



BOOTH RENDERING AND SUBMISSION INSTRUCTIONS

Exhibitors who wish to construct an island booth 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. online, through the “Required Section” of the ASHP [Exhibitor Resource Center](#) for approval by **Friday, October 30, 2023**. Any changes after the initial submission must be resubmitted to ASHP Exposition Management for approval prior to the meeting.

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. Companies that contract for island booths are allowed to purchase only up to 50 feet of frontage on any main cross aisle. 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 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 **25 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. The top of the booth’s sign may not extend more than 25 feet from the floor to the top of the sign, and the bottom of the sign must be at least 16 feet above the floor. There may be ceiling height variations in the exhibit hall. Exhibiting companies should verify the height of the ceiling with the convention center or SPARGO, Inc. before designing your booth.

Only exhibitors with booths that are 400 square feet or larger are permitted to have hanging signs, truss or lighting above their booth. If you plan to suspend any signs, truss or lighting above your booth, you must include with your booth rendering. Any items to be rigged above your booth must include a scaled floor plan indicating the truss, lighting and/or hanging sign components. All floor plans must include the scale utilized. If you do not require any booth rigging, please check the box labeled “No Rigging Required” on your booth floor plan form.

Should booth construction at the show deviate from the actual submitted and approved booth floor plans, ASHP Exposition Management reserves the right to ask the exhibitor to make modifications at the exhibitor's expense.

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.