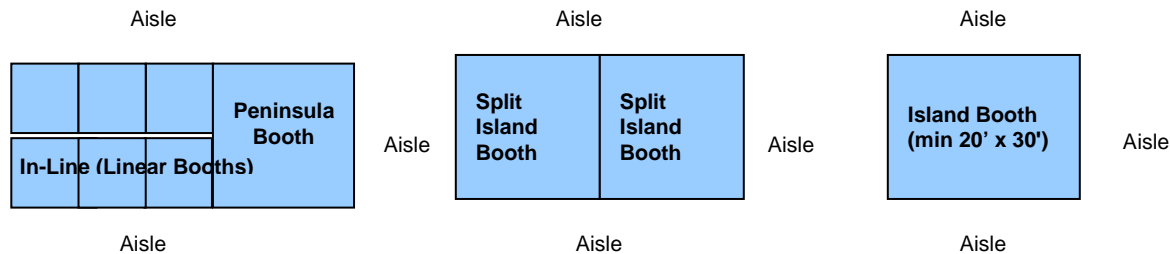


# Display Regulations + Union Labor

Please review the following specifications to ensure that your booth meets with the NSC Display Regulations. **All booths, regardless of size, are required to follow these guidelines as no variances will be granted.** Failure to comply may result in loss of priority points, rank for space selection in the 2018 NSC Congress & Expo. For questions, please contact Nancy Gavin at nancy.gavin@nsc.org.

## Booth Configurations



## General Exhibit Specifications - ALL BOOTH TYPES

### Aisles = Demonstrations / Models / Mascots

All aisles must be clear of exhibits, demonstrations and models/mascots. All such activity must be confined within the exhibitor's booth so as not to interfere with any aisle traffic. Use of aisles or common space is NOT permitted. When planning your demonstrations, you must accommodate viewers within your booth or around the perimeter of your booth. You may not block access to other exhibitor's booths or show aisles. Models & mascots attire must be professional and they must remain in your contracted booth space; they are not permitted to walk the show floor as a billboard advertising your company or product.

### Carpet / Floor Covering

Flooring in your exhibit space is mandatory but not provided with your exhibit space purchase unless you have purchased the NSC booth package. If you don't have your own booth flooring, you can rent carpet from GES. Refer to the Exhibitor Manual for information. **The floor must be completely covered at the exhibitor's expense no later than Sunday of move-in; concrete floor may not be exposed,**

### Material Distribution / Pass Outs

Material distribution/ pass outs by Exhibitors, their agents, or hired personnel must be confined to the contracted booth space. Exhibitor pass outs in aisles or public areas in and around the Convention Center is NOT permitted.

### Sound Level / Music Licensing

All sound amplification devices and other sound-producing equipment and activities shall be limited to reasonable volume levels which shall not project beyond the boundaries of Exhibitor's booth space or otherwise interfere with the Exhibition or other exhibitors' activities. If your company plans to play music in your booth, either live or recorded, during the Expo, or at any special event during the Congress, you must notify BMI and ASCAP and complete their appropriate licensing forms. Violations of the copyright law can be severe and expensive. Contact them direct: **ASCAP - [www.ascap.com](http://www.ascap.com)**  
**BMI - [www.bmi.com](http://www.bmi.com)**

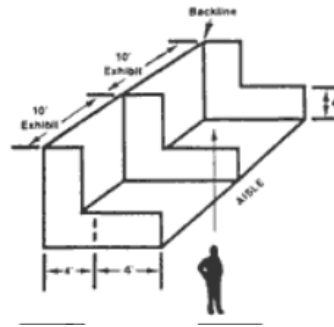
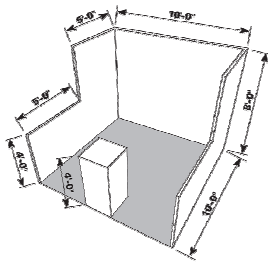
### Unfinished Walls

To maintain a professional appearance of the exhibit hall, booths must have back sides of displays covered when visible from another exhibitor's booth or an aisle (*example: panels on the back side of a pop-up structure in an island booth to cover the frame.*)

### Utilities

Utility connections (electrical or internet wires, etc.) must be secured/ taped down/ ramped to maintain a high level of safety and professional appearance.

## In-Line (Linear) Booth



**Definition:** Linear or In-Line Booths have only one side exposed to an aisle and have at least one adjacent neighbor on either side of the booth.

