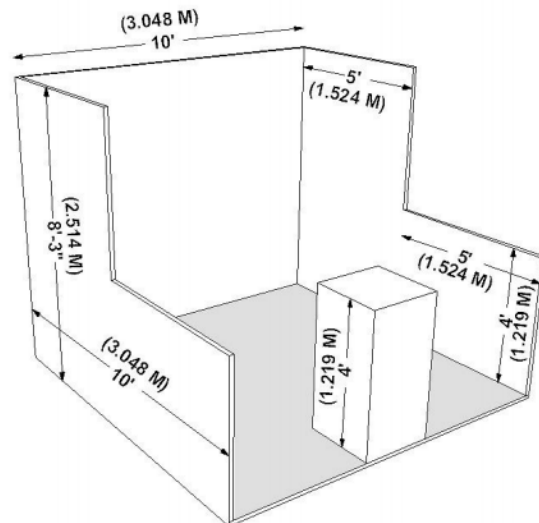


BOOTH GUIDELINES & SET-UP

Standard 10x10 booths are defined with drapes over pipe frames; 8-foot-high back wall with 3-foot-high side walls. All linear booths have a booth identification sign that includes your Company Name and Booth number.

- All drape is black.
- Linear booths (10x10, 10x20, etc.) will have an eight (8) foot draped back wall. On each side, a 32" draped side rail will extend from the back of the booth to the front of the booth.
- Pipe and drape is not provided for 20x20 or larger island booths. It is provided for 20x20 and larger peninsula booths and will be 8' high and 10" across centered in the middle – sides backing up to 10x10 booths will drop to 3' for the remaining 5'. Build your backdrop appropriately.
- DO NOT pin, staple or tape to the drape – violations could result in fines.
- With a linear booth (10x10, 10x20, etc.) exhibitors are allowed to build their booth to the maximum height of 8 feet. This includes back walls. Sidewalls MUST drop to 4' in height once it extends beyond 5' from the back wall. If the height of your display exceeds 8 feet, or you have questions, please notify Gail Schell at gschell@allshowservices.com for approval.
- Solicitation/Sales Literature: **No sales solicitation or distribution of literature outside of your booth space.**
- **DISPLAYS:** Displays placed along the side drapes that are over 4 feet high should not extend more than 5 feet from the back wall. This will insure a clear line of sight of the neighboring booths.



- **DEMONSTRATIONS:** When sampling, demonstrating and/or entertaining attendees, booths must be arranged so that attendees coming into your exhibit do not block aisles or overlap into neighboring exhibits. If you expect many attendees to congregate in one area at one time, you must leave space within your own exhibit area to absorb the majority of the crowd.
- **AISLES:** The aisles are the property of show management; therefore, show management requires each exhibitor to assure proper flow of traffic through the entire exposition. When large crowds gather to watch a demonstration or entertainment and interfere with the flow of traffic down aisles, or create excessive crowds in neighboring booths, this is an infringement on the other exhibitors' rights. Aisles must not be obstructed at any time.
- **SOUND:** Police your own booth so the noise level from any demonstrations or sound system is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at what point sound constitutes interference with other exhibits and must be discontinued.
- **GADGETS AND GIMMICKS:** The use of photographers, musicians, entertainers, loud speakers, sound system equipment and noise making devices are restricted to within the booth. Balloons, horns and odors are not allowed. Show Management reserves the right to determine when such items become objectionable.

GARDEN AREAS:

- Absolutely no power strips or extension cords can be in or on the mulch unless it is in conduit because it is quite flammable. The fire marshal will be checking this.
- You must place visqueen or a similar material on the floor before you place anything on the floor in your booth.
- Bring your own skid steer to move your pallets in and out of the hall.