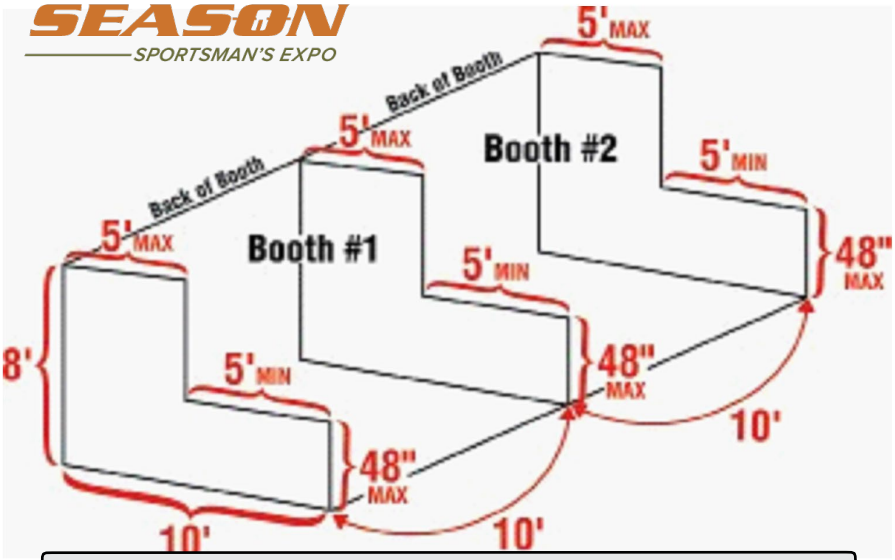
BOOTH SPECIFICATIONS & BOOTH RULES



Line of sight visibility must be maintained in the front half of all booths in any given row. Every exhibitor and attendee has the right to a full view down the aisle.

SPECIFICATIONS

A) **Standard Booth** size is 10' wide x 10' deep (or multiples thereof).

B) **Shooting Booths** are 10' wide by 15' deep. You must provide your own safety materials and pass inspection. (See separate Shooting Booth Regulations sheet mailed with contract.)

C) Exhibit must fit within assigned space.
Extending into aisles is a violation of fire code.

D) Distribution of promotional literature and/or product information, and product demonstrations, must be conducted only within the contracted booth space, not in the aisles.

E) Display in any part of the front half of the booth may be no more than 48" high.

F) Display in the back half of the booth may be 8' high, or higher if vertical space permits. No images or messages permitted on back side of signs or banners above 8' height when there is an exhibitor behind you.

G) Display on sides of booth in back half of booth may extend to 8' height or above if needed and ceiling height permits. Back of display extending above 8' must remain blank.

H) When an exhibitor has multiple booths in a straight line, exhibit material may be allowed to be placed higher than 48" in the linear center of the booths, upon expo management approval.

I) Exhibitors using see-through material (wire racks, lattice, etc.) must maintain the heightrequirements. In some cases neighboring exhibitors will give permission to place such material in the front half of the booth. Expo management retains the right to adjust placement.

J) The Golden Rule is a good thing to keep in mind.

REGULATIONS

1) Space cannot be sublet, shared or assigned to a second party without the prior knowledge and written consent of expo management. **There is an additional $350 fee for sharing a booth.**

2) Costs for any booth unloading/loading, moving or adjustments requiring chargeable labor and/or equipment use will be borne by exhibitor.

3) Exhibit must be attended during all expo hours.

4) **Signs cannot be placed on walls, columns or other fixtures.**

5) Corner booths may have outside side rails if desired, at no extra cost. Order from the decorator.

6) Expo management reserves the right to relocate or reassign an exhibitor when circumstances warrant, so long as said relocation or reassignment is in the best interest of the expo.

7) All booths must remain in place until official close of expo at 4:00 pm Sunday.

8) Exhibitors leaving early will have booth space cancelled at subsequent expos in the same year and money refunded. They also will be removed from the master mailing list.

9) **No carts are allowed on expo floor during expo hours. Cart presence during those hours violates building and insurance rules and voids exhibitor's event insurance.** Products to re-stock booth during expo hours must be hand-carried in. Carts can be used ONLY during non-expo hours.

For more information or questions, please contact exhibitorservices@bonniercorp.com