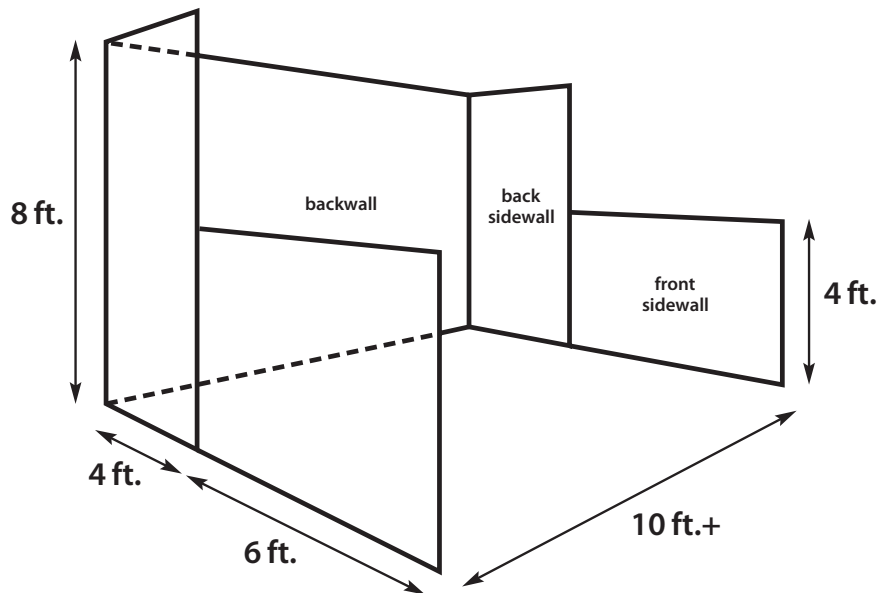


Booth Regulations

for spaces 10ft. in depth



★ **Diagram with dimensions MUST be submitted for those exhibits with exceptions to the following booth regulations:**

- If you are constructing a booth, the backwalls cannot exceed 8 ft. in height. Sidewalls can extend 4 ft. from the back at 8 ft. in height, but the remaining 6 ft. towards the front cannot exceed 4 ft. in height. Please refer to the above diagram.
- These regulations also refer to any exhibit material (i.e. modular towers, TV stands, and product) located immediately next to the sidewalls that would block the sightline to a neighbouring exhibit.
- Please be reminded that all backwalls and sidewalls must be finished **on both sides**, including product.
- **Floor covering is required for 100% of your contracted booth space.** Please note that the removal of flooring adhesive is the responsibility of the exhibitor. Failure to do so properly will result in a charge of \$2/ft. of adhesive requiring removal. Double-sided cloth tape is recommended.

- Raised flooring should be bevelled or caution taped for safety.
- All product and booth material must remain within the confines of your allocated booth space and square footage.
- **Hand rendered signs are not permitted.**
- If you wish to hang signage, it must be hung in the centre of your booth (depth-wise) rather than the back or side, where it will impact your neighbouring exhibitor. Signage should be hung no more than 11' high to the top of the sign and a minimum of 8' high to the bottom. Signage must be single-sided.

Written permission must be received from show management for any exceptions to these regulations, including signage and peaks. On site at the show, management will request revisions to booths that do not adhere to these regulations.

**Due by
Feb. 24,
2017**

Please review, sign, and return a copy of this form to indicate your understanding of the above regulations and agreement to comply.

NAME (PLEASE PRINT)

SIGNATURE

COMPANY