

OVERVIEW OF BOOTH GUIDELINES

ALL BOOTHS, REGARDLESS OF SIZE, LOCATION OR TYPE MUST HAVE PROFESSIONAL FLOORING (CARPET, TILES, LAMINATE, ETC.) THAT COVERS THE ENTIRE SURFACE OF YOUR BOOTH.

ALL SIGNAGE/EXPOSED SURFACES OF YOUR DISPLAY MUST BE PROFESSIONALLY FINISHED. IF ANY ELEMENT OF YOUR BOOTH/DISPLAY/GRAPHICS IS DEEMED INAPPROPRIATE BY SHOW MANAGEMENT OR DOES NOT FIT THE CHARACTER OF AIMEXPO, YOU WILL BE ASKED TO MODIFY OR REMOVE IT.

IF YOU HANG ANY SIGNAGE/GRAPHICS/BANNERS IN YOUR BOOTH, THEY MUST BE HUNG WITH REMOVABLE ADHESIVE OR HOOKS. WE ASK THAT YOU PLEASE LEAVE THE BOOTH IN THE SAME CONDITION IN WHICH YOU FOUND IT - ADHESIVE AND GRAPHIC FREE.

You are **not allowed to install or place anything above the maximum height** allocated for each type of booth.

All tables must have a professional finish and/or covering of some sort. If you plan on storing items under your tables, they must be **completely** draped, to the floor on all four sides.

Unsightly storage of inventory within your booth area once the show opens is not permitted. This includes stacked boxes, cartons of product, purses, snacks etc. Your booth should look professional and inviting to the attendee.

Trash should be removed from your booth at the very least once daily (or as needed).

Helium balloons are NOT allowed without prior approval from Show Management.

All printed materials and samples must be distributed within your booth. "Working" the aisles or approaching people outside your booth is prohibited.

All display materials must be flame resistant. This includes, but is not limited to, drapes, curtains, backdrops, table coverings, etc.

NO EARLY MOVE-OUTS!! AIMExpo ends on Sunday at 5pm and there will be attendees on the show floor expecting to see you. Exhibitors must keep their booth set up and staffed until the show closes on Sunday. Consequences of early move out (this includes the early tear-down of your booth) include losing your priority booth selection and possible exclusion from next year's show.

ADA COMPLIANCE

All exhibiting companies are required to be in compliance with the **Americans with Disabilities Act (ADA)**, and are encouraged to be sensitive, 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 the [ADA website](#).

CANOPIES

Any INLINE booth utilizing a canopy as part of their display will be allowed to do so ONLY on the perimeter booths of the show. The maximum booth height for perimeter in-line booths is 12'. Please review the line drawings for precise booth dimensions as some 10'x10' canopies may not fit in the booth space properly.

MULTI-LEVEL BOOTHS

All multi-level booths must submit a detailed structural plan to the GCCC, which will grant approval and determine any necessary safety requirements. If you plan on building a multi-level booth, please contact Jack Young, Operations Manager at jyoung@mic.org

DRONES

The use of Unmanned Aircraft Systems (Drones) are strictly prohibited within the grounds of the Greater Columbus Convention Center. Anyone operating a drone on convention center property would be doing so illegally and could face federal and/or state charges.

