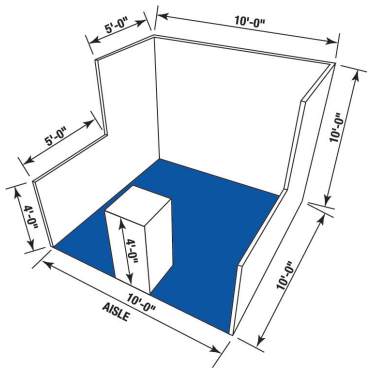


Please review the following booth specifications to ensure that your booth display meets the requirements. If your booth does not meet these specifications, you must submit a rendering of your booth set-up to Show Management for approval.

All booths, regardless of size, are required to follow these guidelines. To avoid additional costs (i.e. design cost or tear down of an unapproved structure), please obtain written approval before beginning production or construction of your booth display.

All Booths 400 sq ft and over must submit a booth diagram or layout to Show Management by August 30, 2019.

Questions? Call Show Management at 972.536.6354.



In-Line Booth

Definition: In-Line Booths are designed to connect side-by-side, creating a row of booths. They have one side exposed to an aisle and have at least one adjacent neighbor.

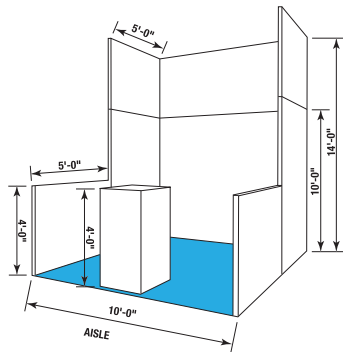
Standard In-Line Booth Set-Up Includes: 8 ft. high back drape and 3 ft. high side drape.

Rules: Regardless of the number of In-Line Booths utilized, e.g. 10' x 20', 10' x 30', etc., display materials should be arranged so that nothing obstructs sight lines of neighboring exhibitors. The maximum height of 10 ft. is allowed only in the back 5 ft. of the booth space. A 4 ft. height restriction imposed on all materials in

the front 5' of the booth (starting at the aisle.) Company branding may not be exposed over the side or back drapes. Please reference the diagram of allowable configurations. *Hanging signs are NOT permitted in an In-Line Booth.*

When three or more In-Line Booths are used in combination as a single exhibit space, e.g. one 10' x 30', the 4 ft. height limitation is applied only to the exhibit space that is within 10 ft. of an adjoining booth.

A Corner Booth is an in-line booth with exposure to intersecting aisles on two sides. All guidelines for In-Line booths apply for Corner Booths.



Perimeter In-Line Booth

Definition: A Perimeter Booth is an In-Line Booth that backs up to a facility perimeter wall rather than to another booth.

Rules: All guidelines for In-Line Booths apply to Perimeter Booths except that the maximum backwall height allowed on the back 5 ft. section is 14 ft.

Hanging signage is NOT allowed in a Perimeter Booth.

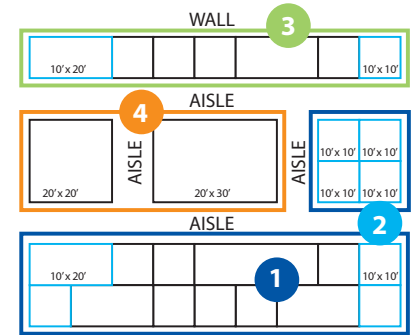
Island Booths (Typically 20' x 20' or greater)

Definition: An Island Booth is any size booth exposed to aisles on all four sides of the booth with no adjacent neighbors.

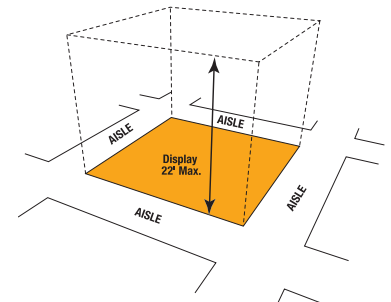
Rules: Hanging signs are permitted in island booths 400 square feet and larger. Hanging signs, booth fixtures, and other display components may not exceed 22 ft. from the floor.

