

## DESIGN REQUIREMENTS FOR ISLAND EXHIBITS

<<< **Deadline to submit Island Exhibit Design Plans is Friday, 22 September 2017** >>>

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Exhibitors assigned space in an island booth, with or without multi-stories, must adhere to the following special display requirements regarding the construction/design approval process for this type of exhibit:

### IMPORTANT

**ALL exhibitors in island booths MUST submit their design plans to IAEE  
no later than Friday, 22 September 2017.**

IAEE will review all island exhibit plans to ensure there will be no conflicts with smaller, neighboring exhibits regarding line of sight, lighting placement, or other potential problem sources.

Additionally, all exhibits which feature multi-story designs **MUST** be submitted **with an engineer's stamp** approving the plans, and they must also be approved by authorities working on behalf of the Henry B. Gonzalez Convention Center. IAEE will forward all multi-story plans to the facility authorities, on behalf of the exhibitor, for review and approval.

Fire/safety regulations regarding island booth designs:

- Engineer's stamps are only required for multi-level booths.
- If a booth is completely enclosed (including ceiling), it will need its own fire extinguisher, a smoke detector inside, and exit signs.
- If a booth is oversized with partitions (walls up to 7'6" but no ceiling), it must have its own fire extinguisher and exit signs.
- If a booth can accommodate over 50 persons within its dimensions, it requires its own fire extinguisher.

It is the responsibility of the exhibitor to ensure their design plans meet ALL display and safety requirements including fire codes and building material safety. See the Regulations and Guidelines section within the Exhibitor Service Kit site for more details provided in the IAEE Guidelines for Display Rules & Regulations as well as the San Antonio Fire Regulations for Assembly Occupancies.

### ISLAND BOOTHS

- An Island Booth is any size booth exposed to aisles on all four sides.
- An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.
- The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage. NOTE: 20 feet is the maximum height allowed.

### MULTI-STORIES

- An optional feature of an island exhibit is to have multiple levels, referred to as multi-story.
- A multi-story exhibit is a booth where the display fixture includes two or more levels.
- In many cities, as is the case this year in San Antonio, a multi-story exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a "structure" for building purposes.
- The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer.