

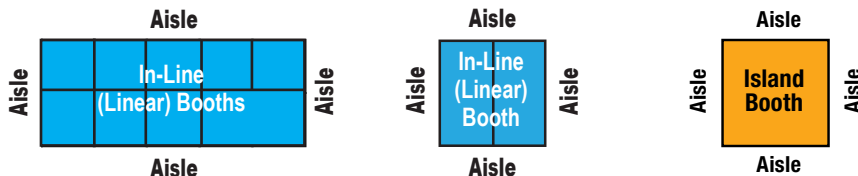
Booth Specifications

Please review the following to ensure that your display meets the Booth Specifications. If your booth does not meet these specifications, you must submit a rendering with dimensions of your display to Show Management for review. 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 display. For questions or display review, please email exhibitoperations@aia.org.

Booth Configurations

Booth Equipment: Standard 10' x 10' In-Line Booths will be set with 8' high back drape and 3' high side drape. All booths must have some form of professional flooring (carpet, hardwood, etc.). No bare concrete.



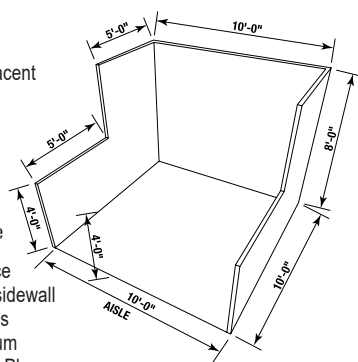
In-Line (Linear) Booth

Definition: In-Line booths have only one side exposed to an aisle and have at least one adjacent neighbor on either side of the booth.

A Corner Booth is an In-Line Booth exposed to aisles on two or three sides. The same rules for In-Lines apply for Corner Booths.

Booths are most commonly 10' wide by 10' deep. No booth construction or signage may exceed 8' in overall height. Sign copy must face into your booth if used along the back wall or sidewall of an in-line booth. The maximum height of 8' is permitted on the back 5' section and a maximum height of 4' is permitted on the front 5' section. Please reference the diagram of allowable configurations. No hanging signage from the ceiling is allowed in an In-Line Booth.

Note: When three or more In-Line Booths are used as a single booth space, the 4' height limitation is applied only to that portion of booth space which is within 10' of an adjoining booth.



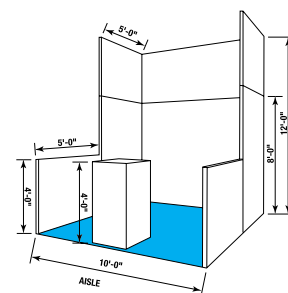
In-Line (Linear) Booth*
(Booths 10' x 10')

*Drawings are for illustration purposes only.

Perimeter In-Line Booth

Definition: A Perimeter Booth is an In-Line Booth that is the outermost aisle of booths that do not back up to another booth.

All guidelines for In-Line (Linear) Booths apply to Perimeter Booths except that the maximum backwall height allowed on the back 5' section is 12'. No hanging signage from ceiling is allowed in a Perimeter Booth. Please reference the drawing for a diagram of the allowable configurations.



Perimeter In-Line Booth*
(Booths 10' x 10')

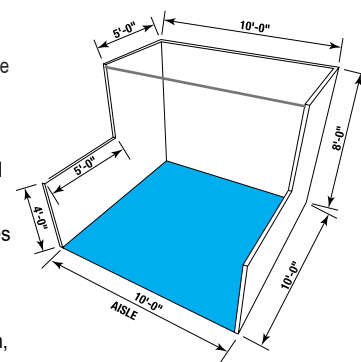
Tents, Awnings, Canopies and Ceilings

Canopies for In-Line (Linear) and Perimeter booths are subject to approval by show management and must comply with line of site requirements.

The base of the Canopy should not be lower than 7' from the floor within 5' of any aisle. Canopy support should be no wider than 3". This applies to any booth configuration that has sight-line restrictions. Fire and safety regulations in many facilities strictly govern the line of canopies, ceilings and similar coverings.

Covered or canopied booths require approval by show management. Exhibitors must submit structural approved plans and a Certificate of Insurance with the coverages outlined in Clause 25 of the Exhibitor Contract.

All multi-story exhibits and covered canopy are required to submit structural engineered certified plans to show management (exhibitoperations@aia.org) for approval. A Certificate of Insurance with the coverages outlined under clause 25 of the Exhibitor Contract should also be included. Written requests must be submitted at least two months prior to move-in and must include detailed plans showing size, height, location, anchoring detail, and certification of flame retardant for all materials.



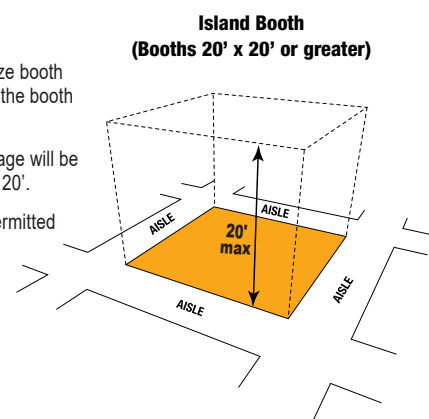
In-Line (Linear) Booth with Canopies or Ceilings

Island Booth

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

Booth fixtures, components and signage will be permitted up to a maximum height of 20'.

Hanging signs from the ceiling are permitted in Island Booths that are 400 square feet and larger, but the top of the sign may not exceed the maximum height of 20'.



Unfinished Walls

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

Hanging Signs

Hanging signs will be permitted in Island Booths ONLY (minimum of 400 sq. ft.) at a 20' maximum from floor to top of the sign.

Signs may be hung from the ceiling (where permitted), trusswork or equipment. Signs that will be hung from the ceiling or trusswork must be installed and dismantled by the Rigging Crew. For questions on hanging signs, please email Show Management at exhibitoperations@aia.org.