



# Linear, Corner & End-Cap Guidelines

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 27-March 1

## Linear, Corner, Perimeter & End-Cap Booths

Linear booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle

Corner booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to the aisle.

Perimeter booths are linear booths that back up against a wall of the facility, not to another line of exhibits

End-Cap booths are exposed to aisles on three sides to aisles and comprised of two booths.

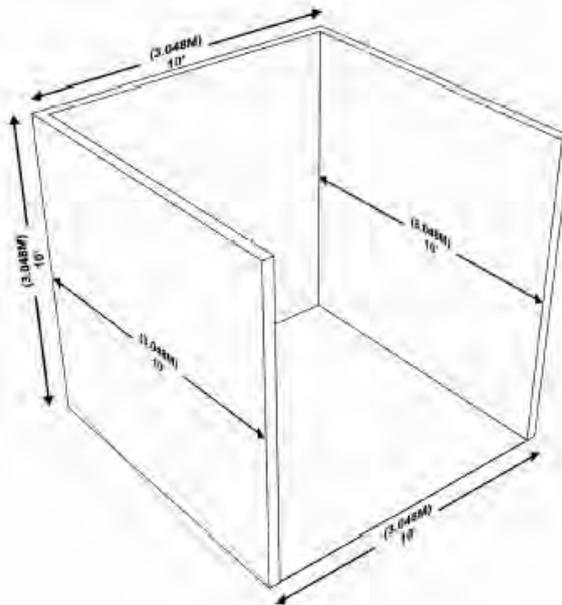
## **Dimensions:**

Linear & Perimeter booths are commonly ten feet (10') wide and ten feet (10') deep, i.e., 10' x 10'. Corner and End-Cap booths are commonly a minimum of twenty feet (20') wide and ten feet (10') deep, i.e., 10' x 20'.

The maximum back wall height limitation is ten feet (10') for Linear, Corner and End-Cap booths and twelve feet (12') for Perimeter booths.

## **Use of Space - Cubic Content Rule:**

- Exhibitors may build their entire exhibit as a “cube” at 10' high against the show drape sidewalls and back wall. In simple terms, the entire booth may be filled as a “cube” at 10' high, 10' wide and 10' deep.
- Cubic content is permitted in **ALL** linear, perimeter and corner booths for a maximum height of 10'.
- All exhibit components along with the 3' sidewalls and 8' back wall extending above pipe and drape must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.
- Structures with double-sided signs, including signs that are backlit, are **NOT** permitted in a cubic content configuration under the Cubic Content Guidelines. If an exhibitor has such a booth, the exhibitor is responsible for covering the back of the exhibit components. Backlit signage must be covered with a black-out material.





# Hanging Signs for Inline Configuration & Exhibit Display Restrictions

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## SIGNAGE REGULATIONS

No banners and/or signage will be hung above a booth unless it has been approved by Show Management.

## SIZE AND HEIGHT RESTRICTIONS

Banners are allowed in 400 square foot inline booths and larger.

Banner or overhead sign can be no wider than 2 feet and must hang within the confines of the space and be at least 2 feet within ALL sides of the space.

The top of a hanging sign may not be more than 20 feet above the floor. The bottom of a hanging sign must not be lower than 14 feet above the floor.

Hanging signs and graphics should be set back at least 2 feet within ALL sides of the space and be directly over contracted space only.

The banner must not extend in to the aisle.

Exhibitor is to pay the facility directly for rigging.

Exhibitor is to handle production.

Banners MUST be pre-approved by Show Management.

Banners must be single sided for inline booths.

Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.

## EXHIBIT DISPLAYS

Display areas should be arranged in a manner so as not to obstruct sight lines of neighboring exhibitors. They also must be organized within the exhibitor's space so as not to interfere with any traffic down the aisle. Should attendees interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Show Management will require that the display be moved further into the booth space or removed entirely.

