

Booth Specifications

1.1.1 Linear Booth

A standard/linear (10'x10') booth (also called "in-line booth") is any booth that shares a common back wall and adjoins other exhibits on one or two sides.

NOTE: A booth that is 10 ft. in depth but has 2 corners and no adjoining booths is also considered a linear booth and is subject to the height restrictions of a linear booth.

The maximum back wall height is eight-feet three-inches (8'3"), including truss, and is allowed only in the rear half of the booth space.

Exceptions to the 8-foot maximum booth height may be extended to physical equipment that exceeds the maximum height restrictions. This does not include the physical exhibit structure. **Wherever physically possible this equipment should be displayed** in the back 5ft of the booth to allow visibility for neighboring booths. Any graphics on physical equipment must follow the in-line height guidelines (not to extend over 8'3" in the rear half of the booth or over 4' in the front half of the booth). Exceptions are at the discretion of SPE.

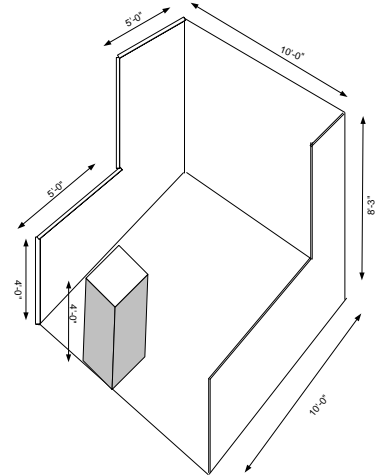
A four-foot (4') height restriction is imposed on all materials in the remaining space forward to the aisle.

NOTE: When three or more Linear 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.

Exhibitor must leave room for back pipe and drape to be shared between its booth and the booth behind it. Booth should not be set so that the plate for the pipe and drape is completely in a neighboring booth.

Graphics should not be placed on the back of panels higher than the 3' side drape, where they overlook a neighboring booth.

Hanging signs/graphics are **NOT** permitted over standard/linear booths.

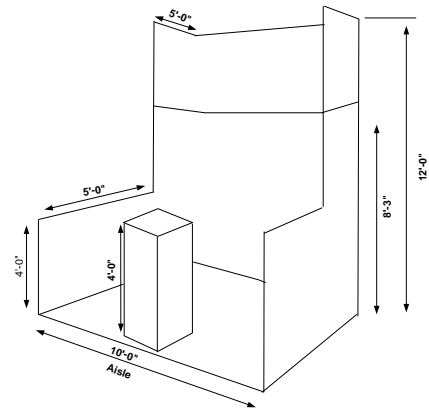


1.1.2 Perimeter Booth

A Perimeter Booth (10'x10') is a standard/linear booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

The maximum back wall height is twelve feet (12') including truss, and is allowed only in the rear half of the booth space.

Exceptions to the 12-foot maximum booth height may be extended to physical equipment that exceeds the maximum height restrictions. This does not include the physical exhibit structure. **Wherever physically possible this equipment should be displayed** in the back 5ft of the booth to allow visibility for neighboring booths. Any graphics on physical equipment must follow the in-line height guidelines (not to extend over 8'3" in the rear half of the booth or over 4' in the front half of the booth). Exceptions are at the discretion of SPE.



A four-foot (4') height restriction is imposed on all materials in the remaining space forward to the aisle.

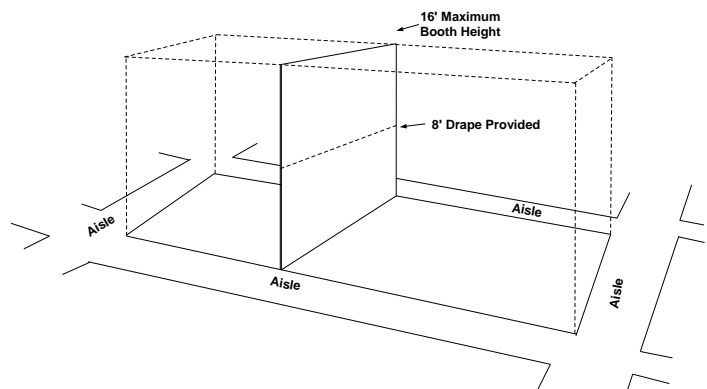
Graphics should not be placed on the back of panels higher than the 3' side drape, where they overlook a neighboring booth.

Hanging signs/graphics are **NOT** permitted over standard/ linear perimeter booths.

1.1.3 Peninsula / Split Island Booth

A peninsula booth is any exhibit 20'x20' or larger with a depth from the common back wall to the aisle of at least 20' and with aisles on three (3) sides.

Where two (2) peninsula booths share a common back wall (also known as Split Island Booths), **the maximum height is 16 feet in all areas of the booth, including the back wall.**



SPE does not permit a peninsula booth to back up to linear booths (also known as end-cap booths).

An 8-foot drape is supplied to separate booths. The portion of the booth from the 8-foot drape to the maximum booth height of 16 feet must be finished.

