

APPENDIX A: BOOTH RULES AND REGULATIONS

If you are using an Independent Contractor to setup or dismantle your booth, that contractor must submit a Certificate of Insurance to CAMT.

Standard Booth

Standard Booths have only one side exposed to an aisle and are arranged in a series along a straight line. The common size is 10x10. A maximum backdrap height limitation of 8 feet is specified. Display materials must be arranged so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8 feet is allowed only in the rear half of the booth space, with a 4 foot height restriction imposed on all materials in the remaining space forward to the aisle. When 3 or more standard booths are used as a single exhibit space, the 4 foot height limitation applies only to that portion of exhibit space which is within ten feet of an adjoin booth.

Corner Booth

A Corner Booth is a Standard Booth exposed to aisles on 2 sides. The same guidelines as for the Standard Booth apply.

Split Island Booth

A Split Island Booth is exposed to aisles on 3 sides. A Split Island Booth is 10'x20'. 16 feet is a typical maximum height allowance, including signage for the center portion of the back wall. Because an aisle separates a Split Island Booth from its surrounding booths, full use of the floor space is permitted.

Island Booth

An Island Booth is any booth exposed to aisles on all sides and is 20'x20' or larger. Exhibit fixtures and components will be permitted to a maximum height of 16 feet. This extra height is often needed in this type of exhibit space to permit the open approach normally used in an Island Booth. The 16 foot maximum height limitation has been determined to avoid competition between exhibitors. Because an aisle separates an Island Booth from its surrounding booths, full use of the floor space is permitted.

Demonstrations

Exhibitors should conduct sales presentations and product demonstrations in a manner that assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the exhibitor's responsibility to arrange display, product presentation and demonstration areas to ensure compliance.

Sound

You may use sound equipment in your booths as long as the noise level does not disrupt the activities of neighboring exhibitors. Microphones and other sound devices should be positioned so as to direct the sound into your booth rather than into the aisle. Sound and noise should not exceed 85 decibels. CAMT will use its discretion in monitoring sound.

Lighting

Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.

Aisles

Aisles must be kept free of materials at all times. No packing or boxing materials are to be visible in the booth at any time during show hours.

Exhibit Staffing

Booths must be fully set during all exhibit hours. Exhibitors whose booths are vacated or dismantled **in any way** before the official closing time on the last day will not be allowed to exhibit the following year.