EXHIBITOR SERVICE MANUAL

JANUARY 11-15, 2024 • MIAMI BEACH CONVENTION CENTER

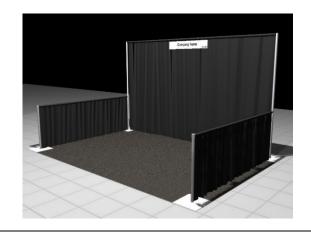
BOOTH PACKAGES & REGULATIONS

INLINE BOOTH

A booth next to other booths in a row.

Each inline booth comes with:

- 8' high pipe and drape back wall
- 3' high pipe and drape side rails
- 7" x 44" booth identification sign with the company name and booth number
- Black booth carpet
- One wastebasket



All other equipment and services are the responsibility of the exhibitor. Online ordering (where available) and printable order forms are located within this kit.

If you are supplying your own lights, you will need to order support poles from EXPO to affix your tracks. <u>Click here</u> to order your poles directly from EXPO. If you are a jewelry exhibitor with a booth number higher than 1300, **OR** if you have purchased your lights from Show Management, a pole package will be automatically supplied to you.

Antique Exhibitors:

Each 10' x 15' booth area will be provided with:

- Three 8' undraped tables
- One 6' undraped table
- Two folding chairs

Antique exhibitors must complete the Package Table Order Form by December 8th, 2023 to receive your tables.

Jewelry Exhibitors:

Each 10' x 15' booth area will be provided with:

- One 6' black draped table
- Two folding chairs

Show Colors

• 8' Backwall and 3 'Siderail Drape: Black

Booth Carpet: BlackAisle Carpet: Grey

Hanging Signs

If you have a custom display, you will NOT be provided with a booth aisle sign. No banners and/or signage will be hung in or above a booth unless it has been incorporated into an approved sponsorship agreement with Show Management.

Storage

Fire regulations prohibit storing paper cartons or packing materials behind back drapes/hard walls or under draped tables. In most cases, however, exhibitors may store a limited supply of cartons or product appropriately within the booth area, so long as these items do not impede access to utility services, create a fire hazard, or look unsightly. Accessible storage areas will be available at show site.

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. Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support products to be displayed.



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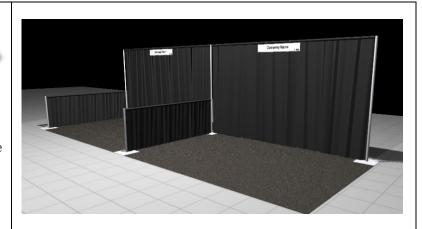
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CORNER BOOTH

A booth on the corner of a row and has two sides open to the aisles.

Each corner booth comes with:

- 8' high pipe and drape back wall
- 3' high pipe and drape side rail on the side with a neighboring booth. Open on side by the aisles
- 7" x 44" booth identification sign with the company name and booth number
- Black booth carpet



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- Two folding chairs

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Each 10' x 15' booth area will be provided with:

- One 6' black draped table
- Two folding chairs

Show Colors

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Booth Carpet: BlackAisle Carpet: Grey

Hanging Signs

If you have a custom display, you will NOT be provided with a booth aisle sign.

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Fire Code Regulations

All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame retardant. No paper/cardboard cartons must be stored in booth near electrical outlets or wiring. Exhibitors may not hang their own lights.

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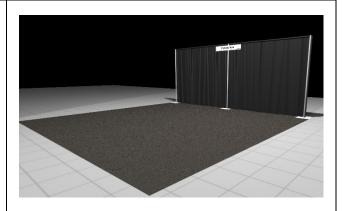
PENINSULA & END-CAP BOOTHS

Each peninsula & end-cap booth comes with:

- 8' high pipe and drape back wall
- No side drape
- 7" x 44" booth identification sign with the company name and booth number
- Black booth carpet

Island booths

 Island booths do not come with drape or metal. But we do provide you a 7"x44" ID sign. If desired, drape and poles may be ordered directly from <u>EXPO</u>



*Peninsula Booth Shown
Only carpet, back drape wall & sign provided

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Jewelry Exhibitors:

Each 10' x 15' booth area will be provided with:

- One 6' black draped table
- Two folding chairs

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