

**Booth Approval:** ALL booths are required to submit their booth diagrams, hanging signs, or photos for approval by March 2, 2023. The Booth Approval Form can be found [here](#).

**Carpet/Flooring:** **Carpet is not included with booth space and is NOT mandatory. You are welcome to rent from GES or bring your own.**

**Storage:** Fire regulations prohibit storage behind drapery. 1 day's storage can in the booth, additional storage must be ordered from GES in the Exhibitor Services Kit (ESK) at an additional cost.

### In-Line Booths

In-Line booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. (10ft x 10ft, 10ft x 20ft, etc.) (3.05m x 3.05m, 3.05m x 6.10m, etc.)

- **In-Line Booth:** Generally arranged in a straight line with neighboring exhibitors on their immediate right and left leaving only one side exposed to the aisle. Individual booths may be combined to form a larger In-Line booth space.
- **Corner Booth:** In-Line booth exposed on two sides with an immediate neighbor on one side (all guidelines for In-Line booths apply).

### Island Booth

Exhibit space surrounded by aisles on all four sides of the booth space. Island booths do not include drapery. Drapery can be ordered at an additional cost from GES if needed.

### Multi-Story Booth

Exhibit spaces that have a 2nd-story.

### Enclosed or Covered Area

Exhibit space enclosed by four walls and/or ceiling.

### Canopy / Ceiling

An exhibit component supported over an exhibitor's space for decorative purposes only.

### Pop-Up Tent

Pop-Up Tents are collapsible frames with four legs and a canvas cover. Pop-Up tents are not allowed.

### Hanging Signs and Ceiling Rigging

Hanging Signs – See booth space for details.

### Fire Equipment

Building fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

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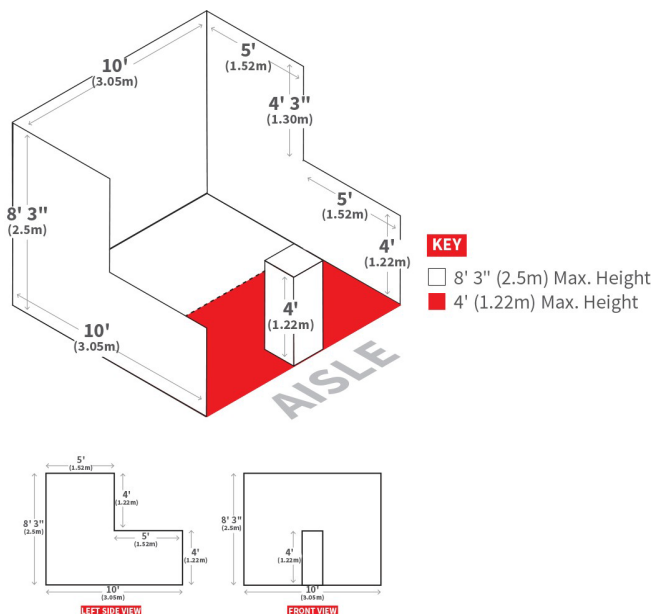
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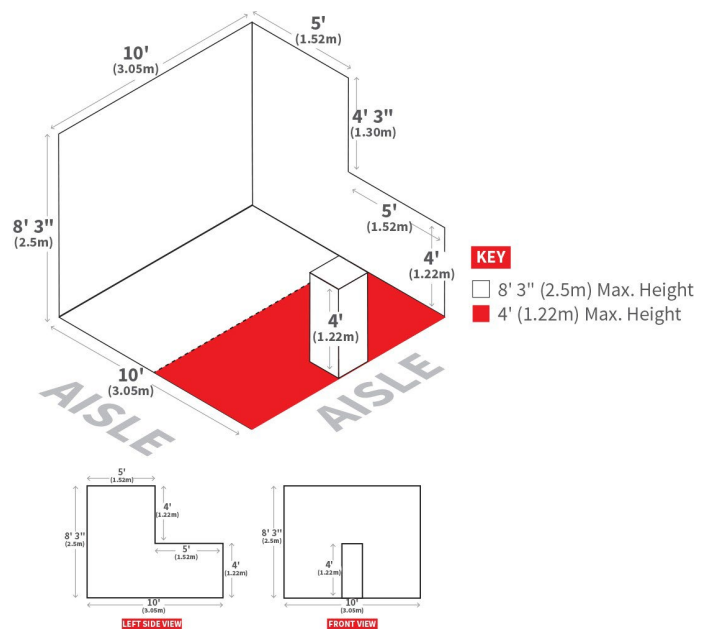
## In-Line Booths

