



# Exhibitor Services Manual

## 5. BOOTH BUILDING

Booth Construction Policy

Booth Construction Policy Questions and Answers

Guidelines for Building Your Own Booth



# BOOTH CONSTRUCTION

## Booth Construction Policy

ENKWSA has eliminated the use of pipe and drape used in the show. In-line booth exhibitors and peninsula booth exhibitors will be required to provide walls that will separate their booth from neighboring booths. For exhibitors with neighboring booths, there are a couple of options. One option is bring your own display booth. The booth must consist of three solid walls that are eight feet high and cannot be see-through, the walls must be a hard material and cannot be fabric. More details on the booth requirements can be found on the following pages. **In-line configurations will require three 8' high walls that must meet Show Management approval.**

The second option available to in-line exhibitors is a Turnkey Booth Package. Turnkey Booth Packages come with everything necessary to exhibit; table, chairs, lights, electrical power, shelves, sign and more.

All in-line booths are affected by the Booth Construction Policy. An in-line booth is a booth that is 10 feet deep. Booths that are 10' x 10', 10' x 20', 10' x 30', or 10' x 40' are in-line booths. These booths will be required to either purchase or rent a custom display that consists of three 8 foot high walls or purchase a ENKWSA Booth Package. The policy also affects peninsula booths and 20' x 20' inline booths. Peninsula exhibitors will be required to provide a back wall that is least 8' tall along the entire back of the booth. 20' x 20' inline exhibitors will be required to provide two side walls that are at least 8' tall along the entire length of both sides of the exhibit.

## Booth Construction Policy Questions and Answers

### Does this policy apply to all exhibitors?

No, only in-line booths and peninsula booths are affected by this policy. All booths that are 10' x 10', 10' x 20', 10' x 30', etc. will be required to purchase a turnkey package, or exhibitors may use a custom booth that has three eight foot high solid walls. A custom booth can be owned by the exhibitor or rented from GES or an approved exhibitor appointed contractor (EAC). A custom booth must fit within the show rules. Custom booth building details are on the following pages.

Peninsula booths and 20'x20' inline or peninsula booths will need to provide their own wall to separate their booth from an adjoining booth. ENKWSA will **NO LONGER** provide pipe and drape dividing walls.

### What if I have already purchased booth space and now would like to purchase a Booth Package?

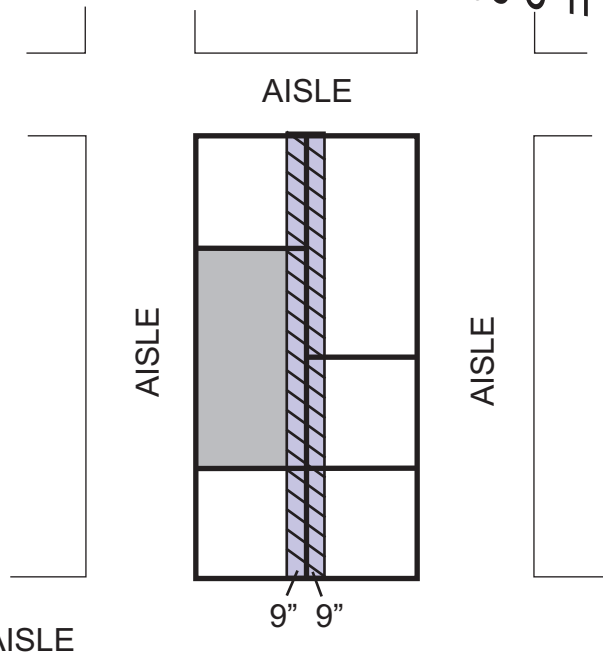
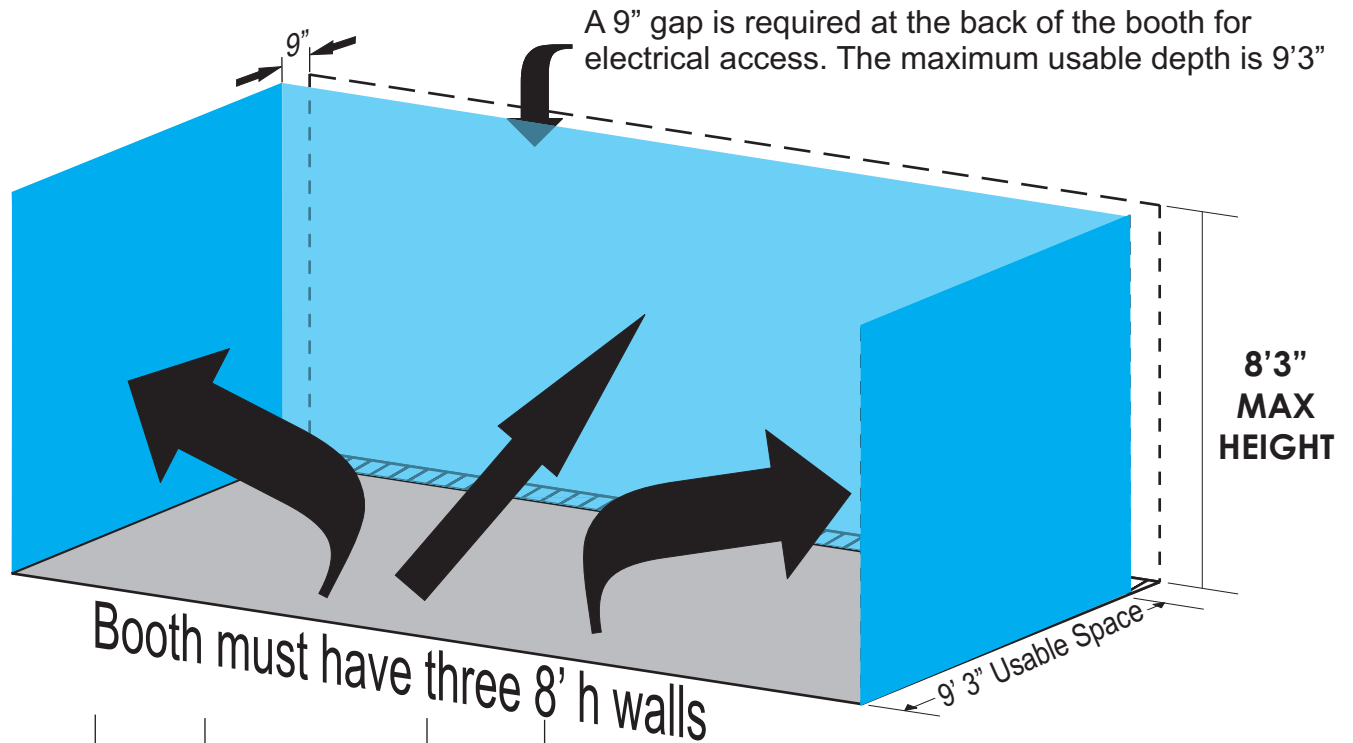
You can upgrade from a standard booth to a Booth Package just by paying the difference. Please send in a completed Booth Packages Form along with payment.

