

## AIMExpo Booth Guidelines

Exhibitors must follow the show regulations and booth guidelines as described within this manual. These regulations are put in place to ensure the show has a professional and consistent feel, which improves the experience for the show attendee.

### 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.

### Animal Policy

Animals are not permitted on the premises of the OCCC, except in conjunction with an exhibit, or in accordance with the Americans with Disabilities Act as a service animal trained to do work or perform tasks for the benefit of an individual with a disability. Animals approved to be on the premises must meet the following confinement guidelines:

1. Animal(s) must be on a leash or confined to a pen at all times.
2. Animal(s) must be under constant control and are the responsibility of the owner or handler.
3. Animal exhibits are not permitted on carpeted OCCC areas.

OCCC Event Management must be notified in advance of any planned animal exhibit and/or any intended general public interaction with live animal displays. A detailed schedule must be provided in advance, outlining the nature of the animal exhibit and all appropriate move-in, show and move-out information.

### Canopies

Any inline booth utilizing a canopy or pop-up tent 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 inline 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.

### Display Standards

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. 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.



## **Drones**

The use of Unmanned Aircraft Systems (Drones) are strictly prohibited within the grounds of the OCCC.

## **Flags**

Flags are allowed in inline booths under the following conditions: 1) Flags must be placed at the front of your booth and must be a minimum of 8' tall, 2) Flags may not exceed 14' in total height, 3) Flags may not exceed a width of 2'.

## **Flammable Materials**

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

## **Flooring**

All booths, regardless of size, location or type must have professional flooring (carpet, tiles, laminate, etc.) that covers the entire surface of your booth.

## **Helium Balloons**

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

## **Lighting**

No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

## **Literature Distribution**

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



## 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.

## Overhead Signage

Overhead signage can be hung over any peninsula or island booth with a maximum height of 22' to the top of the sign. All overhead signage must be professionally produced and finished. The distance from the floor to the rafters is 40' in Halls WA1-3.

The Orange County Convention Center (OCCC) is the exclusive rigging service provider. Rigging information may be found [here](#).

## Remote-Controlled Devices

Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled space within the exhibitor's booth. It is prohibited to demonstrate product outside of the booth and/or in the aisles. The Demonstration Area should include safe netting or other barrier appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval

## Signage

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.

## Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly. Please note Accessible Storage is available and can be ordered through Shepard.

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## Vehicles Displayed in Booth

- Ignition keys must be labeled and kept on site at all times.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- People under the age of sixteen (16) are not permitted to operate a motorized vehicle on OCCC property.
- Motorized vehicles, personnel carts, bicycles, forklifts, pallet jacks, and other wheeled vehicles with steel and/or hard metallic wheels, are not permitted in the public concourses, lobbies, and registration areas of the OCCC.
- Lifts or other wheeled vehicles approved for use in carpeted areas must have non-marking tires, or tires that are covered with carpet tape or heavy-duty polyethylene sheeting.
- Vehicles can only be moved to and from your booth outside show hours and under the supervision of show management and/or Official Service Contractor depending on the rules in the building.
- For gas/liquid fueled vehicles and gasoline/diesel-powered equipment for display, must have batteries disconnected and a maximum of 1/4 tank of fuel. The gas cap must be locked or sealed with tape. Fueling or de-fueling of vehicles is prohibited on OCCC property. For electric vehicles, batteries must be rendered inoperable by manual disconnect or other approved methods. Charging electric vehicles indoors is prohibited on OCCC property.

If you're planning on displaying a vehicle in your booth at AIMExpo 2027, we ask that you send the following information to [targets@shepardes.com](mailto:targets@shepardes.com):

- Equipment type/size
- Weight
- Dimensions
- Whether Shepard carpet has been ordered
- Confirmation of your assigned move-in date for the mobile unit

Providing this information is essential to avoid delays onsite and to ensure the appropriate resources are in place for your setup. If you have any questions or need further clarification, please feel free to reach out to the Shepard email above.