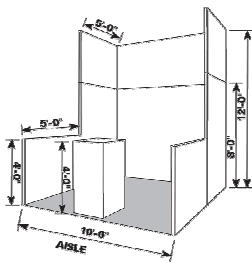
**Booth Equipment:** Standard 10'x 10' In-Line Booths will be set with 8' high back drape, 3' high side drape and booth ID sign.

Booths are most commonly 10' wide and 10' deep. No exhibit display, signage, or product may exceed 8' in overall height. The maximum height of 8' is only permitted in the back 5' section and a maximum height of 4' is permitted on the front 5' section. Please reference the above diagram for allowable configuration.

When three or more In-Line Booths are used as a single exhibit space, the 4' height limitation is applied only to that portion of exhibit space which is within 10' of an adjoining booth. Corner Booth is an In-Line Booth exposed to aisles on two sides. The same rules for In-Lines apply for Corner Booths.

**Hanging Signs:** Hanging from the ceiling is not permitted in an In-Line (Linear) Booth.

## Perimeter In-Line (Linear) Booth

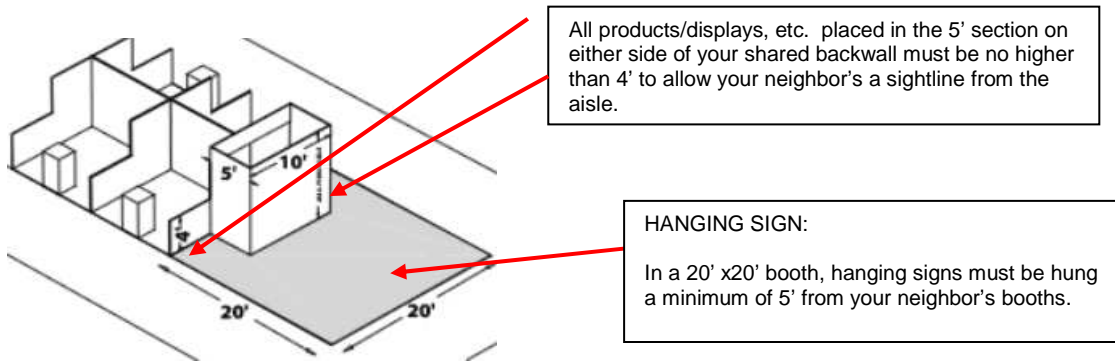


**Definition:** A Perimeter Booth is an In-Line Booth that is the outermost aisle of booths that do not back up to another exhibit.

All guidelines for In-Line (Linear) Booths apply to Perimeter Booths except that the maximum backwall height allowed in the back 5' section of the booth is 12'. Please reference the above diagram for allowable configuration.

**Hanging Signs:** Hanging from the ceiling is not permitted in a Perimeter Booth.

## Peninsula Booth



**Definition:** A Peninsula Booth is a booth exposed to aisles on three sides and backs up to In-Line (Linear) booths.

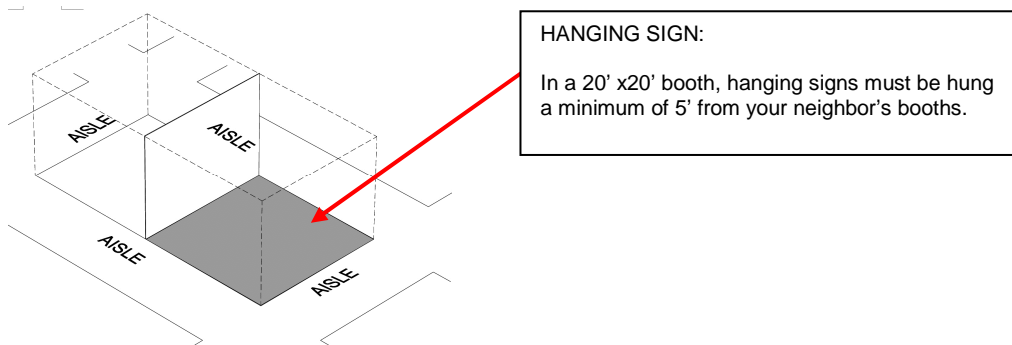
Peninsula booths are most commonly 20' wide by 20' deep or larger. Exhibit fixtures, components and signage built from the ground up will be permitted up to a maximum height of 16'; except in the 5' section on each side of the backwall which has a 4' maximum height for equipment, product, display material, signs, sidewall and backwall. No signage is permitted on the backside of the backwall facing your neighbors. Please reference the above diagram for allowable configuration.

