

# BOOTH CONSTRUCTION



## 63. Americans with Disabilities Act

Exhibitors shall be responsible for compliance with the Americans with Disabilities Act regarding their booth space, including, but not limited to wheelchair access. Information regarding ADA compliance is available online at: <https://www.ada.gov/index.html>.

## 64. Booth Requirements

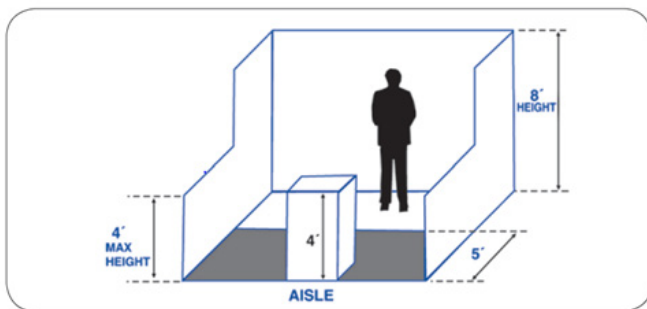
All exhibits must be confined to the space limits of their respective booth(s) as indicated on the floor plan. All equipment, products, or materials to be displayed or demonstrated must be placed within the exhibit space to ensure that the attendee viewing the exhibit will stand within said booth space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

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

## 65. Linear Exhibit Booths

A linear booth is one or more standard 10' x 10' booths arranged in a straight line. Linear booths have only one and in certain cases up to three sides exposed to an aisle and consist of 8-foot high back drape and 3-foot high side dividers mounted on aluminum tubular frames.

- Signs, decorations, lights, and equipment may not rise above 8 feet or be placed outside the booth space.
- Solid construction, display cases, signs, decorations, monitors, or equipment over 4 feet high must be a minimum of 5 feet back from the front aisle. See diagram below:



- Exposed or unfinished sides of the exhibit must be professionally finished or draped to present an attractive appearance.
- Any portion of the exhibit bordering (facing into) another exhibitor's space may not incorporate any identification signs, logos, letters, product images, or graphics that would detract from the adjoining exhibit.
- Hanging signs and/or lights are not permitted.
- Facility fire regulations prohibit storing products, literature, empty crates, or packing materials behind the back drape or under-draped tables. This clearance is for access to electrical and utility outlets and may not be blocked at any time. Exhibitors may store a limited supply of literature or products appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly. Exhibitors requiring accessible storage during show hours may arrange this with Freeman.



- All booths are identified with a booth number label that is affixed on the aisle carpet and will include a 7" x 44" identification sign with the company name and booth number secured to the back wall drape.
- Floor covering is mandatory for all exhibit booths and is the responsibility of the exhibiting company. Exhibitors may either provide their own flooring or order flooring through Freeman. All flooring materials must be slip-resistant. All exhibit booths without floor covering or which are objectionable to AAOS shall, at AAOS' discretion, be carpeted or corrected at the exhibitor's expense.

AAOS will provide aisle carpet throughout the exhibit hall. The designated aisle carpet color is black and gray tuxedo.

## 66. Island Exhibit Booths

An island exhibit is an open area of exhibit space with aisles on all four sides. Island exhibits may extend to all outer edges of the booth.

- Aisles may not be obstructed due to any activities within the booth.
- Counters must be placed at a minimum of one foot in from all aisles.
- An island booth is not required to provide access from all sides of the booth. This is subject to approval by the New Orleans Fire Marshal.
- Formal presentation areas are required to be placed a minimum of five feet in from the aisles. Exhibitors are responsible for providing adequate space for presentations and monitoring attendance to prevent aisle congestion. Presentations will be limited or eliminated in situations where overflow continues to be a problem.
- Structures with a door facing an aisle must have the door set back far enough to prevent the door from opening into the aisle.
- Raised floors must include ramps for access to the booth space and raised areas that are not ramped must be clearly marked or lit around the perimeter.
- All illuminated walls or displays must have the ability to adjust the brightness.



