

## Booth and Tabletop Rules and Regulations

**Booth Approval:** All booths, except for booth packages, are required to submit their Booth Approval Form along with diagrams/pictures and measurements for approval by **March 4, 2024**. Access the Booth Approval Form [here](#). DO NOT FORGET TO INCLUDE THE MEASUREMENTS OF STRUCTURES.

**Carpet/Flooring:** As part of our approach to being a more sustainable business, as well as plans to enhance health and safety through more easily cleaned surfaces, the common aisles will not be carpeted. Booth carpet or other floor covering within each booth space is at the discretion of each exhibitor. If you choose to have carpet installed in your booth, you may bring your own or order from GES. As in the past, exhibitors are responsible for safely covering utility cords within their booth space

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

*\*All booths must be show ready by 10:00AM on Tuesday, April 16, 2024.*

### 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 enclosed 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.

### Canopy / Ceiling Regulations

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.**

Information Classification: General

### Hanging Signs and Ceiling Rigging

- **Hanging Signs** – See booth space Rules for details.
- **Lighting/Truss** – Hanging truss or suspending lights from facility ceiling requires approval.
- Exhibitors must also comply with the [Show Rules and Regulations](#) in the Exhibitor Service Kit.

### Tabletop

Display space is limited to the table-top area only. (4ft width x 24in depth) (1.22m x .61m)

**NOTE: Exhibitors will be asked to remove any exhibits, not in compliance with these guidelines. Items will be stored at exhibitor's expense.**

**Additional questions or clarification should be directed to your [Client Services Specialist](#).**

Please remember when designing your booth; fire hoses, extinguishers, audible or visual devices for fire alarms should always be visible and accessible.

**Rules and Regulations are subject to change.**

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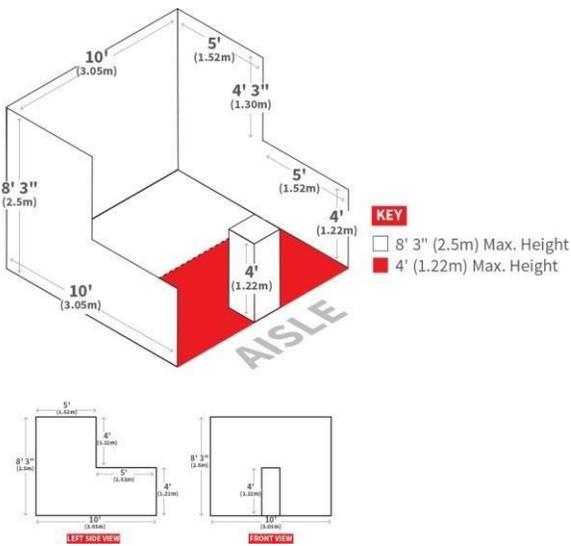
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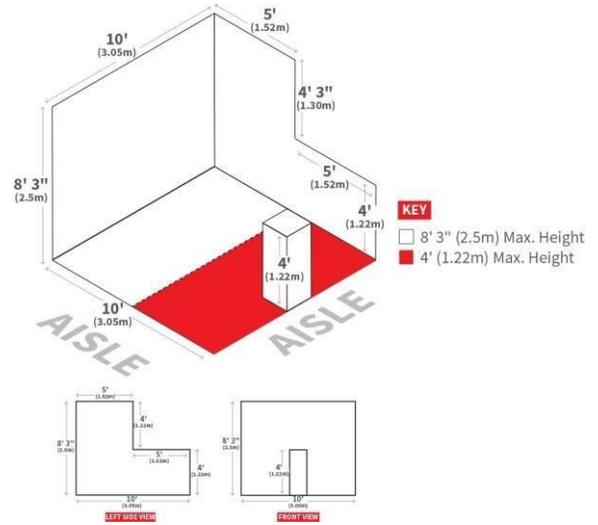
# In-line Booths

## RULES

- Exhibits must be constructed with enough space to allow for utility service at the rear of the booth (suggest 12 inches if possible, for back drape, rails, power drop, etc.).
- Hanging signs are not allowed in In-Line Booths.
- Pop-Up Tents and Umbrellas are prohibited.
- Front of the booth – no items over 4ft (1.22m) in height can be within 5ft (1.52m) of the front aisle (red area of the diagram) as it blocks sight line.
- The rear of the booth and side wall (maximum of 5ft (1.52m) from the back drape) cannot exceed 8ft 3in (2.5m) in height.
- Any signage or side wall facing the neighbor cannot have a logo or identification facing the neighboring booth. Any sidewall must be finished carpentry or covered with pipe & drape at exhibitor's expense.
- Any portion of an exhibit over 8ft 3in (2.5m) is not allowed and will have to be moved or removed.
- 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.
- Fire hose cabinets, fire extinguishers, strobes and any safety equipment may not be covered or obstructed in any way.



