

Booth Building Regulations

The following Guidelines for Display Rules and Regulations have been established by CTI to fit the needs for the CTI Symposium USA 2023.

Maximum Building Height

- Maximum building height from the ground is 16ft (4,87 m) with the exception of the following spaces: **101 to 110 / 301 to 308 and 602 to 604** will be confined to a maximum height of 8ft (2.44m).
- All buildings with a building height above 8ft needs to be announced to CTI **by latest 17th of April 2023** in written form: **w.stinner@handelsblattmediagroup.com**. This is to ensure that your next neighbors will have the opportunity to also adjust their height.
- Two-story booths are not allowed

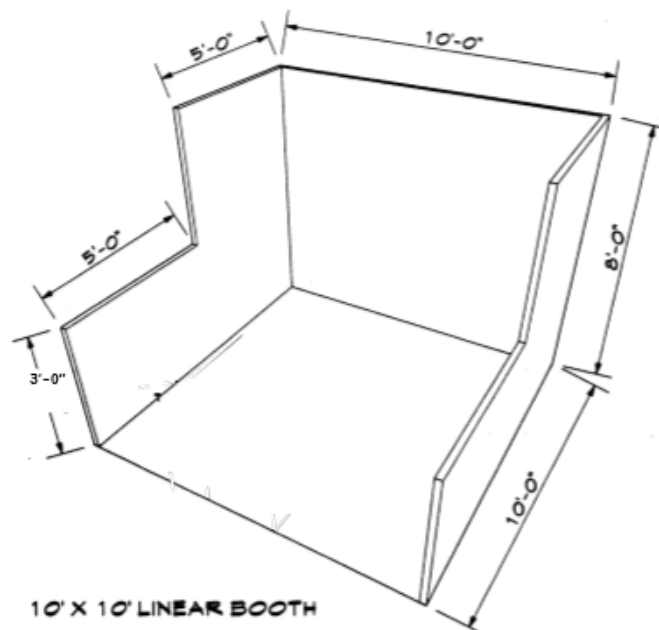
The Exhibition Hall is 24' Clear to the low Trusses.

Use of Space

Regardless of a linear or corner booths, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

All spaces with the booth numbers **101-110 / 301-308 and 602-604** are committed to the following standards: The maximum height of 8ft (2.44 m) is allowed only in the rear half of the booth space, with a 3ft (1m) height restriction for the wall in the remaining space forward to the aisle. Please ensure that you won't place any massive, sight line obstructing materials, tables, displays or exhibits higher than 4ft (1,22m) blocking the view to your neighbor in the front half of the booth.

Example of a 10'x 10' booth space:



Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

The backs of all walls of any structure must have clean and neutral surfaces, finished to a high standard and clear of wires. The preferred color is white. This applies to the entire back surface, whether bordered by a neighbor, a wall in the venue or exposed. No advertising or logos should directly overlook any neighboring stand. Using the back of a neighbor's wall is not permitted.

If you do not fulfil these requirements you may be required to order onsite — which will incur a significant surcharge.

Pipe and Drape: only on request (please order with your *Equipment set-up and Dismantling* form)

CTI will provide pipes and white drapes as visual separation only on request for each booth in the back (width: Depends on your booth size). Standard height of pipes and drapes: 8'

Please note that it is not intended as a display fixture. Therefore, product and signs should not be attached or affixed.

Hanging banner

- Banner should not be larger as the booth size
- Not more than 50 pounds

Send the release to:

tfreytag@suburbanshowplace.com

Flammable or Toxic Materials

All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant. 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 local regulations regarding fire/safety and environment which must be adhered to.

Storage

Fire regulations 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, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

All 110-volt wiring should be grounded three-wire.

- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- 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.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (0.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

Sound/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 a booth.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Vehicles

If you wish to place a vehicle within your booth, please contact CTI.

Americans with Disabilities Act (ADA)

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 at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle.

Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length)

- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance