

# Booth Design Guidelines -

Please send all schematics with elevations/materials used, a risk assessment and method statement to [allison.gold@aviationweek.com](mailto:allison.gold@aviationweek.com). Any stand 4m or higher, or any stand deemed complex for any reason will need to be reviewed by a structural engineer appointed by Show Management. There is a fee for this that will be billed directly from the structural engineer to the exhibitor. No complex stand can be constructed without this approval.

All booth plans that must be approved by show management must be submitted by 31 Aug 2017.

Structure Type	Image	Description	Dimensions (depth x width)	Use of Space/Maximum Height
<b>LINEAR</b> (in-line/corner) <b>SHELL SCHEME</b> (min 6sqm)	<p>10' X 10' LINEAR BOOTH</p>	<ul style="list-style-type: none"> <li>• Arranged in a straight line</li> <li>• Has neighbors on either side (in-line)</li> <li>• One side exposed to aisle (in-line)</li> <li>• Two sides exposed to aisle (corner)</li> </ul>	3m x 3m 3m x 6m	<ul style="list-style-type: none"> <li>• Maximum back wall height is 8 feet (2.44 m)</li> <li>• Hanging signs are not permitted</li> </ul>
<b>PERIMETER –</b> (in-line/corner) <b>SHELL SCHEME</b> (min 6sqm)	<p>10' X 10' PERIMETER BOOTH</p>	<ul style="list-style-type: none"> <li>• Backs to an outside wall of the exhibit facility rather than to another exhibit</li> <li>• Has neighbors on either side</li> <li>• One side exposed to aisle (in-line)</li> <li>• Two or three sides exposed to aisle (corner)</li> </ul>	3m x 2m 3m x 3m 3m x 6m	<ul style="list-style-type: none"> <li>• Maximum back wall height is 12 feet (3.66 m)</li> <li>• Side wall height is 8 feet (2.44m) maximum</li> <li>• Hanging signs are not permitted</li> <li>• All perimeter booth plans must be approved by show management. <b>Please send all schematics with elevations/materials used to <a href="mailto:allison.gold@aviationweek.com">allison.gold@aviationweek.com</a>.</b></li> </ul>
<b>LINEAR –</b> (in-line/corner) <b>RAW SPACE</b> (min 18 sqm)		<ul style="list-style-type: none"> <li>• Arranged in a straight line, or back-to-back with a neighbor (a 36 sqm island split into two 18sqm booths)</li> <li>• Has neighbors on either side</li> <li>• One side exposed to aisle (in-line)</li> <li>• Two or three sides exposed to aisle (corner)</li> </ul>	3m x 6m	<ul style="list-style-type: none"> <li>• Maximum back wall height is 12 feet (3.66 m)</li> <li>• Back wall must be “finished” and painted</li> <li>• Hanging signs are not permitted</li> <li>• All raw space booth plans must be approved by show management. <b>Please send all schematics with elevations/materials used to <a href="mailto:allison.gold@aviationweek.com">allison.gold@aviationweek.com</a>.</b></li> </ul>
<b>ISLAND –</b> <b>RAW SPACE</b> (min 36 sqm)	<p>ISLAND BOOTH</p>	<ul style="list-style-type: none"> <li>• Any size booth exposed to aisles on all four sides (min 36 sqm)</li> <li>• Hanging Signs permitted (min 36 sqm)</li> </ul>	6m x 6m 6m x 9m 6m x 12m 6m x 15m	<ul style="list-style-type: none"> <li>• The entire cubic content of the space may be used up to the maximum allowable height, 16feet (4.88m). A variance to 20 feet (6.1m) may be issued with permission from show management</li> <li>• All raw space booth plans must be approved by show management. <b>Please send all schematics with elevations/materials used to <a href="mailto:allison.gold@aviationweek.com">allison.gold@aviationweek.com</a>.</b></li> </ul>

<b>HANGING SIGNS/ GRAPHICS*</b>		<ul style="list-style-type: none"> <li>• Hanging Signs and Graphics are allowed in all standard Island Booths</li> </ul>	minimum 36sqm	<ul style="list-style-type: none"> <li>• The maximum allowable height is 16 feet (4.88m) at the top of hanging sign. A variance to 20 feet (6.1m) may be issued with permission from show management.</li> </ul>
<b>TOWERS</b>		<ul style="list-style-type: none"> <li>• Free-standing exhibit component separate from the main exhibit fixture</li> </ul>		Height restriction is the same as applies to the exhibit space configuration
<b>MULTI-STORY EXHIBITS</b> (Island Booths Only)		<ul style="list-style-type: none"> <li>• Display fixture includes two or more levels</li> <li>• Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant and show management</li> </ul>		<ul style="list-style-type: none"> <li>• All multi-story space booth plans must be approved by show management. <b>Please send all schematics with elevations/materials used to allison.gold@aviationweek.com.</b></li> </ul>

*\*Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or events organizer at least 90 days prior to installation. Drawings should be available for inspection.*