## INTENT

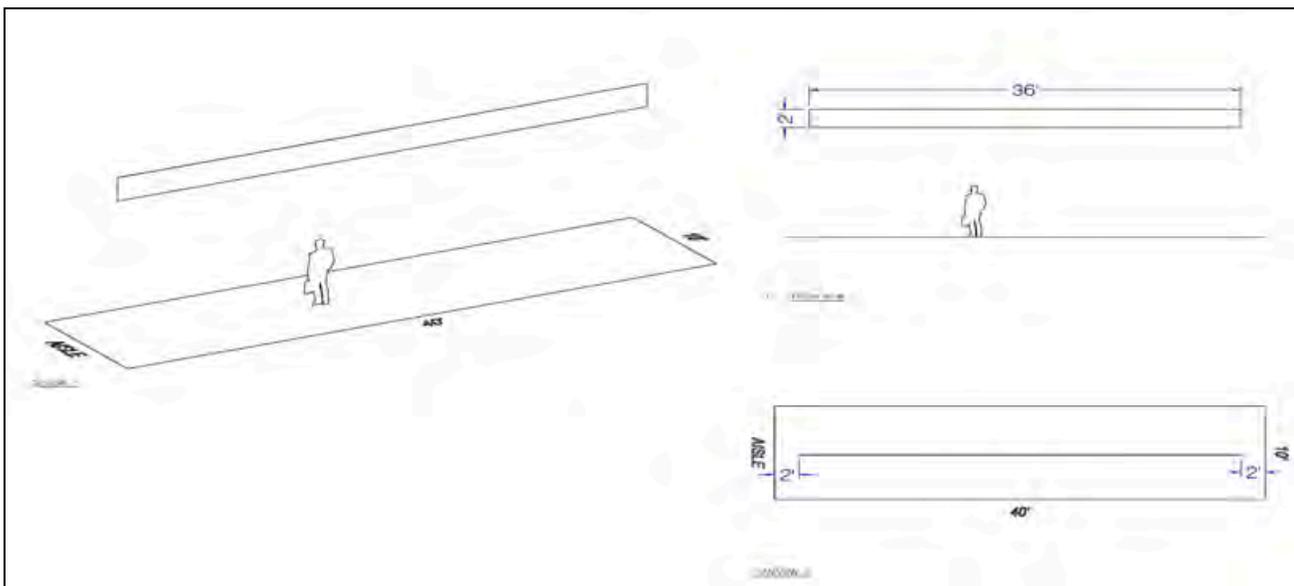
The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic. When large crowds gather and interfere with the flow of traffic down the aisles or crowd in neighboring booths, it is an infringement on the rights of other exhibitors. Aisles must not be obstructed at any time.

## Storage

Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes/hard walls or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

## FIRE CODE REGULATIONS

All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame retardant to the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass on-site flame test. See the Fire Regulations section within this manual for more information.





# Peninsula, Split & Island Guidelines

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## Peninsula, Split Island & Island Booths

Peninsula booths are exposed to aisles on three sides and comprised of a minimum of four booths. There are two types of Peninsula booths:

- 1) One which backs to Linear booths.
- 2) One which backs up to another Peninsula booth and is referred to as a "Split Island booth."

Split Island booths are Peninsula booths which share a common backwall with another Peninsula booth.

Island booths are any size booth exposed to aisles on all four sides.

### **Dimensions:**

A Peninsula booth is usually twenty feet (20') by twenty feet (20') or larger.

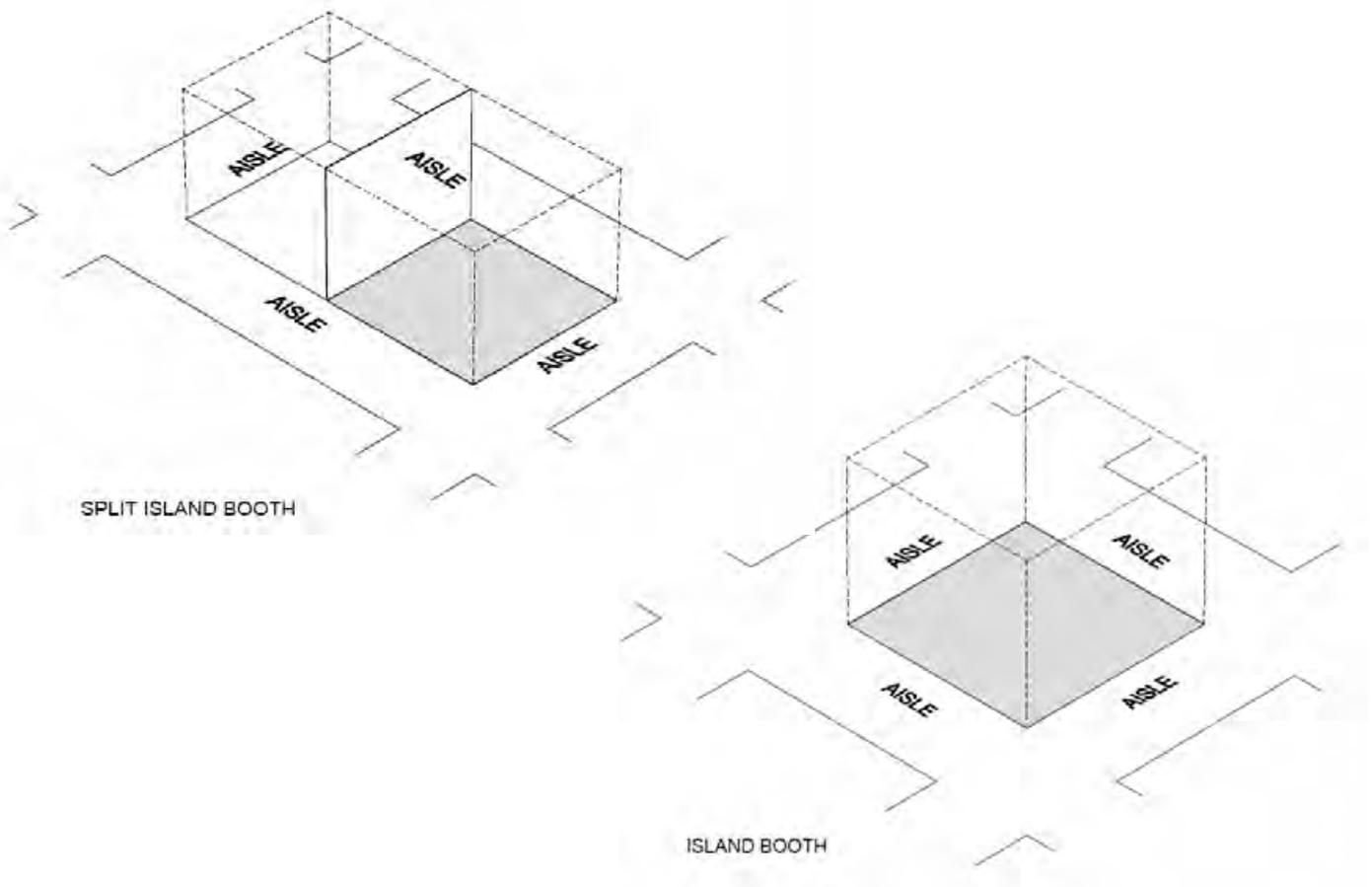
Split Island and Island booths are typically twenty feet (20') by twenty feet (20') or larger, although it may be configured differently.

