

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 Resource Center](#), for approval by **Monday, April 25, 2020**. Any changes after the initial submission must be resubmitted to ASHP Exposition 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 **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 bottom of the hanging sign cannot be hung above the designated height restriction for the booth structure(s) even if the booth structure(s) are less than this height.

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

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

Floor plans for every island booth are required to ensure that ASHP rules and regulations are followed and provide ASHP with the ability to resolve potential issues before show-site. If floor plans and elevation drawings are not submitted by the date indicated above, and the exhibit’s construction is determined to be in violation of booth restrictions, ASHP 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.

For additional information, please review [the ASHP Rules and Regulations Governing Exhibits](#) related to an Island Booth on page 14.

Questions? Shirley Harris, ASHP Exhibit Operations Management



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