Coverings
THE GLOBAL TILE & STONE EXPERIENCE

2027 EXHIBITOR SERVICES MANUAL

BOOTH DISPLAY RULES

COMING SOON! TRANSLATIONS WILL BE AVAILABLE IN:

ITALIAN | SPANISH | PORTUGUESE | TURKISH | MANDARIN CHINESE

Coverings Show Management has developed the Booth Display Rules in accordance with the guidelines adopted by the International Association of Exhibitions & Events (IAEE). All exhibits must conform to these regulations, including the official and are an integral part of your signed exhibit space contract.

Contact Patti Hoffend at phoffend@taffyevents.com with questions regarding booth designs and approval.

BOOTH DESIGN APPROVALS

- ***All Exhibits 600+ square feet** must submit the 600+ square feet Booth Design Submission
- to Show Management for approval no later than **Thursday, February 25, 2027**
- **Multi-level structures** (regardless of size) or **any exhibits with more than 300 square feet of overhead covering** must submit a Multi Level & Covered Booth Submission Form
- to be reviewed by both Show Management and the Orange County Convention Center (OCCC) no later than **Thursday, February 25, 2027**

*See more information below and at: OCCC Exhibitor Guidelines

Requirements when submitting booth designs:

- Deadline to submit your drawings is **Thursday, February 25, 2027**
- All dimensions must be in US customary units.
- Elevation drawings are required and must indicate the height of the highest element of the display. Please see the respective height restrictions for each booth type below.
- If any type of full ceiling cover (including fabric) is used in your booth, the square footage must be indicated.
- Booths with raised floors are required to comply with the U.S. Americans with Disabilities Act (ADA).

*EXHIBITORS ARE REQUIRED TO ABIDE BY ALL Orange County Convention Center (OCCC) EXHIBIT RULES & GUIDELINES WHICH CAN BE FOUND HERE: OCCC Exhibitor Guidelines

CUBIC CONTENT STYLE

Coverings abides by the Cubic Content rule, which allows exhibitors to maximize their exhibit space and investment. Cubic Content style allows exhibits to fully occupy the width, depth and maximum allowable height of the booth footprint according to their booth type as outlined below.

COVERED CEILINGS

OCCC requires that any booth with any type of covered ceiling (including fabrics) must abide by the following guidelines:

1. All materials used in the construction of covered exhibits, and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame-retardant treatment, along with samples of said materials, must be submitted, if requested by the Orange County Fire Rescue Services Department. It is recommended that Certification of flame-retardant treatments be available on the show site.

2. Booths that have 300+ square feet of covered ceiling must install a single station and battery-operated smoke detector on the interior of each covered exhibit. The detector must sound an audible alarm and be installed per the manufacturer's instructions
3. ALL booths with any amount of covered ceiling must provide at least one (1) 2-A, 10-BC portable, dry chemical fire extinguisher. Fire extinguisher(s) must be mounted in a visible location and accessible.
4. For booths with 300+ square feet of covered ceiling, a general Fire Watch will be provided by Show Management.

MULTI-LEVEL BOOTHS

*Exhibitors with multi-level booths must submit for approval detailed booth plan drawings. Plans should be submitted before exhibit construction begins and must adhere to the following:

1. They must be scaled, signed, and dated by a registered architect or engineer.
2. They must include the show's name and dates.
3. They must include the exhibitor's name and assigned booth number.
4. They must include directional information (indicate neighboring aisles and/or booth numbers).
5. They must indicate maximum exhibit height within the booth. Height guidelines are established by show management.
6. They must include the rise and tread of the stairs.
7. They must include guardrail measurements

***For full and detailed requirements please see:** OCCC Exhibitor Guidelines

FLOOR COVERING/CARPET

All exhibits must have wall-to-wall carpeting or other professional flooring with no concrete floor exposed underneath. If your carpet/flooring is not installed by **12:00 p.m. on Monday, April 5**, carpet will be forced by Freeman at the Exhibitor's expense.

SIGNS AND GRAPHICS (ALL BOOTH TYPES)

All signs, lettering, or graphics facing a neighboring exhibit must be located at least 10' from that exhibit unless the side facing the neighboring exhibitor is blank. This includes all free-standing signage and "tear drop" type flags. Signs must be finished and professional on all exposed sides.

INSTALLATION EXCLUSIONS

- All exhibits must be free standing. No bolts, screws, hooks, or nails shall be driven into or attached to the walls or floors of the exhibit facility.
- No part of the display may be attached to, or otherwise secured to, the drapery backdrop or side dividers.
- No decorations, signs, banners, etc., may be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns. Holes may not be drilled, cored, or punched into any walls, floors, or ceilings of the exhibit facility.
- Exhibitors may not adhere tile or any other material directly to the floor of the exhibit facility.
- Exhibitors will be held responsible for all expenses associated with damage to the building, including flooring, walls, and columns.

UNFINISHED AREAS

Any open or unfinished sides of an exhibit bordering another exhibitor's space and/or are thought unsightly by Show Management must be finished or draped to present an attractive appearance. Show Management reserves the right to have unfinished areas covered at the exhibitor's expense.

UTILITY AND RIGGING ORDERS

Place Utility and Rigging Orders including electrical, plumbing, and aerial (overhead hanging sign) rigging with OCCC for your booth prior to your arrival in Orlando so you can begin constructing your exhibit at once.

Theatrical rigging (ie; truss or lighting) will be handled by Freeman. Please see their order forms in the Exhibitor Service Manual.

DISPLAY GUIDELINES BY BOOTH TYPE

IN-LINE/LINEAR BOOTH

In-Line/Linear Booths generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle, except in the case of a corner inline where there would be two sides exposed. In-Line/Linear Booths are built in ten foot (10') wide increments by ten feet (10') deep, i.e., 10'x10', 10'x20', 10'x30' etc.

Maximum height limit for inline booths is ten (10') feet .
The entire cubic content of an In-Line/Linear Booth may be used to the maximum allowable height of ten (10') feet.

Hanging Signs: Overhead hanging signs are not permitted in In-Line/Linear booths.

PERIMETER BOOTH

A Perimeter Booth is an In-Line/Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. Perimeter Booths are built in ten foot (10') wide increments by ten feet (10') deep, i.e. 10'x10', 10'x20', 10'x30' etc.

Maximum height limit: twelve (12') feet
The entire cubic content of a Perimeter Booth may be used to the maximum allowable height of twelve (12') feet.

Hanging Signs: Overhead hanging signs are not permitted in Perimeter Booths.

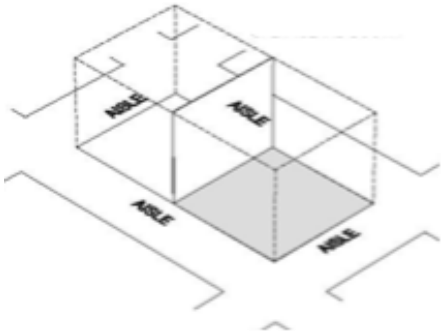
PENINSULA BOOTH

A Peninsula Booth is a 20' x 20' or larger Booth exposed to aisles on three (3) sides and backs to In-Line/Linear Booths.

Maximum height limit: twenty (20') feet

The entire cubic content of a Peninsula Booth may be used to the maximum allowable height of twenty (20') feet pending that all signs, lettering, or graphics facing a neighboring exhibit are located at least 10' from that exhibit unless the side facing the neighboring exhibit is blank.

Hanging Signs: Maximum height of 20' from top of the sign to the floor and must be finished on all sides.



SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. A Split Island Booth is 20'x20' or larger.

Maximum height limit: twenty (20') feet
The entire cubic content of a Split Island Booth may be used to the maximum allowable height of twenty (20') feet pending that all signs, lettering, or graphics facing a neighboring exhibit are located at least 10' from that exhibit unless the side facing the neighboring exhibit is blank.

Hanging Signs: Maximum height of 20' from top of the sign to the floor and must be finished on all sides.

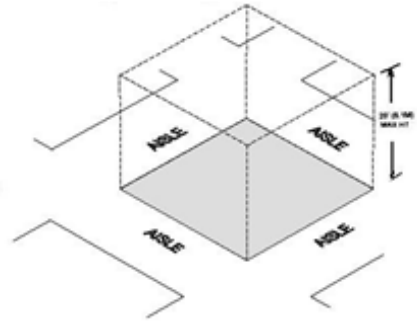
ISLAND BOOTH

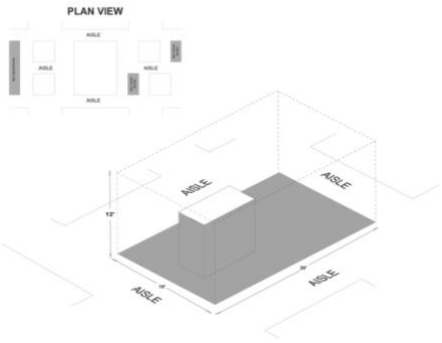
An Island Booth is a booth exposed to aisles on all four sides. Island Booths are 20'x20' or larger.

*Any booth less than 20'x20' is **not** considered an island booth and will have a ten-foot (10') height restriction*

Maximum height limit: twenty (20') feet
The entire cubic content of the Island Booth may be used to the maximum allowable height of twenty (20') feet.

Hanging Signs: Maximum height of 20' from top of the sign to the floor and must be finished on all sides.





MINI ISLAND BOOTH

A Mini Island Booth is a Booth that is ten feet (10') deep by ten feet (10') wide increments, i.e. 10'x20', 10'x30', that is open/exposed on all 4 sides. **This is **not** the same as a regular island booth; see above for island booths rules.*

Maximum height limit: twelve (12') feet

- The entire cubic content of the Mini Island Booth may be used to the maximum allowable height of twelve (12') feet.
- No drape will be provided.
- Exposed back and side walls that are visible must be professionally finished or draped to present an attractive appearance.
- Multi-Story Inline Island booths are not permitted.