### **Use of Space - Cubic Content Rule:**

The entire cubic content of Peninsula and Split Island may be used up to the maximum allowable height of 20' (including signage).

Double-sided signs, logos and graphics shall be set back 10' from adjacent booths.

Island booths may be used up to the maximum allowable height of 20' (including signage).





# Common Considerations & Requirements

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## Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products).

The bottom of the canopy should not be lower than 7 feet (2.13 meters) from the floor within 5 feet (1.52 meters) of any aisle. Canopy supports should be no wider than three inches (.08 meters). Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Please contact Emerald Expositions if your exhibit is composed of any ceiling treatment.

## Hanging Signs and Graphics

Hanging signs and graphics are permitted in all Island, Split Island and Peninsula booths, to a maximum height of twenty feet (20') from the floor to the top of signage and/or graphics. End-cap and linear booths do not qualify for hanging signs and graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging signs and graphics in Split Islands and Peninsula booths should be set back ten feet (10') from adjacent booths and be directly over contracted space only.

If your booth structure is below the vertical height of 20ft' for **Split Island and Island** and you have a larger banner, please submit banner and booth structure for approval.

Drawings should be submitted with the approval request and available on-site for inspection.

## Size Regulations on Signs & Banners

The length and width of sign or banner is not to exceed 50% of corresponding dimension of booth (i.e., a 20'X40' peninsula cannot have a sign or banner that is larger than 10' X 20'). The bottom of the sign or banner must not be lower than 14-feet from the ground. There is an additional facility charge for labor and equipment on all hanging signs.

## Structural Integrity

All hanging signs must have drawings available for inspection by Show Management at all times. Drawings must include a signature or stamp of a structural engineer indicating reviewing that stress points for hanging the sign have been properly engineered. The signature of an authorized official of the exhibit building company is also required, indicating that the structure is built in compliance with the details and the specifications set forth on the drawings.

(NOTE: Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.)

## Multi-Level Exhibits

A Multi-story exhibit is a booth where the display fixture includes two or more levels. A multi-storied exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a "structure" for building purposes. All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to show management and the facility at least 60 days in advance.

## Platforms

Equipment and viewing platforms are not limited in height, but the platform may not exceed the height of the equipment.



# Common Considerations & Requirements

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## Towers

A tower is considered a freestanding exhibit component separate from the main exhibit fixture that is used for identification and display purposes only.

Towers will be permitted to a height and depth that correspond to the height regulations for the appropriate exhibit configuration of which they are a part. For example, towers that are part of a peninsula exhibit will not exceed 20 feet.

All towers in excess of 20 feet must have drawings available for inspection by show management and the official services contractor during the time the tower is being erected, exhibited and dismantled at the exhibition site. The plans must include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use. A signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings must also be included.