### RULES

- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- Pop-Up Tents are not allowed.
- Front of booth – no items over 4ft (1.22m) in height can be within 5ft (1.52m) of aisle (red floor space on diagram) as it blocks sight line.
- Rear of Booth - Maximum height of 8ft 3in (2.5m) in the back 5ft (1.52m) of the booth space (white floor space on diagram)
- Any portion of an exhibit over 8ft 3in (2.5m) is not allowed and will have to be moved or removed.
- Any signage or side wall facing the neighbor cannot have any logo or identification facing the neighboring booth. Any side wall must be finished.
- Entire booth must be ground supported. No aerial rigging or hanging signs are permitted in in-line booths.
- When three or more In-Line booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



10ft x 10ft (3.05m x 3.05m) In-Line



10ft x 10ft (3.05m x 3.05m) Corner

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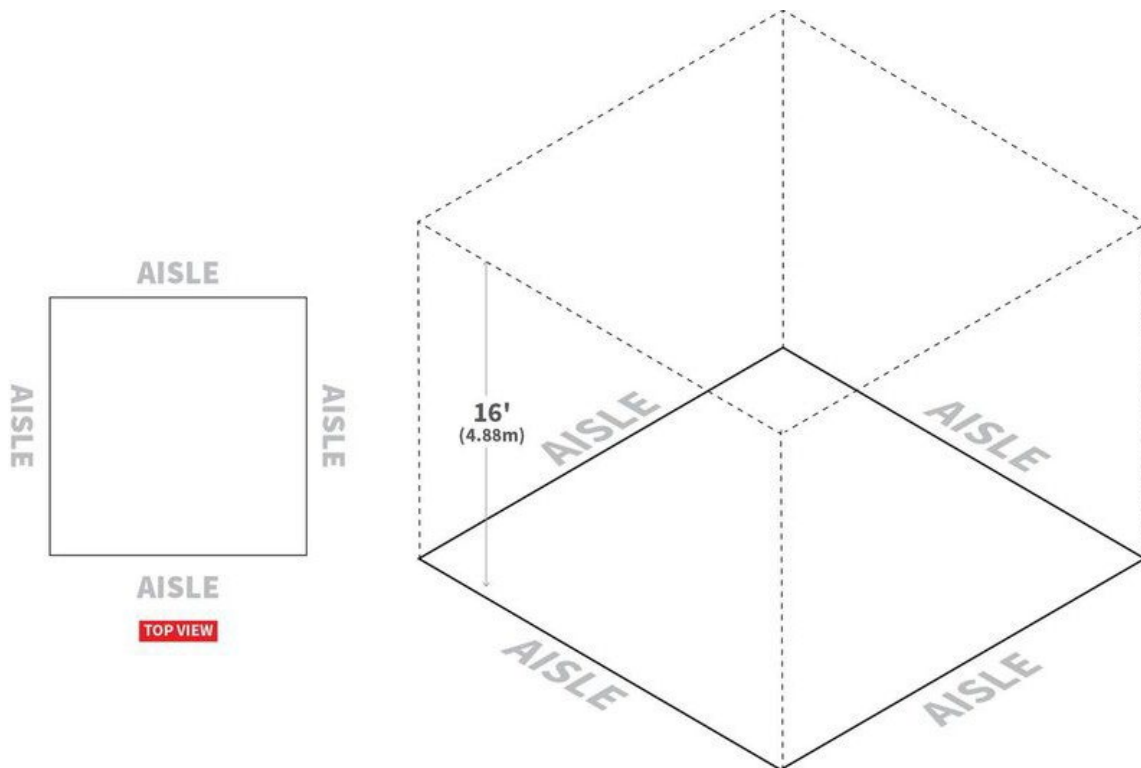
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## Island Booth

