

**Your exhibit booth display must comply with the regulations as outlined here.**

Please refer to your exhibit space confirmation letter or contract for your specific space configuration.

## Introduction

The purpose for the display rules and height restrictions is to provide visibility to all exhibitors. At the same time, these regulations should maintain the inherent benefits of differing exhibit space configurations. For this reason, all exhibit spaces have restrictions. The International Woodworking Fair, LLC established these rules in an effort to maintain consistency and visibility for all exhibitors.

Display materials consist of exhibit fixtures, display of exhibitor products; signage; lights; prefabricated columns; counters; display racks; pedestals with products, A/V equipment or small machinery on top; etc.

Restrictions apply to display materials only. Machinery, including dust collection systems, may be above the specified height restrictions. Please consider your neighbors' sight-lines when locating machinery and dust collection equipment.

The key to building displays is to make them flexible so they may be used in several different exhibit space configurations for one or more shows.

**Please Note:** To comply with the requirements of the Americans with Disabilities Act (ADA), an exhibit space with a raised floor must include a ramp for wheelchair access.

IWF Show Management reserves the right to allow, at their discretion, variances due to an obstruction caused by the physical plant or building structure.

**For questions about display regulations or to submit your display design for approval, contact IWF:**

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**IMPORTANT: All IWF display regulations must be complied with. No variances/agreements between adjacent exhibitors are allowed.**

Exhibits not in compliance with show rules or display regulations will be required to conform before the opening of the show at the exhibitor's expense. Failure to do so will result in loss of priority position assignment in the next IWF. Please contact Show Management prior to planning and/or building your display with any questions about your exhibit space configuration or compliance with display regulations.

## IWF Safety Guidelines

- A. All signs, lighting, floor coverings and displays must be within the confines of your exhibit space. For hanging signs and lights, refer to the display regulations for Hanging Signs and Lights. If your exhibit space surrounds the entire base of a building column, refer to the display regulations for Booths With Columns.
- B. No machine or other exhibit component may impede traffic flow in any aisle. Access doors on machinery and doors into conference rooms cannot open into show aisles. Machinery must be positioned within an exhibitor's booth so that any moving parts (i.e., fences, sliding arms or loading areas) do not extend into aisles.
- C. Exhibitors must display warning signs conspicuously indicating dangers or hazards.
- D. Dust removal systems, equipment and guarding must be used on operating machines where applicable. Aisle spanning systems for exhibitors with multiple booths must be marked during move-in and move-out for safety. Proper forms for such systems must be submitted to IWF for approval prior to set-up (see exhibitor manual).
- E. Safety gear, including eye and ear protection, must be worn by operators demonstrating machines that present danger.
- F. If requested, exhibitors are required to provide hearing protection devices to booth personnel, surrounding exhibitors and visitors to their booth.
- G. Machines are to be operated or demonstrated by exhibitor personnel only.
- H. Operating areas shall be established around machines for the safety of operators and visitors.
- I. Demonstrations must take place within the exhibit space area only. Exhibitors may be requested by Show Management to schedule demonstrations if visitors crowd adjoining exhibits or impede traffic flow in the aisle (see diagram below).
- J. Exhibitors must comply with applicable electrical safety conformance standards.
- K. All applicable fire and safety laws applying to the venue must be strictly observed by the exhibitor. Cloth decorations must be fire retardant. Aisles and fire exits must not be blocked. No decoration of paper, leaves or tree branches are allowed. Acetate and other non-fire retardant drapes are not permitted. No storage behind exhibits is provided or permitted.
- L. Show Management retains the right to shut an exhibit down if it violates any of the above rules, or if in the opinion of Show Management, an exhibitor's conduct is not in the best interest of the Show.

**CORRECT**



**INCORRECT**



**Demonstration Definition:** The part of the exhibit program involving the interaction of exhibit personnel and their audience through corporate presentations, product demonstrations or sampling.

# Hanging Signs and Lights

Hanging signs and lights will only be allowed in Island, Peninsula and Split Island exhibit space configurations that are a minimum of 600 sq. ft. or larger in size.

