

The ASMBS 2024 Annual Meeting
Exhibit Dates: June 10-13, 2024
Halls F&G - San Diego Convention Center
San Diego, California



BOOTH DESIGN GUIDELINES AND SPECIFICATIONS

Deadline for ISLAND Booth Schematics: May 3, 2024

Created in association with the International Association of Exhibitions and Events (IAEE) and ASMBS.

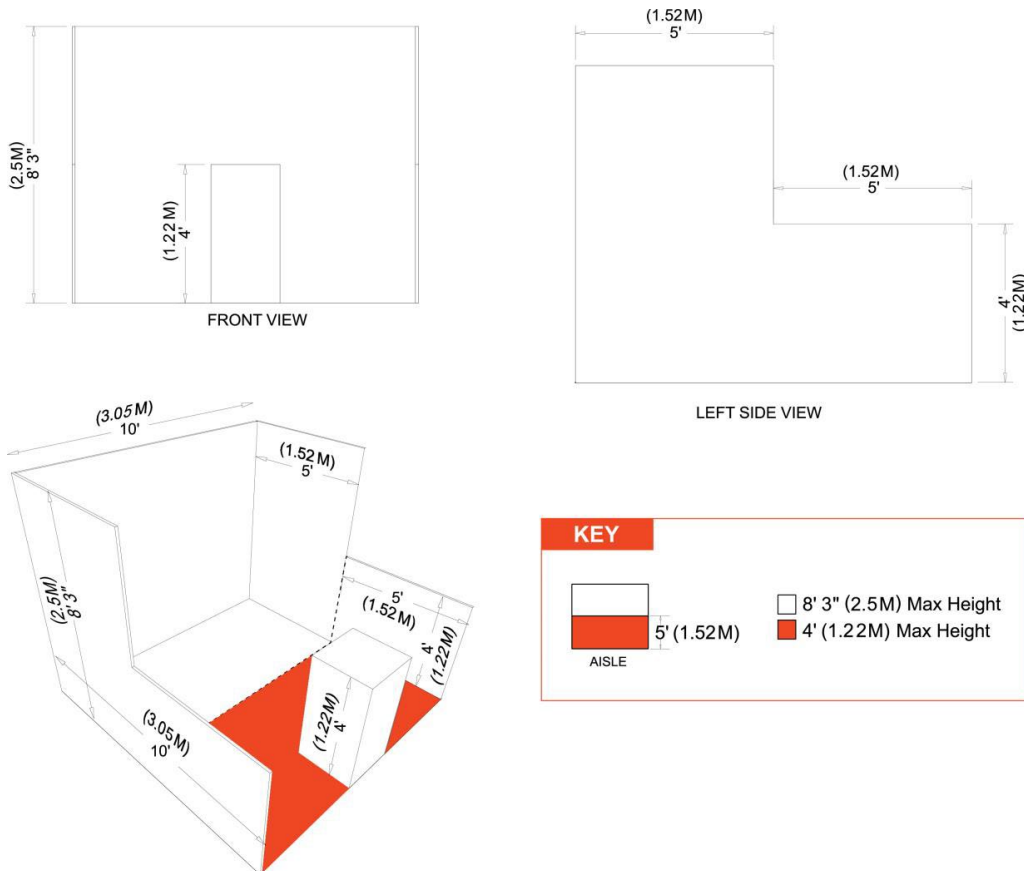
STANDARD/IN-LINE OR LINEAR BOOTHS

This type of booth configuration is arranged in a straight line with neighboring exhibitors on the immediate right and left, leaving only one side (front of booth) exposed to the aisle.

Regardless of the number of Linear Booths utilized, e.g., 10' x 20' (3.05m by 6.10m), 10' x 30' (3.05m by 9.14m), 10' x 40' (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. **HANGING SIGNS ARE NOT PERMITTED IN STANDARD/INLINE/LINEAR BOOTHS.**

A Linear Booth with an open corner exists at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

NOTE: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



The ASMBS Annual Meeting Exhibit and Sponsorship Sales & Management c/o A. Fassano & Company
kim_simoni@AFassanocoCo.com | Phone: 856-302-0889

Floor Plans and Schematics for ISLAND booths MUST be submitted to [ASMBS Show Management](#) for approval no later than **May 3, 2024.**

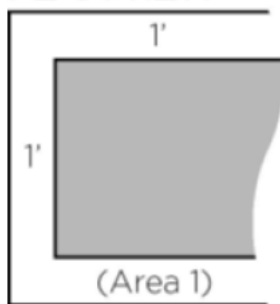
ISLAND BOOTHS

An Island booth at the AMSBS 2024 Annual Meeting is a 20' x 20' or larger booth size exposed to aisles on all four sides. Hanging signs are permitted in island booths. The ceiling height of the facility is 30'. See maximum allowable height for island booths in the following:

