EXHIBITION DISPLAY RULES

RULES AND REGULATIONS
- Responsibility of the exhibiting company to comply with SPIE rules and regulations.
- Non-compliance may require modifications at the exhibitor’s expense
- SPIE Exhibition Management reserves the right to pursue any action it deems necessary in the best interest of the exhibition and in fairness to all exhibitors

VIEW SPECIFIC BOOTH REGULATIONS
- Tabletop displays
- Linear and Corner Booths
- Peninsula Booths
- Island and Split Island Booths

Canopy and Ceiling Regulations
- Issues Common to all Booth types

THE FOLLOWING ITEMS MUST BE ORDERED SEPARATELY: (not included with the Booth Rental Fee)
- Carpet
- Cleaning service
- Electricity
- Internet
- Furniture
- Lead Retrieval

Questions? Contact SPIE at exhibitions@spie.org, Tel: +1 360 676 3290; Fax: +1 360 647 1445
TABLETOP DISPLAY REGULATIONS

Limit of one table per contracted tabletop space, 6ft x 2ft (1.8m x .6m)
- Display space may not exceed 6ft (1.8m) width limit
- Display materials are not allowed to be hung on back drape
- Floor standing back walls are not allowed
- Additional Furniture is not allowed

Included:
- One 6ft x 2ft (1.8m x .6m) skirted display table
- Company identification sign
- Two chairs
- Carpeting (Tuxedo)
- Wastebasket

Each contracted tabletop space is limited to (not provided):

**ONE** table-mounted display [height may not exceed 5ft (1.5m) from the table surface]

**OR**

**UP TO TWO TOTAL** of the following display combinations:
- Pop-up banner positioned behind the table [maximum 3ft (0.9m) wide and 8ft (2.4m) high]
- Easel positioned behind the table
- Table top or floor standing monitor
- Literature stand
- Bag stand

SPIE Exhibition Management reserves the right to remove any display that does not conform to tabletop display regulations.

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LINEAR AND CORNER BOOTH DISPLAY REGULATIONS

Each booth is 10ft x 10ft (3m x 3m); height restriction of 8ft (2.4m). This 8ft (2.4m) maximum is allowed only in the back 5ft (1.5m) of the booth. The remaining distance to the aisle cannot exceed 4ft (1.2m) in height (See diagram).

Displays must be confined within the exhibitor’s booth and must not be designed to obstruct the view of nearby booths or interfere with the flow of traffic. Display cases, flat panel screens, pop up banners and other exhibition material over 4ft (1.2m) in height must be located within the back 5ft (1.5m) of the booth with the exception of clear glass cases.

When two or more linear booths are contracted for as a single space, and for corner booth locations, the 4ft (1.2m) height restriction is applied only to the portion of the exhibit space which is within 10ft of an adjoining booth. Display cases, flat panel screens, pop up banners and other exhibition material over 4ft (1.2m) in height may be placed in the front portion of the booth as long as the display items are at least 10ft from the adjoining booth. No solid side walls are allowed to extend beyond 5ft (1.5m) from the back of booth.

Exhibitors are required to adhere to Union Guidelines.

No overhead hanging signs allowed. Exhibitors are required to carpet their booth area. Carpet is cut 9ft x 10ft increments.

Included:
- 8ft (2.4m) back wall and 3ft (.9m) side rail pipe and drape
- Company identification sign
EXHIBITION DISPLAY RULES

PENINSULA BOOTH DISPLAY REGULATIONS

Contracted space of 20ft x 20ft (6m x 6m) or larger, unified display which is exposed to aisles on three sides and adjoined to linear booths, height restriction of 20ft (6m).*

*Height restricted to 4ft (1.2m) within 5ft (1.5m) of aisle and 10ft (3m) of neighboring booth, permitting adequate line of sight for the adjoining linear booths.

Overhead hanging signs are allowed (see hanging sign regulations).

Exhibitors are required to adhere to Union Guidelines.

Included:
- 8ft (2.4) back wall (in back center 10ft/3m) and 3ft (.9) back wall pipe and drape (5ft/1.5m on each side from aisle)
- Company identification sign
EXHIBITION DISPLAY RULES

SPLIT ISLAND BOOTH DISPLAY REGULATIONS

Contracted space of 20ft x 20ft (6m x 6m) or larger, unified display which shares a common 8ft (2.4m) high back wall with an adjacent split island booth. Height restriction of 20ft (6m).*

*Height restricted to 8ft (2.4m) within 5ft (1.5m) of adjacent split island booth.

Overhead hanging signs are allowed (see hanging sign regulations).

Exhibitors are required to adhere to Union Guidelines.

Included:
- 8ft back wall pipe and drape (to separate the split islands)
- Company identification sign
EXHIBITION DISPLAY RULES

ISLAND BOOTH DISPLAY REGULATIONS

Contracted space of 20ft x 20ft (6m x 6m) or larger, unified display not defined by pipe and drape, not connected to other booths, height restriction of 20ft (6m).*

Hanging signs allowed (see hanging sign regulations).

Exhibitors are required to adhere to Union Guidelines.
EXHIBITION DISPLAY RULES

CANOPIES AND CEILINGS DISPLAY REGULATIONS

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.
EXHIBITION DISPLAY RULES

IMPORTANT CONSIDERATIONS

Americans with Disabilities Act (ADA)
- Booths must be compliant with the Americans with Disabilities Act (ADA)
- SPIE encourages sensitivity, and as reasonably accommodating as possible, to attendees with disabilities
- Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301) and from web site www.usdoj.gov/crt/ada/infoline.htm.

Raised Floors
  Ramp Guidelines
  - Pursuant to the ADA Act of January 26, 1992, Exhibitor agrees to provide proper ramp access to all elevated exhibit booths and/or non-permanent staging used for either exhibit or special event purposes. The ramp will meet ADA guidelines with regard to both seeing and mobility impaired persons.
  - Ramps have a 36” clear opening with an occasional allowance for turning and passing.
  - Ramps have a 5’ level landing at the top, bottom, and at ramp direction change and at 30” vertical intervals.
  - The maximum slope of most ramps is 1:12 (1” rise to every 12” of run). Ramps with a slope greater than 1:20 have handrails on both sides.

Hanging Signs and Graphics
- Overhead hanging signs and graphics are permitted in Peninsula, Island and Split Island Booths
- Must comply with all ordinary use-of-space and height requirements (whether suspended from above or supported from below)
- Hanging Signs & Graphics should be set back five feet (5’) from adjacent booths.

Structural Integrity
- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklift.
- Displays should also be able to withstand moderate wind effects that may occur in the exhibition hall when freight doors are open
- Any display fixtures such as tables, racks or shelves require proper design and installation to support the product or marketing materials to be displayed upon them

Towers
- Freestanding exhibit component separate from the main exhibit fixture
- Height restriction is the same as that which applies to the appropriate exhibit configuration being used