



Expo: November 19 - 20, 2103
Gaylord Texan Resort, Dallas, Texas

Booth Construction Regulations

Booth Appearance

All booths, regardless of size, must be in keeping with the environment at GovSec West and CPM West. Display materials, signs, etc. may not be hung on drapery and must be professionally provided.

Distribution of samples and printed material of any kind, and any promotional material is restricted to the confines of the exhibit booth.

Booths & Displays

What is included in your in-line Exhibit Space:

- 8' high back wall (pipe and drape)
- 3' high side rail (pipe and drape)
- 7" x 44" booth identification sign
- Island booths do not receive drapery or signs

- Exhibitors will receive blue and gray back wall and blue side rail

What is not included in your Exhibit Space:

- Carpet
- Carpet Cleaning
- Electric
- Internet
- Furnishings

These services can be ordered using the appropriate forms in the service kit.

Show Management will provide blue aisle carpet and blue and gray masking drape on the perimeter of the show floor

Booth Carpet

All exhibitors are required to carpet their exhibit space. Carpet can be ordered using the appropriate Freeman forms in the service kit. Please note that booth carpet for in-line booths will be 9' in depth.

Booth Height Restrictions

Below are the height limits for types of booths. If you are unsure of your booth type, please call your Account Manager or email Alicia Field, Operations Director at afield@1105media.com

<u>Booth Type</u>	<u>Height Limit</u>	<u>Description</u>	<u>Hanging Signs</u>
Linear Booth	8'	Bounded by 1 or 2 aisles	Not Permitted
Linear Booth/Perimeter of Hall	12'	Bounded by 1 or 2 aisles	Not Permitted
Peninsula Booth	20'	Bounded by 3 aisles	Permitted
Island Booth	20'	Bounded by 4 aisles	Permitted
Linear, Perimeter and Peninsula Booths may have structures up to the maximum allowable height except on sides bordering the aisles, where structures must be limited to 4' in height for the first 5' from the aisle. See below for information on hanging signs.			

Booth Construction

Raw wood, cardboard or similar material for wings to booths must be covered or painted if they are visible in adjacent booths.

Any display deemed unprofessional in appearance, at the sole discretion of Show Management, will not be permitted. Failure to comply with these rules and regulations will result in the alteration or removal of the booth at the exhibitor's expense. Rental fees for services and exhibit space are not refundable.

Hanging Signs

All exhibit signs, banners, booth ceiling or canopies, lighting grids or other exhibit related equipment etc. should be free standing and floor supported. Attachment to exhibit hall ceiling beams or trusses is not permitted except when approved by Show Management.

Approval for hanging signs will be considered for peninsula booths or island booths (20'x20' space or larger), provided they are not objectionable and there is no physical constraints to the facility. **The hanging sign may not be higher than 22' from the ground.**

Requests for approval must be submitted no later than **October 21, 2013** and accompanied by a description and drawing of the item(s) to be hung, location of hanging points, total weight of the item(s) and any other pertinent technical information. For more information, please contact Alicia Field, Operations Director at afield@1105media.com

Exposed Walls

All Exposed parts of constructed displays must be finished to present an attractive appearance when viewed from aisles or other adjoining booths. Exposed back and sidewalls may not display copy, logos, graphics or other advertising if they adjoin a neighboring booth. Exhibitors using curved pop up backdrops/displays may be required to provide side masking drape at their expense if the curvature exposed more than 3 feet of the back scaffolding.

Terms & Conditions

If the exhibitor fails to comply in any respect with the Terms & Conditions of the Application for Exhibit Space & Sponsorships (booth contract), Show Management shall have the right without notice to the Exhibitor to sell or offer for sale the exhibit space covered by the contract, said Exhibitor to be liable for deficiency, loss or damage suffered by the exhibition of the premises stated, which loss or damage the Exhibitor agrees to pay the exhibition upon demand together with reasonable expenses and costs incurred by reason thereof.

Show Management will not be liable for the fulfillment of the contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: By reason of the facility being damaged or destroyed by fire, flood, earthquake, act of God, public enemy, war or insurrections, strikes, the authority of the law, postponement or cancellation of the Exhibition, or for any cause beyond their control. It will however, in the event of its not being able to hold an exhibit for any of the above named reasons, reimburse Exhibitor on a pro-rata basis on the amount paid in, less any and all legitimate expenses incurred, as but not limited to rent, advertising, salaries, operating costs, etc.