



## BOOTH DÉCOR RULES

### 1. BOOTH PACKAGE:

Each 10'x10' space will be set up with 8' high white back walls and 6' high white side walls and the following items:

- 1 ID Sign
- 1 Table
- 3 Chairs
- Carpet
- 3 freestanding accessories
  - Apparel companies: 3 racks
  - Accessory/shoes/jewelry companies: 3 shelf units

Exhibitors who have purchased 2 10'x10' booths or more may purchase additional accessories on site at the Gilbert Service desk located on The Tents show floor.

**HEIGHT LIMIT:** Nothing may extend above 6' from the floor including product, décor, display items, accessories or furniture. Hanging anything above the booth is prohibited.



2. **NO CUSTOM BOOTHS:** Exhibitors in The Tents may not build out or bring a custom booth. All booths are package booths.

3. **BOOTH DÉCOR APPROVAL:** If an exhibitor wishes to bring in any décor elements, furniture or accessories other than what is offered in the package, they must obtain pre-approval, in writing, from their account executive. Photos of the items, materials used, sizes and any important features of the item are required. Examples of items that must be approved by Show Management are floral, props, lighting, rugs, custom accessories or furniture, etc.

**Please send your submissions to your sales representative by January 4, 2019.**

4. **BUST FORMS & MANNEQUINS:** Pre-approved bust forms can be ordered through D&B Rental Displays via the form located in the exhibitor kit. If you would like to use bust forms other than these you must submit your request in writing along with photos. Please note, bust forms are the only display mannequins permitted in the Tents area.

5. **PROHIBITED BOOTH DECOR ITEMS:** These items are prohibited and will NOT be approved by show management. This will be enforced on show site.

- Wall graphics, large banners & signs, pop-up (retractable) signs.
- Neon
- Curtains or drape
- Anything attached in any way to the booth walls or furniture

6. **MUSIC & SOUND:** Show Management provides music for the show. Music & sound amplifying devices, other than those provided by Show Management, are prohibited. If an exhibitor has computers, IPADS, or any other A/V equipment, sound must be turned OFF.

7. **ADDITIONAL BRAND(S) IN BOOTH:** No Exhibitor shall assign, sublet or share any part of its assigned space without the written consent of Show Management. Any Exhibitor who wishes to display additional brand(s) in its booth must submit the additional brand(s) to Show Management for approval. Upon Show Management's written approval, Exhibitor will be required to pay an additional fee per brand. If unapproved brands are found in Exhibitor's booth, exhibitor's booth will be closed down. All monies paid by exhibitor will be forfeited.