

BOOTH CONSTRUCTION INFORMATION

Size Configuration

Standard booths are 10'x10', arranged in a linear configuration, and island or peninsula exhibits are created by combining linear booths in a minimum configuration of 20' x 20'. Additional islands may be created at the discretion of the Academy, provided that all other space has been assigned. In most cases, the width (frontage) of an island booth may not exceed the length, unless no other configuration is possible within the available exhibit space. In order to preserve the maximum amount of unimpeded aisles, and to facilitate optimal traffic flow, booth widths that impede into aisles are not permitted (including, but not limited to, 30', 40', 60', 70' and 90' width).

Every effort will be made to assign booths of the same type as requested. However, this cannot be guaranteed. All dimensions are believed to be accurate but are not warranted by the Academy.

Exposed or unfinished sides or exhibit backgrounds must be draped to present an attractive appearance. The exhibits will be inspected during the setup time and the service contractor, with the approval of the Academy, will provide masking drape as deemed necessary. Any charges incurred will be the responsibility of the exhibitor.

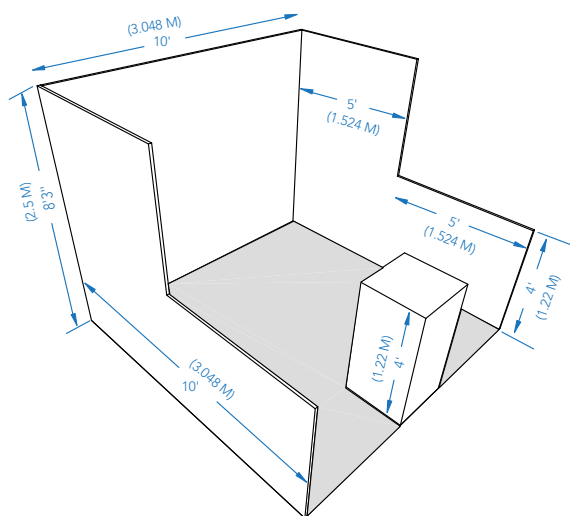
During the course of the installation and exhibit days, all booths are subject to on-site review. The Academy reserves the right to request modifications where necessary at the exhibitor's expense to insure compliance with construction rules and regulations.

Linear Booths

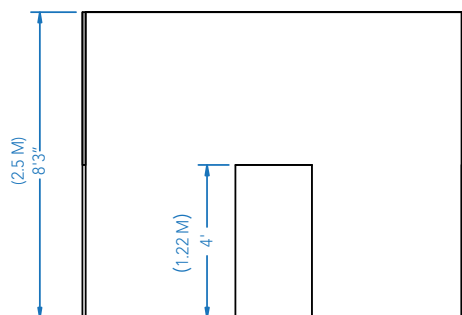
Linear booths are 10' x 10' (100 square feet) or multiples thereof and are arranged in a straight line.

- All linear booths consist of 8'3" high backdrap and 4'0" high side dividers mounted on aluminum tubular frames.
- Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m).
- Display material for linear booths is restricted to a maximum height of 4'0" (1.22m) in the front 5' (1.52m) of the booth, and 8'3" (2.5m) in the rear 5' (1.52m) of the booth.
- To maintain uniformity and to prevent obstruction of view of adjoining booths, no solid or draped walls can be higher than 8'3" in the back and 4'0" along the dividers and aisles, within 10 lineal feet of a neighboring exhibit.

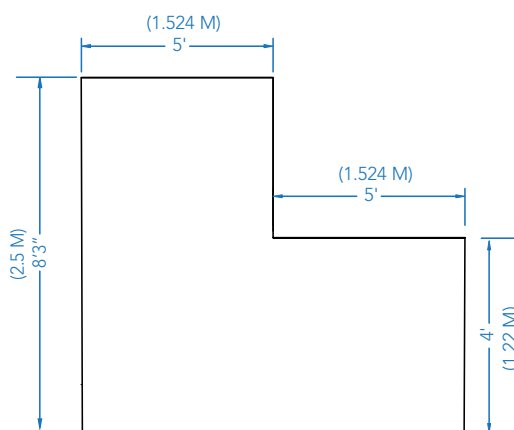
10' X 10" LINEAR BOOTH



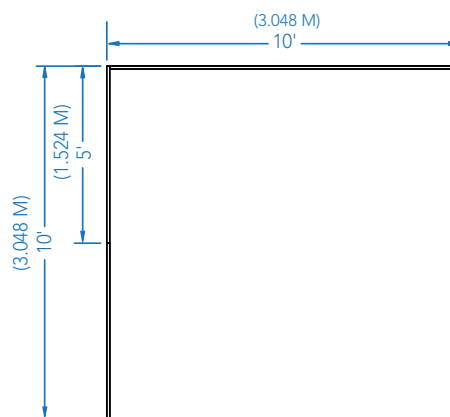
FRONT VIEW



LEFT SIDE VIEW



PLAN VIEW



Island Booths

An island exhibit consists of four or more standard booths back to back with aisles on all four sides. Multi-level exhibit booths are not permitted.

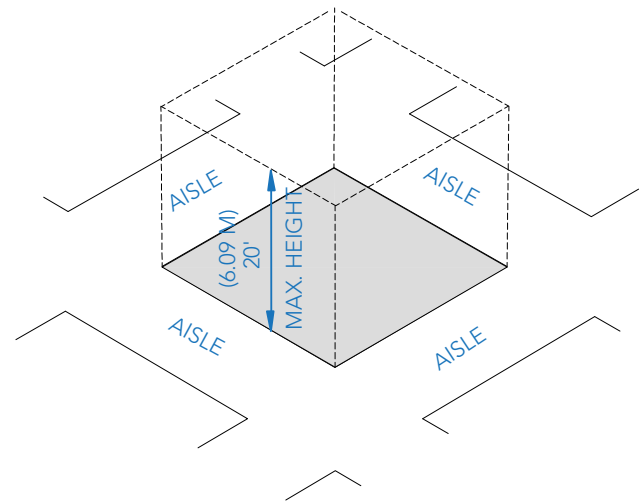
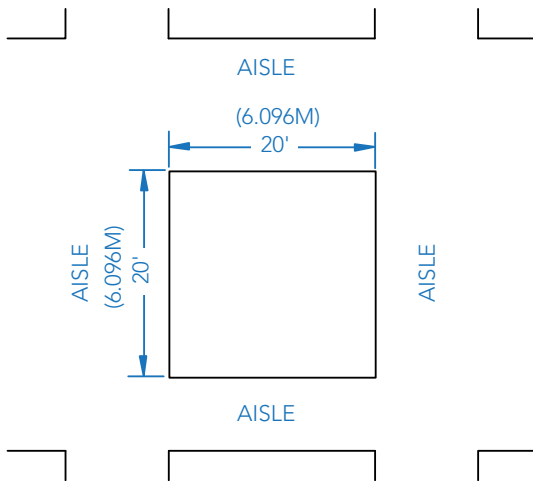
- The height limit for island exhibits is 20'0" (6.09m). That is, branded exhibit fixtures, components, identification signs will be permitted to a maximum height of 20'0" (6.09m) at the top. Unbranded lighting truss, motors, or rigging may be set above 20'0".

Complete booth construction plans and layout arrangements for island exhibits are requested for online review by the Academy by January 26, 2022. Neither the Academy, the convention center, nor the general service contractor bear responsibility for the exhibitor's compliance with Academy booth construction policy. It is the sole responsibility of the exhibiting company and/or their agents to ensure compliance with Academy and facility booth construction policy.

During the course of the installation and exhibit days, all booths are subject to on-site review. The Academy reserves the right to request modifications where necessary at the exhibitor's expense to insure compliance with construction rules and regulations.

ISLAND BOOTH

PLAN VIEW



Peninsula Booths

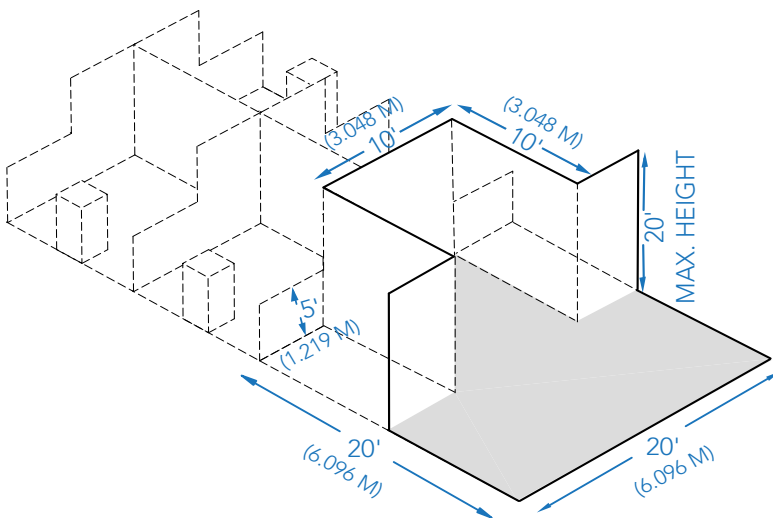
A peninsula booth consists of four or more standard booths back to back with aisles on three sides. Two standard booths will not be assigned as a peninsula booth.

- Branded exhibit features, components, and identification signs will be permitted to a maximum height of 20'0" (6.09m).
- All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of a neighboring exhibit, must be confined to the area within 5'0" (1.52m) of the center line to avoid blocking the sightline from the aisle to the adjoining booth.

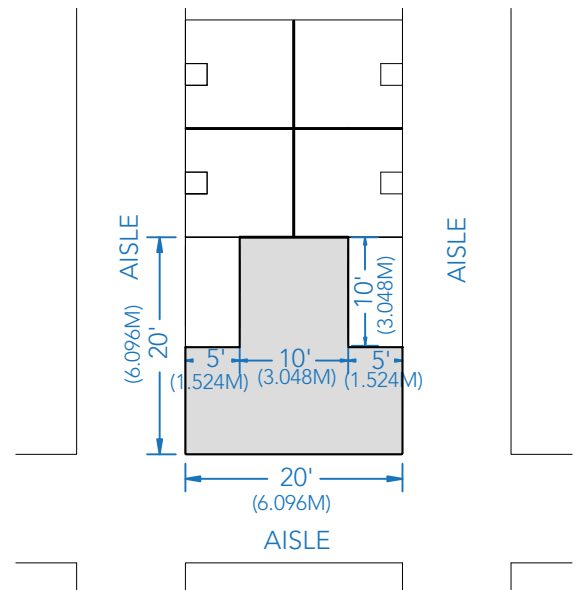
- Peninsula exhibits are subject to standard back and side height requirements on the side adjoining other booths.

Complete booth construction plans and layout arrangements for peninsula exhibits are requested for online review by the Academy by January 26, 2022. Neither the Academy, the convention center, nor the general service contractor bear responsibility for the exhibitor's compliance with Academy booth construction policy. It is the sole responsibility of the exhibiting company and/or their agents to ensure compliance with Academy and facility booth construction policy.

PENINSULA BOOTH



PLAN VIEW



Canopies/Ceilings

The use of canopies in linear booths is prohibited. The use of canopies in island or peninsula booths are requested for review by the Boston Convention & Exhibition Center, by January 26, 2022 for fire regulation compliance. The Fire Marshall maintains final jurisdiction regarding the use of ceilings or canopies. Even with Fire Marshall approval, all ceilings and canopies must conform to island and peninsula booth construction policies.

Raised Flooring

Raised floors used in booths must be ADA compliant.

The flooring edge should be tapered down to the exhibit hall aisle. Corners on aisles should be rounded or protected.

Americans with Disabilities Act

Each exhibitor shall be responsible for compliance with the Americans with Disabilities Act of 1992 (ADA) with regard to their booth space, including, but not limited to, the wheelchair access provisions.

Aisle Space

The main aisles of the exhibit area are for the exclusive use of the Academy. Exhibitors are not permitted to purchase designated aisle space. The aisles will be carpeted and maintained daily by the Academy.

Booth Carpet and Booth Cleaning

Booth carpeting/floor covering is not mandatory. Carpet may be either supplied by the exhibitor or rented from the service contractor. Exhibitors are not permitted to carpet outside their assigned exhibit space.

Exhibitors are required to keep their booths clean at all times. The Academy has the right to order daily cleaning if booth appearance is unsightly. Any costs for this cleaning will be charged to the exhibiting firm.

Lighting and Electrical Requirements

Sufficient light is provided for adequate general illumination of the exhibit area. At their own expense, exhibitors are permitted to have exhibit hall lighting dimmed or turned off above their booth space only. No individual electrical outlets are provided in the booth space. All electrical service must be supplied by facility electricians to ensure that it will meet safety requirements of the fire regulations of Boston, MA.

Overhead Signs / Banners / Lighting Truss

Hanging signs are only permitted in island/peninsula booth configurations. The suspended height limit of branded exhibit components is 20'0" (6.09m) when measured from the floor to the top of the sign/truss. Hanging signs/lighting truss may not exceed the perimeter of the booth, but may be positioned above the branded components.

If you plan to suspend a sign, banner, or lighting truss from the ceiling as part of your island/peninsula exhibit, you must inform the General Service Contractor and the Boston Convention & Exhibition Center by January 26, 2022.

Exhibitor lighting must be limited to the confines of the booth space. Lighting that projects onto another exhibitor's space or Academy aisles or otherwise detracts from the professional atmosphere of the event will not be permitted.

Blueprints indicating hanging points, hanging location and total weight of the sign or truss must be submitted with the hanging sign order form to the General Service Contractor & the Boston Convention & Exhibition Center by January 26, 2022.

The rigging specifications for the Boston Convention & Exhibition Center will be included in the Exhibitor Service Manual.

Balloons

The use of balloons as part of the exhibit display or as a giveaway is prohibited.

Facility Fire/Safety Guidelines

The Boston Convention & Exhibition Center has established guidelines regarding acceptable booth configuration from a safety standpoint. It is the responsibility of each exhibitor to insure compliance with all Facility Regulations. Facility Regulations related to exhibit booths are available at the Online Exhibitor Services Store, available in November 2021.