### RULES

- Exhibitors are prohibited from installing roofed or multi-story exhibit booths (double-deck) without advance written approval from Show Management and Fire Marshal.
- Hanging signs and aerial rigs are allowed with approval, they must be set back 10ft (3.05m) from the adjacent booth and no higher than 20ft (6.10m) from top of sign to the floor.
- Booth structure cannot exceed 16ft (4.88m) in height.



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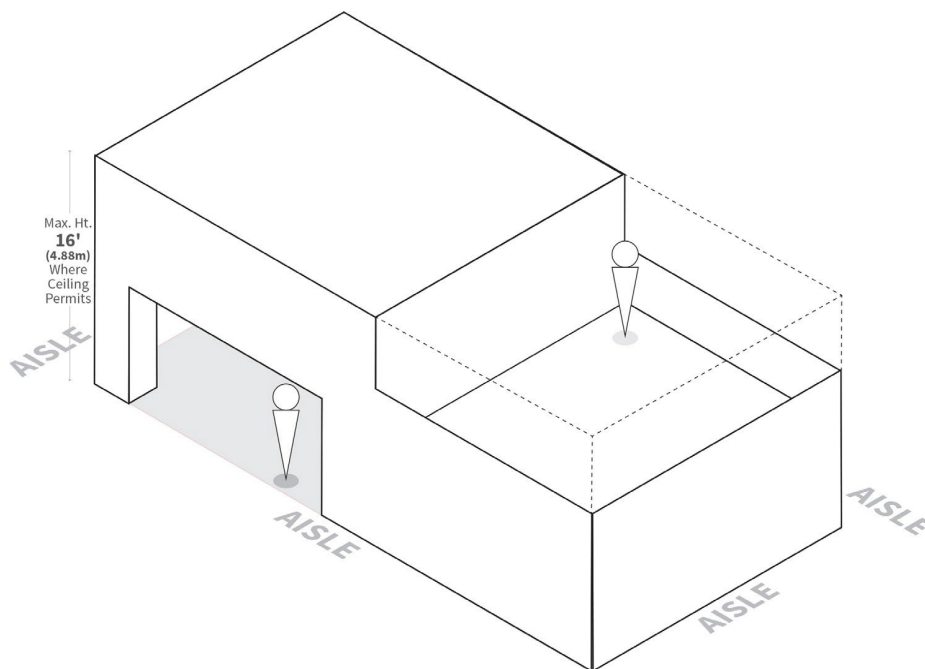
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## Multi-Story and Covered Booths

### RULES

**Multi-Story Booth:** All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 16ft (4.88m) in height, must have drawings available for inspection at all times. Please review all facility rules and regulations regarding multi-story booths of the "NOENMCC Exhibitor Policies & Information". Multi-Story Exhibits are only permitted in Island Booths.

**Enclosed or Covered Area:** Review the building rules and regulations of the "NOENMCC Exhibitor Policies & Information"



