

TRADE SHOW BOOTH SPACE GUIDELINES

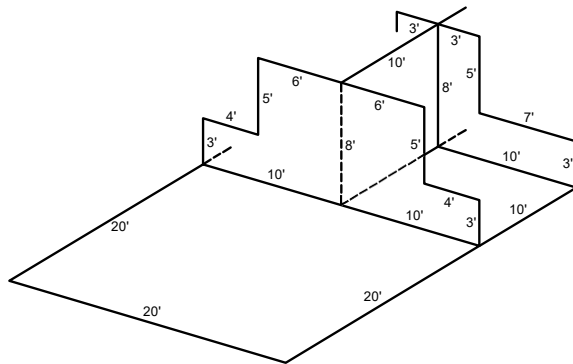
MANDATORY for Exhibitors to Follow the Booth Space Usage Regulations Noncompliance may result in losing prime booth space

1. Booth Spaces

- Booth spaces are available as single (10' x 10') or multiples.
- Pipe & drape backs are 8' high, sides are 8' high for 3'; then drop to 3' side rails (see diagram). All drapery used is black.
- Black carpeting provided in all booths.

2. End cap booth draping (4 booths +) – considered prime booth space

- Back drapes for end cap booth spaces are 8' high in the centre 12', with 3 feet of 3' high drapes on each side (diagram below).



3. Exhibitors at end of aisles with 2 booth spaces

- Booths are not oriented as an end cap.

4. Booth Space Usage - Good Neighbour Regulations

- Exhibits must not obstruct the view of, or interfere with other exhibitors.
- Exhibits can be built to, but not exceeding, the perimeter of the booth & must conform to the **height restrictions** set out in the '**1 for 1 Rule**'.
- Any place where you abut a neighbour (*including those across an aisle*) the '**1 for 1 Rule**' applies.
- Examples for purposes of determining height restrictions:
 - All aisles are considered to be 7 feet wide.
 - If there is no actual curtain, the base height of side drape is 3'. A vertical banner that is 10' high (*this is 2' taller than the back curtain height*) & 2' wide, placed in your booth the banner must be placed a minimum of 2' away from your 8' curtains. The banner can be placed anywhere in the back half of the booth.
 - A piece of machinery that is 4' tall, that you want in the front area of your booth, must be placed a minimum of 1' in from the 3' high side curtains.
 - A 6' high literature rack, if placed in the front half of your booth, will need to be a minimum of 3' from the 3' high side curtains.

5. Greenhouse Structures (with walls you can see through) Regulations

- Greenhouse structures can be built to, but not exceeding, the perimeter of the booth.
- There can be **no covering on the roof or vents**. Fire Marshal regulations require the ceiling sprinkler system to be able to penetrate the whole booth area.
- Please contact SCCN Show Management, if the greenhouse structure is over 20 ft. high, because you will need pre-authorized approval from the SCCN operations department.
- Side & back wall **coverings for greenhouses** must be 'clear & colourless with no signage' outside of the 12' of 8' back wall or meet the '**1 for 1 Rule**'.

For Questions & Clarification Contact

Carol Pupo, Trade Show Manager, Canadian Greenhouse Conference

Phone: 905-892-9851 | Fax: 1-888-437-6161 | Email: Carol@CanadianGreenhouseConference.com