### No Early Move-Outs!!

**AIMExpo ends on Friday at 1pm 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 Friday. Consequences of early move-out (this includes the early tearing down of your booth) include losing your priority booth selection and possible exclusion from next year's show.**

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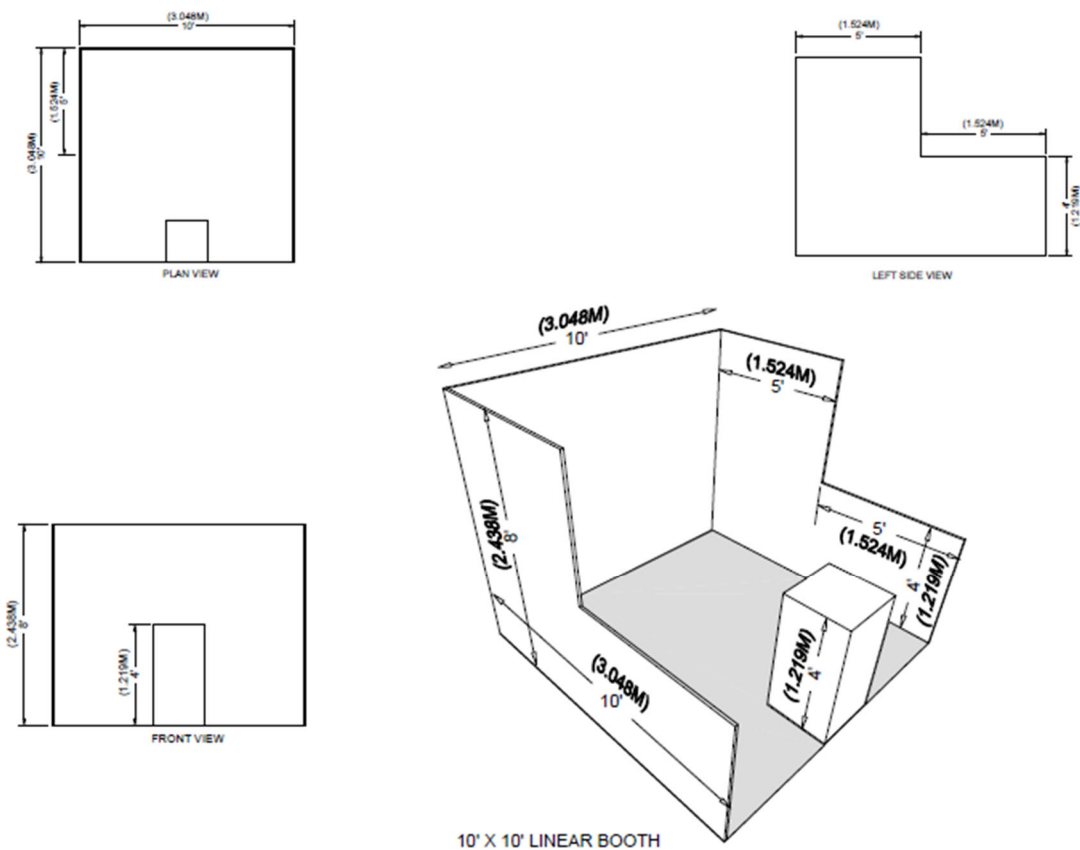
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## BOOTH DIMENSIONS & HEIGHT GUIDELINES

### Standard Inline Booth



All standard 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.

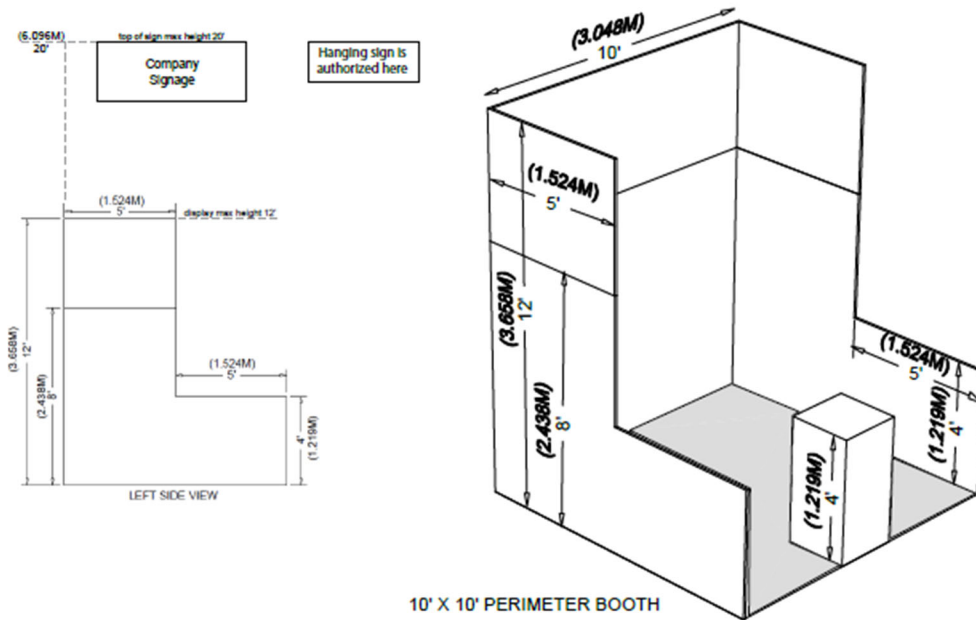
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## Perimeter Inline Booth



