

Booth Construction and Layout



Regulations related to COVID-19

All linear and corner booths will have an open 10'x10' booth to the right and left of each booth space to create a staggered Exhibit Hall, allowing for social distancing. Attendees will be permitted to stand in open booth spaces to interact with exhibitors.

Linear and corner booths will not have another linear booth located directly behind it.

End cap and peninsula booths will be located on a 20-foot cross aisle.

The International Association of Exhibitions and Events has updated its white paper, Essential Consideration for Safely Reopening Exhibitions and Events, to include the following guidelines.

Exhibit booth design and layout should incorporate established best-practice guidelines to help prevent the spread of COVID-19. Booth design and layout should follow specific standards outlined by the event organizers and facility. Design considerations should include the following:

- Establishment of booth density numbers (staff and visitors allowed based on total square footage). For example, for 100 square feet of exhibit space with 6 feet required as the recommended physical distance

between people, divide 100 by 28, and your capacity would be 3.5 people. (This calculation assumes each individual must have at least 28 square feet of space.)

- Ensure exhibitors and attendees can maintain 6 feet of distance from each other.
- Consider including barriers in areas where attendees and exhibitors will be in close contact (within less than 6 feet).
- Consider using electronic and digital touchless devices.
- Account for company PPE apparel (e.g., staff masks, shields, gloves).
- Incorporate signage promoting health and safety best practices.



Booth Construction and Layout (cont.)

Linear booths

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10 feet has become the de facto U.S. standard. Therefore, unless constricted by space or other limitations, linear booths are most commonly 10 feet wide and 10 feet deep. A maximum backwall height limitation of 8 feet is generally specified.

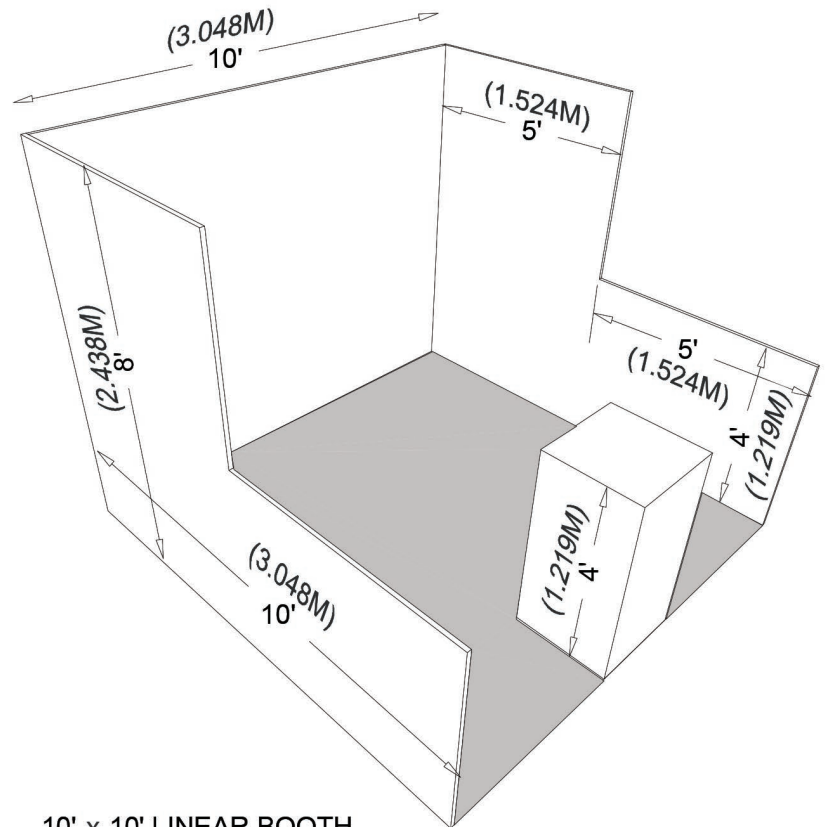
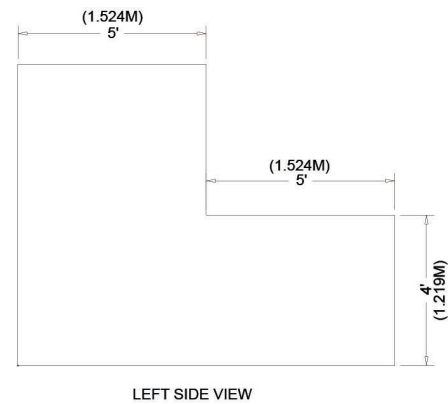
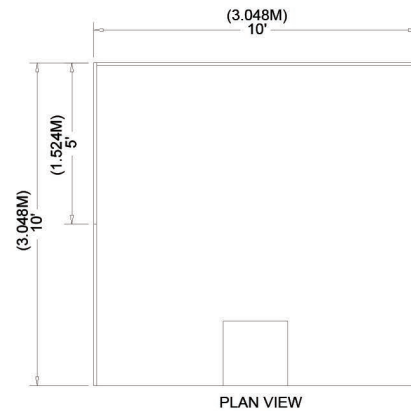
Use of space

