

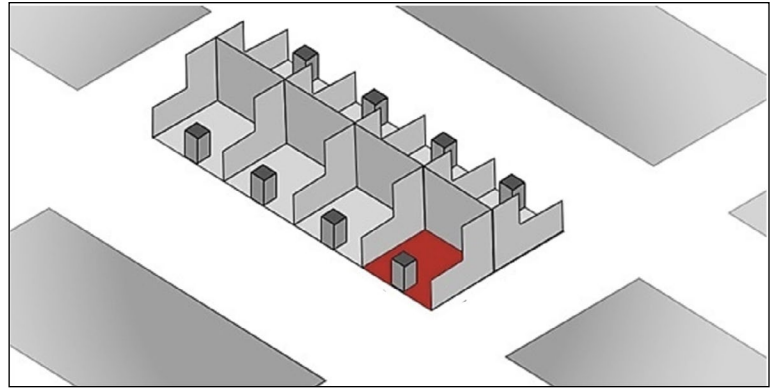
APPENDIX A: Booth Types, Dimensions, Display Measurement Rules

Inline/Linear Booths

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

Each booth has one back “wall” and two 3ft. tall partitions on each side that are comprised of pipe and drape. The NPE drape color is black, unless otherwise specified.

A booth at the end of this series is considered a Corner Booth, has exposure to intersecting aisles on two sides and shares a back and side with an adjacent booth. All guidelines for Linear Booths apply and the exposed side partition may not be removed.



This image depicts a full section of inline/linear booths. The red booth indicates a corner booth within an inline/linear block.

These booth configurations do not allow for hanging, overhead signs, except for Show Management use.

Dimensions

- Depth: 10ft.
- Width: 10ft. plus in increments of 10ft.

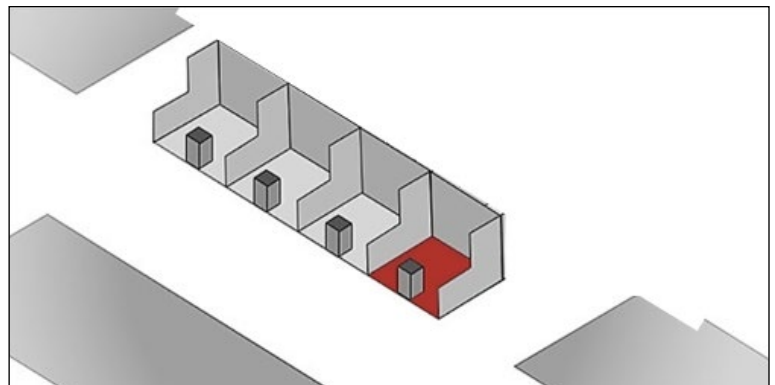
Display Measurement Rules

- Maximum height of 8ft. ; permitted only in the rear five feet of the booth space.
- 4ft. height restriction imposed on all materials in the remaining space forward to the aisle.
- Regardless of the space size, display materials should be arranged so as not to obstruct the sight lines of neighboring exhibitors.

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

A **Perimeter Inline Booth** is a linear booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

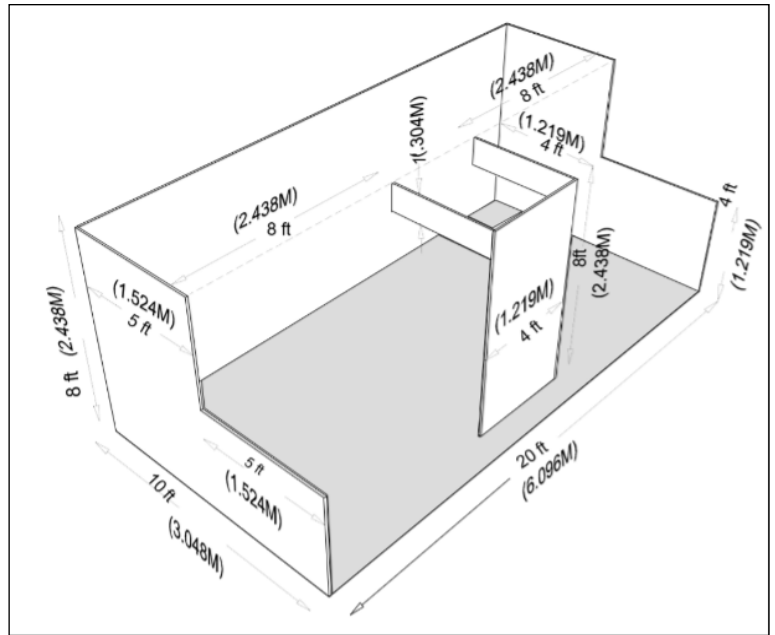
Dimensions and Display Measurement Rules still apply with one exception: The maximum back wall height permitted is 12ft. where facility allows.