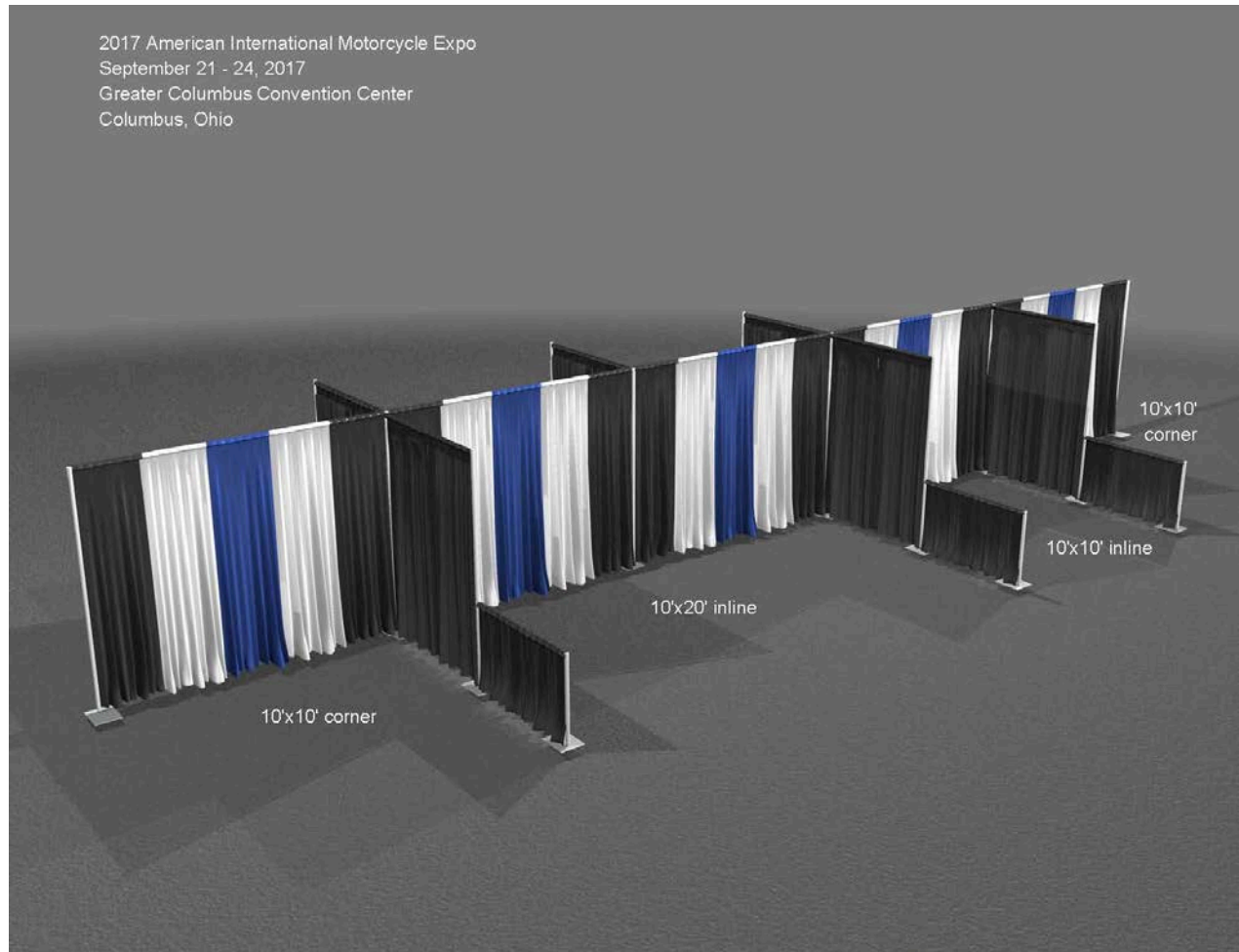
MUSIC

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of booth.

VENDOR LICENSE

Ohio law requires any person or business making retail sales of tangible personal property or taxable services to obtain a vendor's license. An application for an Ohio Transient Vendor's License (form ST-1T) can be found in the Exhibitor Service Guide.