- h. For island exhibits that include lights hung from an overhead truss system or facility overhead catwalks and/or beams, the lights must be placed within the perimeter of the exhibitor's booth space.
- i. Sound systems for formal demonstration areas must be directed into the exhibit space, not facing out toward the aisles, and sound may not exceed 85 decibels or be audible in any surrounding exhibitor's booth.
- j. Neither identification signs nor pipe and drape are provided for island exhibits. All booths are identified with booth number labels that are affixed to the floor in the aisle.
- k. Floor covering is mandatory for all exhibit booths and is the responsibility of the exhibiting company. Exhibitors may either provide their own flooring or order flooring through Freeman. All flooring materials used must be slip-resistant. All exhibit booths without floor covering or which are objectionable to AAOS shall at AAOS' discretion, be carpeted or corrected at the exhibitor's expense.

AAOS will provide aisle carpet throughout the exhibit hall. The designated aisle carpet color is black and gray tuxedo.

- l. All exhibitors with an island booth (400 sq. ft. and larger) are required to submit a scaled floor plan and elevation diagram (digitally) to AAOS for approval by **January 8, 2026**. Island booth floor plans are required to ensure that AAOS rules and regulations are followed and provide AAOS with the ability to resolve potential issues before show site. 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.

Floor plans should be submitted via the [Island Booth Design Approval form](#). These floor plans must be drawn to scale and include all exhibit components and their dimensions, all hanging signs and rigging components, and the scale utilized for the floor plan.

## 67. Multi-level Exhibit Booths

A multi-level exhibit booth is an island exhibit booth with a second level. All requirements for island exhibit booths (see above) apply to multi-level exhibit booths. In addition, all multi-level booths must provide Louisiana structural engineer-stamped floor plans by **January 8, 2026**, to the New Orleans Fire Marshal for official approval. See the Facility Fire/Safety Guidelines in section 71 for more information regarding multi-level booths.

## 68. Height Limits

**Linear Booths:** 8 feet in the rear half of the booth, 4 feet high within 5 feet of the front aisle

**Island Booths:**

Halls B - I: 22 feet for areas under truss ways, 25 feet for all other areas.

Lighting and truss must be within the confines of the perimeter of the booth and may be hung above these heights if the ceiling area allows.

## 69. Mobile Units or Trucks

Exhibitors who wish to display mobile units or trucks on the exhibit floor must request approval. Requests should be sent to [exhibits@aaos.org](mailto:exhibits@aaos.org) by **November 20, 2025**, and must include specific space requirements. Mobile units or trucks for display in the exhibit halls will only be assigned space in designated areas and cannot be placed within the exhibit hall floor where most exhibit booths are assigned. Mobile units must follow fire prevention codes according to the New Orleans Ernest N. Morial Convention Center rules and regulations and the [Americans with Disabilities Act](#).

## 70. Peninsula or End-Cap Booths

AAOS does not offer peninsula or end-cap booths. A peninsula booth is bounded by three aisles; an end-cap booth is a linear 10' x 20' booth spanning two different aisles.

## 71. Facility Fire/Safety Guidelines

The New Orleans Ernest N. Morial Convention Center has established requirements regarding acceptable booth configurations from a safety standpoint. By **January 8, 2026**, exhibitors with a single-level covered or multi-level exhibit are required to submit professional structural engineer stamped floor plans to the New Orleans Ernest N. Morial Convention Center:

Erika Hamm  
Assistant Director of Safety & Emergency Management  
900 Convention Center Blvd  
New Orleans, LA 70130  
Phone: 504-582-3020  
Email: [ehamm@mccno.com](mailto:ehamm@mccno.com)

And:

Derrick Dean  
Assistant Manager – Emergency Management  
900 Convention Center Blvd  
New Orleans, LA 70130  
Phone: 504-582-3020  
Email: [ddean@mccno.com](mailto:ddean@mccno.com)

- a. All exhibit construction and decoration materials must be flame retardant.
- b. All island booths with enclosed areas (closets, offices, etc.) need to be equipped with an UL approved battery-operated smoke detector and at least one 2A10BC Fire Extinguisher.
- c. Ceilings are not allowed on the topmost level.
- d. All multi-level exhibits must have one 2A10BC-type fire extinguisher on each level of the display, easily available and unobstructed from view.
- e. All areas under multi-level booths must be equipped with a UL approved battery-operated smoke detector attached to the ceiling or understructure.
- f. All booths shall have one stairway exit directly to the outside of the booth. Stairs cannot exit into an enclosed room.
- g. All stairways must be at least three feet in width and must be equipped with a handrail on at least one side.
- h. Decks designed to hold over 10 people require a second staircase for emergency evacuations.

