

**TRANSLATION AVAILABLE IN: ITALIAN MANDARIN CHINESE SPANISH TURKISH PORTUGUESE**

---

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 [Event Guide & Policies](#), and are an integral part of your signed exhibit space contract.

Contact Patti Hoffend at [phoffend@taffyevents.com](mailto:phoffend@taffyevents.com) with questions regarding booth designs and approval.

### **BOOTH DESIGN APPROVALS**

---

\*Exhibits with greater than 600 square feet must submit the [600+ Sq Ft Booth Design Submission Form](#) for approval no later than **Friday, February 21, 2025**.

\*Exhibitors with Multi-Level and/or 300 sq ft or greater of Ceiling Covering (including fabric) must submit the [Multi-Level & Covered Booth Design Submission Form](#) for approval no later than **Friday, February 21, 2025**.

\*See more information below.

#### **Requirements when submitting booth designs:**

- Deadline to submit your schematics is **Friday, February 21, 2025**.
- All dimensions must be in US measurements.
- Elevation views should indicate the height of the highest element of the display. Please see 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 \(ADA\)](#).

### **CUBIC CONTENT STYLE**

---

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

### **COVERED CEILINGS**

---

- **Less than 300 square feet:** OCCC requires that any booth with any type of covered ceiling (including fabrics) with less than 300 square feet of covered ceiling must have a 2-A, 10-BC portable, dry chemical fire extinguisher which must be visibly mounted. In addition, Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibitor structure regardless the square footage.
- **Greater than 300 square feet:** For full details refer to the Guidelines for Covered Exhibits With Larger Than 300 Covered Square Feet part of OCCC Exhibitor Services section: [www.occc.net/Portals/0/Library/exhibit/docs/OCCC\\_Multi-Level\\_and\\_Covered\\_Booth\\_Guidelines.pdf](http://www.occc.net/Portals/0/Library/exhibit/docs/OCCC_Multi-Level_and_Covered_Booth_Guidelines.pdf)

## **FLOOR COVERING/CARPET**

---

All exhibits are required to 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 28** then carpet will be forced by Freeman at the Exhibitor's expense.

## **HANGING 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 deemed as 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 ORDERS**

---

Place all orders (including flooring, electrical, internet, telephone, catering, etc.) for your booth prior to your arrival in Orlando so you can begin constructing your exhibit immediately.

## 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. 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: eight (8') feet**

The entire cubic content of an In-Line/Linear Booth may be used to the maximum allowable height of eight (8') feet.

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

### PERIMETER BOOTH

---

A Perimeter Booth is a 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

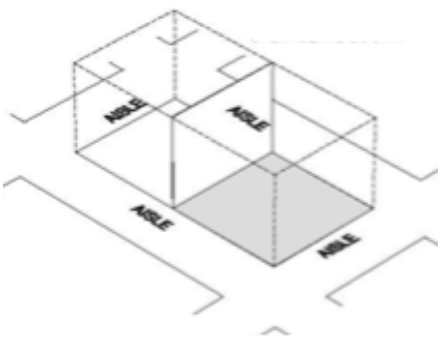
---

A Peninsula Booth is 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.

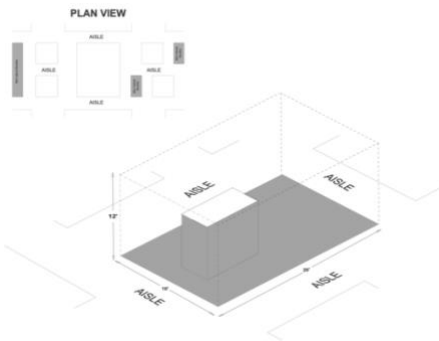
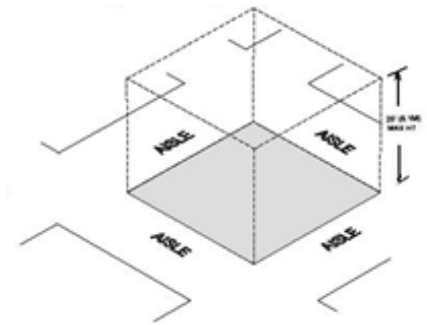
### ISLAND BOOTH

An Island Booth is a booth exposed to aisles on all four sides that is 20'x20' or larger. Any booth less than 20'x20' is not considered an island booth and will have an eight-foot (8') 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 an In-Line/Linear Island Booth arranged in a series along a straight line in ten feet (10') deep by ten feet (10') wide increments, i.e. 10'x20', 10'x30' etc.

**Maximum height limit: twelve (12') feet**

- No drape will be provided or permitted.
- Booth must be accessible from all 4 sides.
- 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.

### MULTI-LEVEL AND COVERED BOOTHS

For full details and requirements refer to the OCCC Multi-level & Covered Booth Conditions described in the OCCC Exhibitor Services page: [https://www.occc.net/Portals/0/Library/exhibit/docs/OCCC\\_Multi-Level and Covered Booth Guidelines.pdf](https://www.occc.net/Portals/0/Library/exhibit/docs/OCCC_Multi-Level_and_Covered_Booth_Guidelines.pdf) also found in the Additional Services Section.

- Detailed, engineer stamped drawings of multiple-story booths must be submitted **by February 21, 2025**
- Plans must indicate if the exhibit is multiple-story and/or enclosed with a ceiling. Booth's that have more than 300 square feet of ceiling cover (including all fabric) are considered covered.
- Certain booths may require Fire Watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials.
- Multiple-story booths cannot be located under passenger or utility truss ways.

## **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 28.**
- Any remaining display material including wood, crates, cartons, and fibers must be labeled as empty or trash by 12:00 p.m. Monday, April 28.
- Failure to comply could result in additional charges.
- Exhibitors will be permitted to work within their exhibit space until 6:00 p.m. Monday, April 28. Please schedule your labor accordingly.
- Permission from Show Management will be required if you need to be in your booth space beyond 6:00 p.m. on April 28, 2025.

## **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 28, 2025** exhibitors are required to send valid certificates to [Sales@rainprotection.net](mailto:Sales@rainprotection.net) and Exhibitor Appointed Contractors (EACs) must upload their COI. Please refer to the official [Exhibitor Certificates of Insurance \(COIs\)](#) and [Exhibitor Appointed Contractors \(EACs\)](#) information sheets for detailed coverage requirements and submission instructions.

## **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 & Policies](#).

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

---

Motorized dry cutting, drilling, or sanding of tile, stone, or any other silica-containing materials 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. In addition, Exhibitors may rent a wet saw from [Sunbelt Rentals, Inc.](#)

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.

Any cutting, drilling, or sanding of materials other than tile, stone, and other silica-containing materials (such as wooden framing) can only 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.