Hanging Signs: Overhead hanging signs are not allowed in Mini Island booths.

MULTI-LEVEL BOOTHS

For full details and requirements refer to the OCCC Multi-level and/or Covered Exhibits section as described in the OCCC Facility Guide at: OCCC Exhibitor Guidelines

- Detailed drawings with a certified Engineer or Architect's stamp are required for all multiple-story booths and must be submitted by **Tuesday, February 23, 2027**

SHOW READY PROGRAM

To facilitate installation of aisle carpet and an on-time show opening, a CLEAN FLOOR POLICY will be enforced.

- All displays must be in place with no remaining booth material in the aisles by **12:00 p.m. Monday, April 5.**
- Any remaining display material including wood, crates, cartons, and fibers must be labeled as empty or trash by **12:00 p.m. Monday, April 5**.
- Failure to comply with could result in additional charges.
- Exhibitors will be permitted to work within their exhibit space until **5:00 p.m. Monday, April 5.** Please schedule your labor accordingly.
- Permission from Show Management will be required if you need to be in your booth space beyond **5:00 p.m. Monday, April 5**.

CERTIFICATES OF INSURANCE – MANDATORY!

All Exhibitors and their Appointed Contractors, including those within designated pavilions, must upload proof of liability insurance in the form of a Certificate of Insurance (COI) by **February 25, 2027**. Please refer to the official Exhibitor Liability Insurance information sheet for coverage requirements and submission instructions for

Exhibitors that already carry liability insurance protection. Also included is information for purchasing liability insurance from our partner, Rain Protection Insurance.

- Exhibitors that currently have insurance are required to send valid certificates to Portal@RainProtection.net.
- Exhibitor Appointed Contractors (EACs) must upload their COI to the Exhibitor Appointed Contractor (EAC) Notification form or send directly to Exhibitor@Coverings.com.

OPERATION AND CONDUCT

Exhibitors and Exhibitor Representatives, including Exhibitor Appointed Contractors (EACs), shall comply with all applicable rules concerning their conduct including:

- All displays, signage, product demonstrations, and sales activities in the exhibit hall must be kept within the confines of your contracted space. This includes hosting audiences, distributing materials, or encroaching into the aisles.
- Personnel should not enter or loiter in another exhibitor's booth space without obtaining permission, nor should personnel block access to another booth.
- At no time may anyone enter an exhibit space that is not staffed.
- Exhibitors or their representatives may not photograph or video an exhibit or product of another exhibitor without their permission.
- Exhibitors may not sublet their booth space without Show Management approval.
- Exhibitors must adhere to the information outlined in the Event Guide

CUTTING OF MATERIALS: CUTTING OF TILE AND STONE MATERIAL AND DUST PRODUCTION

Motorized dry cutting, drilling, or sanding of tile and stone inside the exhibit hall is forbidden, both during the booth installation and dismantle and during the Show.

Scoring and snap cutting and cutting with a stationary wet saw with an integrated water delivery system (per OSHA 1926.1153 Table 1) are permitted.

Exhibitors can operate motorized dry cutting devices only in one of the designated dry sawing rooms on the show floor. The dry sawing rooms will be a negative pressure environment with a HEPA-filtered air scrubber (per OSHA 1926.1153 Table 1).

Coverings show management has organized wash stations for water and water waste throughout the show floor. Exhibitors are required to properly wet clean workspace and tools promptly after cutting materials to avoid any residual dust.

If an Exhibitor does not comply with health and safety regulations outlined in these Rules, Coverings reserves the right to stop the Exhibitor's operations until adequate remedial measures approved by Coverings are adopted and require the Exhibitor to pay a $1,000 fine.

The fine for a second violation by an Exhibitor will double. In the event of a third violation by the Exhibitor, and for each subsequent violation, Coverings, at its option, may (i) again double the fine and/or (ii) terminate the rights of the Exhibitor under the Exhibitor's Contract, resell the Exhibitor's Booth Space and retain all payments

of the Minimum Payment Due made by the Exhibitor under the Exhibitor's Contract as liquidated damages and not as a penalty.

Coverings suggests that any cutting, drilling, or sanding of materials other than tile and stone (such as wooden framing) be done using tools with a dust bag or vacuum dust collection equipment (per OSHA 1926.1153 Table 1). At all times, Coverings reserves the right to stop any such operations that it determines in its sole discretion to be potentially hazardous.

Consistent with the terms of the Exhibitor's Contract, the Exhibitor is obligated to indemnify and hold Coverings show management and International Tile Exposition LLC harmless from any and all liability, including damages, claims, and indemnities, arising from any third party (including other exhibitors or visitors) as a result of the Exhibitor's breach of these Rules.