

ISLAND FORMATION SCALE DRAWING FORM

BOOTH DESIGN RULES

All exhibits must conform to the dimensions outlined below in order to assure ease of movement of participants and clear lines of visibility in the exhibit hall. For more information on booth dimension guidelines please contact Rachel Smirollo.

NOTE:

- **Exhibit Hall Ceiling Height**

Halls B and C have a ceiling height of **25'** feet. The rule for the height of Island Booths will remain the same: 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. The top of the graphic of a hanging sign may not exceed 24 feet.

- **Exhibit Hall Columns**

Halls B and C have Columns.

- **Exhibit Aisles (100 - 1500)**

In viewing floorplan, aisles run north to south. For in-line booths, front of booth will face aisle.

- **Electrical Information**

There are 12 load centers, located on the catwalks, 8 have 2-100 amp, 1-200 amp 277/480 volt services and 2-100 amp, 1-200 amp 120/208 services, 4 have 2-200 amp 277/480 volt and 3-100 amp, 4-200 amp 120/208 volt services with cam-locks. Each column has a 50-amp qual-ark receptacle.

All hookups to building electrical service must be made or approved by the Anaheim Convention Center Electrician.

- **Exhibit Hall Entrances**

There will be TWO primary entrances into the Technical Exhibit Display areas HALL B and C. The entrances and are indicated on the floor plan so please note when selecting your requested booth spaces.

ISLAND BOOTH (Exhibit with one or more display levels in four or more standard units with aisles on all four sides.)

Height	<p>Exhibit Hall Ceiling Height: Halls B and C have a ceiling height of 25 feet.</p> <p>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. The top of the graphic of a hanging sign may not exceed 24 feet.</p> <p>Excluded from this rule is lighting / theatrical truss. Placement of lighting / theatrical truss is dependent upon Convention Center structure and Show Management.</p> <p>A licensed structural engineer prior to installation must approve any exhibit structure or display exceeding sixteen (16) feet in height. A copy of the engineer's certificate or stamped floor plans must be submitted for approval.</p> <p>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.</p>
Depth	<p>The first rise of any basic structure over 4 feet tall may not be closer than 1 FOOT to any external boundary or the exhibit space contracted for.</p> <p>Aisles must not be obstructed at any time. No portion of an exhibitor's display, product, or demonstration may extend into any aisle.</p>
Setback Rules	<p>However, the 1 FOOT area may be occupied up to 8 feet in height by the following if it does not interfere with other Exhibitors:</p> <ol style="list-style-type: none"> 1. Equipment that is not used for demonstrations, unless the demonstration is clearly directed inside the booth. This is intended to keep customers participating from standing in the aisle. Displays or signage, as long as the display does not constitute a demonstration. 2. Displays, such as TV monitors, which constitute as a demonstration, must be of size to prevent customers from standing in the aisle and blocking access to other exhibitors. If Show Management sees that a demonstration violates this rule, the exhibitor will need to adjust the demonstration according to the AAPM policy. 3. Clear or a maximum of 20% tinted Plexiglas structures with limited copy to permit see-through visibility, such as for conference areas, etc. 4. Minimal structural and support members at least 8 inches apart of open type construction, which in the opinion of the AAPM, do not interfere with other Exhibitors.
Canopy or Covered Areas	<ul style="list-style-type: none"> • Canopy or covered areas must be identified and construction material must be disclosed. • Canopy or covered areas that are structurally supported from the floor or hanging from ceiling may extend to edge of booth. • Canopy or covered areas with signage or graphics MUST be setback 5 feet from edge of booth. • Bottom of canopy or covered area must be at least 8 feet from the floor of the booth. <p>Per the Anaheim Convention Center rules, permits and possibly a fire watch are required for booths with canopies or covered areas. It is dependent on:</p> <ul style="list-style-type: none"> • The dimensions of the booth • How much of the booth the canopy covers • Ingress and egress of the booth • The number of people expected to be in the booth at one time <p>NOTE: Fire Marshal approval of such island formations will be required</p>

TWO-STORY BOOTHS

Exhibitors with 20 foot by 20 feet or larger may be allowed a second level for an additional fee of \$15.00 per square foot. A copy of the booth plans and specifications for the booth must be submitted for approval by April 24. These plans must be stamped by a certified, licensed structural engineer and attest to the exhibit's structural integrity.

If you're considering a Two-Story booth, please contact rachel@aapm.org for details on Anaheim Convention Center Guidelines for Multi-level and Covered Exhibits.

