

Display Guidelines

Please review these guidelines now to ensure that you follow the 'Good Neighbor Policy'. If your display is already fabricated outside of these guidelines please contact us immediately. Also, if you are constructing hard walls for your display, make sure that the dimensions are 9 ft. 6 in. by 9 ft. 6 in. to allow for the steel bases used to hold up the drape.

Types of exhibit space:

Inline - Open to aisle on one side. Fabric draping encloses the back and the two sides of the space. The draping at the back is 8 ft. high and the sides are 3 ft. high.

Corner - Open to aisles on two sides. Fabric draping is at the back and on one side of the space. The draping at the back is 8 ft. high and on the side it is 3 ft. high.

Island - Open to aisles on all four sides. Minimum 200 sq. ft. No drape.

Peninsula Booth - Open to aisle on three sides. Fabric draping is at back and is 8 ft. high in the middle 10 ft. of the booth and 3 ft. high on each side of the 10 ft. panel extending 5 ft. on each side of the 10 foot section.

Exhibit Height Regulations

For **Aisle** and **Corner** exhibit space, the maximum height of walls and the contents of your exhibit is 8 ft., except for the front 5 ft. of your exhibit that connects with an aisle. In this front 5 ft. the maximum height of walls and the contents of your exhibit is 4 ft. The reason for this policy is to allow for good sight lines up and down the aisles into your exhibit and all other exhibits. In fairness to all exhibitors this policy is enforced. Exhibit fixtures, components and identification signs are permitted to a maximum height of 8 ft. and may be extended a maximum of 5 ft. out from the back wall of your display. Exhibits exceeding 8 ft. must have approval from show management no later than 60 days prior to the show and, if allowed, backsides of the display over 8 ft. high and exposed sidewalls over 3 ft. high must be completely finished (i.e. painted, draped, etc.).

Fixtures may not exceed 4 ft. in height in the front 5 ft. of your booth, unless they are at least 10 ft. from neighboring exhibits. Any portion of the exhibit bordering another booth must have the backside of that portion finished.

For **Island** booths there are no height restrictions. The main exhibit floor has a 20 ft. ceiling and you are encouraged to use the air space above your booth. Any portion of the exhibit exposed to the aisle must be finished, (i.e. painted, draped, etc.). The Glen has 12 ft. ceilings.

For **Peninsula** booths, exhibit fixtures, components and identification signs are not restricted by height, however exhibit display fixtures over 4 ft. in height and placed within 10 lineal feet of a neighboring exhibit must be at least 5 ft. back from the aisle to avoid blocking the sight-line of the adjoining booth. Exhibit fixtures over 3 ft. in height and located in the shaded area of the diagram above must be finished on the sides facing a neighboring booth.

Any portion of the exhibit bordering another booth or exposed to the aisle must have the backside of that portion finished (i.e. painted, draped, etc.).

Exhibit display fixtures, signs, banners, etc. may not extend into the aisle for any exhibit space.

