

## Linear Booth

Linear booths, also called “inline booths,” are 10-ft by 10-ft booths that are arranged in a straight line, and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. **These booths are pipe and drape booths.**

**Drape at NPE2024 is black.**

### Dimensions

Linear Booths are 10 ft (3.05m) wide and 10 ft (3.05m) deep. **A maximum back wall height limitation of 8 ft (2.44m) is permitted for display material.**

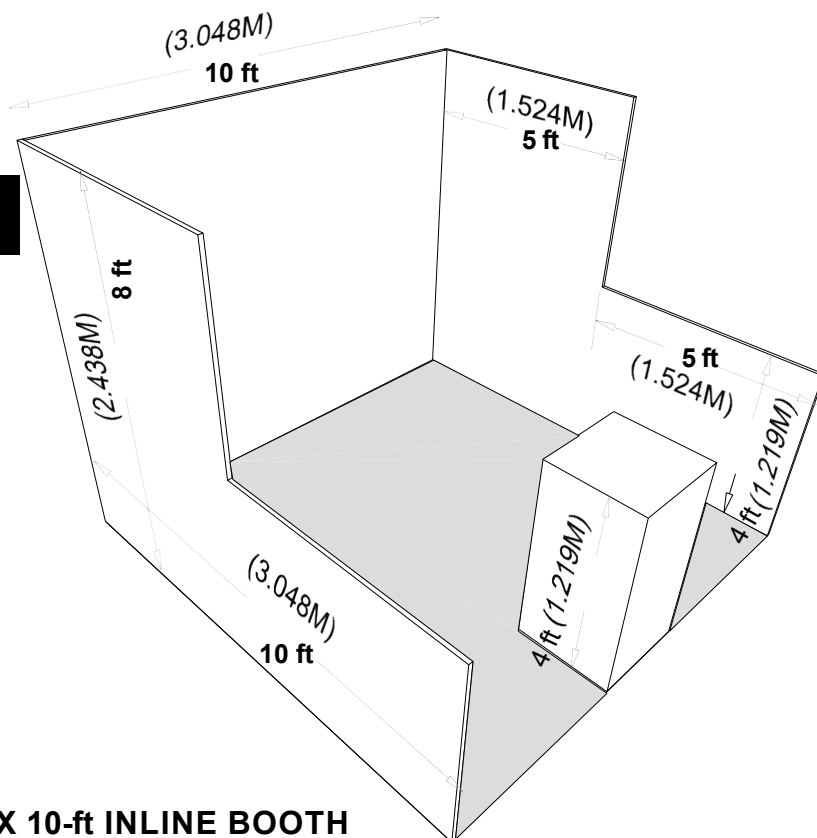
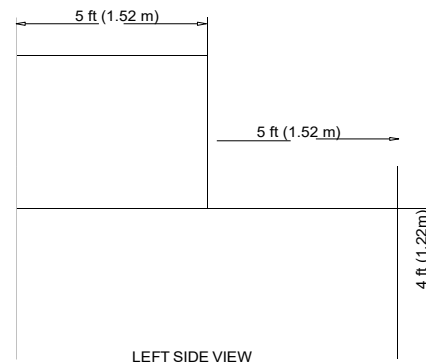
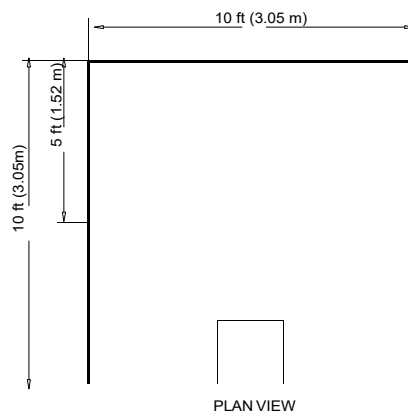
### Use of Space

Regardless of the number of Linear Booths utilized (ex: 10 ft by 20 ft or 3.05m by 6.10m); 10 ft by 30 ft or 3.05m by 9.14m); or 10 ft by 40 ft or 3.05m by 12.19m), display materials should be arranged so as not to obstruct sight lines of neighboring exhibitors.

The **maximum height of 8 ft (2.44m)** is permitted only in the rear five feet of the booth space, with a **4 ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.**

**Note:** When three or more Linear Booths are used in combination as a single exhibit space, the 4 ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10 ft (3.05m) of an adjoining booth.

