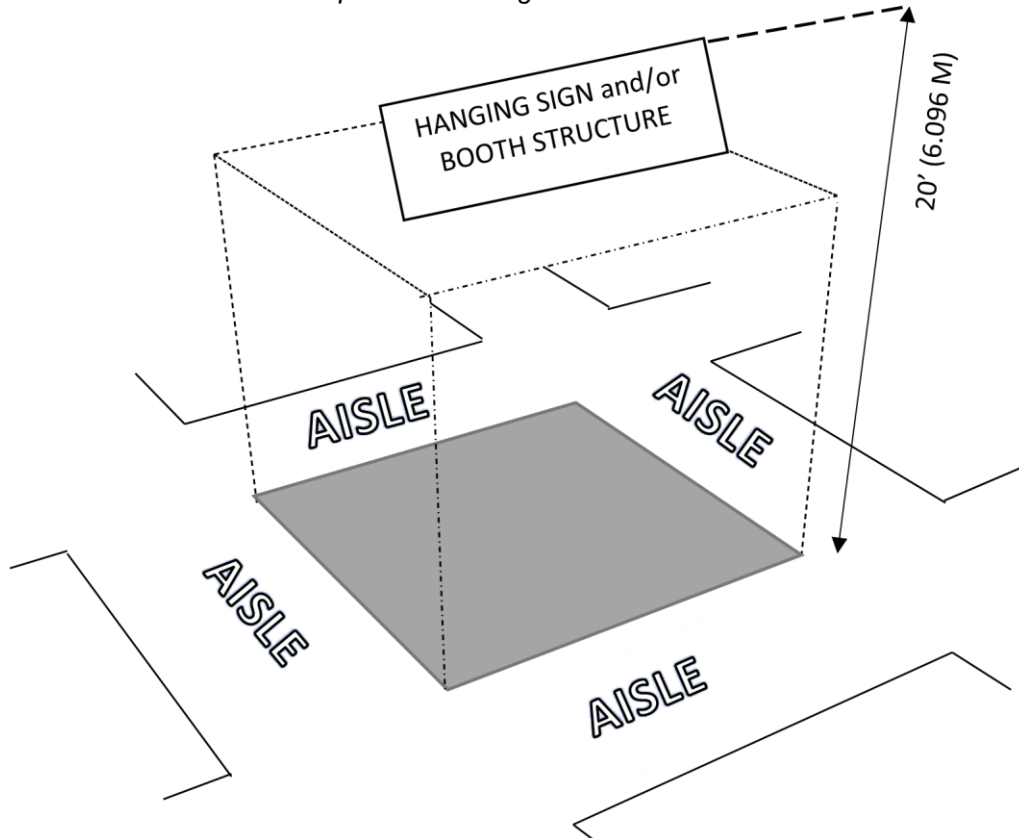


Island Booth (Structure Guidelines)

Island Booth: A booth that is 400 square feet or larger and has aisles on all four sides