Regardless of the number of linear booths utilized (e.g., 10' x 20', 10' x 30', 10' x 40') display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8 feet is allowed only in the rear half of the booth space, with a 4-foot height restriction imposed on all materials in the remaining space forward to the aisle. (See Regulation 21 on page 3 of Exhibition Regulations.)

Note: When three or more linear booths are used in combination as a single exhibit space, the 4-foot height limitation is applied only to that portion of exhibit space that is within 10 feet of an adjoining booth.

Corner booths

A corner booth is a linear booth exposed to aisles on two sides. All other guidelines for linear booths apply.



Booth Construction and Layout (cont.)

Island booths

An island booth is a booth of any size exposed to aisles on all four sides.

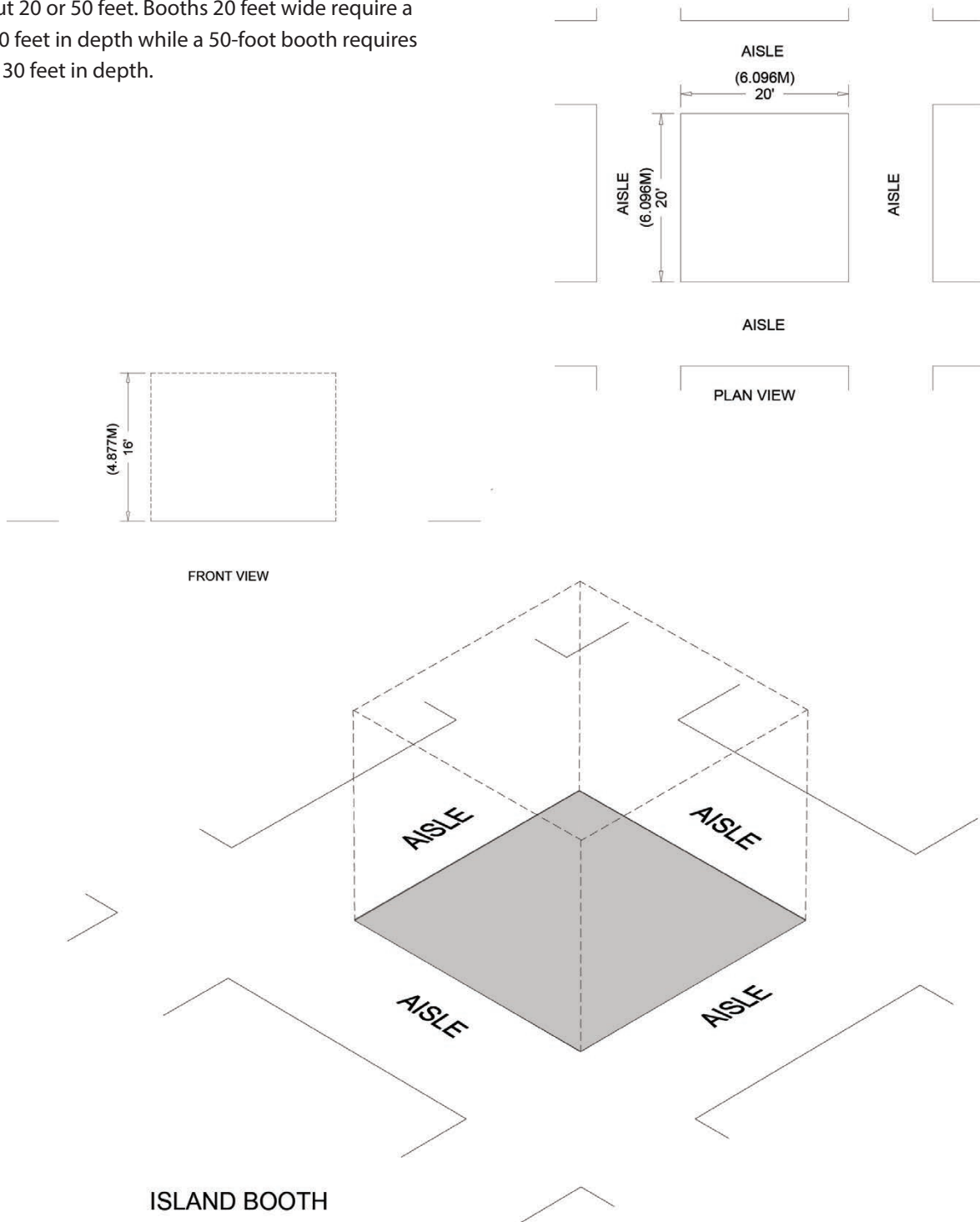
Dimensions