An **Extended Header Inline Booth** is a linear booth 20ft. or longer with a center extended header.

Extended Header Dimensions and Display Measurement Rules follow all the guidelines for Linear Booths except the center extended center header has:

- Maximum height: 8ft.
- Maximum width: 20% of the length of the booth
- Maximum depth: 9ft. from the back wall



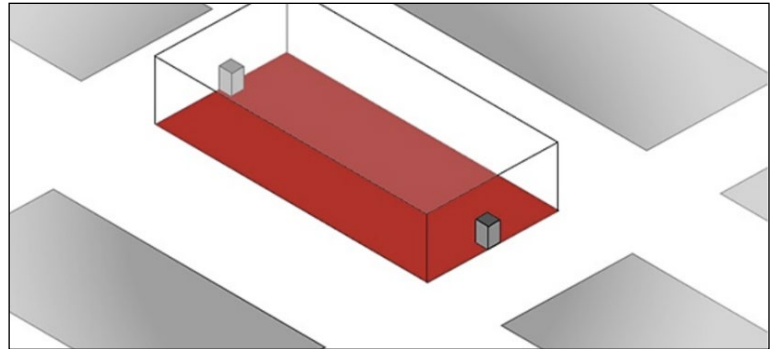
Island Booths

An island booth configuration is open on all sides and stands without abutting additional booths. Booths are typically 20ft. x 20ft. (400sf) or larger, although they may be configured differently.

Use of Space Rules

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

Refer to Rule 6: Exhibit Booth Design, Placement, Safety and Elements for additional signage, displays and hanging element restrictions.



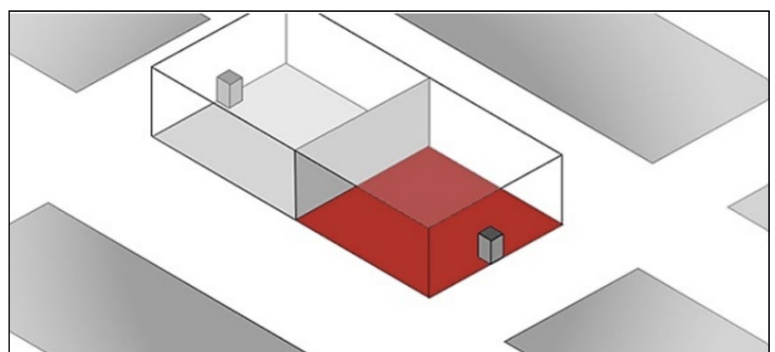
Split Island/Peninsula Booths

A Split Island Booth, also known as a peninsula booth, is a booth exposed on three sides to aisles, sharing a common back wall with another Split Island Booth. Sizes vary on this size based on floor plan availability.

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

Display & Measurement Rules

- Back Wall: Restriction to 4ft. high within 5ft. of each aisle, permitting adequate link of sight for the adjoining booth.
- Display Pieces: Maximum height allowance is 16ft., excluding hanging signage.
- Double-sided signage requires a setback of 10ft. from adjacent booths.
- All signage must be installed to a maximum of 26ft. (location ceiling height may reduce this).



- Displays may have hanging elements to a maximum of 20ft.
- All overhead trusses must be installed above the height limit of 20ft.
- A 2ft. (0.67m.) vertical opening is mandatory from the top of the ground-supported structure to the bottom of all overhead structures. This 2ft. vertical opening applies to the entire booth footprint.
- All signage must not hang over or intrude into allowed neighboring booth display measurements.

Other Important Booth Considerations & Rules

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 and the following requirements.