All hanging signs and lights must be within the confines of the contracted exhibit space. Lighting cannot be projected outside of the contracted exhibit space into adjacent booths or surrounding aisle space. Hanging signs can hang at a minimum of 20' at the lowest point or 16'6" at the highest point. The air space between 16'6" and 20' must be kept clear for visibility to IWF aisle and directional signage. Any hanging signs or lighting in violation of these regulations must be corrected or removed at exhibitor's expense.

GES is responsible for assembly, installation and removal of all hanging signs and lighting trusses. You must complete the Hanging Sign/Truss order form that will be in the IWF 2024 Exhibitor Information Manual and send to GES.

All hanging sign and light displays must be submitted to IWF Show Management at least two months prior to your assigned freight arrival date for approval. List all dimensions for height and width along with the locations of your graphics and lighting placement. If exhibitor or third-party display builder acting on exhibitors' behalf does not submit the required plans to IWF by the submission date, the hanging sign or lighting cannot be used in the IWF 2024 show.

# Regulations for Spaces That Surround a Column

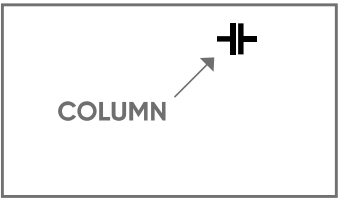
Exhibitors that have contracted for exhibit space which contains the entire base of a building column within the confines of the exhibit space are allowed to use display materials to enclose or mask the entire column from floor to ceiling. The exhibitor cannot affix anything to the column and if using a hard wall display around the column must have an access door or some other means that would allow access to the column by the GWCC engineering department if needed. Structures surrounding a column must leave a minimum of 18" of clearance.

The intent of this regulation is to allow an exhibitor the use of the vertical column space to enhance their display and not detract from the design of their display property for the show.

This regulation does not apply to any exhibit space with only a portion of the column base within the confines of the contracted exhibit space.

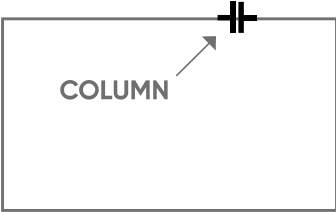
This regulation applies to all booth configuration types as defined on the following pages of the IWF 2024 display regulations.

## REGULATION APPLIES



Example of a booth with an entire column base within the confines of the space, for which this regulation **WOULD** apply.

## REGULATION DOES NOT APPLY



Example of a booth with a portion of a column base within the confines of the space, for which this regulation **WOULD NOT** apply.

## Standard Exhibit Space

### Definition: Standard Inline Exhibit Space

One or more Standard Inline exhibit spaces in a straight line (includes corner spaces).

### Use of Space: Cubic Content Rule

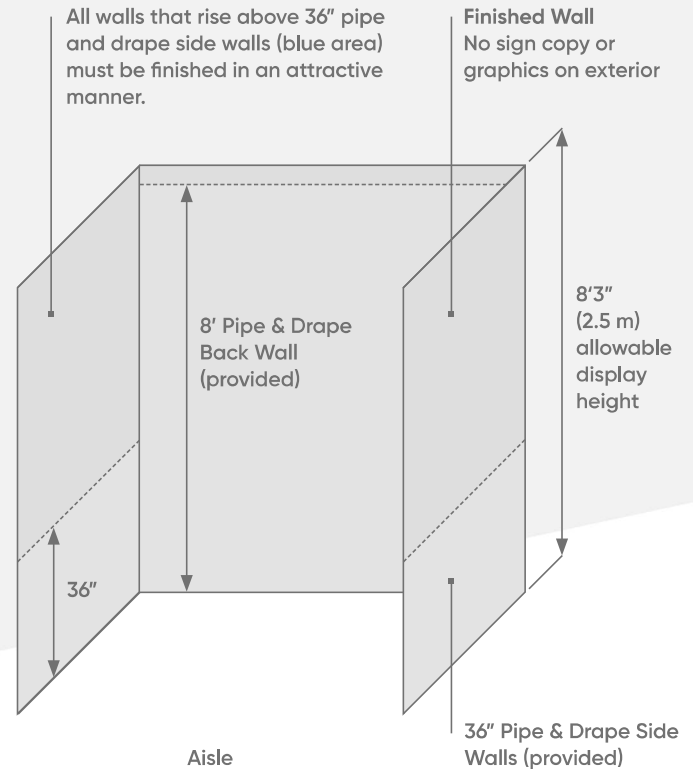
Exhibitors with Standard Inline exhibit spaces may now utilize the entire area within the space, "Cubic Content" up to 8'3" (2.5 m) high for display materials. All signage and graphics that are over the height of side walls and face towards adjacent spaces must be positioned a minimum of 3' from the side walls.

