or surfaces must be finished or draped. No wires, cords or unfinished plywood, etc., may be visible.
- Open flame devices such as sternos, candles, solid alcohol fueled, or other solid fueled type device, are allowed for cooking and hot-holding of food. Each booth using warming/cooking equipment must have at least one 3A40BC fire extinguisher in the booth.
- All combustible materials used for exhibit construction or decoration must be fire resistant, such as decorations, draping, skirts, signs, carpeting, table coverings, banners, props, scenery, evergreen trees, bark, angel hair and shrubs and any similar furnishings. All exhibits and displays are subject to inspection by the Fire Marshal and GRBCC management for compliance.
- Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of their booth. The general rule of thumb is to be a **good neighbor**.
- Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the IDDBA Show Management.

Common Areas

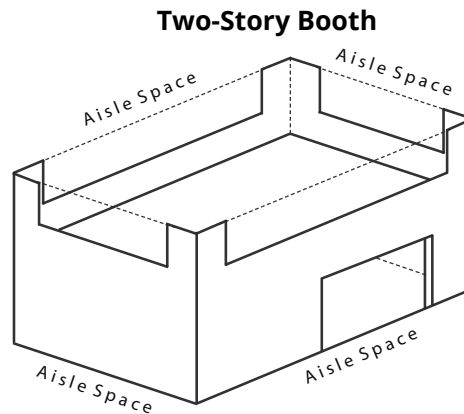
Aisle space shall not be used for exhibit purposes, demonstrations, sampling, display signs, solicitations, or distribution of promotional materials. Exhibitors may not use floor space outside of the allotted booth space, which includes exhibit staff, demonstrators, and costumed characters. Exhibits, signs and displays are also prohibited in any of the common public spaces on the premises of the Convention Center.

Questions? Call the IDDBA Exhibit Department at 608-310-5000.

Exhibit Specifications for Two-Story Booths

Intent: The following specifications are intended to assure uniformity throughout the show. All exhibiting companies are responsible for booth size and configuration, which **MUST** fall within the prescribed spatial specifications. Items not meeting IDDBA specifications must be removed or have masking drape installed at the **exhibitor's expense**. IDDBA will review booths and make final determination regarding suitability.

All booths 20' x 20' or larger are **required** to file an [Island Booth Configuration Form](#) with IDDBA by **April 6, 2015**. Any booth over 10' in height **must receive written acceptance from IDDBA**.



- **Two-story or multi-level booths must adhere to the island booth and common area specifications on the preceding page in addition to the following:**
 - All multi-level booths must be accepted by IDDBA, GRBCC and the Fire Marshal. Please file the [Island Booth Configuration Form](#) no later than April 6, 2016, to have a multi-level booth considered. Include a rendering, footprint drawing, three copies of sealed plan that have original stamp of certification by a registered structural engineer with original signature and exact positioning of booth in relation to the surroundings. All measurements must be in inches/feet (not metric). Booths must conform to the current Uniform Building Code. Blueprint must also include the exhibitors name, booth #, directional information (i.e., neighboring booths), maximum height, the show name and dates.
 - No multi-level exhibit shall be greater than two levels and must meet or exceed the requirements of NFPA 101 Life Safety Code 2000 ed. The upper level may not have a cover/ceiling of any kind.
 - If the second level is larger than 300 sq. ft. it is required to have two (2) stairways, remote from each other, and an occupant load factor of 15 net sq. ft. per person. The stairway widths shall be a minimum of 36 inches where the occupant load of the upper level is less than 50, and a minimum of 44 inches for 50 or more. Less than 300 sq. ft. only one stairway is required. All stairways must be equipped with a handrail not less than 36 inches and not more than 38 inches above the surface of the tread on both sides and constitute a "straight run" or be "squared off". A sign must be placed at the bottom of the stairs stating "Please Use Caution and Hold the Handrails." Spiral stairs are not permitted.
 - Booths must specify the maximum number of occupants and have an original registered structural engineer's stamp certifying the maximum occupant load capacity. An occupant load sign is required to be posted at the bottom of the stairway.
 - All multi-level exhibits must have a UL approved battery-powered smoke detector attached to a smooth surface under the first-floor ceiling and spaced no more than 30 feet apart. They must emit alarm audible outside the enclosed or covered area. A battery powered emergency lighting source must be installed to illuminate the exit access from the enclosed area. Each level is also required to have one 3A40BC fire extinguisher, which must be mounted in a visible location and accessible at all times.
 - All combustible materials used for exhibit construction or decoration must be fire resistant, such as decorations, draping, skirts, signs, carpeting, table coverings, banners, props, scenery, evergreen trees, bark, angel hair and shrubs and any similar furnishings. All exhibits and displays are subject to inspection by the Fire Marshal and GRBCC management for compliance.
 - Booths shall not be constructed with any roof, ceiling, canopy, tent, awning, or other enclosure which would prevent the sprinkler system from protecting the covered booth area without prior approval from IDDBA, GRBCC and the Fire Marshal. Written requests must be submitted by April 6, see the [Island Booth Configuration Form](#) and include detailed plans showing size, location, height, anchoring details and certification of flame retardant for all materials.
- If approved, additional fire prevention measures such as fire watches, electrical ventilation, battery-operated smoke detection devices, automatic sprinkler systems, flow alarm, fire extinguishers, multiple exits, etc., may be required. Please contact IDDBA for details.
- Exhibitors may not use floor space outside the allotted booth space. No product, display, demonstrations, sampling or costumed characters may extend into the aisle.
 - Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the IDDBA Show Management.

Common Areas

Aisle space shall not be used for exhibit purposes, demonstrations, sampling, display signs, solicitations, or distribution of promotional materials. Exhibitors may not use floor space outside of the allotted booth space, which includes exhibit staff, demonstrators, and costumed characters. Exhibits, signs and displays are also prohibited in any of the common public spaces on the premises of the Convention Center.

Questions? Call the IDDBA Exhibit Department at 608-310-5000.