

BOOTH CONSTRUCTION

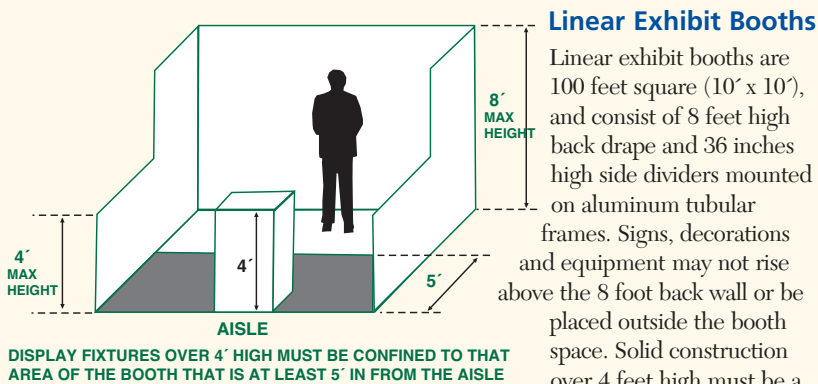
Americans with Disabilities Act

Exhibitors shall be responsible for compliance with the Americans with Disabilities Act of 1992 with regard to their booth space, including, but not limited to wheelchair access. Further information regarding ADA compliance is available via phone at 800-514-0301 or at www.usdoj.gov/crt/ada/infoline.htm.

Booth Requirements

All exhibits must be confined to the space limits of their respective booth(s) as indicated on the floor plan. All equipment, products, or materials to be displayed or demonstrated must be placed within the exhibit space in order to ensure that the attendee viewing the exhibit will stand within said booth space and not in the aisles.

All exposed parts of displays must be finished to present an attractive appearance when viewed from the aisles or from adjoining exhibits.



Island Exhibit Booths

An island exhibit is an open area of exhibit space with aisles on all four sides. 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 totally the view of, or otherwise interfere with, the displays of other exhibitors. AAOS recommends a 50% see-through effect on the portion of the booth from the floor up to a minimum of 8 feet in height. Conference, offices, or meeting room enclosures must be constructed of building materials that allow see-through visibility or light penetration.

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 5 feet in from the aisles.

Exhibitors are responsible for monitoring attendance to prevent aisle congestion. Presentations will be limited or eliminated in situations where overflow continues to be a problem.

No drapery or identification sign is provided for island booths. All booths are identified with a booth number label that is affixed on the aisle carpet.

Floor plans and elevation drawings for island exhibits must be submitted to the AAOS Exhibits Manager for approval by **December 10, 2009**. Floor plans for every island booth are required to ensure that AAOS rules and regulations are followed and provide AAOS with the ability to resolve potential issues before show-site. A form will be provided in the Exhibitor Service Manual. Floor plans should be drawn to scale and include all exhibit components and their dimensions. If not submitted and the construction is determined to be in violation of booth restrictions, AAOS 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.

Multi-level Exhibits

A multi-level exhibit is an island exhibit booth with a second level. All requirements for island exhibit booths (see above) apply to multi-level exhibit booths.

Height Limits

Linear Booths:	8 feet
Island Booths: Within shaded areas in front of Halls F:	24 feet
All island booths outside of shaded areas in front of Halls F:	25 feet

Mobile Units or Trucks

Exhibitors that wish to display mobile units or trucks on the exhibit floor must request written approval from the AAOS Exhibits Manager. Requests should be sent by **August 24, 2009** and must include space requirements. Mobile units or trucks for display in the exhibit hall will only be located in designated areas and cannot be located in regular exhibit booth space. Mobile units must be in compliance with fire prevention codes according to the Morial Convention Center rules and regulations and the Americans with Disabilities Act.

Peninsula Booth

AAOS does not assign peninsula booths. For reference, a peninsula booth is essentially an island exhibit attached to the end of a row of linear booths.