### Height

Display materials, components and identification signs will be permitted up to a maximum height of up to 8'3" (2.5 m). This includes all display materials such as side and back walls, lighting mounted on top of booth walls, headers with graphics, etc. Any exterior walls of displays that are higher than the 36" pipe and drape side walls and visible from outside the booth display must be finished and painted with no visible exposed wires or framing (see shaded area in illustration at right). Show Management reserves the right to determine whether a wall is finished and may order draping of exposed areas at exhibitor's expense if deemed to be unsightly.

### IMPORTANT

Space dimensions shown on the floor plan are determined from the center line of the exhibit space. Pipe and drape may fall slightly into this area; therefore exhibit structures must be constructed to allow sufficient tolerances on the sides and rear of the exhibit space.



Headers and graphics at front of space are allowed up to 8'3" (2.5 m) high. This includes all booth lighting.

Signage and graphics should face into your booth space. If signage or graphics face towards an adjacent booth, they must be positioned at least 3' off of the dividing walls.

**THESE RESTRICTIONS APPLY TO DISPLAY MATERIALS ONLY.** Machinery, including dust collection may exceed the 8'3" display height limit if necessary. No graphics or signage may be placed on machinery or dust collection over 8'3" as per display rules.

### IMPORTANT:

Be sure your exhibit display is in compliance with the display regulations prior to your company's move-in. Submit your preliminary floor plans to IWF Show Management at least two months prior to your assigned freight arrival date for approval of your exhibit display. List all dimensions for height, width and depth along with the locations of your graphics placement.

## Perimeter Wall Exhibit Space

### Definition: Perimeter Wall Space

An exhibit space located on the perimeter wall of the exhibit floor.

### Use of Space: Cubic Content Rule

Exhibitors with Perimeter Wall exhibit spaces may now utilize the entire area within the space, "Cubic Content" up to 16'6" (5 m) high for display materials. This includes all display materials such as lighting mounted on top of booth walls, headers with graphics, etc. All signage and graphics that are over the height of side walls and face towards adjacent spaces must be positioned a minimum of 3' from the side walls.

### Height

Display materials, components and identification signs will be permitted up to a maximum height of 16'6" (5 m). Any display with side walls that are higher than the provided 36" pipe and drape must have this portion finished and painted with no visible exposed wires or framing. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed areas at exhibitor's expense if deemed to be unsightly.

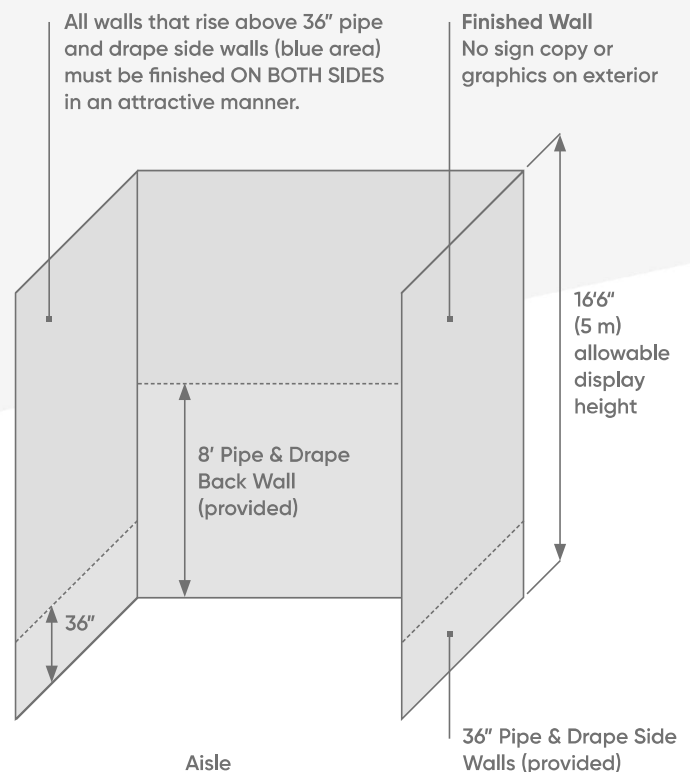
### Intent

Because of their location, Perimeter Wall exhibit spaces do not back up against or adjoin the back wall of another exhibit space and do not interfere or distract from exhibit spaces behind them. This rule's intent is to provide "Cubic Content" for exhibit displays in these locations without distracting from neighboring booths.

