

BOOTH DESIGN GUIDELINES

INDOOR BOOTHS

Each 10' x 10' vendor booth consists of 8' high back drape, 3' high side drape, and a 7" x 44" company ID sign.

- Inline/Peninsula/Island 8' height limit

ALL EXHIBITORS

- Exhibitors are not allowed to put anything above the maximum height allocated for each type of booth without show management's approval.
- Each exhibitor is entitled to a reasonable sight line from the aisle regardless of exhibit size. In standard, perimeter, and peninsula booths, all products must be kept at a maximum height of 4 feet and at least 5 feet back from the aisle.
- All printed materials and samples must be distributed within your booth only. Walking the aisles or approaching/selling outside your booth is prohibited.
- Exhibitors may hang graphics in their booth, but they cannot exceed the maximum height allowed. All signs must be professionally produced. Hand written signs are prohibited. Placement of signs must be approved by show management.
- Show management reserves the right to require exhibitors to remove any materials from their exhibit which is determined, at our discretion, to be inappropriate.
- The use of corrugated boxes, unlabeled bins, etc. to display and/or sell product or merchandise is discouraged and may not be permitted by the Fire Marshal.
- Unsightly storage of inventory within your booth area during show hours (cartons of product) is not permitted.
- All booths must accommodate and be accessible to the handicapped in compliance with the American Disabilities Act regardless of your company's size.

INDOOR CANOPIES/TENTS/E-Z UPS – NOT ALLOWED

Tents, E-Z Ups & Canopies in all buildings are not allowed.

OUTDOOR CANOPIES/TENTS E-Z UPS

ATTENTION:

(!) NO STAKING IS PERMITTED AT THE PHOENIX RACEWAY

ALL TENT RENTALS ARE REQUIRED TO GO THROUGH – BRIGHT RENTALS OR AMERICAN CONVENTION SERVICES

- A COI is required for tents that are: 400 sq. ft. or larger (and Enclosed); or 700 sq. ft. or larger (open)
- COIs for the tents can be obtained through the City of Avondale (closed on Fridays)
- Other tent providers may be used but a 5MM COI is required.

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[Tent COI Application >>](#)

Canopies cannot exceed the maximum booth height or booth depth. They may cover your entire booth area, but the support structures cannot be wider than 3" when placed in the front 5' of your booth. Standard booth line of sight rules apply. Canopies must be fire retardant and meet all fire regulations.

If 200 square feet or more is covered, additional precautions are required (*Smoke detectors, Fire Exit signs and an approved Certificate of Flame Proofing*). Exhibitors must comply with the local fire rules and regulations when using a canopy or a ceiling in outside exhibits.

If 400 square feet or more is covered or 700 sq. ft. or more uncovered, a permit from the local Fire Marshal is required.

STAFFING

Exhibit booths must be staffed during all published show hours. Exhibits must open promptly at the published time each day and remain open until the closing hour each day. The hall opens one-hour early to exhibitors on show days and remains open one-half hour past closing each day. If an exhibitor needs access to their booth before/after exhibitor hours, they must obtain security clearance from show management. Please visit the Show Office for these requests.

MOTOR VEHICLES/DISPLAY VEHICLES

- **AT NO TIME DURING THE SHOW ARE VEHICLES TO BE STARTED, DRIVEN OR MOVED.**
- Fuel level must not exceed ¼ tank of gas or contain more than 5 gallons, whichever is less.
- Refueling and de-fueling of vehicles must be done outside the facility and appropriate safety equipment must be used.
- Fuel vents must be sealed to prevent the escape of volatile and flammable vapors.
- All batteries must be disconnected (negative battery terminal must be disconnected).
- Gas caps must be locked or taped shut.
- No ignition source may be within 20 feet of the vehicles.
- Keys must be kept on site in the event an emergency removal of the vehicle is required.
- Vehicles and exhibits cannot block exit doors or fire lanes. Operation of any internal combustion engine is prohibited without Fire Marshal approval.
- No vehicles are authorized to be in the building for unloading at any time.
- Vehicles are subject to random inspections by the Fire Marshal.
- Only exhibitors with an exhibitor wristband will be allowed to remove vehicles, motorcycles, ATVs, watercraft, trailers or anything with two or more wheels.
- If vehicles in a booth are being removed by a third party, exhibitors need to provide show management with the contact and company name of the responsible party.
- All vehicles MUST be removed by Sunday, September 12 no later than 10:00 pm or they will be subject to towing.