Exhibitor must leave room for common wall pipe and drape (if applicable) to be shared between their booth and the booth sharing the common wall. Booth should not be set so that the plate for the pipe and drape is completely in a neighboring booth.

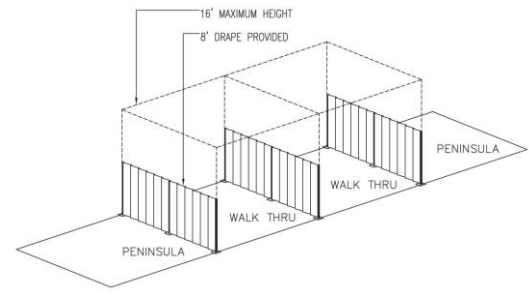
Hanging signs will **ONLY** be permitted over peninsula and/or split island booths that are 20'x30' (600') or larger. The maximum height of hanging signs is **25'** to the top of the sign (if ceiling height allows).

Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from the common wall of the exhibit space.

1.1.4 Walk-Thru Booths

A Walk Thru Booth is any booth 20'x20' or larger that backs up to another walk-through or peninsula booth.

The maximum height of a Walk-Thru Booth is 16 feet.



An 8-foot drape is supplied to separate booths. The portion of the booth from the 8-foot drape to the maximum booth height of 16 feet must be finished.

Exhibitor must leave room for common wall pipe and drape (if applicable) to be shared between booths; booth should not be set so that the plate for the pipe and drape is completely in a neighboring booth.

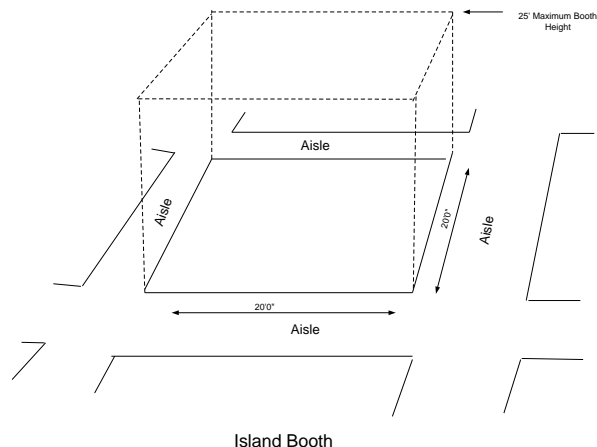
Hanging signs will **ONLY** be permitted over peninsula, split island and walk-thru booths that are 20'x30' (600') or larger. The maximum height of hanging signs is **25'** to the top of the sign (if ceiling height allows).

Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from the common wall of the exhibit space.

1.1.5 Island Booth

An Island Booth is any exhibit 20'x20' or larger and is surrounded by aisles on four sides.

The maximum height of an island booth is 25 feet in all areas of the booth. Certain physical limitations of Kay Bailey Hutchison Convention Center may prohibit the maximum 25-foot booth height. Exhibitors should refer to the floor plan for specific height limitations.



Exceptions to the 25-foot maximum booth height may be extended to physical equipment that exceeds the maximum height restrictions. This does not include the physical exhibit structure. Exceptions are at the discretion of SPE.

Hanging signs are permitted over island booths. The maximum height of hanging signs is **25'** to the top of the sign (if ceiling height allows).

1.2 Weight Restrictions

Display and/or operation of any heavy equipment must be subject to the floor loading limits of the exhibition area.

1.3 Multi-Level Booths

All multi-level (double-decker) booths require certification by a registered engineer and floor plans must be submitted to SPE Show Management by **13 August 2018** to obtain Fire Marshal approval.

Construction of multi-level booths must conform to all applicable local codes, (specifically NFPA 101 Life Safety Code 2000 ed) regarding access, egress and fire safety equipment. Multi-level booths require a minimum of 20 foot ceiling height.

If your multi-level booth uses the exact same design as 2017, the Fire Marshal will accept a notarized letter on company letterhead to that affect, in lieu of re-submitting the design specs.

Multi-Level Exhibits and Drawings submitted for review must meet the following requirements:

1. Meet or exceed the requirements of NFPA 101 Life Safety Code 2000 ed.
2. Drawings must bear a current registered design professional's stamp (architect, structural engineer, fire protection engineer, etc.). **Expired licenses are unacceptable.** The professional stamp shall include the state of certification, name of the registered design professional; his/her license number, signature, registered engineering firm name and firm number.
3. Drawings must be submitted in English.
4. Metric units of measurement are acceptable but they must identify what unit of measurement is being used.
5. **Multi-deck structures exceeding 300 sq. ft. of net floor area must have two (2) remote exit stairs; occupant load factor is 15 net sq. ft. per person per table 7.3.1.2 of NFPA 101 Life Safety Code, 2000 edition.**
6. Stairway widths shall be:
 - a. A minimum of 36 inches where the occupant load of the upper level is less than 50
 - b. A minimum of 44 inches where the occupant load of the upper level is 50 or more
 - c. Occupant loads shall be stated on the plan
7. Handrails shall not be less than 34 inches and not more than 38 inches above the surface of the tread.
8. Handrails are required on both sides. A sign must be placed at the bottom of the stairs stating "Please Use Caution and Hold the Handrail".
9. Spiral stairways shall be permitted in accordance with section 7.2.2.2.3.3 of NFPA 101, 2000 ed., such that:
 - a. Occupant load does not serve more than 3
 - b. Clear width of stairs is not less than 26 inches
 - c. Handrails shall be provided on both sides