### What if I show up and do not preorder a package?

When ENKWSA receives your contract, if you have not specified your booth package, ENKWSA will assume that your have your own custom booth. Exhibitors that have not purchased a ENKWSA Turnkey Package and DO NOT have their own custom booth that complies with ENKWSA rules will be FORCED to purchase a Turnkey Package at onsite prices.

# BUILDING YOUR OWN IN-LINE BOOTH

Bounded by an aisle on one or two sides  
 All in-line booths must have three 8' high walls provided by the exhibitor. WSA will not provide walls.



To build or rent a custom display for your inline booth, your display must meet the following guidelines:

- For electrical access, 9 inches at the rear of the display must be kept clear - even if you do not order electrical service for your booth.
- Your booth must have 8' high walls on three sides. The walls cannot be see through. Grid wall and shelving units are considered see-through and cannot be used as a booth wall.
- No part of your display may exceed 8' 3" in height, including signs.
- Any part of the outside of your display that is visible must be finished.

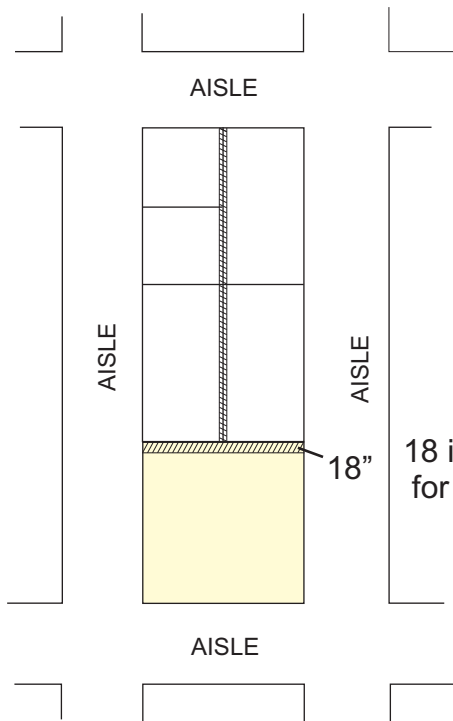
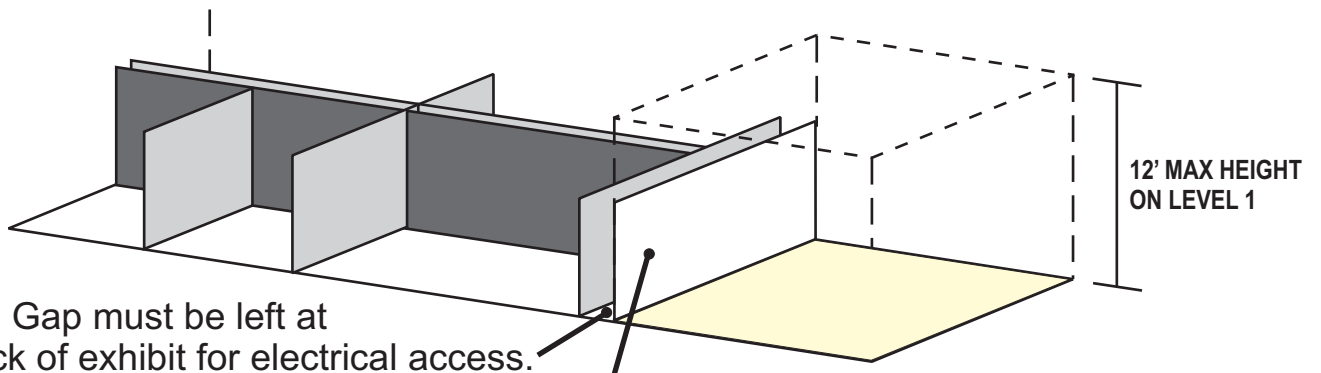
9 inches must be left open at the rear of all inline booths, leaving a total of 18 inches for electrical access