A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. 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' high in the front half.

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

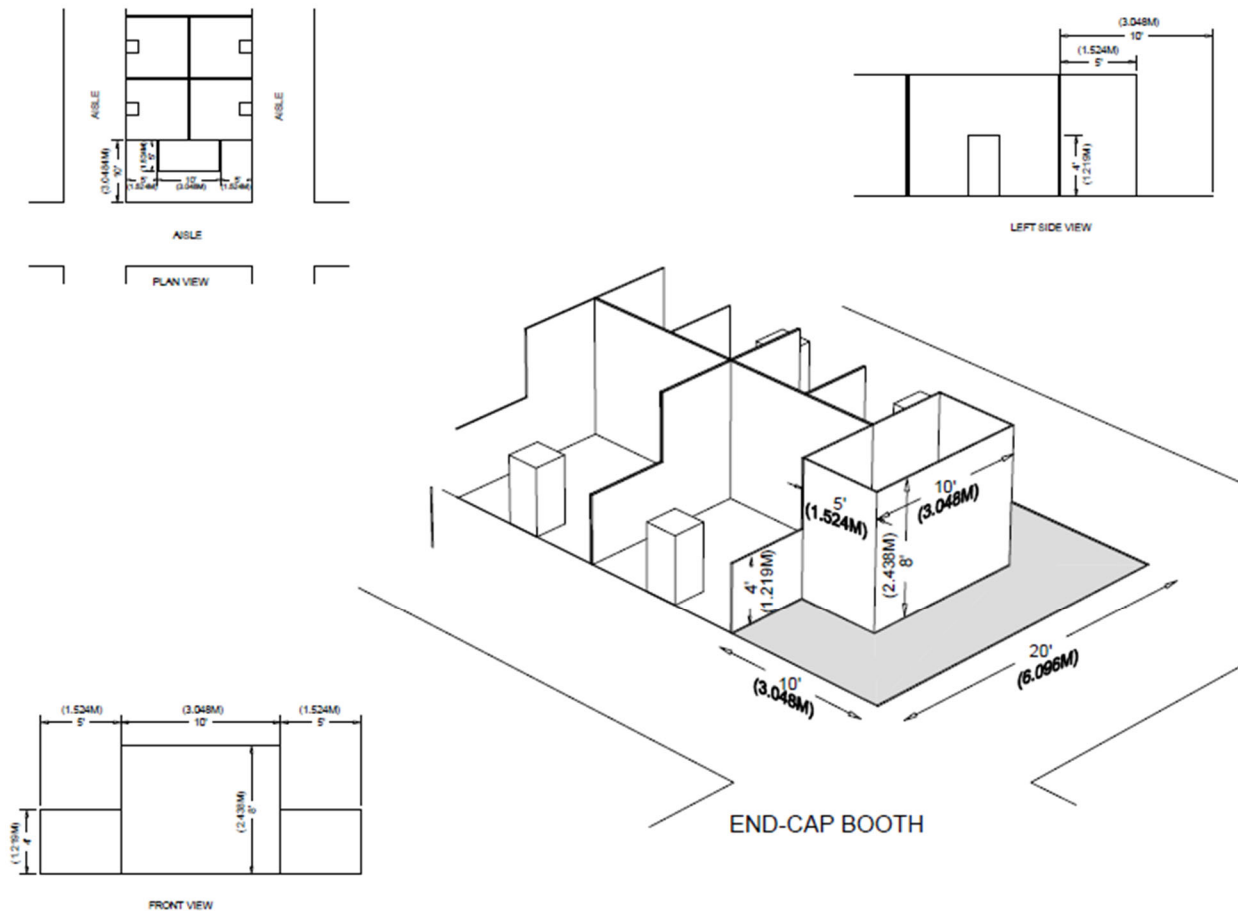
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## Peninsula to Inline Booth