- Bottom of the canopy should not be lower than 7ft. from the floor.
- The sides of canopy should not be within 5ft. of any aisle.
- Canopy supports should be no wider than 3in.
- Canopies cannot contrast with other uses of space restrictions and measurements for booth types.

Covered Booths

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.

Guidelines for Covered Exhibits of any size:

- 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.
- If requested in advance, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Orange County Fire Rescue Services Department.
- It is required that certifications of flame-retardant treatments be available at show site, if requested by Show Management.
- 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.
- 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.
- Upper levels of a multi-level booth may not have covers/canopies of any kind.

Guidelines for Covered Exhibits with Equal to or Larger than 300 Covered Square Feet must adhere to these additional rules:

- Booth designs must be reviewed and approved, in advance, by NPE Show Management, OCCC Event Management, and the Orange County Fire Rescue Services Department.
- Design plans should be submitted electronically to boothdesigns@npe.org before exhibit construction begins and must include:
 - Scaling, signature and date by a registered architect or engineer.
 - NPE2027 – Show Dates May 3-7, 2027
 - Primary exhibitor’s name and assigned booth number.
 - Directional information (i.e., indicate neighboring aisles and/or booth numbers).

- Indication of maximum exhibit height, within the booth. (See guidelines on height restrictions as determined by NPE Show Management.)

Multi-Level Booths

Multi-Level Booth Definition: To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one or more people. Only booths equal to or greater than 800sf. may utilize a multi-level.

Guidelines for Multi-level Exhibits:

- Booth designs must be reviewed and approved, in advance, by NPE Show Management, OCCC Event Management, and the Orange County Fire Rescue Services Department.
- Design plans should be submitted electronically to boothdesigns@npe.org before exhibit construction begins and must include:
 - Scaling, signature and date by a registered architect or engineer.
 - NPE2027 – Show Dates May 3-7, 2027
 - Primary exhibitor’s name and assigned booth number.
 - Directional information (i.e., indicate neighboring aisles and/or booth numbers).
 - Indication of maximum exhibit height, within the booth. (See guidelines on height restrictions as determined by NPE Show Management.)
- 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.
- If requested in advance, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Orange County Fire Rescue Services Department.
- It is required that certifications of flame-retardant treatments be available at show site, if requested by Show Management.
- The upper level may not have a “cover” of any kind (e.g., roof, ceiling, tenting, lattice, fabric, and plastic).
- 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).
- If the second level is to be occupied and less than 300sf. 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.
- If the second level is to be occupied and, greater than 300sf. two stairways are required, remote from each other and all of the above rules apply.
- Individual areas of upper decks must be limited to dimensions that do not exceed 1,000sf.
- If the combined total of upper decks is greater than 1,000 sf. , a clear fire break (unobstructed aisle), of not less than 10ft. must be provided on all four sides of each 1,000sf. area. To avoid transfer of fire to another area, the firebreak (unobstructed aisle) shall not contain displays, furniture, or other materials.
- Exhibitor must install a battery-operated smoke detector and portable fire extinguisher on each upper-level deck. on the interior of each covered exhibit or structure regardless of the square footage. Both must be in working condition and available for testing, if requested.

Exhibit Meeting Room

Exhibitors may opt to utilize Orange County Convention Center (OCCC) meeting rooms in addition to or in lieu of the show floor booths. These rooms are considered exhibit space and must comply with all show rules including:

- Move in and move out schedules will be handled in the same way as show floor displays.
- Decoration and signage may be placed outside the room within 3ft. of the room, within 3ft. of each room entrance door, providing it doesn’t obstruct a neighboring exhibitor door or fire access.
- As directed by the OCCC, some displays (i.e., equipment, machinery) may require additional, paid flooring that covers the existing room carpeting.

Applications for Exhibit Space Meeting Rooms can be found online.

Additional Rules

These additional measurement or placement rules apply, based on the exhibit type noted.

- Only square or rectangle booth spaces are allowed on the show floor. No odd or L-shaped booth space is allowed.
- To assist in reducing aisle crowding, all booth decor, furniture and displays must be enclosed in the booth space.
- There must be a 1ft. (0.3m) setback for your booth items. This includes displays, equipment, machinery, signs, most furniture, etc. A reception counter that doesn't include or display these items is allowed to be at the booth edge.
- All signage, including overhead or booth graphics must be included on booth drawings submitted for approvals.