### INLINE BOOTH



## Corner Booth

A Corner Booth is a Linear Booth at the end of a series of inline booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.

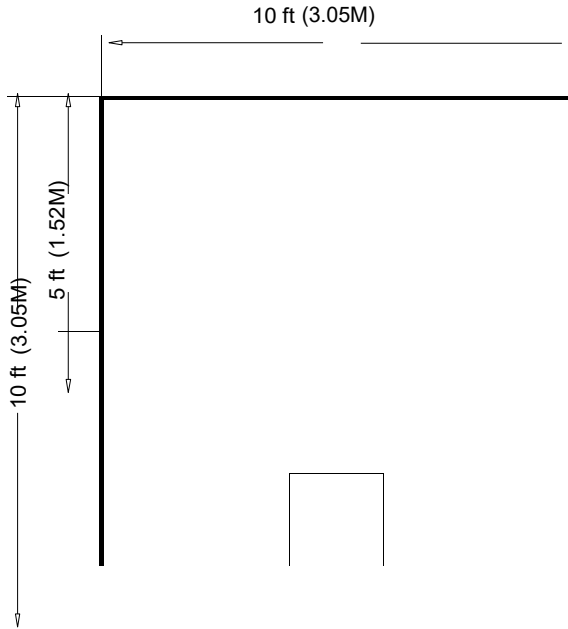
# Perimeter Inline Booth

A Perimeter Inline Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. **These booths are NOT constructed of hard wall. These are pipe and drape booths.**

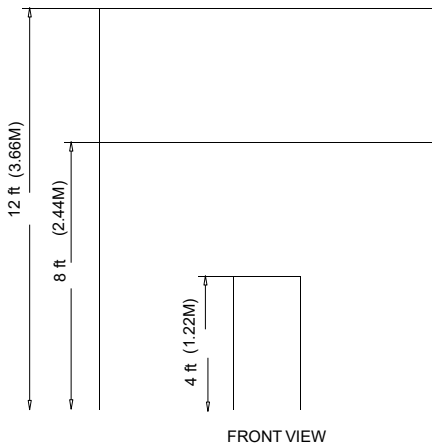
Drape at NPE2024 is black.

## Dimensions and Use of Space

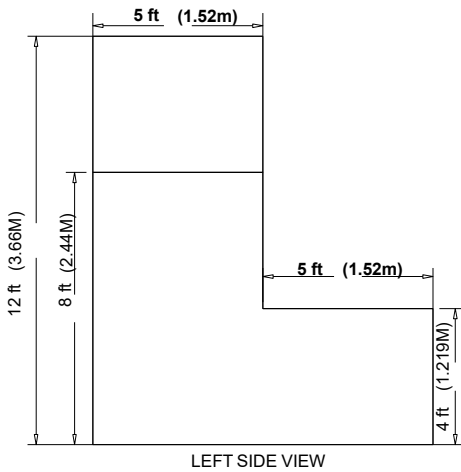
All guidelines for Linear Booths apply to Perimeter Inline Booths. **The maximum back wall height permitted is 12 ft (2.44m) where facility allows.**