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- i. Any deck with occupancy on the upper deck needs a Louisiana structure engineering stamped floor plan and needs to be approved by the fire marshal.
- j. No multi-level exhibit or exhibit covered with a ceiling shall be greater than 300 square feet unless it is protected by an automatic sprinkler system as per NFPA 101 (Life Safety Code).
- k. All single level covered exhibits or multi-level exhibits which are not protected by an automatic sprinkler system, shall in addition to the previous stated requirements, also provide a NOFD fire watch when the exhibits are greater than 300 square feet. The number of fire watch personnel shall be determined by the New Orleans Fire Department for each show.
- l. In addition to the requirements enumerated above, all exhibits must adhere to National Fire Protection Association 101 (2003 Life Safety Code), Section 12.7.4.3 and all other applicable codes and standards related to exhibits.

## 72. Lighting

Exhibitor lighting must be limited to the confines of the booth space. Lighting that projects onto another 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 has other specialized effects must be submitted for approval to [exhibits@aaos.org](mailto:exhibits@aaos.org) by **January 8, 2026**. Approval will be granted on a case-by-case basis and will be inspected onsite at the New Orleans Ernest N. Morial Convention Center.

Island booth exhibitors who wish to have facility lights turned off that are within the confines of their booth space must submit requests to the New Orleans Ernest N. Morial Convention Center by **January 8, 2026**. No requests will be granted to turn off lights that project over aisle space or other exhibitors' booths. Island exhibits that include lights hung from an overhead truss system or facility overhead catwalks and/or beams must be placed within the perimeter of the exhibitor's booth space. Lights for linear booths may not rise above 8 feet or be placed outside the booth space.

The exhibitor of an island booth is responsible for any costs related to lighting installation and dismantling, 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.

The following schedule lists when the New Orleans Ernest N. Morial Convention Center will go to "show level lighting and power" in Halls B – F:

|                        |                       |
|------------------------|-----------------------|
| <b>Sunday, March 1</b> | <b>1:30 – 3:30 PM</b> |
| <b>Monday, March 2</b> | <b>1:30 – 3:30 PM</b> |

## 73. Signs

Only professionally printed signs are allowed in the exhibit halls. Forms for ordering booth ID signs and additional signs will be included in the [Exhibitor Service Manual](#).

**Booth ID Signs:** Linear booths 300 sq. ft. or less will be provided with a 7" x 44" identification sign with the company name and booth number at no charge. Any booth 400 sq. ft. or larger may receive a 7" x 44" identification sign upon request.

**Hanging Signs or Banners:** Hanging signs/banners are only available for island booths and may not exceed the perimeter of the 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 areas not located under ceiling beams or trusses. Due to structural obstructions such as facility truss or catwalks, the maximum height allowed may be less than 25 feet; refer to the floor plan and legend for specific details regarding your assigned booth space.

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 18, 2026**, using the "Hanging Sign" shipping label that will be included in the [Exhibitor Service Manual](#) to avoid additional fees. The first day hanging signs will be accepted at the advance warehouse is **January 28, 2026**.

## 74. Floor Covering and Carpet

Floor covering is mandatory for all exhibit booths and is the responsibility of the exhibiting company. Exhibitors may either provide their own flooring or order flooring through Freeman. All flooring materials must be slip-resistant. All exhibit booths without floor covering or which are objectionable to AAOS shall, at AAOS' discretion, be carpeted or corrected at the exhibitor's expense. AAOS will provide aisle carpet throughout the exhibit hall. The designated aisle carpet color is black and gray tuxedo.

