



## BOOTH RULES & REGULATIONS

### **BOOTH APPEARANCE**

All booths, regardless of size, must adhere to the Rules & Regulations put forth in this manual. Drapery backgrounds are 8' high and side rail 3' high.

### **CANOPIES/CEILINGS**

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies which are floor supported are considered part of the exhibit's booth structure and are subject to structure rules. These types of canopies are permitted to hang signs over their booths, given they follow the hanging sign rules. Canopies that are hung from the ceiling are considered hanging signs and are subject to those rules. The top of the canopy must be the top of the booth, no structures attached to the top of the canopy are permitted.

Booths with canopies or ceilings must be approved by Event Management, the Fire Marshal, and the Loews Royal Pacific Hotel. Requests for approval must be submitted to Event Management and accompanied with a diagram of the exhibit design. Booths may require added fire watch security payable by the exhibitor to be determined by the Fire Marshal.

### **EXPOSED WALLS**

All exposed parts of constructed displays must be finished to present an attractive appearance when viewed from the aisles or adjoining booths. Exposed back and side walls may not display copy, logos, graphics, or any other advertising or signage (island booths are exempt). Exhibitors using curved pop-up backdrops/displays will be required to provide side masking drape, at their own expense if the curvature exposes the back scaffolding and/or electrical cords.

### **STORAGE**

Exhibitors must make arrangements for accessible onsite storage if needed. **Fire regulations prohibit storage of any kind behind exhibits or in the utility channel at the back of the booth.** This includes empty packing materials and supplies of literature.

### **HANGING SIGN INFORMATION**

All exhibit booth signs, banners, booth ceilings or canopies, lighting grids, or other exhibit-related equipment, should be free-standing and floor-supported. Attachment to exhibit hall ceiling beams or trusses is not permitted except when approved by Event Management and Loews Royal Pacific Hotel and installed by Encore. Signs must be assembled and disassembled by the exhibiting company.

Approval for hanging signs will be considered for island booths (20' X 20' space or larger) only, provided the signs are not objectionable in content and there are no physical constraints at the facility. Signs and graphics can be hung to a maximum height of 17', provided that written approval is received from Event Management at least 45 days prior to exhibitor move-in, and that the bottom of the sign is at least 3' higher than the tallest structure within booth. The width of any hanging or attached signs should not exceed 50% of the booth width. Encore will hang all signs. Arrangements must be made for special shipping and handling. Please fill out and return the Encore [Rigging Order Form](#). Reference the Hanging Sign details page at the end of this document for more information. Event Management has the right to request a sign be moved, altered, or removed completely if the sign blocks the presence of other exhibitors.

- The Event Management's Hanging Sign Request Form must be submitted by September 11, 2023. See the Rules & Regulations section.



- Once the hanging sign is approved by Event Management, please submit [the request](#) to Encore found in the Additional Show Services section of this website.

### **BOOTH RENDERING SHOW MANAGEMENT REVIEW**

If your booth is 10' x 20' or larger, you are required to submit a booth rendering (including dimensions) to Show Management. Email information to Beth Engle, [beth.Engle@informa.com](mailto:beth.Engle@informa.com). All requests must be received by September 11, 2023.

- Include diagrams showing the design including plan view, elevations, and dimensions. Do not submit an incomplete request. Any incomplete request will not be reviewed.
- Booths with ceilings need to be submitted to Loews Royal Pacific Hotel after Event Management has approved the height of the booth. Once approved by Event Management, drawings will need to be submitted to the Fire Marshal.
- To ensure that you do not incur additional costs (i.e. design cost or the tear down of an unapproved structure), please wait for Event Management's approval before beginning production or construction.
- Do not assume that a non-response to your request is an approval.
- If changes are made to a booth after initial approval, you must submit any revisions to your design

### **REQUEST TO EXCEED HEIGHT RESTRICTIONS & OTHER AMENDMENTS**

If you are interested in making any variations to the standard rules and regulations regarding having canopies or ceilings, exceeding height restrictions where allowed and for hanging signs please follow the instructions below. This applies to Island and Peninsula Booths only. Read the pertinent booth construction rules in this section. If you are unsure about your booth design please contact Beth Engle: [Beth.Engle@informa.com](mailto:Beth.Engle@informa.com). All requests must be received by September 11, 2023.

- Include diagrams showing the design, canopy or height variances that you are requesting. Also include plan view, elevations, and dimensions. Do not submit an incomplete request. Any incomplete request will not be reviewed.
- Two-story booths and booths with ceilings need to be submitted to MGM Grand after Event Management has approved the height of the booth. Once approved by Event Management, drawings will need to be submitted to the Fire Marshal.
- To ensure that you do not incur additional costs (i.e. design cost or the tear down of an unapproved structure), please wait for Event Management's approval before beginning production or construction.
- Do not assume that a non-response to your request is an approval.
- If changes are made to a booth after initial approval, you must submit any revisions to your design

### **ENGINEERING CERTIFICATION**

Booth structures such as towers and columns which meet or exceed 12 feet (3.66M) in height (including hanging signs) or are two-story exhibits (any height) regardless of whether people will occupy the area or not will require engineering certification verifying the structural integrity of the exhibit. Acceptable certification is in the form of a certified structural engineer's stamp or seal directly on a set of blueprints for the exhibit. This certification must be received by Show Management prior to arriving onsite and be in your possession at all times during the event and posted inside the booth structure. Failure to obtain and have available the required documentation could delay or prevent construction of your exhibit. Signs must be posted indicating the number of people the structure will accommodate. This policy has been established to ensure the safety of exhibitors and attendees at the show.



PLEASE BRING ALL CERTIFICATES OF FIREPROOFING, AND HAVE ALL U.S. CERTIFIED,  
ENGINEER STAMPED, STRUCTURAL DRAWINGS AVAILABLE ONSITE.