

ITEMS INCLUDED WITH BOOTH SPACE

- Display Space as contracted
- Company identification sign (7" x 44") or booth
- Standard booth equipment – consisting of flameproof 8' high draped back wall and 3' high draped side rails for linear booths.

**Drape Colors: 8' high draped back wall – Blue, White, Grey
3' side drape - Blue**

Aisle Carpet: Tuxedo

- **The exhibit hall is not carpeted!** Individual booth carpet is required and ordered at the exhibiting company's expense. You may provide your own floor covering or services for individual booth carpet can be ordered through Shepard.
 - Individual booth carpet is **NOT** included! It is a Show Management requirement that all spaces be carpeted at the exhibitor's expense by **5:00 PM, Sunday, December 3, 2023**. After that time Show Management reserves the right to install any color carpet available in stock at the exhibitor's expense.
 - **Only** the aisles will automatically be cleaned. Individual booths will only be cleaned if ordered by the exhibiting company. Services for individual booth cleaning may be ordered through Shepard Exposition Services.
- **Unfinished side/back of booth is not permitted!** Electrical cords, rear sides of audio visual equipment and other aspects of the exhibit not intended for public view must be concealed or displayed so as not to distract from neighboring exhibits. Any portion of your exhibit with visible unfinished sides or back exposed must be draped off at the exhibitor's expense.

Exhibitors can provide their own covering or may rent end cap drape through Shepard. It is a Show Management requirement that any unfinished sides or backs exposed be draped off at the exhibitor's expense by **5:00 PM, Sunday, December 3, 2023**. After that time Show Management reserves the right to install any color end-cap drape available in stock at the exhibitor's expense.

- 24-Hour General (perimeter) exhibit hall security. This does not include individual booth security.
- Company listing on show web site and in final program (limit: 50 words), if submitted by **October 20, 2023**. (limit: 50 words)