

DISPLAY GUIDELINES & BOOTH SPECIFICATIONS

AMERICANS WITH DISABILITIES ACT (ADA)

In the United States, all exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA). Exhibitors are expected to be sensitive and as reasonably accommodating as possible to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800.514.0301) and at www.ada.gov.

Some examples of designing for ADA Compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every 1 inch (2.54cm) of rise (change in height), there should be 12 inches (30.48cm) of run (change in length). Ramps should have a minimum width of 36 inches (91.44cm).
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Provide an audio presentation for people with vision impairments.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.
- Landings should be at least as wide as the ramp and should be at least five feet in length.

Exhibitors shall indemnify and hold harmless Informa Markets, TISE, Freeman and Mandalay Bay Convention Center against cost, expense, liability or damage which may be incident to, arise out of, or caused by exhibitor's failure to design exhibit to comply with ADA requirements.

TREATMENT OF COLUMNS

Should an exhibit space have a column adjacent to it, the exhibitor is prohibited from attaching anything directly onto that column. All exhibitors whose space contains a structural column will be notified of this feature and required to sign a column notification agreeing to all rules regarding its treatment. In all cases, fire extinguishers, fire hose cabinets, electrical boxes and other column features must remain easily accessible and clearly visible. For questions regarding columns, contact [Show Management](#).

STANDARD BOOTH PROVISIONS

Each 10'x10' (3.05m x 3.05m) booth will be set with 8 foot (2.44m) tall back drape and 3 foot (.92m) tall side/wing drape. (Drape will be black.) Each contracted booth also includes a complimentary 7"x44" (17.78cm x 111.76cm) two-line identification sign. NOTE: Electricity, carpet or other flooring, furnishings, display components and any other items needed are the responsibility of the exhibitor.

IMPORTANT - FLOORING IS REQUIRED IN ALL BOOTHS

Exhibitors must provide some form of floor covering for their booth. If a booth does not have floor covering by 4:30PM on Tuesday, January 23, Show Management will order carpet for the booth which will be charged to the exhibitor. Carpet/flooring must be ordered through Freeman. See MOVE-IN/MOVE-OUT INSTRUCTIONS section for more information about installation/removal of flooring material.

HANGING SIGNS

Hanging signs are only permitted over Island Booths that are 20'x20' (6.10m x 6.10m) and larger.

- Signs may be suspended from above or supported from below, but in all cases, the top of the sign must not exceed the maximum allowable height for island booth types which is 24 feet (7.32m).
- Hanging signs should be set back 10 feet (3.05m) from adjacent booths.
- Signs MUST be shipped in advance to the Freeman warehouse address.
- All hanging signs and orders MUST be received in the warehouse no later than January 10, 2024.
- Signs received after the deadline are not guaranteed to be hung. Should a late arriving sign be hung, late fees will apply.

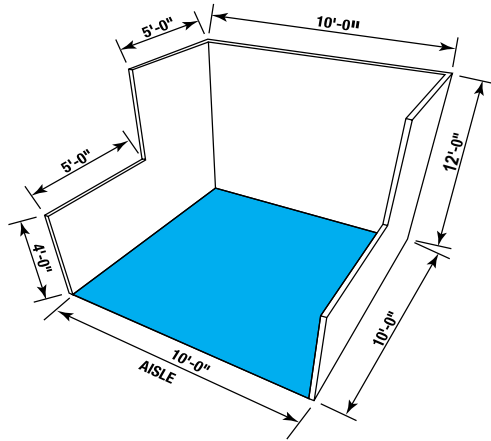
Complete and submit the proper hanging sign order form through [FreemanOnline®](#).

SIGNS & BANNERS

All exhibitor signs and banners must be fire retardant. In-line booth features (signage, display components, product) may not be taller than 12 feet (3.66m). If signage is used along the back or sides of booth, all sign copy and product images/information must face into the exhibitor's booth.

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INLINE BOOTHS



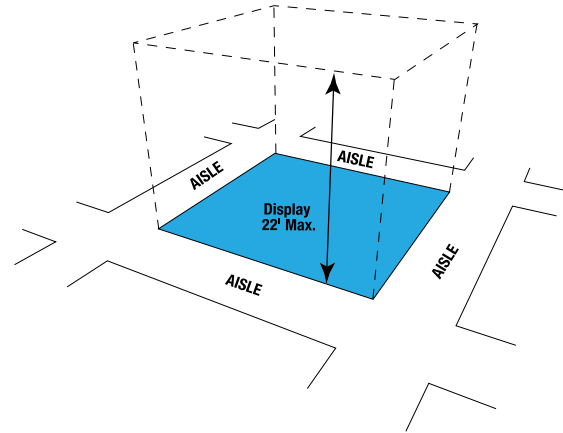
Inline booths have only one side exposed to an aisle and have adjacent neighbors on either side of the booth. Booths are most commonly 10 feet wide by 10 feet deep (3.05m x 3.05m). All inline booth signage/display/product must not be higher than 12 feet (3.66m), and sign copy must face into the booth if used along the back wall or side walls. The maximum height of 12 feet (3.66m) is permitted on the back 5 feet (1.52m) of booth, and a maximum height of 4 feet (1.22m) is permitted in the front 5 feet (1.52m) of the booth. Hanging signs are NOT permitted in inline booths.