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 inline booths must be finished with a solid color/texture without displaying any graphics, logos, or company name.



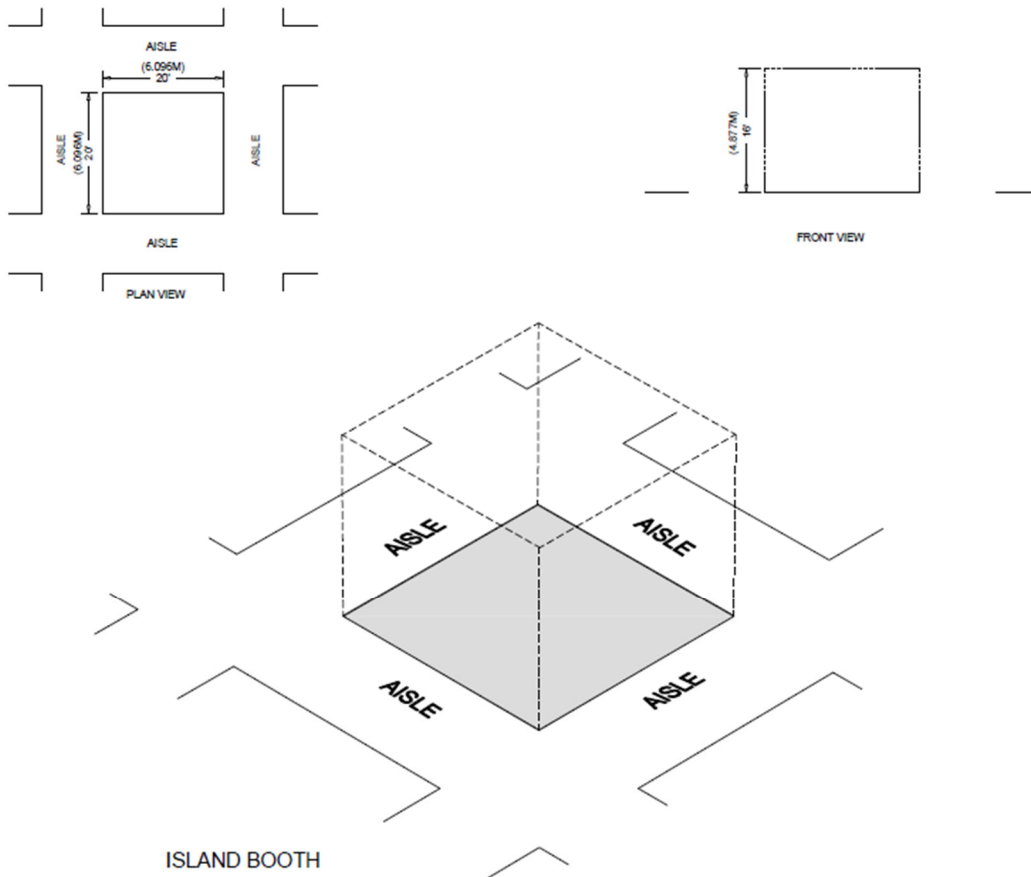
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## Island Booth



All sides of the display must be finished. There are no height restrictions for island booths. We ask that all islands with perimeter walls submit a rendering of their booth design to Deanne Metz at [dmetz@mic.org](mailto:dmetz@mic.org) to aid in our management of the floorplan.

## Multi-Level Booth

All multi-level booths must submit a detailed structural plan to the Orange County Convention Center (OCCC), which will grant approval and determine any necessary safety requirements. If you plan on building a multi-level booth, please contact Deanne Metz at [dmetz@mic.org](mailto:dmetz@mic.org).