# PENINSULA BOOTH

Bounded by aisles on three sides

All exhibitors in peninsula booths, must provide a backwall that is at least 8' tall, WSA will NOT provide backwall dividers. Peninsula exhibitors that back up to inline booths must leave a gap of 18" for electrical access at the back of the display.

Peninsula booths can be built to a maximum height of 12'.

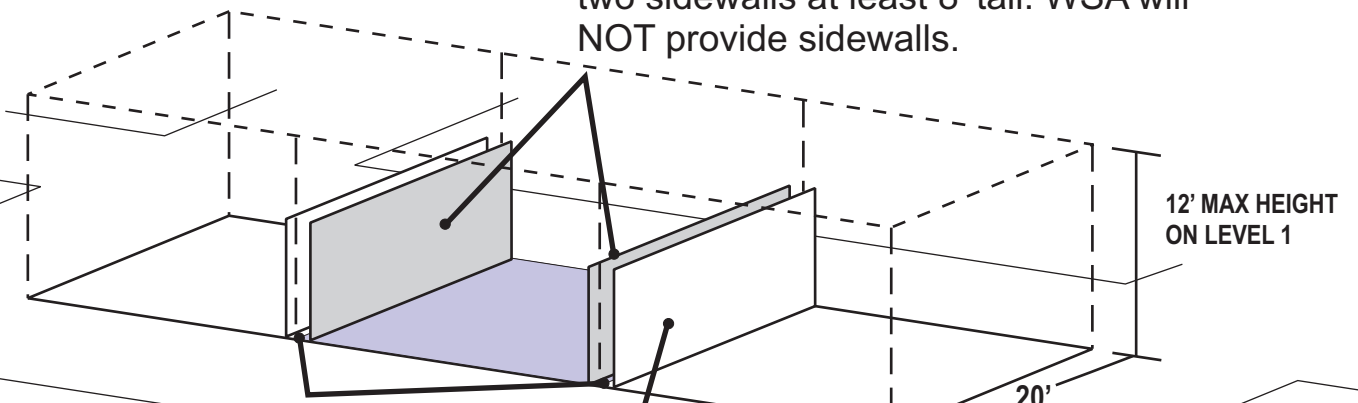


# BACK-TO-BACK LINEAR BOOTHS

All exhibitors in back-to-back linear booths, must provide a sidewalls on both sides that are at least 8' tall, WSA will NOT provide sidewall dividers. There must be 9 inches left open on each side of the display for electrical access.

Back-to-back linear booths can be built to a maximum height of 12'.

Back-to-back linear booths MUST have two sidewalls at least 8' tall. WSA will NOT provide sidewalls.



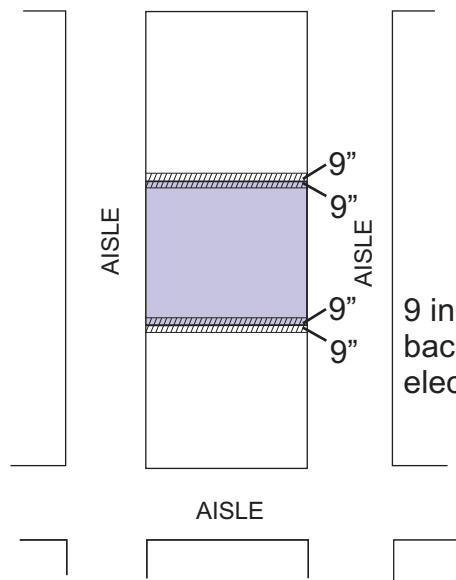
18" Gap between exhibits for electrical access.

12' MAX HEIGHT ON LEVEL 1

20'

AISLE

Peninsula booths MUST have a backwall at least 8' tall. WSA will NOT provide backwall.



9 inches Must be left open by each exhibitor in a peninsula or back-to-back linear booth, leaving a total of 18 inches for electrical access

AISLE