**Hanging Signs:** Hanging signs from the ceiling are permitted in Peninsula Booths and must be installed and dismantled by the Rigging Crew. **The maximum hanging sign height allowed is 20' measured from the floor to the top of the sign.**

Hanging Signs must be placed a minimum of 5' from adjacent booths. The entire sign must hang over your contracted booth space.

*The 20' maximum height limitation has been set to avoid competition between exhibitor's for visibility and will fit into most convention centers*

## Split Island Booth



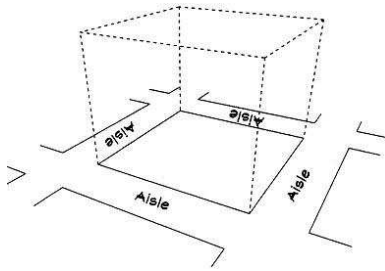
**Definition:** A Split Island Booth, 20' wide by 20' deep, is a Peninsula Booth which shares a common backwall with another Peninsula Booth, 20' wide by 20' deep. Exhibit fixtures, components and signage built from the ground up will be permitted at a maximum height of 16', without any backwall line of sight restrictions. No signage is permitted on the backside of the backwall facing your neighbors. Backwalls must be finished or draped at the exhibitor's expense.

**Hanging Signs:** Hanging signs from the ceiling are permitted in Split Island Booths that are 400 square feet and must be installed and dismantled by the Rigging Crew. **The maximum hanging sign height allowed is 20' measured from the floor to the top of the sign.**

Hanging Signs must be placed a minimum of 5' from adjacent booths. The entire sign must hang over your contracted booth space.

*The 20' maximum height limitation has been set to avoid competition between exhibitor's for visibility and will fit into most convention centers*

## Island Booth – new maximum height restriction



All exhibit fixtures, components and signage will be permitted at a 20' maximum height measuring from the ground to the top of the fixture /component/ sign. All items must be placed within your contracted booth space.

**Definition:** An Island Booth, defined as 20' wide x 30' deep or larger, is exposed to aisles on all four sides of the booth with no adjacent neighbors.

**NEW!!!!** Exhibit fixtures, components, and signage built from the ground up along with your product will be permitted at a maximum height of 20'.

**Hanging Signs:** Hanging signs from the ceiling are permitted in Island Booths that are 600 square feet or larger and must be installed and dismantled by the Rigging Crew. **The maximum hanging sign height allowed is 20' measured from the floor to the top of the sign.** The entire sign must hang over your contracted booth space.

*The 20' maximum height limitation has been set to avoid competition between exhibitor's for visibility and will fit into most convention centers.*

## Canopies, Ceilings and Multi-level Exhibit Booths

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional. Canopies for In-Line (Linear) or Perimeter Booths should comply with line of sight requirements (see In-Line (Linear) Booth).

The base of the Canopy should not be lower than 7' from the floor within 5' of any aisle. Canopy supports should be no wider than 3". This applies to any booth configuration that has a sightline restriction, such as an In-Line (Linear) Booth.

Booth space with contiguous covered space may require battery operated smoke detectors. Booths that are more than one story require Fire Marshal approval at least 60 days prior to installation. Booths that fall in this category may be required to provide sprinklers in the covered space. To avoid additional costs (i.e. design cost or tear down of an unapproved structure) please obtain written approval before beginning production on construction of multi-story or covered exhibits. **Please refer to the Indianapolis Convention Center policies and procedures for all requirements.**

## Indianapolis Show Site Work Rules

### **Union Information**

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

### **Material Handling / Freight**

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the materials to your booth, and remove and reload materials at the close of the show.

Exhibitors may **hand carry** their own materials in/out of the exhibit facility without the use of flat trucks, dollies, motorized equipment, etc.

### **Teamster and Stagehands**

Members of this union claim jurisdiction over all set up and dismantling of exhibits, including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. The exhibitor may use their own full time employees, as long as they do not employ the use of power tools.

Members of these unions claim jurisdiction on the operation of material handling equipment, including unloading and reloading, and handling of empty containers. Exhibitors may bring their freight in through the front doors or through the loading area, provided that they do not use motorized carts.