An island booth is 20' x 20' or larger, although it may be configured differently. Booth width must not exceed 20 feet, with the exception of a booth that is 50 feet wide and a minimum of 30 feet deep. Booths may not be any other width but 20 or 50 feet. Booths 20 feet wide require a minimum of 20 feet in depth while a 50-foot booth requires a minimum of 30 feet in depth.

Use of space

The entire cubic content of the space may be used up to the maximum allowable height, which is 18 feet including signage. (See Regulation 21 on page 3 of Exhibition Regulations.)

Email island booth design and height measurements to dodonnell@aaoms.org 60 days prior to the meeting for review and approval.



Booth Construction and Layout (cont.)

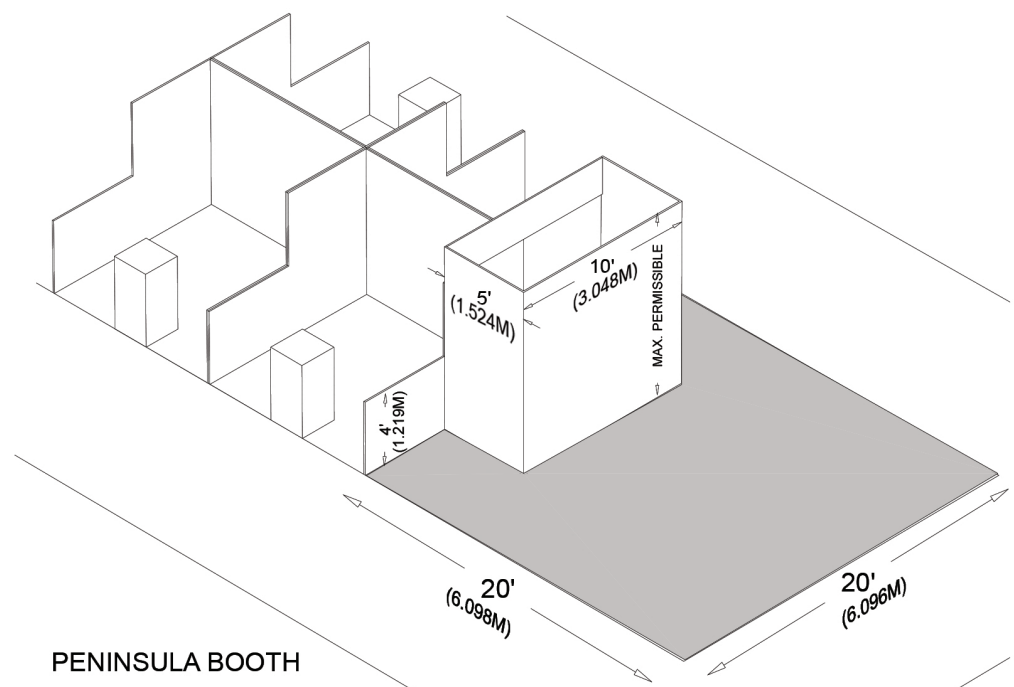
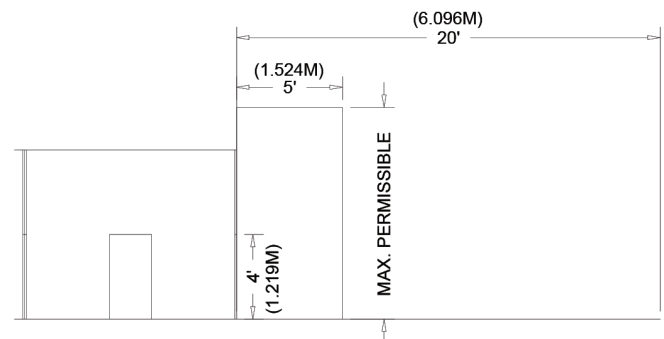
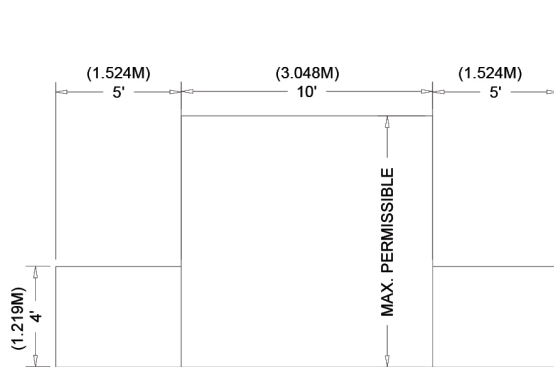
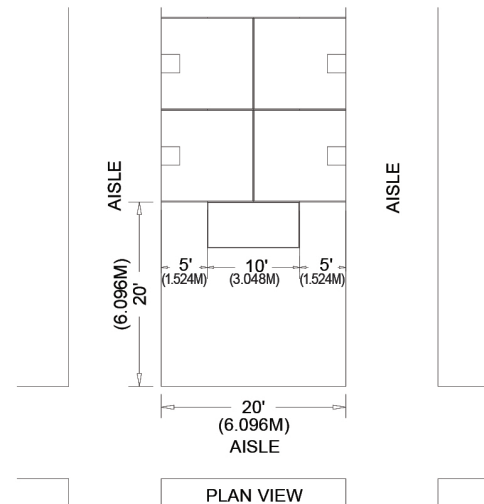
Peninsula booths