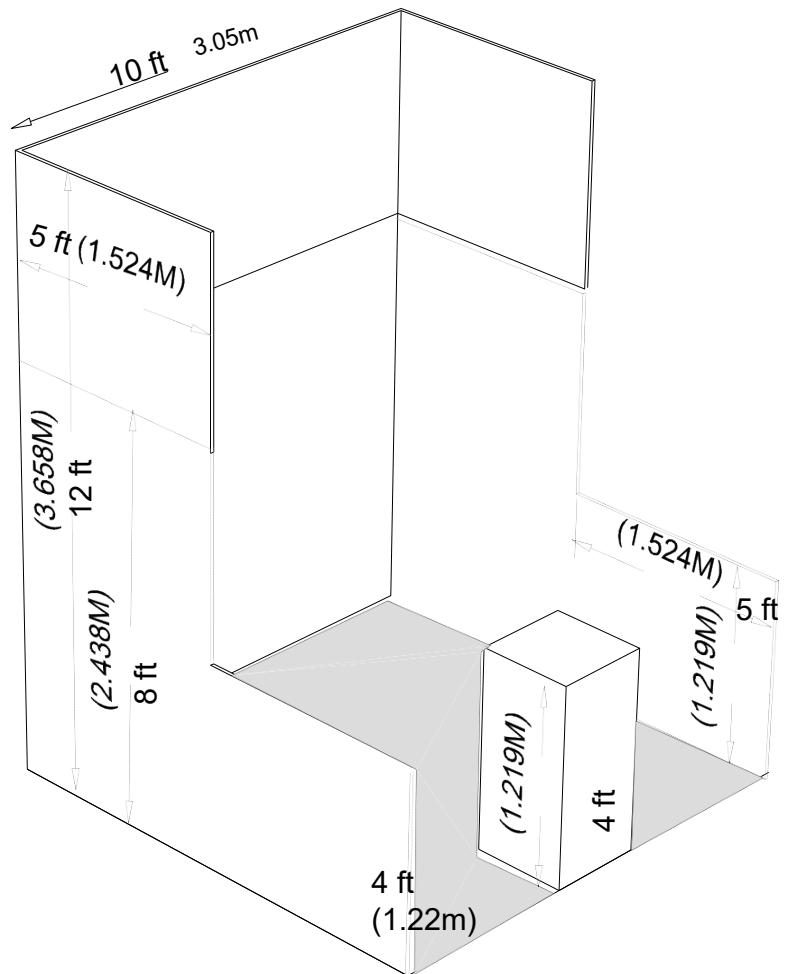
PLAN VIEW



FRONT VIEW



LEFT SIDE VIEW



10-ft X 10-ft PERIMETER INLINE BOOTH

# Split Island Booth

A Split Island Booth is a booth exposed to aisles on three sides which shares a common back wall with another Split Island Booth.

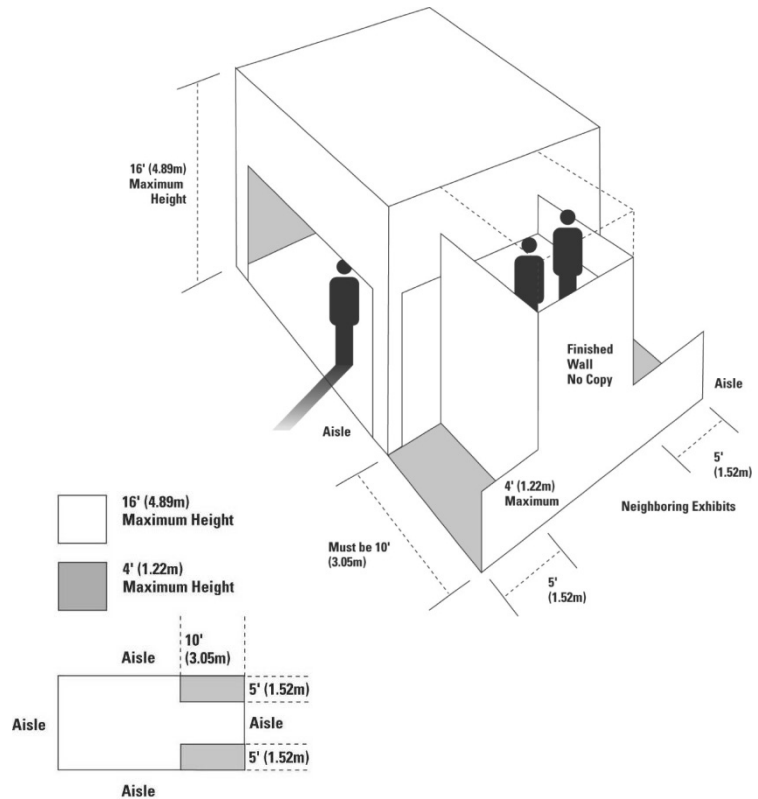
## Dimensions

A Split Island Booth is 20 ft by 20 ft (6.10m by 6.10m) or larger, although it may be configured differently.

The back of the common wall must be finished and cannot display any graphics of company logos.

The back wall is restricted to 4 ft (1.22m) high within 5 ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining booth. A maximum height allowance is 16 ft (4.88m), excluding hanging signage. **Refer to Hanging Sign Rule. The entire cubic content of the space may be used up to the maximum allowable height for the display except for the mandatory 5 ft x 10 ft corner set back.**

Double-sided signs, logos and graphics shall be set back 10 feet (3.05m) from adjacent booths. **Refer to Machinery, Robots & Equipment Placement Rule.**



## SPLIT ISLAND BOOTH

# Island Booths

An Island Booth is a booth that is exposed to aisles on all four sides.