PIPE AND DRAPE BOOTH DIMENSIONS



INLINE BOOTHS

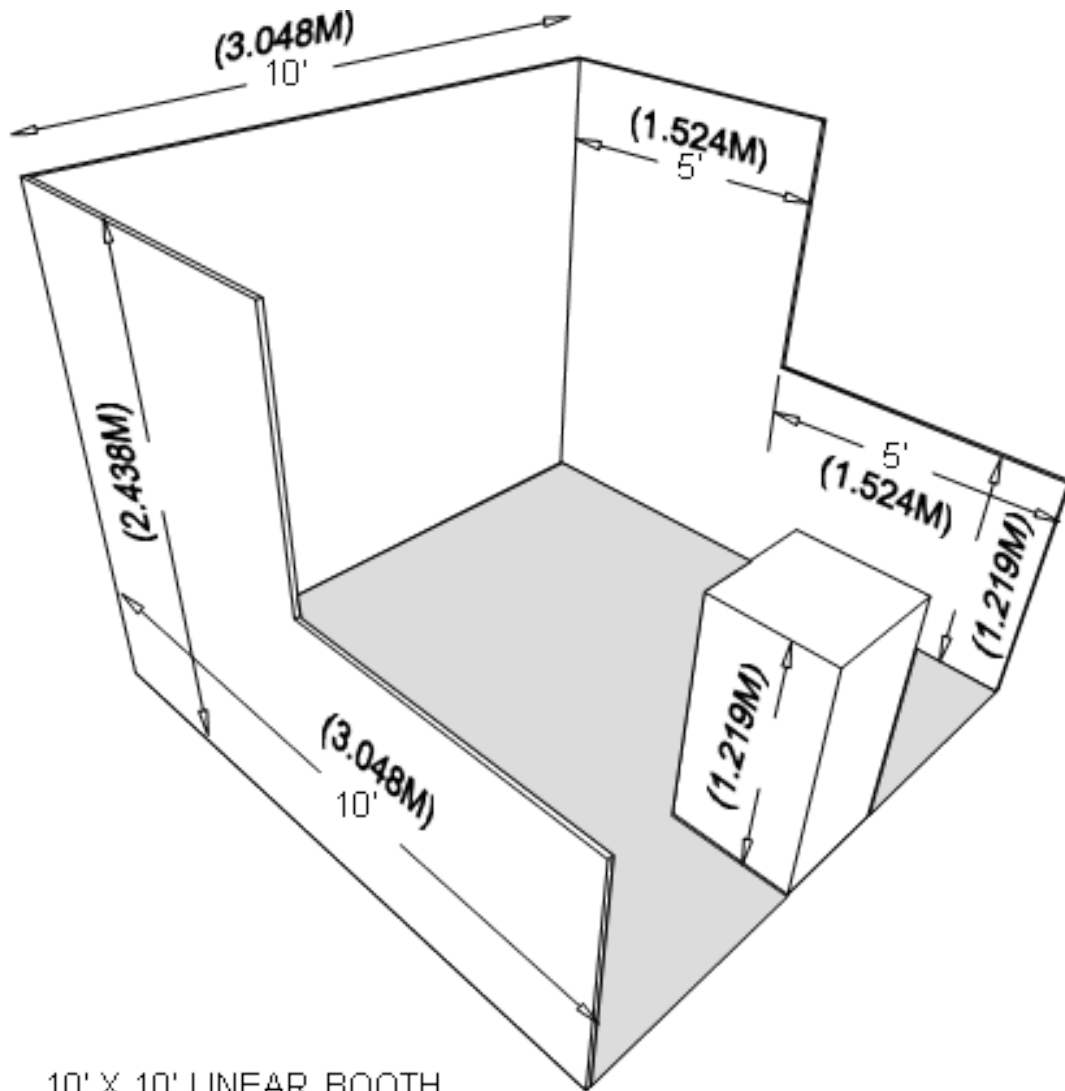
ALL inline booths are constructed of pipe and drape. The back wall is 8' high. The side walls are 8' high in the back half of the space and 3' in the front half. The maximum height your product can be displayed is 8' in the back half and 4' in the front half of the booth.

PERIMETER IN-LINE BOOTHS

ALL perimeter inline booths are constructed of pipe and drape. The back wall is 8' high. The side walls are 8' high in the back half of the space and 3' in the front half. Signage may be displayed up to 12' along the back wall. The maximum height your product can be displayed is 8' in the back half and 4' in the front half of the booth.