Booth Configurations:

All booths must have a floor covering.



- In-Line
- Corner Booth
- Perimeter In-Line
- Island



Please review the following booth specifications to ensure that your booth display meets the requirements. If your booth does not meet these specifications, you must submit a rendering of your booth set-up to Show Management for approval.

All booths, regardless of size, are required to follow these guidelines. To avoid additional costs (i.e. design cost or tear down of an unapproved structure), please obtain written approval before beginning production or construction of your booth display.

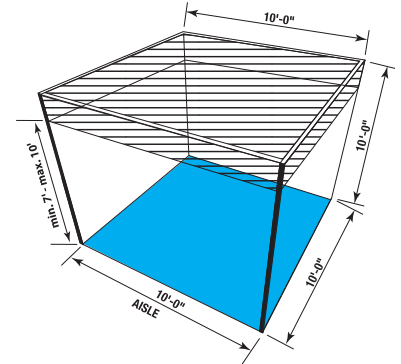
All Booths 400 sq ft and over must submit a booth diagram or layout to Show Management by August 30, 2019.

Questions? **Call Show Management at 972.536.6354.**

Canopies, Pergolas and Ceilings

Canopies, including ceilings, pergolas, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for In-Line or Perimeter Booths should comply with line of sight requirements. The bottom of the Canopy, Pergola or Ceiling should not be lower than 7 ft. from the floor.

There are strict fire and safety regulations in event facilities that govern the use of canopies, pergolas, ceilings and other similar coverings. A Fire Watch and/or fire extinguisher may be required at the exhibitor's expense. Please refer to the Exhibitor Service Manual for specific facility requirements. If using a canopy, pergola or ceiling please alert Show Management *at least* two months prior to move-in.



Hanging Signs

Hanging signs will be permitted **ONLY** in Island and Split Island Booths that are a minimum of 400 sq. ft. Whether suspended from above or supported from below, the height is measured from floor to the top of the sign and cannot exceed 22 ft. Hanging signs and graphics should be directly over the contracted space only.

Signs and/or trusswork may be hung from the ceiling (where permitted). Signs or trusswork that will be hung from the ceiling must be installed and dismantled by the exclusive rigging crew.

Unfinished Walls

Any unfinished walls are subject to review by Show Management. Should Show Management deem the backside of the booth "unsightly" and/or it does not conform to the overall quality of the show, the exhibitor may be required to drape the backside of the display at the exhibitor's expense.

Storage

Due to fire regulations, nothing may be stored behind booths. All packing containers, wrapping materials, carrying cases, etc., must be stored off the exhibit floor. Combustible materials such as brochures, literature, giveaways, etc., within exhibit booths are limited to a one-day supply.

Pool/Spa Displays

Definition: A pool/spa display that is set vertically or horizontally within a booth.

Height Restrictions and Booth Specifications: Pool/spa displays within an in-line booth cannot exceed 10 ft. to the top of the display unless you are in a perimeter booth space. Pool/spa vertical displays within a perimeter booth cannot exceed 14 ft. to the top of the display unless a variance is approved. For Island Booths, the maximum height is 22 ft. to the top of the pool/spa display. Display materials including pools, spas, vehicles, etc., that occupy the full foot print of the booth must be able to accommodate booth staff within the confines of the contracted space. Solicitation outside of contracted booth space is prohibited inside the expo hall.

Safety & Rigging Information: Safety and rigging regulations in many facilities strictly govern the use of pools/spa displays set vertically and/or horizontally. A building permit or safety lines may be required. Please refer to the building regulations in the exhibitor service manual. All pool/spa displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the displayed products or marketing materials.

Approval Required: Any exhibitor wanting to display a fiberglass pool must complete the **Pool Display Request Form** located in the Exhibitor Service Manual. Exhibitors must submit drawings, plans or renderings (preferably digital) of the pool and booth display to Show Management in order to obtain pre-approval and schedule early move-in.

QUESTIONS? Contact Show Management for more detailed information. Please submit all variance requests for pre-approval.
Candice Grantham, Show Coordinator ~ 972.536.6354 or candice.grantham@informa.com