### IMPORTANT

Space dimensions shown on the floor plan are determined from the center line of the exhibit space. Pipe and drape may fall slightly into this area; therefore exhibit structures must be constructed to allow sufficient tolerances on the sides and rear of the exhibit space.

**Please Note:** Some Perimeter Wall spaces have an overhang in the rear portion of the space which limits the display height maximum in this area to 15'3". These spaces will be highlighted on the floor plan and denoted in the floor plan legend.



Signage and graphics should face into your booth space. If signage or graphics face towards an adjacent booth, they must be positioned at least 3' off of the dividing walls.

### THESE RESTRICTIONS APPLY TO DISPLAY MATERIALS ONLY.

Machinery, including dust collection, may exceed the 16'6" display height limit if necessary. No graphics or signage may be placed on machinery or dust collection over 16'6" as per display rules.

### IMPORTANT:

Be sure your exhibit display is in compliance with the display regulations prior to your company's move-in. Submit your preliminary floor plans to IWFF Show Management at least two months prior to your assigned freight arrival date for approval of your exhibit display. List all dimensions for height, width and depth along with the locations of your graphics placement.

# Peninsula Exhibit Space

## Definition: Peninsula Exhibit Space

An exhibit space with traffic on three sides which backs up to Standard In-line exhibit spaces.