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

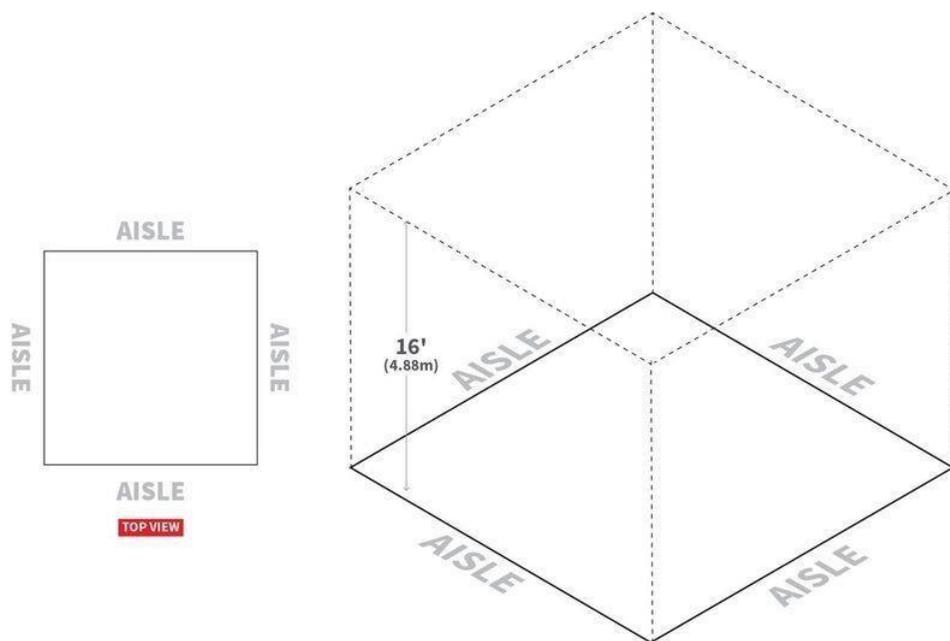


10ft x 10ft (3.05m x 3.05m) Corner

## Island Booths

### RULES

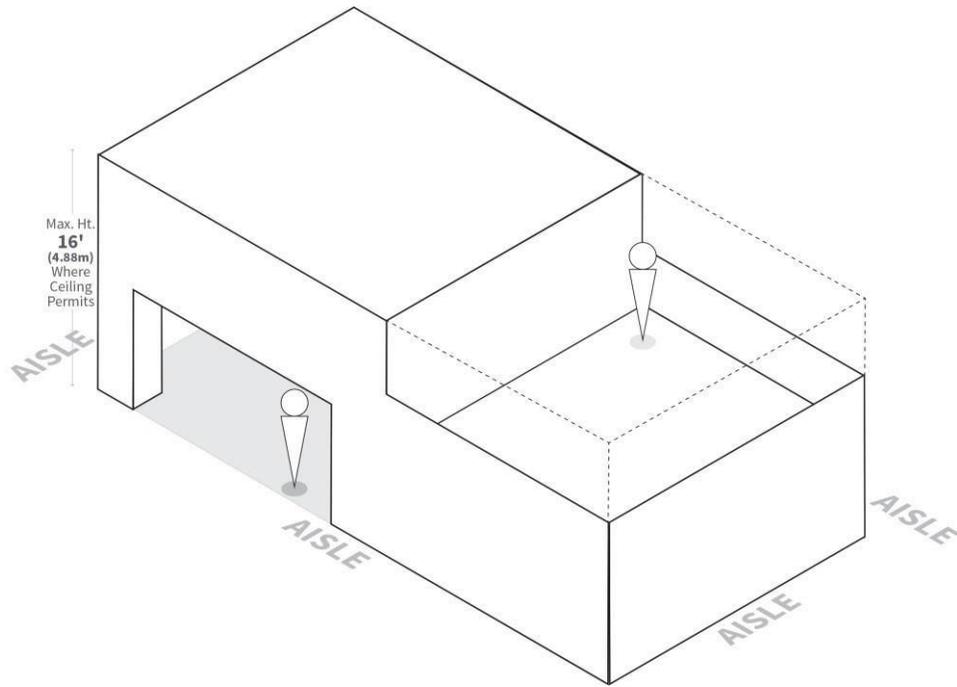
- Exhibitors are prohibited from installing roofed or multi-story exhibit booths (double-deck) without advance written approval from Show Management and Fire Marshal.
- **Hanging signs are allowed with approval.** (Include measurements in [Booth Approval submission](#))
- Booth structure cannot exceed 16ft (4.88m) in height.
- Hanging sign cannot exceed 20ft (6.10m) in height from the top of the sign to the floor.
- The back wall of any booth must be finished carpentry on all sides.
- Fire hose cabinets, fire extinguishers, strobes and any safety equipment may not be covered or obstructed in any way.



