



BOOTH SET-UP GUIDELINES

Only official contractors, exhibitor appointed contractors and exhibiting company personnel are permitted on the show floor during move-in, move-out and **NO ONE** under the age of 18 is permitted on the show floor during that time. It is the responsibility of Exposition Management to ensure the overall appeal of the exhibit area. We need your cooperation in assuring an attractive Exposition. Guidelines addressing height, depth, structural integrity, storage and important detail for each type of booth construction follow in this section.

Exposition Management complies to any policy the Fire Marshal mandates, and adheres to the official IAEM guidelines. Should your exhibit not conform you will be asked to modify it on-site at your expense. Show Management will advise you if you are in violation and give you the opportunity to make adjustments prior to the Fire Marshal walkthrough.

Please direct any questions concerning booth set-up guidelines to:
tfisher@jspargo.com at 703.631.6200.

FIRE REGULATIONS

- All draperies, backdrops, bunting and other decorations must be flameproof; exhibitors must have certificate of flame retardant!
- All paper and other flimsy materials used for decorative purposes, including flameproof paper are prohibited.
- The use of liquid petroleum and gases is prohibited.
- Helium Balloons are also prohibited.
- All gasoline-powered vehicles used for indoor exhibits must contain less than ¼ tank of fuel per vehicle, have locking gas caps or heavy duct tape (no paper tape) placed over the fuel spout, and have both battery leads disconnected and taped. Tanks cannot be refueled or emptied inside the facility.
- Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted without approval from the facility.
- Combustible crates and packaging boxes **MUST** be removed after set-up period to the storage area.