



BOOTH DESIGN INFORMATION

Please review the following information and submit the required Booth Design Compliance Form with scale drawing submission(s).

Submission of Scale Drawing for Island Formations

- Exhibitors reserving island space are required to submit for approval complete scale drawings, both concept and construction, indicating all dimensions including applicable set back, to AAPM HQ by MAY 16.
- If the scale drawing submitted on May 16 does not comply with the AAPM Booth Design Rules and Regulations, the Exhibitor must either redesign the booth to come into compliance or request a larger space. There is no guarantee that larger space will be available at that time.

Scale Drawing Requirements:

- Both **AERIAL** and **VERTICAL HEIGHT** views of booth designs must be provided.
- Mandatory 1 foot setback must be labeled on each drawing.
- Island exhibits may not exceed 24 feet in height from the floor to the top of any exhibit structure. This includes, but is not limited to, hanging signs or lighting / theatrical truss. Any exhibit structure or display exceeding sixteen (16) feet in height must be approved by a licensed structural engineer prior to installation. A copy of the engineer's certificate or stamped floor plans must be submitted for approval.
- Must identify equipment pieces and booth structure.
- Must indicate booth structure construction material (ie cloth, hard wall, glass, metal mesh, etc.).
- Canopy or covered areas must be identified and construction material disclosed.

Once approved, if booth design changes, must resubmit for approval prior to set up.

Submission of Scale Drawing for Hanging Signs

- All exhibitors requesting to hang a sign are required to submit detailed floor plans to AAPM Show Management for approval.
- Hanging Signs will be permitted in the Exhibit Hall for booths 20' x 20' or larger.
- The length of the sign is not to exceed 50 percent of the corresponding dimensions of the booth.
- The sign should be set back 25 percent of the booth's width dimension from the back line of the booth.
- All signs must hang within the perimeters of the booth.
- All hanging signs must be approved in advance by AAPM/COMP Show Management.
- If approved, we recommend all hanging signs be shipped in advance to the warehouse, but it is not required.

Submission of Scale Drawing for Lighting Truss System

- Overhead lighting systems, attached to the facility steel structure, are permitted **ONLY** if the exhibit exceeds 400 square feet.
- All requests must be reviewed and approved by AAPM. Exhibit elements are not to be attached to the lighting truss.
- Exhibits built in non-compliance of the AAPM regulations are subject to a fine up to 25% of total booth space cost and loss of 10 booth placement points.
- Lighting instruments, regardless of the type, must be positioned inside the perimeter boundaries of the purchased floor space. Projecting light beams or images outside the perimeter boundary of the booth (including external aisles) is prohibited. Special effects (spinning, rotating, pulsating) must not interfere with other exhibits or detract from the professional atmosphere of the exhibition.

Request to Blackout Overhead Lights

- Overhead hall lights may be requested to be shut off to those exhibitors with island formations measuring 900 square feet or greater.
- Lights may only be turned off when directly overhead and in the confines of your booth. No light will be turned off if located outside the confines of your booth or too close to an aisle.
- AAPM has the final decision on which building lights will remain operational.
- The exhibitor will be responsible for all costs associated with this request.
- To request a lighting grid showing the placement and the number of lights located over your booth, an exhibiting company or appointed EAC can contact the official utility provider as listed in the Exhibitor Service Kit.



BOOTH DESIGN COMPLIANCE FORM – MAY 16

Instructions:

Complete this form and return with all required scale drawing submissions based on your booth design.

Company Name: _____

Booth Number: _____ Booth Size: _____

Contact: _____ Title: _____

Phone: _____ Email: _____

Blackout Light Request: (Island formations measuring 900 square feet or greater only)

YES, there is a possibility you may wish to blackout lights above your booth.

Per the design of our island formation, we are required to submit:

- Island Formation Drawing: The following must be included on the drawing submission. Please check box to confirm inclusion:
 - Aerial view provided/1ft set back identified
 - Vertical height view provided/1ft set back identified
 - Height of booth indicated and does not exceed height limit
 - Equipment pieces identified
 - Booth structure identified
 - Booth structure construction material identified (ie cloth, hard wall, glass, metal mesh, etc.)
 - Canopy or covered areas must be identified and construction material disclosed
 - Copy of Engineer Certificate included if booth exceeds 16ft

Hanging Sign Drawing

Lighting Truss System Drawing

Once approved, if booth design changes, exhibitor must resubmit for approval prior to set up.

Signature: _____

I acknowledgement the scale drawing submission(s) for our booth design is/are in compliance with the requirements as outlined above.

Return form to Rachel Smiroldo at rachel@aapm.org or fax (301) 209-0862