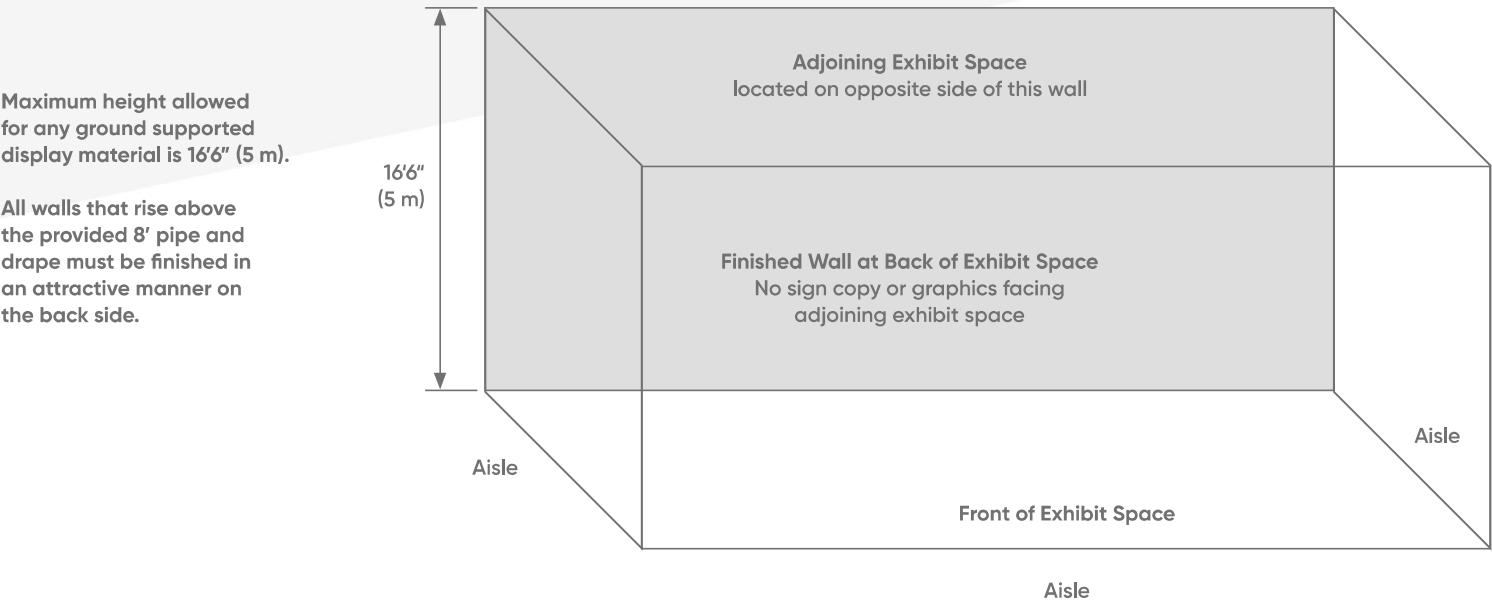
## Use of Space: Cubic Content Rule

Exhibitors with Peninsula exhibit spaces may now utilize the entire area within the space, "Cubic Content" up to 16'6" (5 m) high for display materials. Lights, supports or other display materials can be no higher than 16'6" (5 m) and must be positioned within the confines of your exhibit space (e.g., wall mounted lighting cannot hang outside of the contracted booth space perimeter). Refer to Hanging Signs and Lights display regulations if not being supported from within your booth space.

## THESE RESTRICTIONS APPLY TO DISPLAY MATERIALS ONLY.

Machinery, including dust collection, may exceed the 16'6" display height limit if necessary. No graphics or signage may be placed on machinery or dust collection over 16'6" as per display rules. The back wall facing towards adjacent exhibit space must not carry any identification signs or graphics and must be finished in an attractive manner where it is exposed to the adjacent space.

In addition, if any graphics, banners or signage are taller than the 8' high back wall drape (graphic towers, banners, etc.) and face towards the adjacent (connecting) exhibit space, they cannot be placed closer than 3' from the back wall. Exhibitors in Peninsula spaces with hanging signs must hang the sign no closer than 3' from the back wall (refer to Hanging Signs and Lights display regulations).



## IMPORTANT:

Be sure your exhibit display is in compliance with the display regulations prior to your company's move-in. Submit your preliminary floor plans to IWF Show Management at least two months prior to your assigned freight arrival date for approval of your exhibit display. List all dimensions for height, width and depth along with the locations of your graphics placement.

## Split Island Exhibit Space

### Definition: Split Island Exhibit Space

An exhibit space with traffic on three sides which backs up to another split island space.