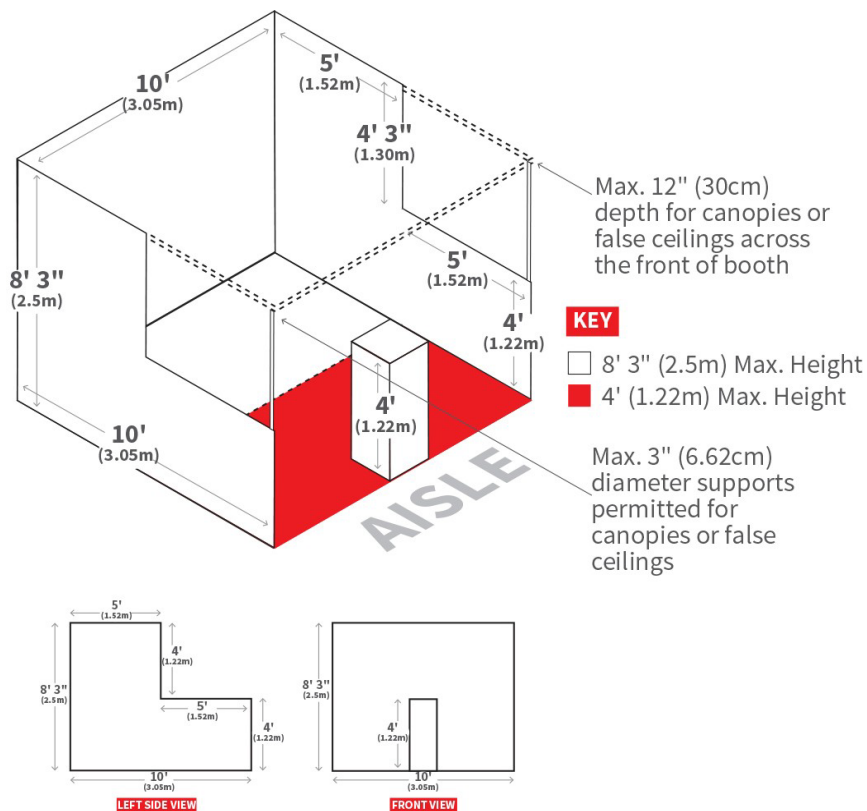
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**Canopy / Ceiling Regulations:** Exhibitors are cautioned when installing a display with a ceiling or canopy to check with the Fire Department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc. All canopies, false ceilings and roofs must be approved by Show Management & Fire Marshall. Umbrellas are prohibited. Review the building rules and regulations on page 7 of the "NOENMCC Exhibitor Policies & Information"

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## *Hanging Signs and Aerial Rigging*

### **Hanging Sign and Aerial Rigging Regulations:**

Hanging signs and aerial rigging will only be permitted in Island Booths (20x20 or larger). Hanging signs and aerial rigging are not permitted over In-Line Booths.

**Signs hung without approval will be removed at the exhibitor's expense.**

**Definition:** An exhibit component suspended above or displayed on top of an exhibit for the purpose of displaying graphic, identification or special effects.

**Height:** Hanging identification signs and aerial rigging will be permitted to a maximum height of 24ft (6.10m) (where ceiling heights allow) from the top of the sign to the floor. Hanging signs must be set back 10ft (3.05m) from adjacent booths. Maximum trim height up to 24ft (7.62m) from the floor to the top of the trim.

**Intent:** Hanging signs and aerial rigging are part of the overall exhibit presentation. All identifying signs and rigs, whether suspended from the ceiling (hung) or attached to the exhibit fixture (ground supported), will be permitted to a maximum height of 24ft. Booth structure may not go higher than 16ft unless solely used for supporting an identifying sign in lieu of hanging from the ceiling.

### **Lighting/Truss:**

Exhibitors intending to use hanging light systems should include those items when submitting drawings for approval. No overhead lighting is allowed outside the boundaries of the exhibit space.

**Please contact GES to order rigging and confirm service availability. All Hanging Signs must be shipped to GES advanced warehouse prior to the event. Signs shipped direct to show site may not be able to be hung. [Click Here](#) for Pre-Printed Shipping Labels.**

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**Additional questions or clarification should be directed to your Client Services Specialist.**

**Please let me know if you have any questions:**

**Robert Eldridge: [Robert.Eldridge.us@informa.com](mailto:Robert.Eldridge.us@informa.com)**