



BOOTH LAYOUT / DISPLAY GUIDELINES

NEW ! BOOTH PLATFORMS

The use of platforms should be avoided wherever possible, in order to provide level access to exhibits and services. Where the use of platforms is unavoidable, they should not exceed 170mm in height (one step) and consideration must be given to accessibility for people with disabilities. The distance between supporting timbers of platforms constructed from battens (25mm thick minimum) and sheet materials (plywood or MDF, 18mm minimum), must not exceed 400mm from centre to centre. Platform edges (where accessible) must be splayed, rounded or angled to prevent sharp corners and tripping hazards. Please ensure the gradient does not exceed 1:12 and is a minimum of 1m wide and that the ramp is in a contrasting colour to the rest of the stand floor.

If you have any questions about these new regulations, please contact exhibitors@IAAPA.org.

DISPLAY HEIGHT LIMITS

Exhibit fixtures, components, and attached identification signs are permitted to a maximum height of 6m for raw space booths of 6m deep or above. Multi-level booths may extend up to 6m. Shell scheme booths and raw space booths 3m deep are limited to 2.5m height. Double-sided signs, logos, and graphics must be set back 3m from adjacent booths or be covered/finished on the side facing the adjacent booth.

HEIGHT VARIANCES

Exhibitors may request a variance to the height rule that are bringing product for product that extends beyond the height limit **from the floor**, if neighboring site lines aren't blocked. Variances are reviewed and approved on a case-by-case basis. Please submit the proposed layout online with the Booth Layout form by **17 April 2020**.

HANGING SIGNS

Hanging Signs are permitted in booths that are 6mx6m and larger and can extend up to 7m from the top of the sign to the ground. All signage must be contained within the contracted booth space. Double-sided signage must be set back at least 3m from adjacent booths. Rigging is exclusive The Venetian® Macao and can be arranged through AMC [here](#).

Signage that are supported from below (not hanging) should not exceed the maximum booth height noted under Display Height Limits above.

REGISTERED STRUCTURAL ENGINEER REPORT

Booths structures or product that have a height of 4m and higher or with a backdrop of 12mL or longer are required to submit a Registered Structural Engineer Report by registered engineer to verify their design for stability. If you need assistance to obtain the report, please contact:

Mr Wesley Lei

123 Engineering Design & Consultant Co Ltd

+ 853 6686 0045

leiheiwaiemail@yahoo.com.hk

Please submit the report onsite to the AMC counter.

COVERED EXHIBITS

Any booths with a portion of their booth covered, must include one fire extinguisher per 9 sqm.

STAY WITHIN YOUR BOOTH SPACE

All display components must be contained within the contracted space. Nothing can extend into the aisle from the ground or hanging into aisle. This includes the distribution of materials. Exhibit staff should remain within your booth space Please be sure your staff remain within the booth while handing out materials.

PRODUCT PRODUCING WASTE/FUMES

Exhibitors whose product produces fumes, gases or waste such as fog, confetti or bubbles, (but not limited to these examples,) **must** keep these emissions and products contained *within their booth!* This means that all emissions need to be vented, trapped or collected so as not to impact on any neighboring booths. Non-compliance will lead to your product being turned off and/or having your booth closed. IAAPA reserves the



right in its sole judgment to prohibit or close any display or activity because of noise, odors, or other disturbing features, or which may be offensive to other exhibitors or attendees.

75% RULE

All booths, including inflatables, may only utilize 75% of contracted space leaving 25% of the footprint of their booth space free and clear and most of this open space should be open on the side of the closest or adjoining exhibitors. Please be sure there is adequate space for your staff and customers to stand within your booth so the aisles remain clear.

BLOWERS FOR INFLATABLE PRODUCTS

All blowers must be turned off nightly after the daily trade show hours, including move-in, show hours, and move-out. If it is left on, it will be shut off after show floor hours by IAAPA safety inspectors immediately, without notice. IAAPA will not be responsible for any damage that may occur.

- All blowers used at any time must be clearly labeled as UL or ETL approved or carry a comparable acceptable designation. All blowers must have a built in thermal overload protection. (IAAPA will have final decision rights on acceptance of comparable designations).
- All blowers are to be checked periodically throughout the day by the exhibitor.
- As per most manufacturer handbooks, blowers need to be plugged in to a GFCI outlet.
- IAAPA's trade show safety inspectors will be inspecting blowers daily to make sure there is adequate ventilation area around the blowers. All blowers must be kept free and clear of displays, boxes and anything that could restrict or impede the flow of air to the blower. No flammable material is to be under or next to a blower.
- Any box or device used to dampen the sound of the blower must have been designed and manufactured for this purpose and have adequate space and ventilation for the blower and must be free of anything else inside the case. No extension cords can be stored in the box. IAAPA safety inspectors have the right to reject any of these boxes or devices.

If you wish to request a variance to operate your blower(s) all night, please contact Show Management by **17 April** at exhibitors@IAAPA.org.

CARPET/FLOOR COVERING

All booths must have carpet or some form of floor covering over their booth space with no exposed flooring. Carpet is included with Shell Scheme booths. See the [Carpet order form](#) to arrange booth carpet.

BOOTH LAYOUT/DESIGN SUBMISSION REQUIREMENTS

All exhibitors must complete the Booth Design Layout form [online](#). In addition, all raw/space only or special design exhibitors of any size, exhibits displaying inflatables, and shell scheme stands 6mx6m and larger **MUST** upload a drawing of the proposed layout to IAAPA Show Management for approval. Drawings must include all dimensions (front view, elevation, plan view), 3D perspective plan, and types of materials used. Please note that raw/space only exhibitors must provide a wall between their booth and any neighboring exhibitors that must be a minimum of 2.5m in height.

Booth design drawings must be submitted to IAAPA Show Management by **17 April 2020**. Once approved by IAAPA, the drawing will be sent to AMC/ The Venetian® Macao for their review and approval. Any exhibitor attempting to build an exhibit without IAAPA or the building approval will not be permitted to set-up or will be forced to close their space until the design has been approved.