



ISLAND BOOTH RENDERING AND SUBMISSION INSTRUCTIONS

Exhibitors who wish to construct an island exhibit that will be 400 square feet or larger are required to submit a rendering of the booth with elevation plans and all necessary measurements clearly indicated, as well as any hanging signage, truss/lighting, suspended product, etc. via the online submission process in the [Exhibitor HUB](#), for approval by **Monday, April 15, 2024**. Any changes after the initial submission must be resubmitted to ACOG Management for approval prior to the meeting.

Island exhibits must provide for accessibility from all four aisles. Island exhibits may extend to all outer edges of the booth but must provide see-through visibility so as not to obstruct the view of, or otherwise interfere with, the displays of other exhibitors. ASHP requires island booth exhibitors to comply with the “See Through Rule”, which means that at least 50% of the exhibit booth must have visibility through it on all sides.

The height restriction for island booths is **20 feet** for the booth structure(s). Multi-level booths are strictly prohibited. Hanging signs/banners are only available for island booths and may not exceed the perimeter of assigned booth space.

Island booths must be constructed to allow access from all sides. Island booths should have open sight lines around and through the design (including hanging signs/structures), so that the surrounding area can be viewed through the booth and that neighboring booths are not inappropriately obstructed. The top of the booth’s sign must not extend more than 20 feet from the Exhibit Hall floor and cannot block visibility of ACOG signs. Variances will not be granted.

Exhibitors who wish to construct an island booth that will be 400 square feet or larger, are required to submit a digital drawing, rendering, or architectural plans to ACOG Exhibits Management by **Monday, April 15, 2024**. Any changes that occur after initial submission must be resubmitted to ACOG Exhibits Management for approval prior to the meeting. Should booth construction at the meeting deviate from the actual submitted and approved floor plans, ACOG Exhibits Management reserve the right to ask the exhibitor to make modifications at the exhibitor’s expense. When scheduling activities that may draw crowds, exhibitors must make available (in contracted floor area) adequate space for lines. For additional information, please review the [ACOG Annual Clinical & Scientific Meeting Rules and Regulations](#) related to an Island Exhibits on page 7.

Questions? Shirley Harris, ACOG Exhibit Operations Management



800-564-4220 (within the U.S.) or 703-631-6200



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