

THE CAR WASH SHOW™

Guidelines for Booth Display/ Rules & Regulations

The Car Wash Show requires that Exhibitors with island or peninsula booths **400 square feet and above must submit a floor plan with dimensions, including height, to The Expo Group for review and approval.**

Exhibitors must follow The Car Wash Show booth construction rules and regulations included in this manual. All hanging signs should be included on the floor plan. Hanging signs and graphics are permitted to a maximum height of 20' from the floor to the top of the sign. The Expo Group will review each floor plan and the Exhibitor will be notified in writing if approval has been granted.

Submit your renderings and floor plans with dimensions to The Expo Group:

The Expo Group
ATTN: Ginny Hiatt
E-mail: ghiatt@theexpogroup.com

If you have any questions, please call Ginny Hiatt at 972.751.9463.

All floor plans must be submitted by Monday, January 22, 2018.



STANDARD INLINE BOOTH

Inline booths have only one side exposed to an aisle and are arranged in a series along a straight line. Individual booths may be combined to form a larger inline booth space.

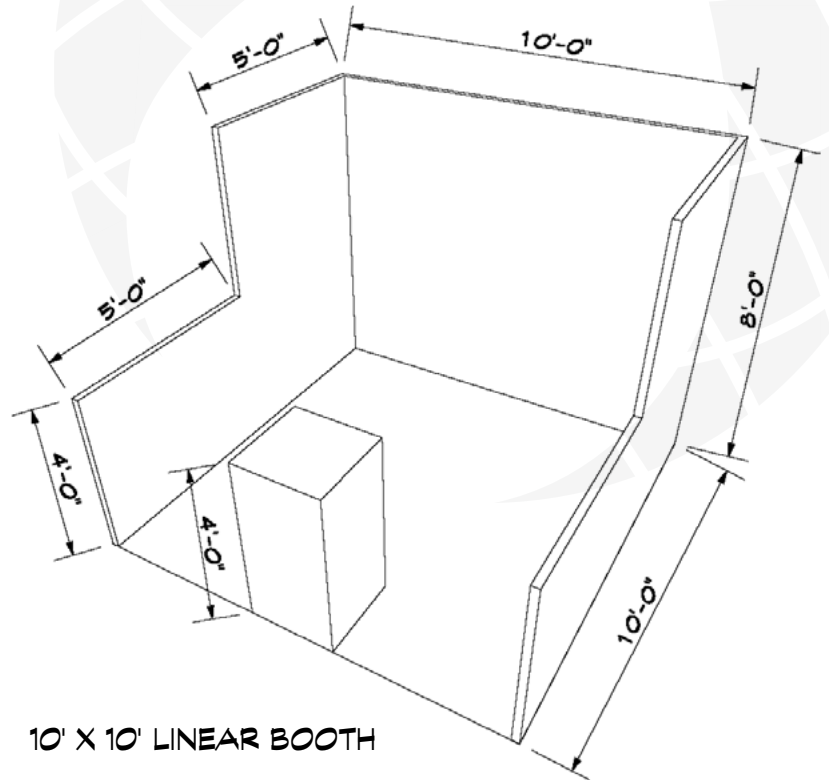
Dimensions

All inline booths are 10' (3.05m) across the front. Inline booths are available in two depths, 10' and 15' (see diagram below).

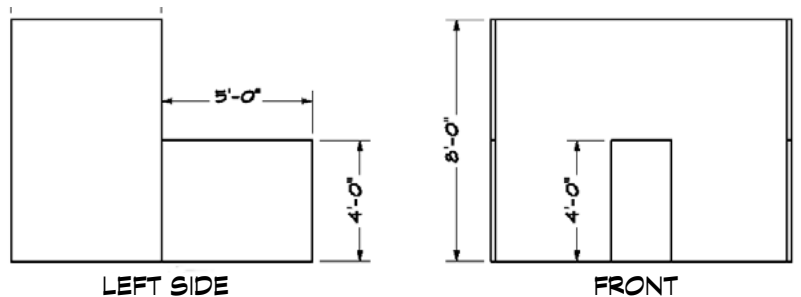
Use of Space

Regardless of the number of inline booths utilized, e.g. 10' by 20' (3.05m by 6.10m), 10' by 30' (3.05m by 9.14m), 10' by 40' (3.05m by 12.19m) etc., exhibit fixtures should be arranged in such a manner as not to obstruct sight lines of neighboring Exhibitors. The maximum height of 8' (2.44m) is allowed in the rear of the booth space, with a 4' (1.22m) height restriction imposed on all exhibit fixtures within 5' (1.52m) of an aisle. When two (2) or more inline booths are used in combination as a single exhibit space, the 4' (1.22m) height limitation is applied only to that portion of exhibit space which is within 10' (3.05m) of an adjoining booth.