10. Guards shall:

- a. Not be less than 42 inches high
- b. Open guards shall have intermediate rails or an ornamental pattern to prevent a 4 inch diameter sphere to pass through any opening up to a height of 34 inches

11. Battery-operated smoke detectors shall be installed on a smooth surface under the first level ceiling and spaced no more than 30 feet apart if applicable and installed on the upper floor level with a covered ceiling

12. Hard covered ceilings shall have a smoke detector installed and if fabric/textile is used to cover the upper deck area, it must be flame resistant.

13. One portable fire extinguisher, minimum 2A 10B:C with current maintenance tags shall be provided at each level of the exhibit

14. Live load for the upper level should be at least 125 pounds per square feet.

15. **Any stationary units** (container or other units) using the upper areas as a deck must submit plans.

16. All submittals shall be received 60 - 90 days prior to the event date by email to Barbara Katz (bkatz@spe.org) and Lila Costa (lila.costa@dallascityhall.com) or on a multi-media storage device (flash drive or similar device).

1.4 Hanging Signs & Graphics Guidelines

- Hanging signs are permitted in peninsula and walk-thru booths with dimensions of 20'x30' (600') or larger, and island booths with dimensions of 20'x20' (400') or larger.
- Hanging signs are NOT permitted in standard/linear booths; and peninsula, split island, and walk thru booths with dimensions less than 20'x30' (600').
- The maximum allowable height for hanging signs is **25'** measured from the floor to the top of the sign, no exceptions. If trusses needed for lighting of the sign are required to go higher than **25'**, Exhibitor must get authorization from SPE.
- Certain physical limitations of exhibit facility may prohibit the maximum 25-foot allowable height. Exhibitors should refer to the floor plan for specific height limitations. The maximum allowable height of hanging signs is also dependent on the ceiling load limits.
- Exhibitors are responsible for notifying SPE and/or Freeman if they are planning on hanging signs in their exhibit booth design. Exhibitors must send this written notification by **13 August 2018**. If written notification is not received, SPE and/or Freeman cannot guarantee the hanging of the sign or graphic. Exhibitors will not be granted an extension to the published move-in schedule for delays caused by the installation of hanging signs or graphics.
- Any lighting associated with a hanging sign must be integral to the sign and no spotlighting is allowed. **All lighting of signs must be within the perimeter of the booth dimensions and cannot extend into the aisles or be attached to the building outside the confines of the booth.**
- All sides of hanging signs and graphics must be covered or finished in such a manner as not to detract from those booths behind it. All hanging signs and graphics, regardless of size, should be constructed of lightweight flameproof materials.
- Any signage extending higher than the external booth wall and visible to those viewing booths in the aisles behind it must remain stationary with the rear of the sign covered and/or finished in such a manner as not to detract from those booths behind it. All materials must be contained within the contracted booth space.
- Any double-sided or unfinished graphics in a split-island (peninsula) or walk-through booth must be set back 10 feet from the common wall.
- Facility regulations state that no signs will be allowed to hang from any electrical fixtures, raceways, water/gas/air/fire protection piping, supports or hangers. Permanent facility graphics, signs or displays may not be blocked in any manner.
- All overhead hanging signs must be assembled, installed, removed and disassembled by Freeman. Exhibitors, display companies and/or I&D representatives may supervise their respective rigging activities, but will not be allowed to assemble/disassemble or install/remove rigging.
- All rigging must conform to show rules, regulations and exhibit facility limitations. Hanging anchor points must be pre-fabricated and ready to use. If any hang point supports over 250 pounds, Exhibitor must notify Freeman immediately for special authorization.

- For hanging signs and graphics, other than banners, Exhibitor must submit a blueprint or drawing to Freeman with detailed information in order for hanging anchor points to be determined. Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical Service requirements must be ordered in advance through the Official Electrical Contractor.
- Exhibitor is responsible for providing Freeman with a placement diagram of the hanging sign including the number of feet from each side of the exhibit space that the sign is to be placed. The ceiling structure and relation to the support beams may require Exhibitor's sign to be moved from the requested location.
- Exhibitor is also responsible for providing Freeman with the type of sign (cloth, metal, wood, other), shape (square, triangle, rectangle, other), size (height, length, width), and weight.
- Overhead hanging signs are to be sent in separate containers directly to Freeman. All containers must arrive no later than one week prior to the first Exhibitor move-in day. Should an Exhibitor not arrange for an advance shipment of the hanging signs, Exhibitor must notify Freeman. If these procedures are not followed, SPE and Freeman cannot guarantee the hanging of the sign. Exhibitors will not be granted an extension to the published move-in schedule for the delays caused by the installation of hanging signs.
- All hanging signs are subject to SPE inspection and may require on-site modification.