## Multi-Story and Covered Booths

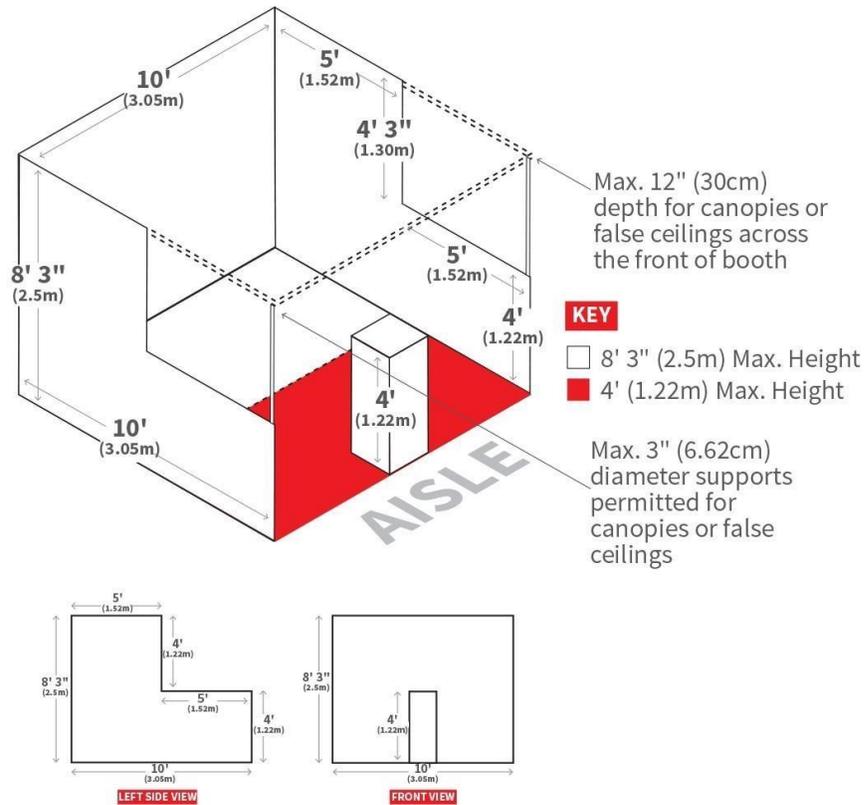
### **RULES**

- 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 always have drawings available for inspection by the Fire Marshal.
- All multi-level booths must have two (2) remote means of egress if the upper level is greater than 300 square feet.
- If any exhibiting booths have multiple levels, a visible notification must appear on the stairway. This notice must state the maximum occupancy permissible or total weight load allowable on the second story.
- All materials used in the construction of the booth and all decorative materials must be noncombustible or made flame retardant. Certificates of flame-retardant treatment must be submitted to the Fire Marshal.
- Fire hose cabinets, fire extinguishers, strobes and any safety equipment may not be covered or obstructed in any way.
- Multi-story booths must have current Engineering Wet Stamp drawings/renderings for inspection and approval. Submission of 3 copies is required to Meadowlands Exposition Center. *Please email drawings to [fdominici@mecexpo.com](mailto:fdominici@mecexpo.com) by **March 4, 2024**.*



## Canopy / Ceiling Regulations

- Exhibitors are cautioned when installing a display with a ceiling or canopy to check with the Fire Department to ensure 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 and Fire Marshal. **Umbrellas are prohibited.**



- **Pop-Up Tent:** Pop-Up Tents are collapsible frames with 4 legs and a canvas cover. **Pop-Up Tents are not allowed.**



## Hanging Sign and Ceiling Rigging

### Hanging Sign Regulations:

Hanging signs will only be permitted in Island Booths (20ft x 20ft or larger). Hanging signs 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 displaying graphics or identification.

**Height:** Hanging identification signs and graphics will be permitted to a maximum height of 20ft (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.

**Intent:** Hanging signs are part of the overall exhibit presentation. All identifying signs, whether suspended from the ceiling (hung) or attached to the exhibit fixture (ground supported), will be permitted to a maximum height of 20ft. Booth structure may not go higher than 16ft unless solely used for supporting an identifying sign in lieu of hanging from the ceiling.

\*Please order rigging through GES by [clicking here](#).

\*\*Hanging signs must be sent to the [Advance Warehouse](#). Address labels are available [here](#).