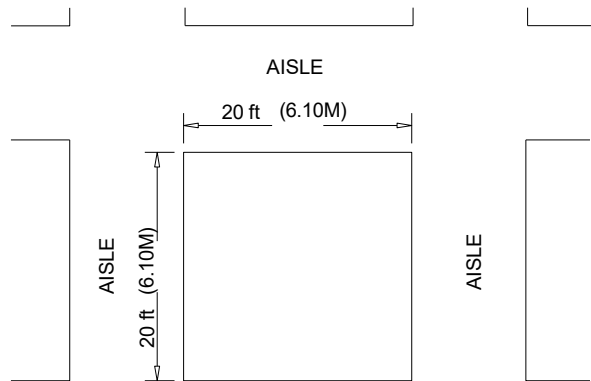
## Dimensions

An Island Booth is typically 400 sq ft or larger, although it may be configured differently.

## Use of Space

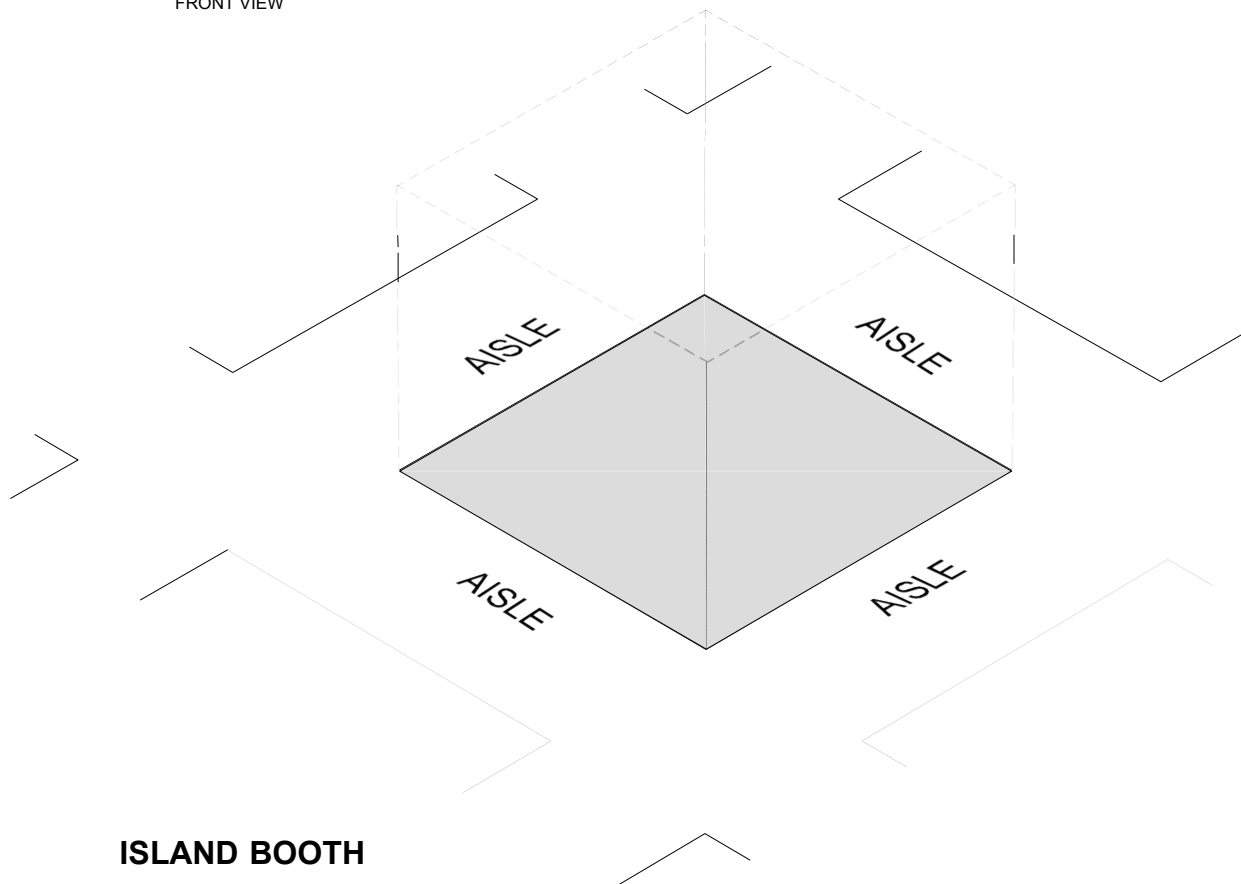
The entire cubic content of the space may be used up to the maximum allowable height of 20 ft, (6.10m), display and signage, excluding hanging signage .