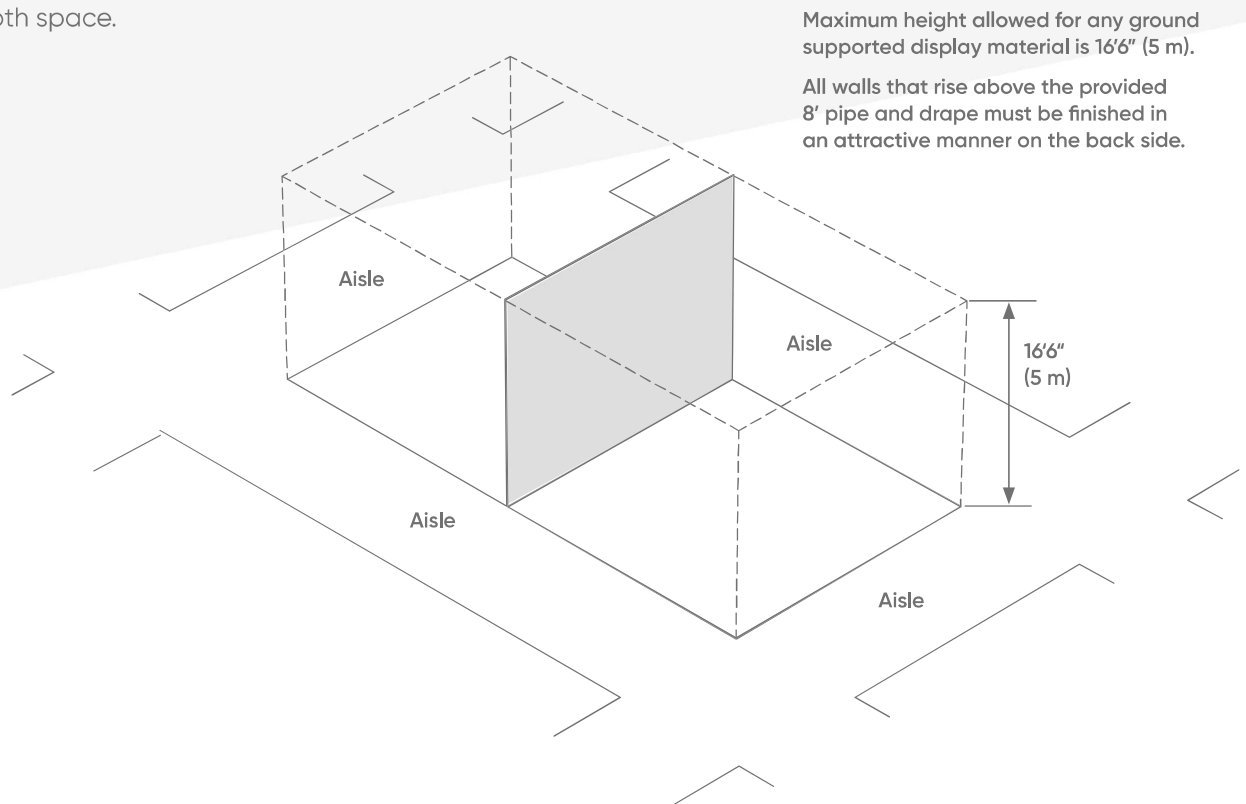
### Use of Space: Cubic Content Rule

Exhibitors with Split Island exhibit spaces may now utilize the entire area within the space, "Cubic Content" up to 16'6" (5 m) high for display materials. Lights, supports or other display materials can be no higher than 16'6" (5 m) and must be positioned within the confines of your exhibit space (e.g., wall mounted lighting cannot hang outside of the contracted booth space perimeter). Refer to Hanging Signs and Lights display regulations if not being supported from within your booth space.

### THESE RESTRICTIONS APPLY TO DISPLAY MATERIALS ONLY.

Machinery, including dust collection, may exceed the 16'6" display height limit if necessary. No graphics or signage may be placed on machinery or dust collection over 16'6" as per display rules. The back wall facing towards adjacent exhibit space must not carry any identification signs or graphics and must be finished in an attractive manner where it is exposed to the adjacent Split Island space.

In addition, if any graphics, banners or signage are taller than the 8' high back wall drape (graphic towers, banners, etc.) and face towards the adjacent (connecting) exhibit space, they cannot be placed closer than 3' from the back wall. Exhibitors in Split Island spaces with hanging signs must hang the sign no closer than 3' from the back wall (refer to Hanging Signs and Lights display regulations).



### IMPORTANT:

Be sure your exhibit display is in compliance with the display regulations prior to your company's move-in. Submit your preliminary floor plans to IWFF Show Management at least two months prior to your assigned freight arrival date for approval of your exhibit display. List all dimensions for height, width and depth along with the locations of your graphics placement.

## Island Exhibit Space

### Definition: Island Exhibit Space

An exhibit space with traffic aisles on all four sides.

