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| EXHIBIT BOOTH REGULATIONSBOOTH DEFINITIONS |
| Corner and Inline Booths (Linear Booths):  Corner booths have at least one neighbor and are adjacent to an aisle or located at the end of an aisle or row of booths. Inline booths (linear) have one neighbor on either side of booth.  **Signage:** **Booth signage may not exceed 8’ in overall height**. No hanging signage from ceiling. Exhibitors will not be allowed to project images onto aisles, ceilings, walls or any space or location outside the Exhibitor’s purchased booth space.  Standard 10’x 10’ inline booths will be provided back drape and side drape which must be utilized. No exhibit construction or signage may exceed 8’ in overall height on inline booths. **If sidewalls are utilized on inline booths, a maximum height of 8’ is permitted on the back 5’ section and a maximum height of 4’ is permitted on the front 5’ section.** Exhibit construction and/or signage may not exceed 8’ in overall height. These restrictions apply to any booth configuration that is inline and not an island. |
| Perimeter Booths:  Same as above and located on the perimeter (against a wall, etc.) of the exhibit floor.  **Signage:** No hanging signage from ceiling. **Booth signage may not exceed 12’ in overall height**. Exhibitors will not be allowed to project images onto aisles, ceilings, walls or any other space outside the Exhibitor’s purchased booth space. |
| Island Booths:  Exhibit booth with an aisle on all sides of the booth with no adjacent neighbor.  **Signage:** Hanging signage from ceiling is acceptable**. For exhibitors in island booths, the top of signage may not exceed 20’ from overall height**. Exhibitors will not be allowed to project images onto aisles, ceilings, walls or any other space outside the Exhibitor’s purchased booth space.  On island booths, no exhibit construction, product or signage may exceed 20’ in overall height. Exhibitors are permitted to use the entire span of an island booth for display construction, signage and product, **as long as no component exceeds 20’ in height**. Please review fire regulations for multi-level or covered exhibits. No helium balloons or flying objects of any type will be allowed in the exhibit hall. Exhibitors will not be allowed to project images onto aisles, ceilings, walls or any other space outside Exhibitor’s purchased booth space.  All island booths, with constructed booth configurations that contain an unfinished backside, are subject to review by Show Management. Should Show Management deem the backside of the booth “unsightly” and/or does not conform with the overall quality of the show, Exhibitor may be required to drape the backside of booth at Exhibitor’s expense. |
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| Questions regarding the above should be directed to [Exhibits@shrm.org](mailto:Exhibits@shrm.org) |
| **Children in Exhibit Hall**  Move-in and move-out periods present dangers on the exhibit floor. During move-in and move-out times, children under the age of 18 are specifically prohibited from the exhibit hall. During show hours, children under the age of 18 must be accompanied by an adult. | |
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| Exhibit Hall Catering  All food and beverages served in the exhibit hall must be ordered through the New Orleans Convention Center’s official catering provider. Further information regarding catering can be found under the “Other Suppliers” section of this guide. | |
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| Magazine/Publication Distribution  Exhibitors who publish magazines will be allowed to distribute the magazines from their booths and no other location. Magazines may not be distributed from aisles or other common areas. | |
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| Noise  Public address systems must not interfere with the activities of adjoining exhibitors. Electric or electronic amplification of musical instruments is specifically prohibited. SHRM Show Management reserves the right to restrict exhibits that may be deemed unsuitable or objectionable. This reservation applies to noise, persons, things, conduct, printed matter or anything of a character that might be objectionable to the Exposition as a whole. | |
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| Photographs and Videotaping  The taking of photographs and/or video recording is permitted within the exhibit hall provided that the subjects being photographed or videotaped do not object. If an objection is raised, you will be asked to discontinue immediately. Show management reserves the right to limit photo/video access when considered inappropriate. | |
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| Prize Drawings/Giveaways   * Exhibitors may register attendees for prizes and giveaways. * All activity must be confined within the exhibitor’s booth. * NO announcements will be made over the public address system announcing the winner of any exhibitor prize drawing/giveaway.   Crowding of aisles is a safety hazard and exhibitors may be restricted from doing prize drawings. Exhibitors may not hold drawings where attendees must be present to win. | |
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| Use of Aisles  The aisles, passageways and overhead spaces remain strictly under the control of SHRM. No signs, decorations, banners, advertising matter or special exhibits will be permitted in the aisles. Uniformed attendants, models, mascots, and other employees must remain in the booth occupied by their employers. All advertising distribution must be made from the exhibitor’s booth space. | |