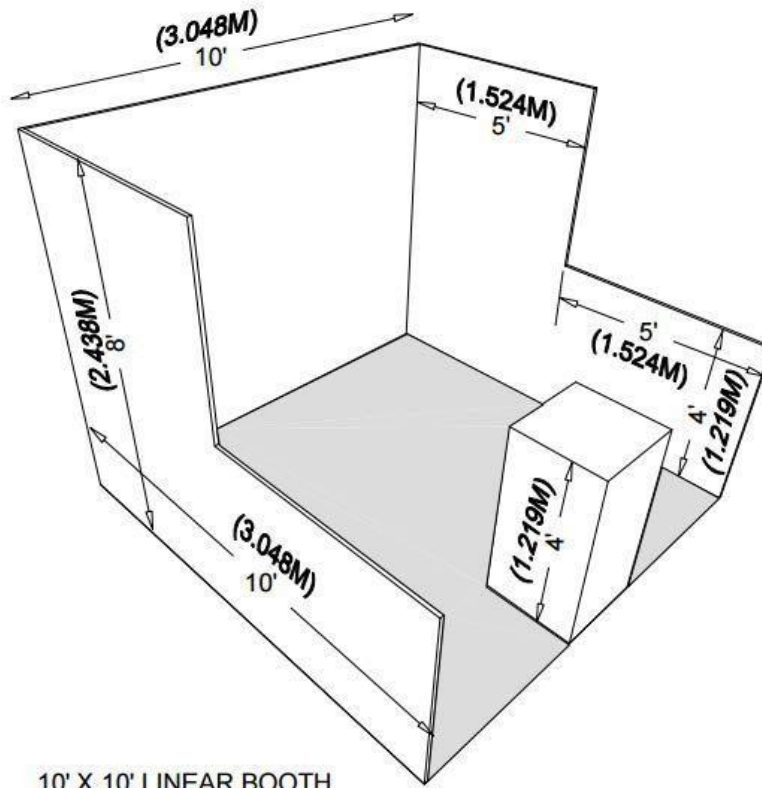


- All exhibit fixtures and components within the booth space are permitted to a max height of 20' (6m).
- To ensure visibility for all exhibitors, we *strongly discourage* the use of solid walls in booth designs. Any walls should not block sight lines to neighboring booths and should be kept to a minimum—ideally no more than 30% of the side facing aisles. While this is not yet a formal policy with penalties, we encourage transparent or open designs to maintain an engaging and accessible experience for everyone. Booths with walls will not be considered for the Best of Show Contest.
- Hanging signs are permitted to a maximum height of 20' (6m) to the top of the sign
- Overhead lighting is permitted. No lighting, fixtures, lighting trusses, or overhead lighting may be hung or shining outside the boundaries of the exhibit space.
- Floor in contracted exhibit space must be covered. Floor covering must consist of carpet, tile, or wood. If using a raised floor, a ramp must be installed (and it must not extend into the aisle) to remain ADA compliant.
- Multi-story exhibits require prior approval by the exhibit facility at least (60) days before move-in. Review multi-story booth guidelines in the exhibitor service kit before finalizing booth designs.
- All decoration and business must be conducted within your rented booth space.
- Unfinished or unsightly exhibit fixtures or components that are exposed to an aisle must be masked or draped at the exhibitor's expense.
- Pavilions/Booth Sharing: Booths which are part of a pavilion or contractually affiliated space that are a **minimum of 400 sq. ft. combined and surrounded by four aisles** are considered islands and may follow island booth display guidelines, regardless of how the space is split up/laid out. If any portion of the booth space is occupied by companies not contractually affiliated or part of a pavilion with your company, inline booth display guidelines must be followed.

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Linear (In-line) Booth (Structure Guidelines)

Linear Booth: A single or multiple 10' x 10' booth(s) in a straight line (including corner booths).