BOOTH CHANGES

Changes to your booth location can occur at any time from the initial assignment until show opening. Modifications to an exhibitor's display may be made by show management at any time. All booth designs are subject to on-site Fire Marshal approval.

MOVE-OUT

Early move-out is prohibited, including the early removal of vehicles. Tear-down will begin at the close of the show. Remember, crates may take a few hours to be returned. Please plan accordingly.

Exhibitors that tear-down early will be penalized and may lose priority for booth placement in future years or be denied participation at future events.

NOISE LEVELS

Please keep sound at a level that allows neighboring exhibits to be able to conduct business. We will ask you to turn down or turn off any sound system/amplifier that is bothering your neighbors. Failure to do so will result in loss of power from your exhibit. Noise makers (air horns, bull horns, sirens, etc.) are not permitted.

SECURITY

Show management is responsible for providing general security coverage for the event beginning at the official, published move-in time, and ending at the official, published move-out time.

SECURITY TIPS

Securing your exhibit materials and items is strongly recommended. Most losses occur during move-in and move-out, and the first ½ hour after a show closes.

- Do not leave your booth unattended at any time! AV equipment, cash registers, and product should be placed under a table or in a box.
- Cover your tables and products after move-in and after show hours by using a sheet or something similar. The sheet can be secured with bungee cords or duct tape.
- Do not indicate the contents on the outside of your boxes and crates. These items pass through many hands during the shipping process as well as during the show.
- Permanent identification on your property will reduce temptation and make the return of these items easier should they disappear.
- **NEVER** leave **money, purses, wallets or laptops** unattended in your booth. Take your cash, credit cards, and credit card receipts with you at the end of each day.
- Do not leave valuable items/ personal items in clear view or within reaching distance of other people. Once the show closes, always be sure to pack your valuables first.

STICKERS ARE NOT ALLOWED ON PHOENIX RACEWAY GROUNDS!

Stickers are not allowed to be given out to participants, guests or other exhibitors! Exhibitors will be charged for removal of any stickers found affixed to walls, floors, poles or the venue property in general.

DEMONSTRATIONS

While entertaining/demonstrating in booth, you must arrange booth so audience does not block aisles, overflow into nearby booths or disrupt your neighbors' business. Normal traffic flow must be maintained at all times.

FACILITY USE

Do not attach your materials or puncture any surface that is part of the facility, including columns. This means no screws, nails, tacks, tape, carpet tape, stickers, and/or decals on anything but your own property. Doing so may result in a charge to your company from the facility for repair and clean-up. The facility, the contractor, and Bonnier Events are not responsible for exhibitor property that is removed from a surface that is part of the facility.

FIRE & SAFETY

All exhibitors are required to abide by the rules and regulations listed below:

- All materials must be flame resistant. This includes, but is not limited to, drapes, curtains, table coverings.
- No combustible materials should be attached to or hung from the sides or the back of the booth.
- Outside areas enclosed by solid walls and/or ceilings (tents, E-Z Ups, canopies) must be approved in advance by the Fire Marshal and require operational smoke detectors inside the enclosed area. They must also have an alarm, fire extinguisher or a smoke detector in or connected to the outside area. Other restrictions may apply.
- Fire extinguishers, fire hoses and sprinkler closets must be visible and accessible at all times even if located in your booth.
- Aisles and exits must be kept clear and free of obstructions.
- No storage of any kind is permitted behind the back drape line of your booth. Empty packing containers, wrapping or display materials must be removed from the exhibit hall.
- Use or storage of compressed gases, helium, flammable liquids, explosives, and other toxic or hazardous materials may be done only with a permit and approval by the Fire Marshal and Facility.
- Combustible rubbish should be removed from your booth daily.
- Open flames for any reason require show management, Fire Marshal and Facility approval.
- No standing on chairs, tables, rented furniture or any facility equipment for safety precautions.
- All carpet must be adhered to the floor by the contractor or the exhibitor.
- No animals allowed except those assisting the physically impaired.