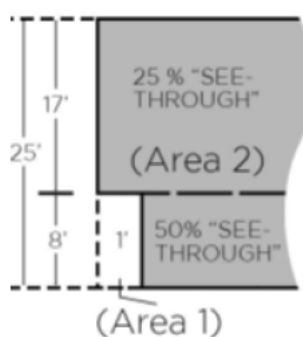


1. All island displays must have access from all four sides of the booth.
2. A fifty percent (50%) see-through effect on the portion of the booth from the floor up to a minimum of 8' in height is required. Compliance will be determined from a minimum of two angles. No exhibit structure may span an aisle by roofing or floor covering.
3. A twenty-five percent (25%) see-through effect on the portion of the booth from 8' up to the maximum height of 25' is required. Compliance will be determined from at a minimum of two angles.
4. Display components from 8' to 25' in height may extend to the edge of the exhibit space. (Please reference diagram at the bottom of this page labeled Area 2)
5. Complete scale drawings, both concept and construction, indicating applicable set back, exhibit height, live demonstration areas and supplemental/back out lighting requests must be submitted to ASMBS Show Management for approval on or before May 3, 2024.
6. Move-in/setup may not begin without written preliminary approval of plans by ASMBS Show Management. A final determination will be made during installation of exhibit. Any changes required to bring an exhibit into compliance with these Booth Design Guidelines and Specifications shall be made at the exhibitor's expense.
7. No part of any island booth display may exceed a height of 25' from the floor of the exhibit hall (including the top of any hanging signs/banners).
8. Include the position, height and dimensions of any hanging banners above the booth and indicate such on the floor plans and schematics.
9. Any island with raised floors must be shown in the drawing. Some facilities will require an ADA ramp for raised flooring.
10. Display components from the floor to 8' in height may NOT be closer than 1' to any external boundary of the exhibit space (see diagram below labeled - AREA 1).

ISLAND FLOOR
PLAN VIEW



ISLAND SIDE OR
ELEVATION VIEW



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ISLAND booths MUST be
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GUIDELINES FOR ALL BOOTH TYPES



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 Web site at <http://www.usdoj.gov/crt/ada/adahom1.htm>.

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. Refer to local building codes that regulate temporary structures.

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.

FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for testing. 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 and adhere to local regulations regarding fire/safety and environment.

Exhibitors should dispose of any such waste products generated during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

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 assigned exhibit space.
- Exhibitors intending to use hanging light systems must 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 which is potentially harmful, such as lasers or ultraviolet lighting, 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.
- Currently, some convention facilities are not allowing quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

STORAGE

The official contractor handles removal of and provides storage space for crates, boxes, skids, and other materials during the Exhibition and at the close of exhibits returns properly marked materials to the exhibitor's booth. **Fire regulations prohibit storing products, 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.

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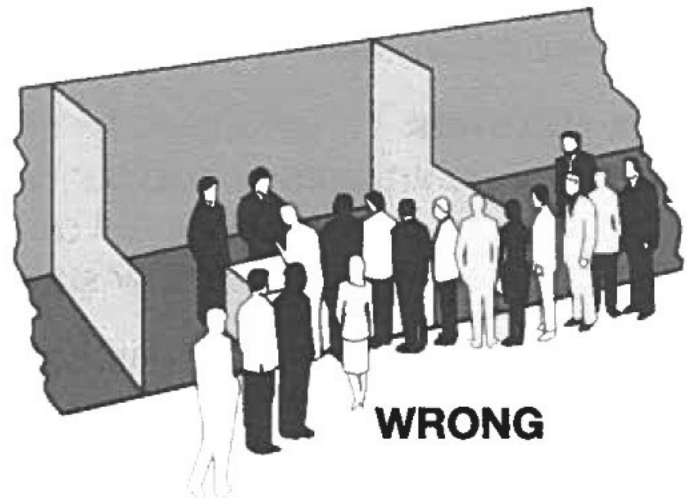
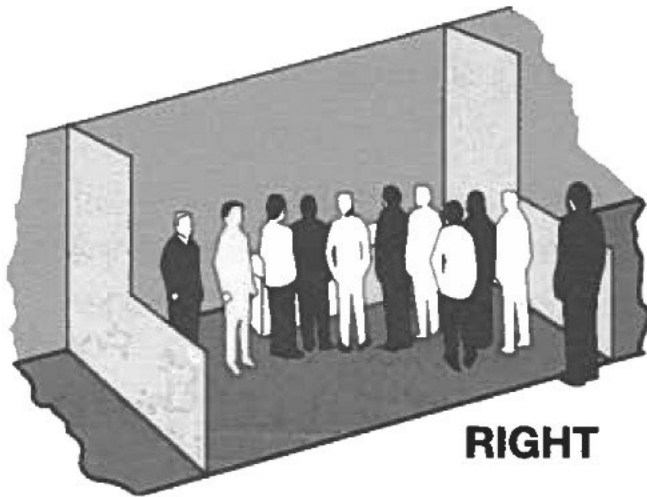
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GUIDELINES FOR ALL BOOTH TYPES (CONT...)



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 or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.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 80 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.gov for more information.)

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.

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