



Booth Rendering Approval Submission Instructions:

Exhibitors must submit a Booth Rendering Submission Approval Form through the online [Exhibitor Portal](#) for approval by **Friday, April 10**.

AACE will consider island designs and their effect on surrounding exhibits as factors in assigning exhibit space. Regulations governing such exhibits are:

1. An island booth is 20'x20' or 400 square feet or larger and have aisles on all four sides of the exhibit space. The maximum height of an island booth is eighteen feet (18"). 30% see-through effect on the portion of the booth from the floor up to a minimum of eight feet (8') in height is required. Compliance will be determined from a minimum of two angles.
2. Exhibitors must submit diagrams of booths 20'x20' or larger for approval. Diagrams should include a colored-rendering, complete scale drawings, both concept and construction, an overview of the booth indicating applicable setback, exhibit height, live demonstration areas and supplemental/backout lighting requests. Diagrams should indicate height and width dimensions of all booth walls and major structures, including hanging signs. These should be submitted as a PDF with the Freeform Booth Approval Form by **Friday, April 10** through the online [Exhibitor Portal](#).
3. Any changes that occur after initial submission must be resubmitted to AACE Exposition Management for approval prior to the meeting. Should booth construction at the show deviate from the actual submitted and approved floor plans, AACE Exposition Management reserves the right to ask the exhibitor to make modifications at the exhibitor's expense.

Signage

Exhibitors with island booths (20'x20' and larger) are permitted to hang identification signs from the ceiling of the Walter E. Washington Convention Center. All identification signs must be fixed and within the confines of the booth. Hanging Signs and Graphics should be set back 10' from adjacent booths and be directly over contracted space only. The top of the booth's sign must not extend more than 18' from the exhibit hall floor and cannot block visibility of AACE signs. Variances will not be granted. Please note: Multilevel exhibits are not permitted.

For additional information, please review the [Exhibitor Rules and Regulations](#).

Questions? Please contact Sharon Boutin, Exhibit Operations Manager



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