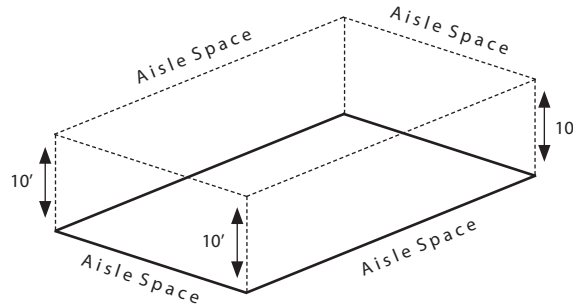


## Exhibit Specifications for Island Booths

**Intent:** The following specifications are intended to assure uniformity throughout the show. All exhibiting companies are responsible for booth size and configuration which must fall within the prescribed spatial specifications. Items not meeting IDDBA specifications must be removed. IDDBA will review booths and make the final determination regarding suitability.

**The maximum height is 18' for an island booth - this is the maximum height whether it is the booth structure or the top of the hanging sign. No exceptions are made for anything above 18' maximum height.**

### Island or "A" Booth (20' x 20' or larger)



- Any use of pop-up or table top signage must fall within the height restrictions and not be placed in aisle space. At show site, exhibitors in violation will receive one written notification to comply with the rule, then the offending signage will be removed until the close of show or covered with masking at show management's discretion and at the exhibitor's expense.
- Booths shall not be constructed with any roof, ceiling, canopy, tent, awning, or other enclosure which would prevent the sprinkler system from protecting the covered booth area without prior approval of the Fire Marshal.
- If approved, additional fire prevention measures such as fire watches, electrical ventilation, smoke detection devices, automatic sprinkler systems, flow alarm, fire extinguishers, multiple exits, etc., may be required. Please contact IDDBA for details.
- Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of their booth.
- Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of IDDBA Show Management.
- Exhibitors may not use floor space outside the allotted booth space. No product, display, demonstrations, sampling, or costumed characters may extend into the aisle.
- Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of IDDBA Show Management.

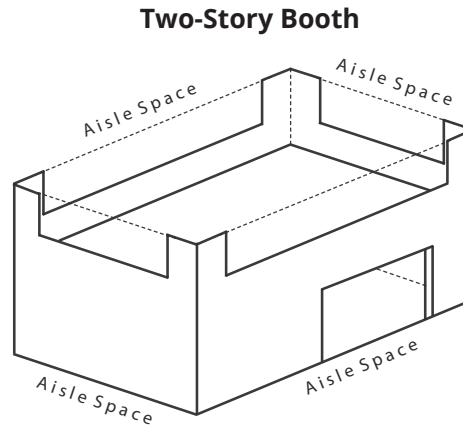
### Common Areas:

Aisle space shall not be used for exhibit purposes, demonstrations, sampling, display signs, solicitations, or distribution of promotional material. Exhibitors may not use floor space outside of their allotted booth space, which includes exhibit staff, demonstrators, and costumed characters. Exhibits, signs, and displays are also prohibited in any of the common public spaces on the premises of the Convention Center.

## Exhibit Specifications for Two-Story Booths

**Intent:** The following specifications are intended to assure uniformity throughout the show. All exhibiting companies are responsible for booth size and configuration which must fall within the prescribed spatial specifications. Items not meeting IDDBA specifications must be removed. IDDBA will review booths and make the final determination regarding suitability.

**The maximum height is 18' for an island booth - this is the maximum height whether it is the booth structure or the top of the hanging sign. No exceptions are made for anything above 18' maximum height.**



Two-story or multi-level booths must adhere to the island booth and common area specifications on the preceding page in addition to the following:

- Detailed plans of multiple-story or enclosed booths must be submitted 60 days prior to move-in. Plans must indicate if the exhibit is multiple-story and/or enclosed with a ceiling.
- Ceiling clearance in the Ernest N. Morial Convention Center vary from 26'4" to 59', with most areas having a minimum of 30' clearance.
- Multiple-story booths cannot be located under passenger or utility truss ways. Booth plans must specify the maximum number of occupants and must have a structural engineer's stamp certifying the maximum occupant load capacity.
- Certain booths may require fire watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials.
- A permit from the City of New Orleans is required. A Fire Watch may be required. Please contact IDDBA at [exhibitorservices@iddba.org](mailto:exhibitorservices@iddba.org) for contact information for approvals and permits.
- Areas within the exhibit booth that are totally enclosed (i.e., walls and roof/ceiling) must be served by an emergency lighting sources (i.e., battery-powered) when such areas lead to exit access from the space (e.g., stairs/aisles/corridors/ramps/passageways leading to an exit from the booth space). Enclosed areas of the booth greater than 300 sq. ft. shall have at least two remote means of egress.

### Common Areas:

Aisle space shall not be used for exhibit purposes, demonstrations, sampling, display signs, solicitations, or distribution of promotional material. Exhibitors may not use floor space outside of their allotted booth space, which includes exhibit staff, demonstrators, and costumed characters. Exhibits, signs, and displays are also prohibited in any of the common public spaces on the premises of the Convention Center.