Refer to Hanging: Displays, Signs, Banners & Trusses Rule and refer to Machinery, Robots & Equipment Placement Rule.



**ISLAND BOOTH**

FRONT VIEW



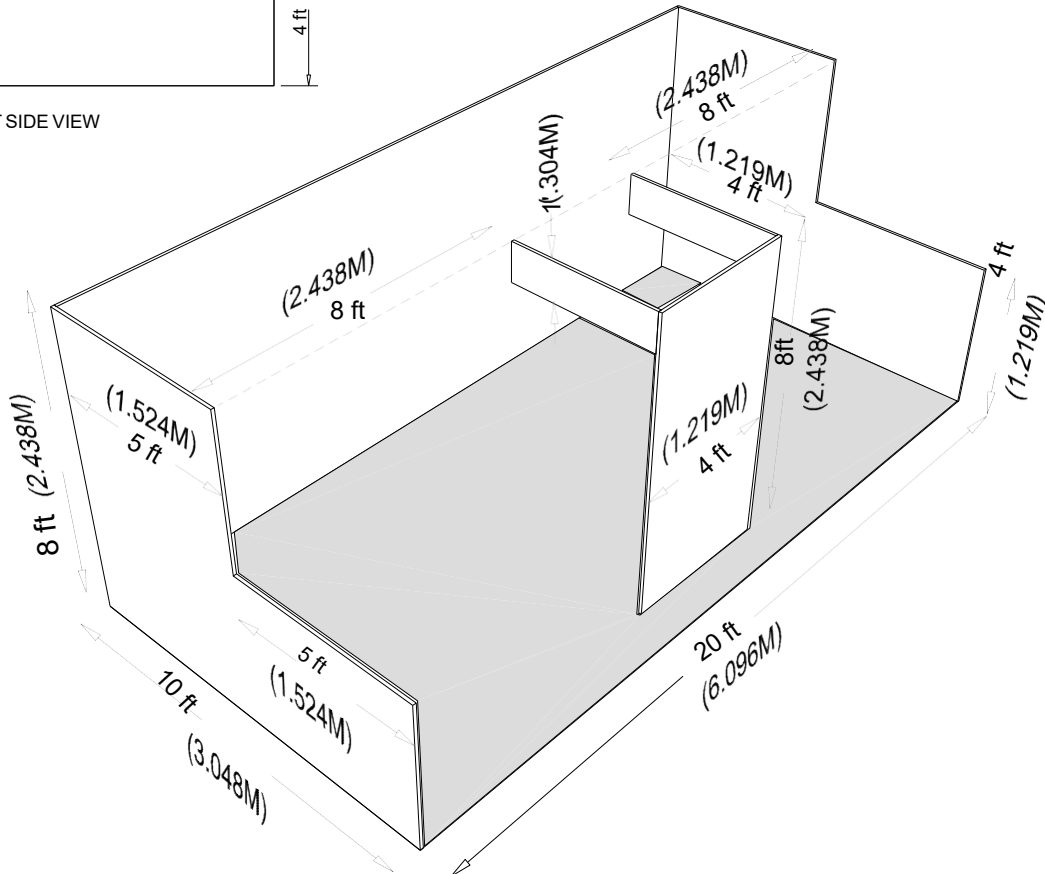
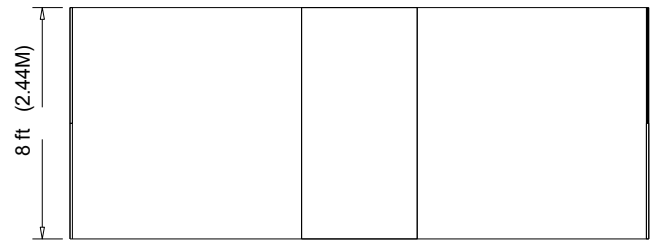
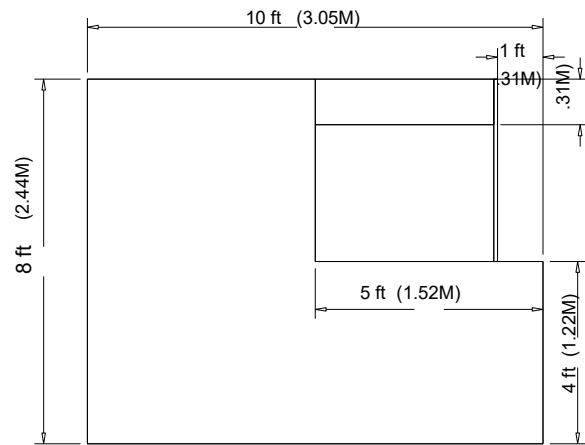
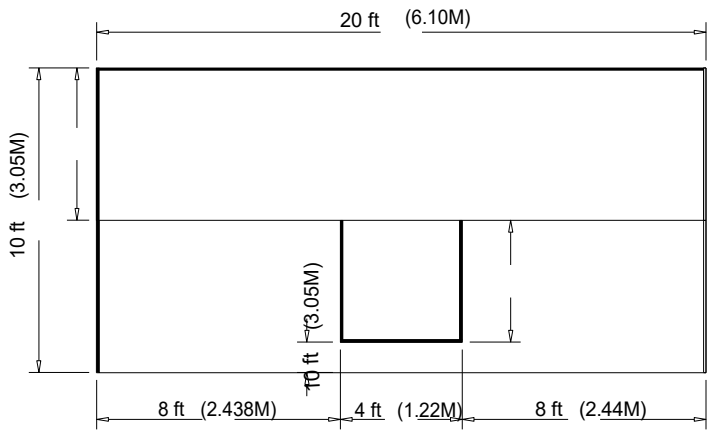
**ISLAND BOOTH**