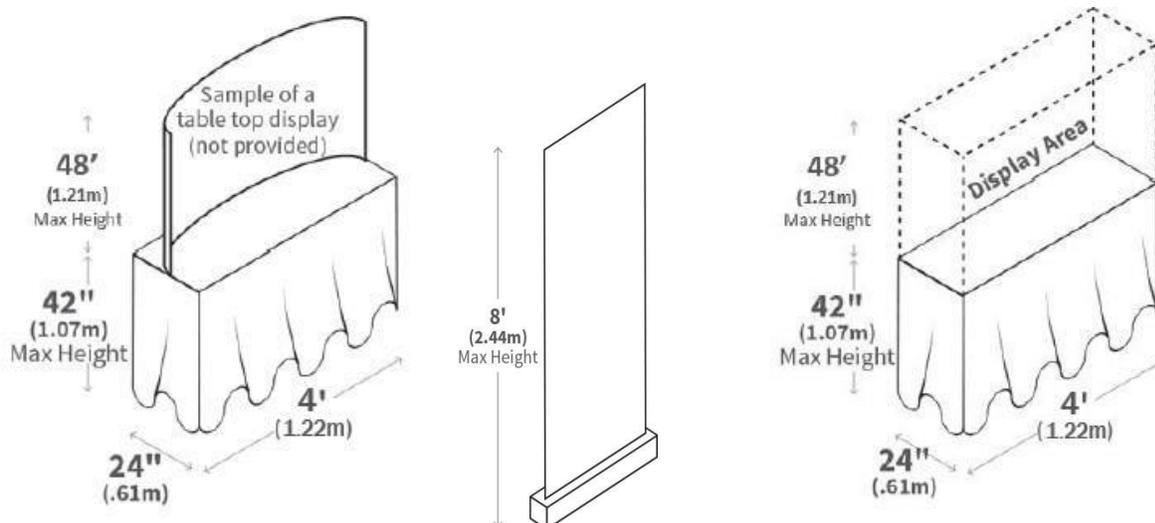
**Lighting/Truss:**

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

## Tabletop

### Rules

- Display space is **ONLY the table top area**; the **ONLY storage space is under your tabletop**.
- Any items not stored underneath your table (or displayed on top of the table) will be removed and stored at the exhibitor's expense by SMG. No items will be allowed to be stored or set up surrounding your table.
- Bringing in your own table is **NOT** allowed. Table provided cannot be moved from front of space.
- Display space cannot extend beyond the 4' width x 24" depth tabletop surface. Maximum display height on top of table is 4'.
- Banners and pull-ups displays are only allowed if they are **flat and flush** against the pipe and drape behind your tabletop. Banners must be hung from the pipe and drape. Maximum size is 4ft width and cannot exceed 8ft in height. (bottom 42" will not be seen due to table)
- Exhibitors must also comply with the Show Rules and Regulations in the Exhibitor Service Kit.
- Rules and Regulations are subject to change.
- **Note: Exhibitors will be asked to remove any exhibits not in compliance with these guidelines and items will be stored at exhibitor's expense.**



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## **TABLETOP SPACE INCLUDES**

- One (1) draped counter height table 4'W x 24"D x 42"H. (Table skirt is black)
- Standard ID sign
- Two (2) counter height chairs
- One (1) wastebasket (trash will only be emptied at the end of each day, if you are sampling, please order porter service from SMG)
- No additional flooring is permitted

### **Permitted**

- YES** Hanging a sign or banner from the back pipe and drape in your exhibit space. Maximum size of sign or banner is limited to 4'W x 8'H (bottom 42" will not be seen due to table).
- YES** May place a branded table cloth over your tabletop. Maximum size permitted is 4'W x 42"H table front dimension and 24"W x 42"H side dimension. (Cannot extend outside of these dimensions)
- YES** Displaying items on the surface of the tabletop. Maximum size permitted is 4'W x 24"D x 3'H (see diagram).
- YES** Flat Pull-Up displays only, must be flush against the pipe and drape behind your table only. Maximum size of pull-up cannot exceed 4'W x 8'H (bottom 42" will not be seen due to table).

### **Not Permitted**

- NO** Storage allowed behind or around the tabletop area. May only store items that fit **under the table**. Additional accessible storage space must be purchased from SMG.
- NO** Removing or replacing your table
- NO** Moving tables from front of space or pushing tables together
- NO** Each tabletop space is separate and cannot be combined with another space. (You may not move 2 tables together or utilize the back wall space between the tables)
- NO** Bringing in your own floor covering
- NO** Swapping or adding, tables, other furniture, display counters, refrigerated display cases, etc.
- NO** Refrigerator or freezer behind tabletop. Unit must fit on or under the tabletop.
- NO** Hanging signs (hanging signs rigged from the ceiling)
- NO** Building any structures that surround the table
- NO** Pop-up tents will not be allowed.