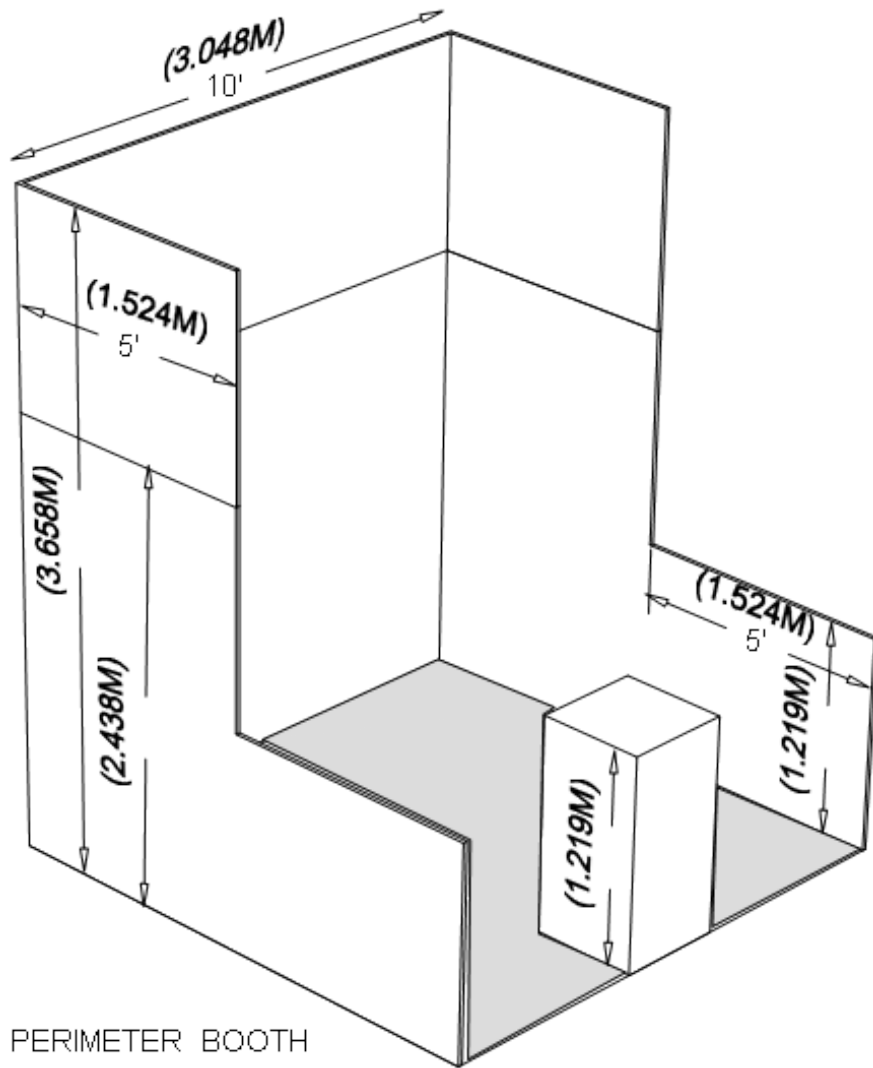
INLINE BOOTH HEIGHT RESTRICTIONS

The maximum height your product or signage can be displayed is 8' in the back half and 4' in the front half of the booth



PERIMETER BOOTH HEIGHT RESTRICTIONS

Signage may be displayed up to 12' along the back wall. The maximum height your product can be displayed is 8' in the back half and 4' in the front half of the booth.