# Extended Header Inline Booth 20 ft (6.10m) or Longer

An Extended Header Inline Booth is a Linear Booth 10 ft x 20 ft (6.10m) or longer with a center extended header.

## Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Inline Booths, except that the center extended header has a maximum height of 8 ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9 ft (2.7m) from the back wall.



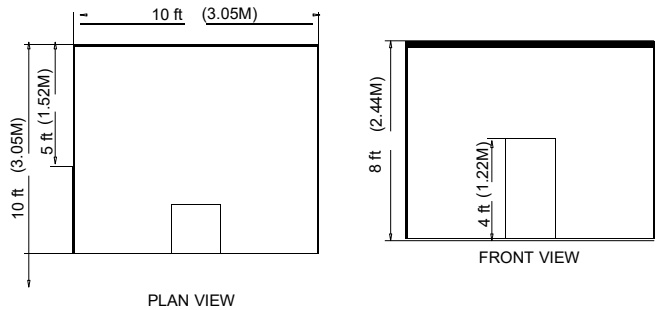
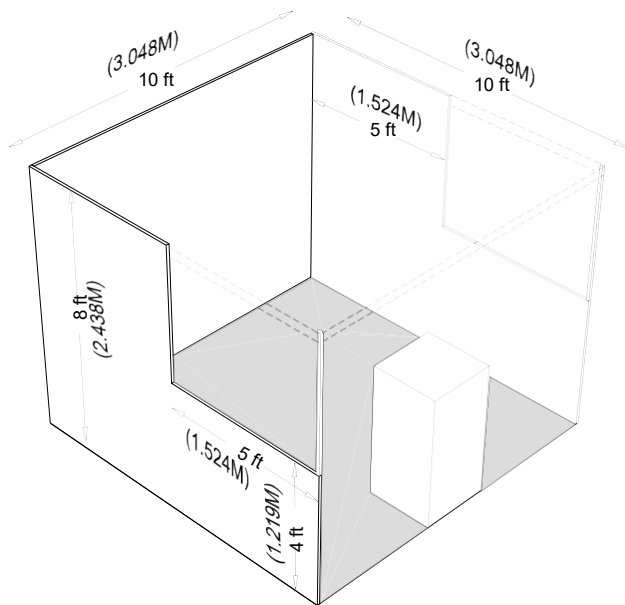
**10-ft x 20-ft EXTENDED HEADER INLINE BOOTH**

# Other Important Booth Considerations

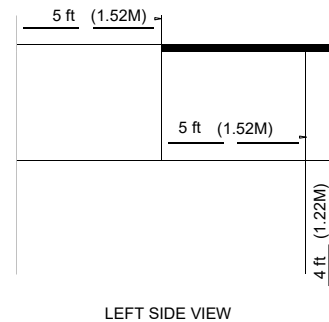
## Canopies & Ceilings

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, Perimeter, and/or Extended Header Booths).