NOTE: When three or more inline booths are combined into a single exhibit space, the 4 foot (1.22m) height limitation is applied only to that portion of booth space which is within 10 feet (3.05m) of an adjoining booth (neighboring exhibitor). A corner booth is an inline booth exposed to aisles on the front and one side. The same rules for inline booths apply to corner booths.

UNFINISHED AREAS & BACKS OF WALLS

All portions of the booth display/exhibit that are visible to the public MUST be finished or covered. The exterior surfaces of back walls and side walls may not be left unfinished as this is unsightly and detracts from the overall appearance of the show. Exhibit walls bordering another exhibitor's space may not have any identification signs, lettering, or graphics that would detract from the adjoining exhibit. All exhibits are subject to review by Show Management. Any areas deemed unfinished, unsightly, or that do not conform to the overall quality of the show will require correction by the exhibitor by finishing, covering, draping or removing at their own expense. If any portion of the display is still left unfinished or uncovered, Show Management will order masking drape from Freeman at exhibitor's expense.

ISLAND BOOTHS



An island booth is any sized booth exposed to aisles on all four sides of the booth with no adjacent neighbors. NOTE: The hanging of signs, fixtures and other components is allowed in Island Booths that are 20'x20' (6.10m x 6.10m) and larger ONLY, with a maximum (top of sign) height of 24 feet (7.32m).

LIGHTING

Exhibitors must adhere to the following lighting guidelines and restrictions:

- Flashing, strobe and neon lights are not permitted.
- Any overhead/truss lighting must fall within the booth boundaries of the exhibitor's contracted booth space and may not extend outside these lines into airspace over the aisles or neighboring booths.
- Directional or projected lighting must be aimed into the exhibitor's own booth space and may not be projected into neighboring exhibit spaces, the aisles, or ceiling. Video projection equipment and screens must be located in the rear one-third of inline booths which are 10 feet (3.05m) deep, and in the center area of island and peninsula booths.
- Lighting may not be aimed directly at attendees. Use of any potentially harmful lighting devices (i.e, lasers, UV lighting) must be approved by [Show Management](#) prior to the show and follow national safety standards.

GOOD TASTE & THE RIGHTS OF OTHERS

Show Management may require changes to exhibitor booth display or design if, in Show Management's opinion, it does not conform to prevailing standards of good taste or interferes with the rights of others.

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IMPORTANT NOTE FOR MULTI-LEVEL AND COVERED EXHIBITS

Exhibitors **MUST** request permission to construct a multi-level exhibit (regardless of size) or covered exhibit larger than 1,000 sq. ft. (92.96m²). Requests must be submitted to [TISE Show Management](#) NO LATER THAN December 6, 2023.

Mandalay Bay Convention Center and Clark County Fire Department will review all requests.

All requests for these special exhibit structures are **REQUIRED** to include **structural engineer-stamped/certified plans**. Plans must also include all construction details indicating size, height, location, anchoring detail, and certification of flame retardant for all materials. A Certificate of Insurance with required coverages (as outlined under Clause 17 of the Exhibitor Contract Terms & Conditions) must also be included with the request.

If you have any questions regarding multi-level or covered/canopied exhibits, please contact Show Management.

MULTI-LEVEL EXHIBITS GUIDELINES

Definition of a Multi-Level Exhibit:

To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more person(s).

Plans for multi-level exhibits should be submitted to [Show Management](#) before exhibit construction begins and must include the following:

- Scaled, signed and dated by a registered architect or engineer;
- Show name and dates;
- Exhibitor's name and assigned booth number;
- Directional references (i.e. indicate neighboring aisles and/or booth numbers);
- Maximum exhibit height within the booth.
NOTE: Exhibitors are permitted to use the entire span of an island booth for display construction, signage and product, as long as no component exceeds 24 feet (7.32m) in height.

COVERED EXHIBITS GUIDELINES

Definition of a Covered Exhibit:

To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a "covered" exhibit is not occupied.

Covered exhibits guidelines apply to exhibits with less than 1,000 square feet (92.96m²) of covered space.

- All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by Clark County Fire Department. It is recommended certifications of flame retardant treatments are available at show site.
- Exhibitor must install a single station and battery operated smoke detector on the interior and exterior of each covered exhibit or structure. The detectors must sound an audible alarm and be installed per the manufacturer's instructions.
- Exhibitor must provide at least two (2) 2-A, 10-BC portable, dry chemical fire extinguishers. Fire extinguishers must be mounted in a visible location and be accessible at all times.

NOTE: For covered exhibits LARGER than 1,000 square feet, guidelines for multi-level exhibits apply.