A peninsula booth is exposed to aisles on three sides and composed of a minimum of four booths. There are two types of peninsula booths: a) one that backs up to linear booths, and b) one that backs to another peninsula booth and is referred to as a “split island booth.” For the 2021 event, peninsula booths must be located on a 20-foot cross aisle.

Dimensions

A peninsula booth is usually 20' x 20' or larger. When a peninsula booth backs up to two linear booths, the backwall is restricted to 4 feet high within 5 feet of each aisle, permitting adequate line of sight for the adjoining linear booths. The typical maximum height allowance is 18 feet including signage for the center portion of the backwall. (See Regulation 21 on page 3 of Exhibition Regulations.)

Email peninsula booth design and height measurements to dodonnell@aaoms.org 60 days prior to the meeting for review and approval.



Booth Construction and Layout (cont.)

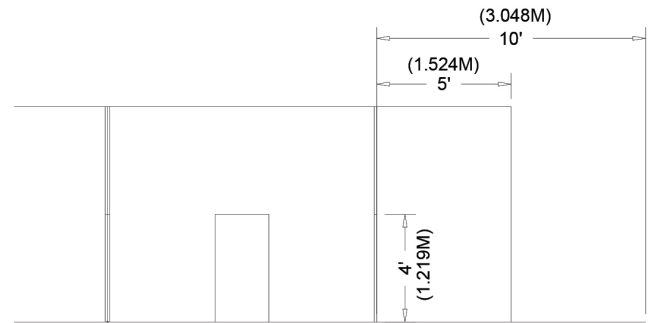
End-cap booths

An end-cap booth is exposed to aisles on three sides and composed of two booths. For the 2021 event, end-cap booths must be located on a 20-foot cross aisle.

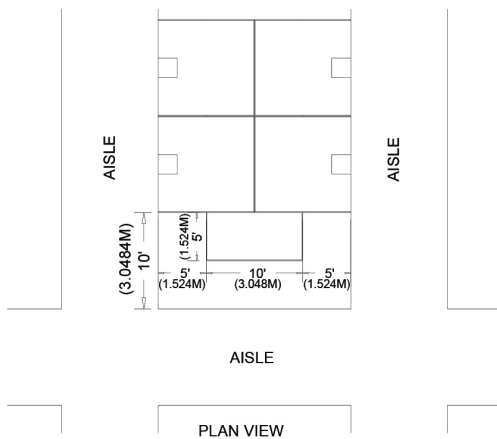
Dimensions

End-cap booths are generally 10 feet deep by 20 feet wide. The maximum backwall height of 8 feet is allowed only in the rear half of the booth space and within 5 feet of the two side aisles with a 4-foot height restriction imposed on all materials in the remaining space forward to the aisle. (See Regulation 21 on page 3 of the Exhibition Regulations.)