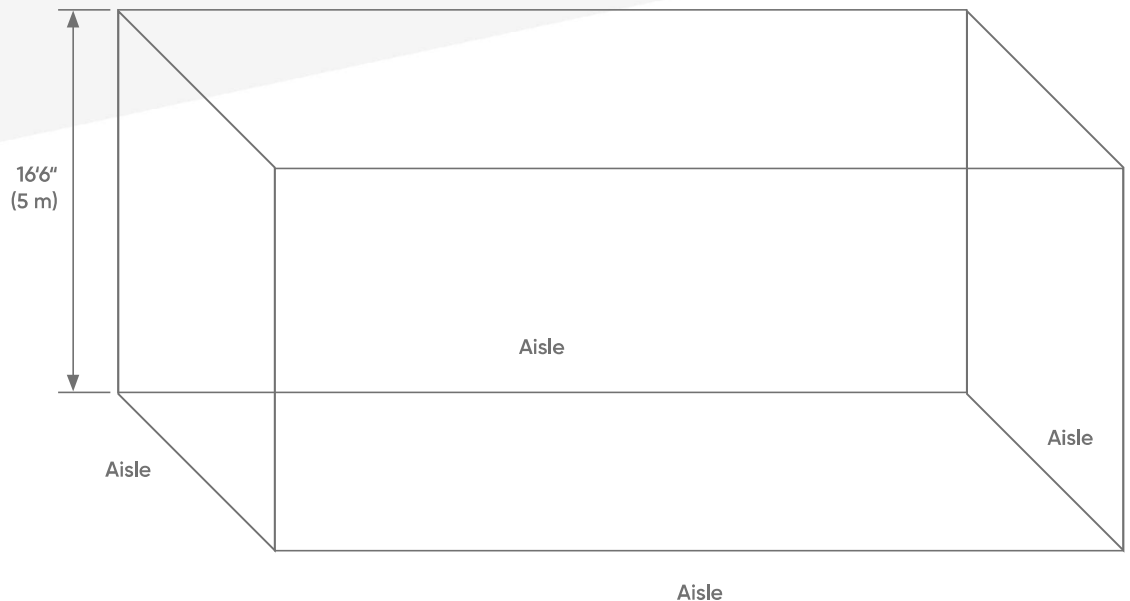
### Use of Space: Cubic Content Rule

Exhibitors with Island exhibit spaces may utilize the entire area within the space (Cubic Content) up to 16'6" (5 m) high for display materials. Lights, supports or other display materials can be no higher than 16'6" high and must be positioned within the confines of your exhibit space (e.g., wall mounted lighting cannot hang outside of the contracted booth space into aisle area).

Exhibitors with Island configuration spaces of 900 square feet or more have the option of having a multi-story exhibit but must follow IWF 2024 rules and regulations for this type of structure (see Multi-Story Exhibits). There is an additional square foot cost of 50% of the contracted base space rate for the upper level.

### THESE RESTRICTIONS APPLY TO DISPLAY MATERIALS ONLY.

Machinery, including dust collection, may exceed the 16'6" display height if necessary. No graphics or signage may be placed on machinery or dust collection over 16'6" as per display rules. Please consider your neighbor's sight-line when locating machinery and dust collection equipment.



### IMPORTANT:

Be sure your exhibit display is in compliance with the display regulations prior to your company's move-in. Submit your preliminary floor plans to IWF Show Management at least two months prior to your assigned freight arrival date for approval of your exhibit display. List all dimensions for height, width and depth along with the locations of your graphics placement.



## Multi-Story Exhibit Space

- A. IWF 2024 exhibitors using a multi-story exhibit (multi-level or double-decker) will be charged an additional 50% of the per square foot rate for the elevated area utilized.
- B. Multi-story exhibits are limited to island configurations.
- C. Height limitation: 16'6" (5 m) from the building floor to the top of the exhibit.
- D. Exhibit booth plans for multi-story exhibits must be submitted in writing to IWF Show Management and the Georgia World Congress Center Event Services Department for approval no later than Monday, June 3, 2024. There must be a licensed structural engineer's stamp of certification on all plans.
- E. IWF Show Management and the Georgia World Congress Center will have final approval on all plans submitted.

### NOTE:

The Fire Marshal has provided basic guidelines for compliance with Paragraph 9-4.4.3.7 of NFPA 1010 Life Safety Code, which governs multi-story exhibit booths. In addition, the GWCC has developed additional guidelines appropriate for the safe and orderly operation of these facilities. These guidelines are listed below and have been adopted as part of the multi-story display regulations for IWF 2024.

- F. Covered or roofed areas should be furnished with acceptable battery powered smoke detectors that emit alarms audible outside of the enclosed or covered area.
- G. The Exhibitor will provide for a Fire Watch within the booth space. Personnel providing Fire Watch services must be supplied with a class 2A 1 OBC fire extinguisher in each enclosed area covered by the floor above. Personnel must be trained in the use of extinguishers. Neither IWF nor the Georgia World Congress Center provide or have fire extinguishers available. The Exhibitor must provide the proper class and size of fire extinguisher for their own use.
- H. Spiral stairways are not recommended for areas occupied by the public, visitors, or clientele, unless specifically approved.
- I. The upper deck of multi-story exhibits greater than 300 sq. ft. in area shall have at least two remote means of egress (i.e., two exits).
- J. Areas within the exhibit booth that are totally enclosed (i.e., walls and roof/ceiling) must be served by an emergency lighting source (i.e., battery powered) when such areas lead to exit access from the space (e.g., stairs, aisles, corridors, ramps, and passageways leading to an exit from the booth space).

**For questions about display regulations or to submit your display design for approval, contact IWF:**

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