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## **COVERINGS 2024 BOOTH DISPLAY REGULATIONS**

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

For questions regarding booth design and approval contact Patti Hoffend at [phoffend@taffyevents.com](mailto:phoffend@taffyevents.com).

### **Booth Design Approvals**

\*Exhibitors with greater than 600 square feet must submit the [600+ Sq Ft Booth Design Submission Form](#) for approval no later than **Friday, March 22, 2024**.

\*Exhibitors with Multi-Level and/or 300 sq ft or greater of any type of Ceiling Covering must submit the [Multi-Level & Covered Booth Design Submission Form](#) for approval no later than **Wednesday, February 14, 2024**. \*See more information below.

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

- Deadline to submit your schematics is **Friday, March 22, 2024**.
- 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 solid surface ceilings are 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 \(ADA\)](#).

### **Cutting of Materials**

#### **CUTTING OF TILE AND STONE MATERIAL AND DUST PRODUCTION (Rules updated January 20, 2024)**

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 work space 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.

#### **The Cubic Content Rule**

Coverings follows the cubic content rule, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as described below.

#### **Hanging Signs and Graphics (all booth types)**

**New this year!** Hanging signs will NOT be permitted at Coverings 2024. All signs, lettering, or graphics facing a neighboring exhibit must be located at least 10' from that exhibit unless the side facing the neighbor is blank. This includes all free-standing signage and "tear drop" type flags. Signs must be finished 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 areas.
- No part of the display may be attached to, or otherwise secured to, the drapery backdrop or side dividers.
- No decals or other adhesive materials shall be applied or affixed to the walls, pillars, or floor of the exhibit areas.

#### **Unfinished Areas**

All open or unfinished sides of an exhibit bordering another exhibitor's space and/or appear unsightly to the show floor must be covered. Show Management reserves the right to have them covered at exhibitor's expense.

#### **Utility Orders**

Place all flooring, electric, and internet [orders](#) prior to arrival in Atlanta so you can begin constructing your exhibit immediately. The targeted move-in floor plan will be available in January 2024.

## DISPLAY GUIDELINES BY BOOTH TYPE

**NOTE:** Due to logistical and time constraints, NO SIGNS/BANNERS WILL BE PERMITTED TO HANG FROM THE CEILINGS AT COVERINGS 2024.

### Linear/Standard or In-Line Booth

Linear Booths have one side exposed to an aisle and are generally arranged in a series along a straight 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.

**All In-Line Booths have an eight-foot (8') maximum height limit.**

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

### Perimeter Booth

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

**Perimeter Booths have a twelve-foot (12') maximum height limit.**

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

### Peninsula Booth

A Peninsula Booth is exposed to aisles on three (3) sides and is composed of a minimum of four booths (20'x20').

**Peninsula Booths have a twenty-foot (20') maximum height limit.**

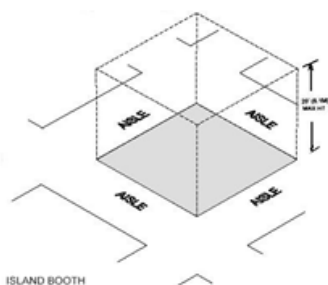
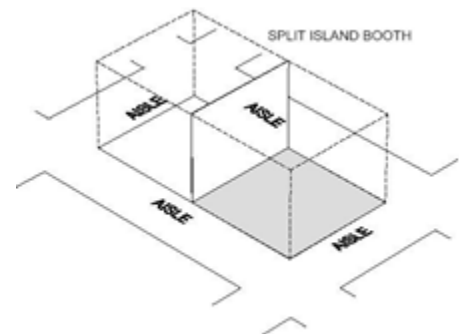
The entire cubic content of the Peninsula Booth may be used to the maximum allowable height of twenty (20') feet.

### 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.

**Split Island Booths have a twenty-foot (20') maximum height limit.**

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



### 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

**Island Booths have a twenty-foot (20') maximum height limit.**

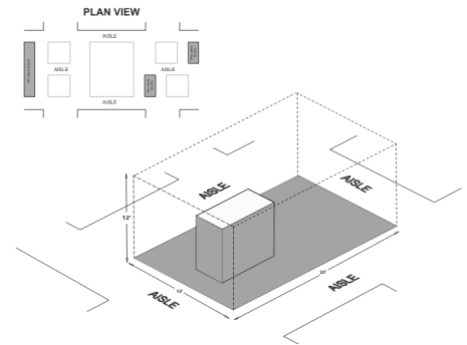
The entire cubic content of the Island Booth may be used to the maximum allowable height of twenty (20') feet.

### Mini Island Booth

A Mini Island booth is an In-Line 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.

#### **Mini Island Booths have a twelve-foot (12') maximum height limit.**

- 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.



### Covered or Multi-Level Booths

Booth plans for all multi-level booths and/or booths with 300 square feet or greater of any type of ceiling covering must be submitted to Show Management and the Georgia World Congress Center Authority Event Services Representative using the [Multi Level Booth Design Submission Form](#), along with a licensed structural engineer's stamp of certification and a completed GWCC [Credit Card Authorization Form](#), for review a minimum of 60 days before move-in, **February 14**. Charges will be applied prior to submitting to the Fire Marshal for approval at the prevailing rate, currently \$75/hour.

Booths with 300 square feet or greater of covered ceiling are required to be equipped with a Class 2A10BC Fire Extinguisher in each enclosed area. Covered areas should also be furnished with proper smoke detectors that emit audible alarms outside of the enclosed or covered area.

The upper deck of multi-level exhibits greater than 300 square feet in area shall have at least two remote means of egress. Areas within the exhibit booth that are totally enclosed (i.e., walls and roof/ceiling) must be served by an emergency lighting source (i.e., battery-powered) when such areas lead to exit access from the space (e.g., stairs, aisles, corridors, ramps, and passageways leading to an exit from the booth space).

## **NEW AND IMPORTANT GUIDELINES**

### Hanging Signs

NEW! This year, due to logistical and time constraints, NO SIGNS/BANNERS WILL BE PERMITTED TO HANG FROM THE CEILINGS AT COVERINGS 2024.

## **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 and with no remaining booth material in the aisles by **2:00 p.m., Sunday, April 21.**
- All remaining shipping materials, wood, crates, fibers etc. that are to be returned at close of show should be labeled with EMPTY stickers and be ready for removal by **2:00 p.m., Sunday, April 21.**
- **Shipping materials not ready for removal by 3:00 p.m. on Sunday, April 21 will be subject to additional labor costs for late pick-up.**
- Toolboxes and accessible storage items will be removed from the show floor at 5:00 p.m. Sunday, April 21.

- **Exhibitors will be permitted to work within their exhibit space until 5:00 p.m. on Sunday, April 21.** Please schedule your labor accordingly.
- Permission from Show Management is required if work needs to continue in your booth space beyond 5:00 p.m. on Sunday, April 21.

### **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). Exhibitors should send all valid certificates to [Sales@rainprotection.net](mailto:Sales@rainprotection.net) and Appointed Contractors should [upload their COI](#) by **March 15**. Please refer to the official [COI and EAC Information](#) page for detailed coverage requirements and submission instructions.

### **OPERATION AND CONDUCT**

Exhibitors and Exhibitor Representatives, including Exhibitor Appointed Contractors, 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 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.