The bottom of the canopy should not be lower than 7 ft (2.13m) from the floor within 5 ft (1.52m) of any aisle. Canopy supports should be no wider than three inches (.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.



**CANOPIES AND CEILING**



## Multi-Level & Covered Booth

**Covered Booth Definition:** To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a “covered” exhibit is not occupiable.

**Multi-Level Booth Definition:** To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more persons.

A. Guidelines for Covered Exhibits with Less than 300 Covered Square Feet.

- 1) All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be noncombustible or limited combustible (flame-retardant) materials. Certification of flame-retardant treatment, along with samples of said materials, must be submitted if requested by the Orange County Fire Rescue Services Department. It is recommended certifications of flame-retardant treatments be available at show site. Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer’s instructions.
- 2) Exhibitor must provide at least one 2-A, 10-BC portable, dry chemical fire extinguisher. Fire extinguishers must always be mounted in a visible location and be accessible.

B. Guidelines for Multi-level Exhibits (regardless of size) and Covered Exhibits with Larger than 300 Covered Square Feet. **Requests for construction of multi-level (regardless the size) or covered exhibits (larger than 300 square feet) must be reviewed in advance by the OCCC Event Management department and the Orange County Fire Rescue Services Department.**

To ensure success of your exhibit, please read and comply with the following guidelines:

- 1) Plans should be submitted before exhibit construction begins and must adhere to the following:
  - a. They must be scaled, signed, and dated by a registered architect or engineer.
  - b. They must include the show name and dates.
  - c. They must include exhibitor's name and assigned booth number. They must include directional information (i.e., indicate neighboring aisles and/or booth numbers).
  - d. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by Show Management.
- 2) Send two (2) copies of scaled, signed, and dated blueprints (with front and side elevations), by a registered architect or engineer, to: **Orange County Convention Center, Attn: Event Management**  
**Regular Mail:** PO Box 691509, Orlando, FL 32869  
**Overnight:** 9860 Universal Boulevard, Orlando, FL 32819
- 3) All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Orange County Fire Rescue Services Department. It is recommended certifications of flame-retardant treatments be available at show site.
- 4) The upper deck of multi-level exhibits, if larger than 300 square feet, shall meet the following requirements:
  - a. Upper level may not have a "cover" of any kind (e.g., roof, ceiling, tenting, lattice, fabric, and plastic).
  - b. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
  - c. If second level is to be occupied and greater than 300 square feet, two stairways are required, remote from each other. If second level is to be occupied and less than 300 square feet, one set of stairs is permitted. All stairs must be a minimum of three feet in width, equipped with a handrail on at least one side and constitute a "straight run" or be "squared off." Spiral stairs or winders are not permitted.
  - d. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed 1,000 square feet.
  - e. If the upper deck, or covered area, is greater than 1,000 square feet, a clear fire break (unobstructed aisle), of not less than 10 feet must be provided on all four sides of each 1,000 square foot area. To avoid transfer of fire to another area, the firebreak (unobstructed aisle) shall not contain displays, furniture, or other materials.
  - f. The 10 foot clear space may be spanned by an overhead bridge or canopy which must not exceed four feet in width. The bridge or canopy must be constructed of non-combustible materials.
  - g. Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure regardless of the square footage. The detector must sound an audible alarm and be installed per manufacturer's instructions
  - h. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one 2-A, 10-BC portable type fire extinguisher must be provided for each 300 square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and always accessible.

### **Signs, Trusses, and Height Limitations – Split Island and Island Booths Only**

1. **All overhead signs must be included on stand drawings submitted for show management approval, and may be installed to a maximum of 26 ft.**
2. Some areas of the West Hall have a reduced ceiling height and may not have hanging elements.
3. Split islands and island displays may have hanging elements to a maximum of 20 ft.
4. All overhead trusses may be installed above the height limit of 26 ft.
5. A 2-ft vertical opening is mandatory from the top of the ground-supported structure to the bottom of all overhead structures. This 2-ft vertical opening applies to the entire booth footprint.
6. Individual spotlights may be installed overhead above the 26-ft limit with special permission, and must be included on stand drawings.