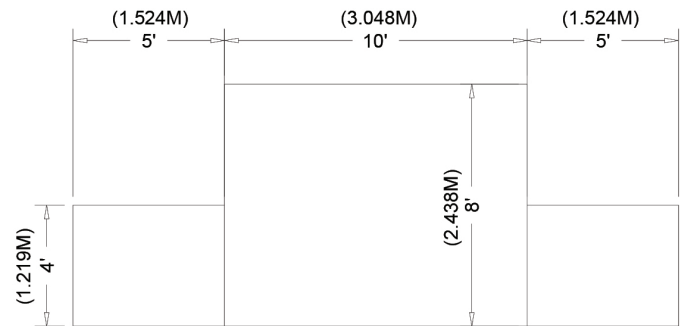
Email end-cap booth designs and measurements to dodonnell@aaoms.org 60 days prior to the meeting for review and approval.



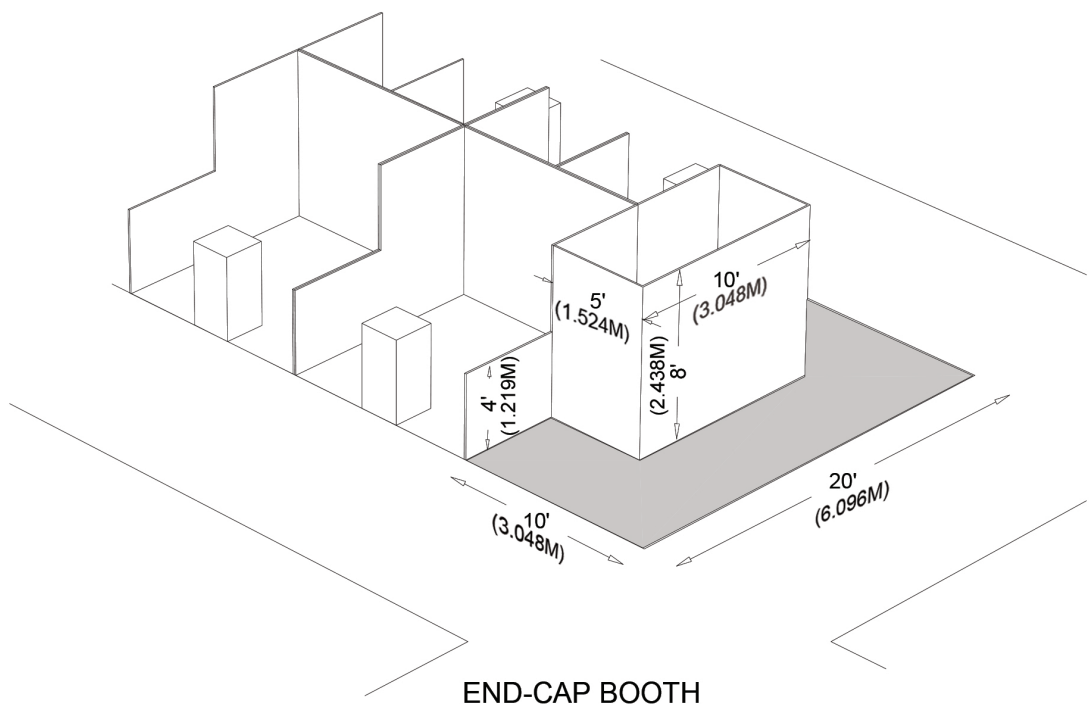
LEFT SIDE VIEW



PLAN VIEW



FRONT VIEW



END-CAP BOOTH

Booth Construction and Layout (cont.)

10-plus booth linear

Perimeter booth selection allows a 12-foot height limitation

Non-perimeter linear booth selection = 8-foot height limitation

**See Exhibitor Application and Contract for details.*

Linear booths

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10 feet has become the de facto U.S. standard. Therefore, unless constricted by space or other limitations, linear booths are most commonly 10 feet wide and 10 feet deep (i.e., 10' x 10'). A maximum backwall height limitation of 8 feet is generally specified.