## Americans with Disabilities Act (ADA)

Exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive and as accommodating as possible. For additional information, go to: [www.usdoj.gov/crt/ada/infoline.htm](http://www.usdoj.gov/crt/ada/infoline.htm).

## Fire and Safety Regulations

All construction materials used in your booth design must be made from certified fire-retardant materials. Each exhibitor is asked to have available on-site both samples for testing and flame proofing certificates for inspection.

## Electrical

Outlined within your Exhibitor Manual are the specific facility electrical requirements. Please read these requirements carefully and contact the facility-engineering department with special needs or considerations.

Common considerations include:

- \* All 110-volt wiring should be grounded three wires.
- \* All wiring that touches the floor must be a minimum of 14-gauge/three wire flat cord insulated to qualify for "extra hard usage".
- \* All power strips must be UL approved, with built-in overload protectors.

## Additional Information:

Any unfinished and/or exposed portion of an exhibit must be made presentable prior to show opening at the expense of the exhibitor.

The following items require written approval from the Emerald Operations Department before they can be included in your exhibit. Your request must be submitted no less than 30 days in advance of the first day of the event move-in.

## Motor Vehicles

Motor Vehicles for display are permitted subject to the following criteria: No more than 1/8<sup>th</sup> of a gallon of fuel is permitted per vehicle. Tanks cannot be refueled or emptied inside the Center. Fuel tanks must be equipped with a locking gas cap and taped. Batteries must be completely removed. During non-show hours, vehicles must be locked. No repairs or alterations may be made on vehicles. Fire extinguishers, in appropriate numbers and classifications, must be provided by exhibitors. Vehicles must have floor covering installed beneath the vehicle. All vehicles on display require a Clark County Fire Department permit.

## Portable Electric Generators

These devices are **not** permitted in the Mandalay Bay Convention Center.

## Air Compressors

Air compressors with an operating pressure of 100 psi or greater are **not** permitted unless approved by the Mandalay Bay Convention Center Facilities Division.



# Common Considerations & Requirements

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## MANDALAY BAY CONVENTION CENTER FIRE PREVENTION EXHIBIT GUIDELINES

Exhibit booth construction shall meet all building requirements.

- All means of entrance and exit must be clear and free from obstruction at all times.
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
- Fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, - etc.) will be necessary, along with accessibility being maintained at all times.
- Compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and the Fire Prevention Office.
- Outdoor use of LPG (Propane) must be preapproved by the Mandalay Bay Convention Center Fire Prevention Department and the Convention Services Manager.
- Only the Official Service Contractor has authorization for use of motorized equipment (forklifts, man lifts, boom lifts, etc.) in support of the show.
- All booths greater than 1000 square feet must submit a booth plan to [ruth.wheeler@emeraldexpo.com](mailto:ruth.wheeler@emeraldexpo.com).
- The travel distance within a booth, to an exit access aisle shall not exceed 50 feet.
- Exhibitors who plan to demonstrate fuel-burning appliances in the Mandalay Bay Convention Center must have approval from the Convention Services Manager 60 days prior to the event.
- Enclosed fireplaces must be approved for burning by the Mandalay Bay Convention Center Fire Prevention Department.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation.
- Firefighting and emergency equipment must not be blocked or impeded. This includes fire alarm boxes, fire extinguisher cabinets stand pipe valves, and any like areas or equipment and may be positioned on columns within the exhibit hall.
- No banner, display or sign shall be erected in a manner that may interfere with the operation of the sprinkler system.
- All display material (canopies, drapes, foam core, tablecloths, burlap, scrim or similar materials) must be flameproofed by a person certified by the Las Vegas Fire Department. A Flameproof certificate is valid for one year and must be available on site for inspection. Items may be subject to a field flame test. If the results are unfavorable, a violation order for forthwith removal may be written. For items flame-proofed by the manufacturer, the tag must be affixed to the item.

### Advance Permission Requests are for the Following:

**Bridging Aisles**  
**Catwalks or Raised Walkways**  
**Hanging Signs**  
**Heavy or Unusual Structures**  
**Lighting Trusses or Hanging Lighting**  
**Motor Vehicle Displays**

**Multi-Level or Covered Exhibit Areas**  
**Open Flame and/or Propane**  
**Photography & Video Recording**  
**Sound or Music**  
**Special Lighting (such as Lasers or Ultraviolet)**  
**Stand Alone Towers**

Note: Halogen lighting in some states such as Nevada and Illinois are not permitted. If your exhibit includes halogen lighting, please contact the Emerald Expositions Operations Department @ 949-226-5786.