



BOOTH RENDERING AND SUBMISSION INSTRUCTIONS

An **island exhibit** is an open area of exhibit space with aisles on all four sides. Island booths are 20'x20' or larger. Island exhibits must provide for accessibility from all four aisles. The height restriction for island booths is **24 feet** for the booth structure(s). Multi-level booths are strictly prohibited.

Exhibitors who wish to construct an island booth that is 400 square feet or larger are required to submit a digital drawing, rendering, or architectural plans to AAGL, Exhibition Management, through the online AAGL [Exhibitor Resource Center](#), for approval by **Monday, September 29, 2025**. Any changes that occur after initial submission must be resubmitted to AAGL Exposition Management for approval prior to the meeting.

Hanging signs/banners are only available for island booths and may not exceed the perimeter of assigned booth space. The ceiling height at the Convention Center ranges from 28–36 feet. The Healthcare Convention and Exhibitors Association (HCEA) rules should be followed (see www.hcea.org/hcea-guidelines-and-best-practices).

Floor plans for every island booth are required to ensure that AAGL rules and regulations are followed and provide AAGL with the ability to resolve potential issues before show-site. Floor plans should be drawn to scale and include all exhibit components and their dimensions. If floor plans are not submitted by the date indicated above, and the booth's construction is determined to be in violation of booth restrictions, AAGL has the right to prohibit assembling of the booth. Island exhibits are subject to show site review and modification where necessary, at the Exhibitor's expense.

Aisles may not be obstructed due to any activities within the booth:

- a. Counters must be a minimum of one foot in from all aisles.
- b. Demonstration areas are required to be placed a minimum of five feet in from the aisles.

To submit your rendering for review and approval, please upload your file(s) to the online submission portal.

If you have any questions, please contact Shirley Harris at 703-631-6200 or shirley.harris@spargoinc.com.