Use of space

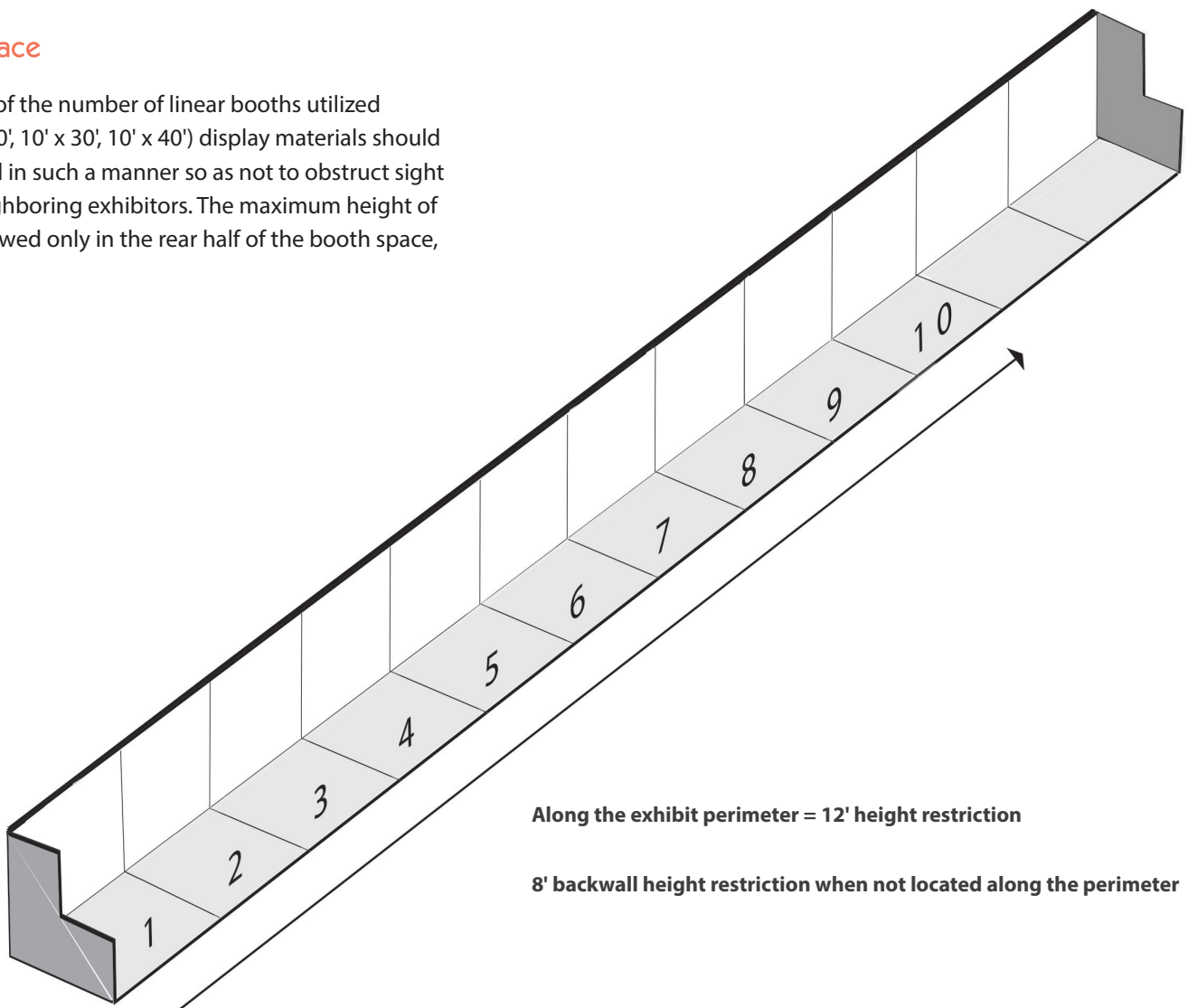
Regardless of the number of linear booths utilized (e.g., 10' x 20', 10' x 30', 10' x 40') display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8 feet is allowed only in the rear half of the booth space,

with a 4-foot height restriction imposed on all materials in the remaining space forward to the aisle. (See Regulation 21 on page 3 of Exhibition Regulations.)

Note: When three or more linear booths are used in combination as a single exhibit space, the 4-foot height limitation is applied only to that portion of exhibit space that is within 10 feet of an adjoining booth.

Corner booths

A corner booth is a linear booth exposed to aisles on two sides. All other guidelines for linear booths apply.



Along the exhibit perimeter = 12' height restriction

8' backwall height restriction when not located along the perimeter