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| **EXHIBIT BOOTH REGULATIONS** |

SHRM Exhibitors are reminded to review the following booth definitions and rules to ensure their booth is following SHRM booth regulations.

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| **REQUIREMENTS FOR ALL EXHIBITORS** |

* **SHRM does not allow End-Cap booths at events.**
* No helium balloons or flying objects of any type will be allowed in the expo hall.
* Exhibitors will not be allowed to project images onto aisles, ceilings, walls or any space or location outside the Exhibitor’s purchased booth space.
* Exhibitors are required to provide flooring for the whole of their exhibit space.

## **BOOTH DEFINITIONS**

**Standard or Corner and In-Line Booths:**

Any exhibit space that shares a common back wall and/or side with other exhibits and only one side exposed to aisle. These exhibit spaces can be purchased in a row to a make a 10 x 20, 10 x 30, etc.

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. In‐Line booths have one neighbor on either side of the booth. **Standard 10’x10’ booths will be provided back drape and side drape which must be utilized.**

* **Max height = 8’** **- No exhibit construction or signage may exceed 8’ in overall height**
* Hanging Signs: Not permitted
* All display material over 5 feet may not extend farther out than 5 feet from the back of the booth.
* Signage: Booth signage may not exceed 8’ in overall height.

**NOTE**: If sidewalls/siderails are utilized on in‐line 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. These restrictions apply to any booth configuration that is standard and not an island.

**Perimeter Booths:**

Same as above and located on the perimeter (against a wall, etc.) of the exhibit floor.

* Max height = 12’ ‐ No exhibit construction or signage may exceed 12’ in overall height
* Hanging Signs: Not permitted
* All display material over 5 feet may not extend farther out than 5 feet from the back of the booth.
* Signage: Booth signage may not exceed 12’ in overall height.

**Island Booths:**

An Exhibit booth with an aisle on all sides of the booth with no adjacent neighbor.

* Max height = 16’ - No exhibit construction or signage may exceed 16’ in overall height
* Hanging Signs: Permitted
* Must be accessible from all four sides.
* **Signage: For exhibitors in island booths, the top of signage may not exceed 16’ from overall height**
* Exhibitors are permitted to use the entire span of an island booth for display construction, signage, and product, **if no component exceeds 16’ in height.**