EXHIBITOR GROUP LISTING**Individual Listings of Divisions, Branches, or Subsidiaries (ISLAND FORMATIONS ONLY)**

Exhibitors occupying island formations may identify up to four (4) individual divisions, branches, or subsidiaries of the parent exhibitor company in the AAPM Annual Meeting issue of Medical Physics Journal and the AAPM Pocket Program.

Each entity listing to include:

- | | | |
|---|-----------------------|-----------------|
| • Divisions, Branches, or Subsidiaries Name | • Contact Information | • Product line |
| • Booth Number | • Product Description | • Product focus |

Cost PER additional division, branch, or subsidy name: \$2,000. This fee is necessary to accommodate the cost of supporting each individual entity.

SUBMISSION OF SCALE DRAWING FOR ISLAND BOOTHS

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 April 24. Exhibitors will be assigned the size of island space as requested on their Exhibitor Application and Contract. Therefore, prior to the submission of the Application, it is the responsibility of the Exhibitor to make sure the space requested will accommodate a booth design that conforms to the AAPM Booth Design Rules and Regulations pertaining to island booths.

If the scale drawing submitted on April 24 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 side 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. A licensed structural engineer prior to installation must approve any exhibit structure or display exceeding sixteen (16) feet in height. 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 (i.e. cloth, hard wall, glass, metal mesh, etc.).
- Canopy or covered areas must be identified and construction material must be disclosed.
- Canopy or covered areas that are structurally supported from the floor or hanging from ceiling may extend to edge of booth.
- Canopy or covered areas with signage or graphics MUST be setback 5 feet from edge of booth.
- Bottom of canopy or covered area must be at least 8 feet from the floor of the booth.

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

SUBMISSION OF SCALE DRAWING FOR HANGING SIGNS AND GRAPHICS

All exhibitors requesting to hang signs or graphics are required to submit detailed floorplans to AAPM Show Management no later than April 24.

- Hanging signs and graphics will be permitted in the Exhibit Hall for booths 20' x 20' or larger.
- All hanging signs and graphics should be set back 5ft from the edge of the booth.
- All hanging signs and graphics must hang within the perimeters of the booth.
- AAPM Show Management must approve all hanging signs and graphics in advance.
- If approved, we recommend all hanging signs and graphics be shipped in advance to the warehouse, but it is not required.

An order form with prices will be included in the Online Service Kit.

Email or fax documents to: rachel@aapm.org / (301) 209-0862

SUBMISSION OF SCALE DRAWING FOR LIGHTING TRUSS

- Overhead lighting systems, attached to the facility steel structure, are permitted ONLY if the exhibit exceeds 400 square feet.
- Exhibitors wishing to hang lighting systems will be required to submit a Lighting Truss Diagram to AAPM along with the Booth Design form by April 24. 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, and 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. Make your request by using the Booth Design Form found in the AAPM Exhibitor Service Kit.
- 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 AAPM Exhibitor Service Kit.

INSTALLATION AND DISPLAY REMOVAL RULES

- Installation of all exhibits booths (regardless of size) and the removal of all empties must be completed by Noon Saturday, July 11. Any exhibits that remain uninstalled or empties remaining on the floor by Noon, will be considered in violation and subject to a mandatory installation and removal by our official decorator Brede Exposition Services. All fees and cost associated will be invoiced and charged accordingly at the prevailing rates to the responsible party.
- The exhibits open on Sunday, July 12 at 12:30 pm. Exhibitors are authorized to complete final touch up (NOT SETUP) work on their booths from 8:00 am - noon on Sunday. Exhibitors are not authorized to pack or remove articles from the exhibit hall without written approval from Exhibit Management.

ISLAND FORMATION COMPLIANCE FORM – DUE April 24**INSTRUCTIONS:**

Complete this form and return with ALL required scale drawing submission 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 the following, Please check boxes to confirm inclusion:

- Island Formation Drawing: The following must be included on the drawing submission.
 - 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 (i.e. cloth, hard wall, glass, metal mesh, etc.)
 - Copy of Engineer Certificate included if booth exceeds 16ft
- Canopy or covered areas must be identified and construction material disclosed
- Hanging Sign Drawing
- Lighting Truss System Drawing

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

Signature: _____

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

Return form to Rachel Smioldo at rachel@aapm.org or fax (301) 209-0862
 One Physics Ellipse · College Park, MD 20740-3846 · Phone: (301) 209-3350