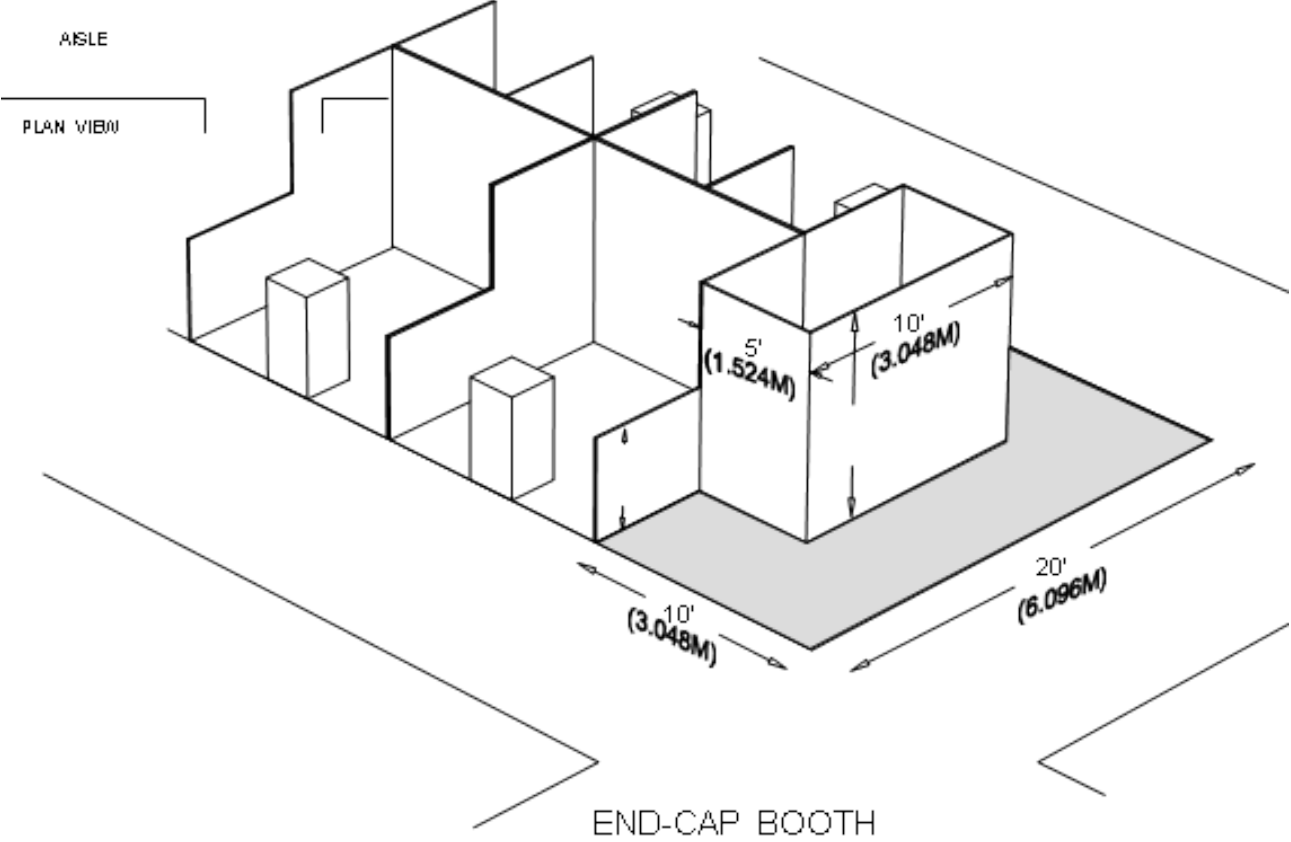
PERIMETER BOOTH

10x20 PENINSULA TO IN-LINE BOOTHS:

BACK WALL OF BOOTH UP TO 10' INTO YOUR BOOTH:

There is a maximum height of 10' in the center (middle 10') and a maximum height of 8' from the aisle to 5' into your booth (see diagram below).

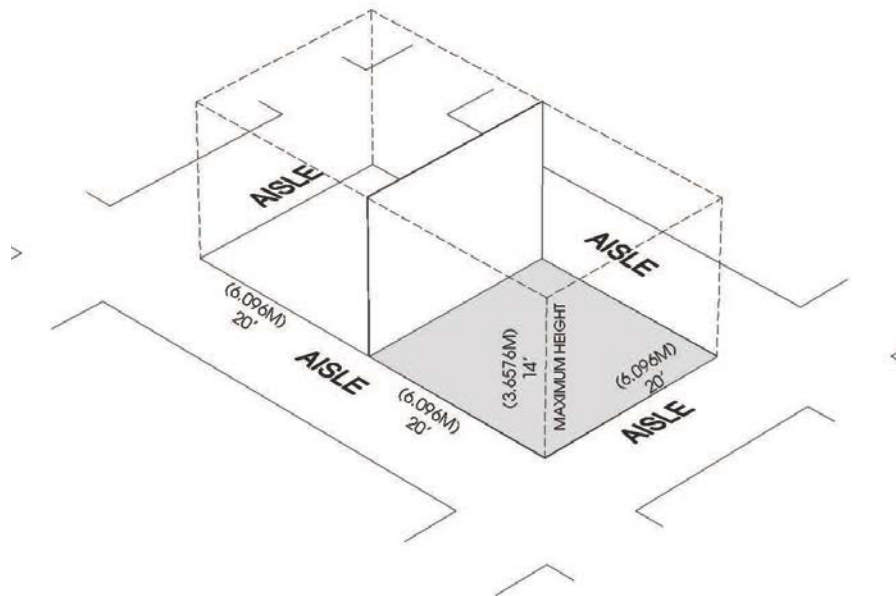
THE BACKSIDE OF YOUR BOOTH/STRUCTURE THAT IS IMMEDIATELY ADJACENT TO THE IN-LINE BOOTHS MUST BE FINISHED WITH A SOLID COLOR/TEXTURE WITHOUT DISPLAYING ANY GRAPHICS, LOGOS OR COMPANY NAME.



PENINSULA TO PENINSULA BOOTH:

If you are in a peninsula booth that backs up to another peninsula booth, your display can have a maximum height of 14' throughout your entire booth space.

THE BACKSIDE OF YOUR BOOTH/STRUCTURE THAT IS IMMEDIATELY ADJACENT TO THE IN-LINE BOOTHS MUST BE FINISHED WITH A SOLID COLOR/TEXTURE WITHOUT DISPLAYING ANY GRAPHICS, LOGOS OR COMPANY NAME.



ISLANDS

There is no maximum height for island booths; we ask that all islands submit a rendering of their booth design to Jack Young, Operations Manager at Jyoung@mic.org

OVERHEAD BANNERS/HANGING SIGNS

Banners can be hung over any peninsula or island booth with a maximum height of 22' to the top of the signage. All overhead signage must be professionally produced and finished. The distance from the floor to the rafters is 30'.