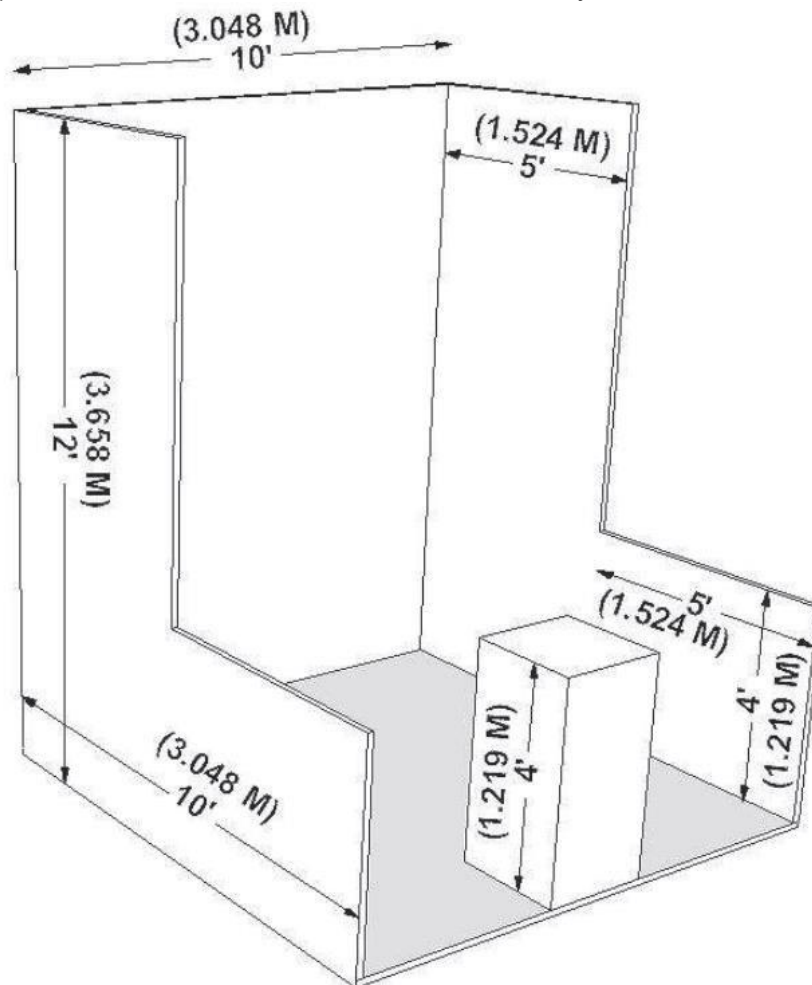


- Exhibit fixtures and components are permitted to a maximum height of 8' (2.4m) in the rear half of the booth and 4' (1.2m) in the front half of the booth*. Booths 20 ft or longer are permitted to have an extended header. [See Extended Header Booth guidelines.](#)
**New for 2022: 8' (2.4m) clear dividers are permitted on the sides of booths*
- Canopy supports or light fixtures that exceed 4' (1.2m) in the front half of the booth may be no wider than three inches. The bottom of the canopy should not be lower than 7' (2.13m) from the floor within 5' (1.52m) of any aisle. Review guidelines of the facility, which govern the use/material of canopies, ceilings, and other similar coverings.
- Hanging signs and overhead lighting are NOT permitted. Lighting should not shine through the back drape. If visible from neighboring booth, exhibitor will be required to pay for an extra drape.
- Floor in contracted exhibit space must be covered. Floor covering must consist of carpet, tile, or wood. If using a raised floor, a ramp must be installed (and it must not extend into the aisle) to remain ADA compliant.
- When three or more (10' x 30' or longer) Linear Booths are used as a single exhibit space, the 4' (1.2 meters) height limitation applies to the portion of the exhibit space which is within 10' (3m) of an adjoining booth.
- All decoration and business must be conducted within your rented booth space. Booths with the left and/or right side exposed to an aisle may remove draped side rails. Any unfinished or unsightly exhibit fixtures must be masked or draped at the exhibitor's expense.
- Pavilions/Booth Sharing: Booths which are part of a pavilion or contractually affiliated space that are surrounded by four aisles are considered islands and may follow island booth display guidelines, regardless of how the space is split up/laid out. If any portion of the booth space is occupied by companies not contractually affiliated or part of a pavilion with your company, inline booth display guidelines must be followed.

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Perimeter Wall Booth (Structure Guidelines)

Perimeter Wall Booth: A single 10' x 10' booth, or two or more 10' x 10' booths in a straight line (including corner aisle booths) that backs to an outside wall of the exhibit facility, rather than another exhibitor



- Exhibit fixtures and components are permitted to a maximum height of 12' (3.6m) in the rear half of the booth and 4' (1.2m) in the front half of the booth.
- Canopy supports or light fixtures that exceed 4' (1.2m) in the front half of the booth may be no wider than three inches. The bottom of the canopy should not be lower than 7' (2.13m) from the floor within 5' (1.52m) of any aisle. Review guidelines of the facility, which govern the use/material of canopies, ceilings, and other similar coverings.
- Hanging signs are permitted to a maximum height of 12' (3.6m) to the top of the sign and must stay within the confines of the booth space, leaving 2' open on each side.
- Floor in contracted exhibit space must be covered with carpet, tile, wood, etc. If using a raised floor, a ramp must be installed (and it must not extend into the aisle) to remain ADA compliant.
- When three or more (10' x 30' or longer) Perimeter Booths are used as a single exhibit space, the 4' (1.2m) height limitation applies to the portion of the exhibit space which is within 10' (3m) of an adjoining booth.
- All decoration and business must be conducted within your rented booth space.
- Booths with one or more sides exposed to an aisle may remove draped side rails. Any unfinished or unsightly exhibit fixtures must be masked or draped at the exhibitor's expense.

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Extended Header Booth (Structure Guidelines)

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header. All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8' (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9' (2.7m) from the back wall.