Facility Fire/Safety Guidelines

NEW! The Morial Convention Center has established guidelines regarding acceptable booth configurations from a safety standpoint. By **January 3, 2010**, plans are required to be submitted to the Morial Convention Center for single-level covered exhibits or multi-level exhibits to:

Waldo Fortin
Department of Public Safety
Morial convention Center
900 Convention Center Blvd.
New Orleans, LA 70130
Phone: 504-582-3050 Fax: 504-582-3051

- All single-level covered exhibits or multi-level exhibits over 600 square feet shall provide a NOFD fire watch. The New Orleans Fire Department shall determine the number of fire watch personnel.

- A multi-level booth greater than 300sq. ft. should have two means of egress.
- The use of awnings, canopies or tents requires prior written approval. Written requests must include detailed plans showing size, height, location, anchoring details and certification of flame retardancy for all. Anchoring to the exhibit floor is not allowed.
- Multi-level booths cannot be located under truss ways.
- Enclosed booths or multi-level booth plans must specify the maximum number of occupants and must have a structural engineer's stamp certifying the maximum occupant load capacity.
- Multi-level exhibits or exhibits covered with a ceiling greater than 5,000 square feet must be protected by an automatic sprinkler system as per NFPA 101.
- All multi-level exhibits must have a UL approved battery powered smoke detector within the exhibit area on each level per 500 square feet.
- All multi-level exhibits shall have 4-10 lb ABC fire extinguisher.
- All multi-level exhibits with closed sides must have electrical powered ventilations for first and second levels producing a minimum of 200 cfm.

Lighting

Exhibitor lighting must be limited to the confines of the booth space. Lighting that projects onto other exhibitor's space or AAOS aisles or otherwise detracts from the professional atmosphere of the event will not be allowed. Lighting that spins, rotates, pulsates, or other specialized effects must be submitted for approval to the AAOS Exhibits Manager by **December 10, 2009**. Approval will be granted on a case-by-case basis upon inspection on-site at the Morial Convention Center.

Island booth exhibitors that wish to have facility lights turned off that are within the confines of their booth space must submit requests in writing to the AAOS Exhibits Manager by **December 10, 2009**. No requests will be granted to turn off lights that project over aisle space or other exhibitors' booths.

The exhibitor is responsible for any lighting costs related to installation and dismantle, including any lights which may be denied approval on-site due to infringing on AAOS aisles, or other areas outside the exhibitor's booth space, etc.

Signs

Only professionally printed signs are allowed in the exhibit hall. Forms for ordering booth ID signs and additional signs will be included in the Exhibitor Service Manual.

Booth ID Signs: Booth ID Signs: A 7" by 44" identification sign with company name and booth number will be provided for all linear booths at no charge.

Hanging Signs or Banners: Hanging signs/banners are only available for island booths, and may not exceed the perimeter of assigned booth space. The suspended height limit for signs is 25 feet when measured from the floor up to the top of the sign.

For the shaded areas in front of Hall F, the height limit for hanging signs is 24 feet and rigging is very limited and requires advance arrangements.

Exhibitors, display companies and/or Exhibitor Appointed Contractors may supervise, but will not be allowed to assemble or install a hanging sign. Hanging signs will be assembled and installed by Freeman. An order form will be included in the Exhibitor Service Manual. Hanging signs must be received at the warehouse by **February 24, 2010** using the "Hanging Sign" shipping label that will be included in the Exhibitor Service Manual.

Floor Covering and Carpet

Booth floor covering is mandatory and is the responsibility of the exhibiting company. Floor covering or carpet may either be supplied by the exhibitor or ordered from the general service contractor. A carpet order form will be provided in the Exhibitor Service Manual. All exhibit booths without floor covering or objectionable to AAOS shall, at AAOS's discretion, be carpeted and/or corrected at the exhibitor's expense.

All aisle carpet will be provided by AAOS. Aisle carpet will be tuxedo (black/white speckled).