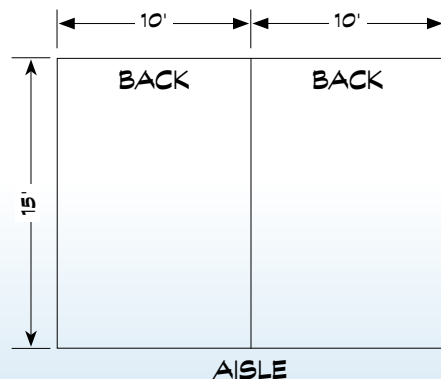
A **corner booth** is an inline booth exposed to aisles on two (2) sides. All other guidelines for inline booths apply.



10' X 10' LINEAR BOOTH

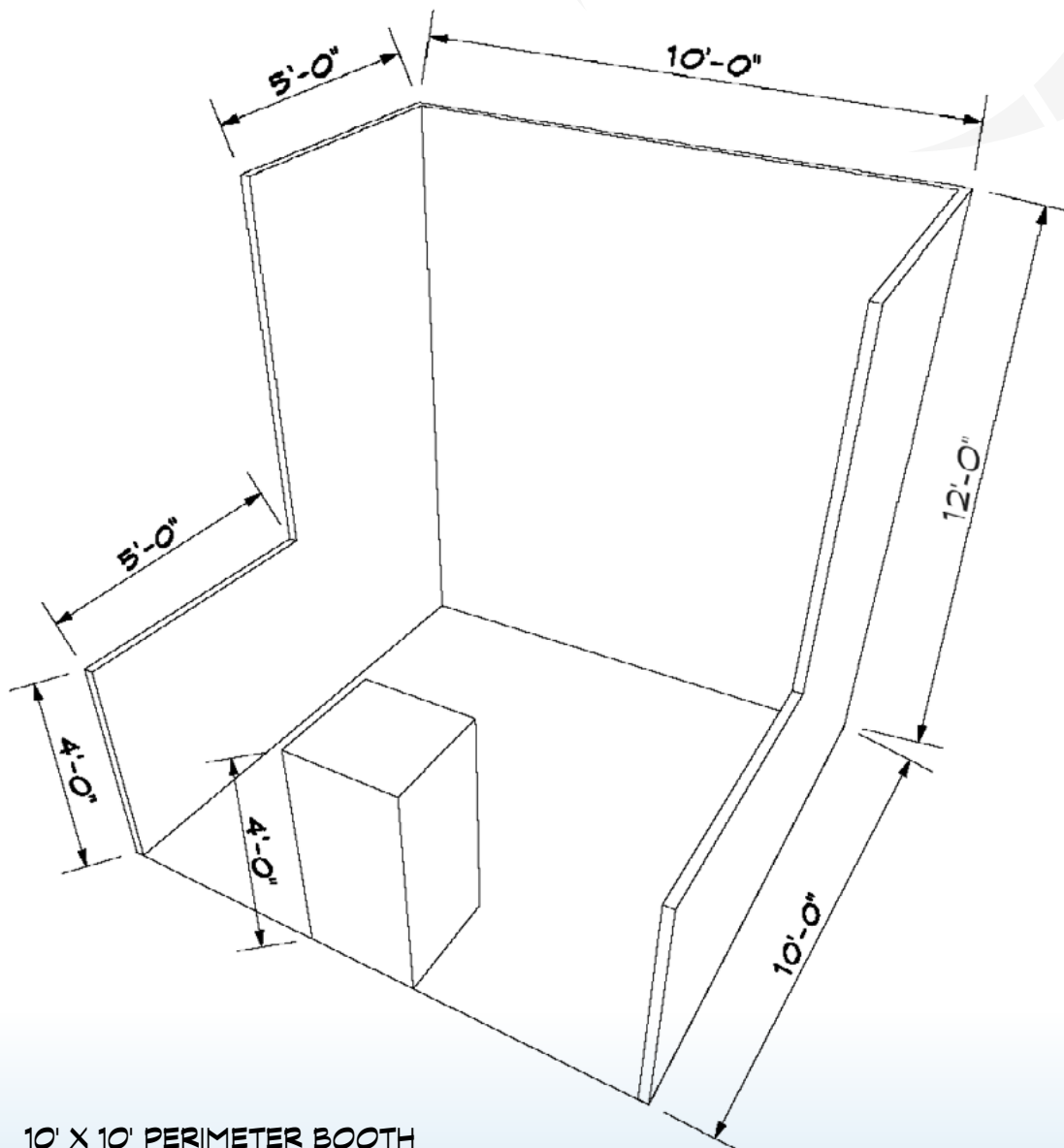


10' X 15' LINEAR BOOTH



PERIMETER BOOTH

A **perimeter booth** is an inline booth that backs up to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for inline booths apply to perimeter booths with the exception that the maximum back wall height is 12' (3.66m).



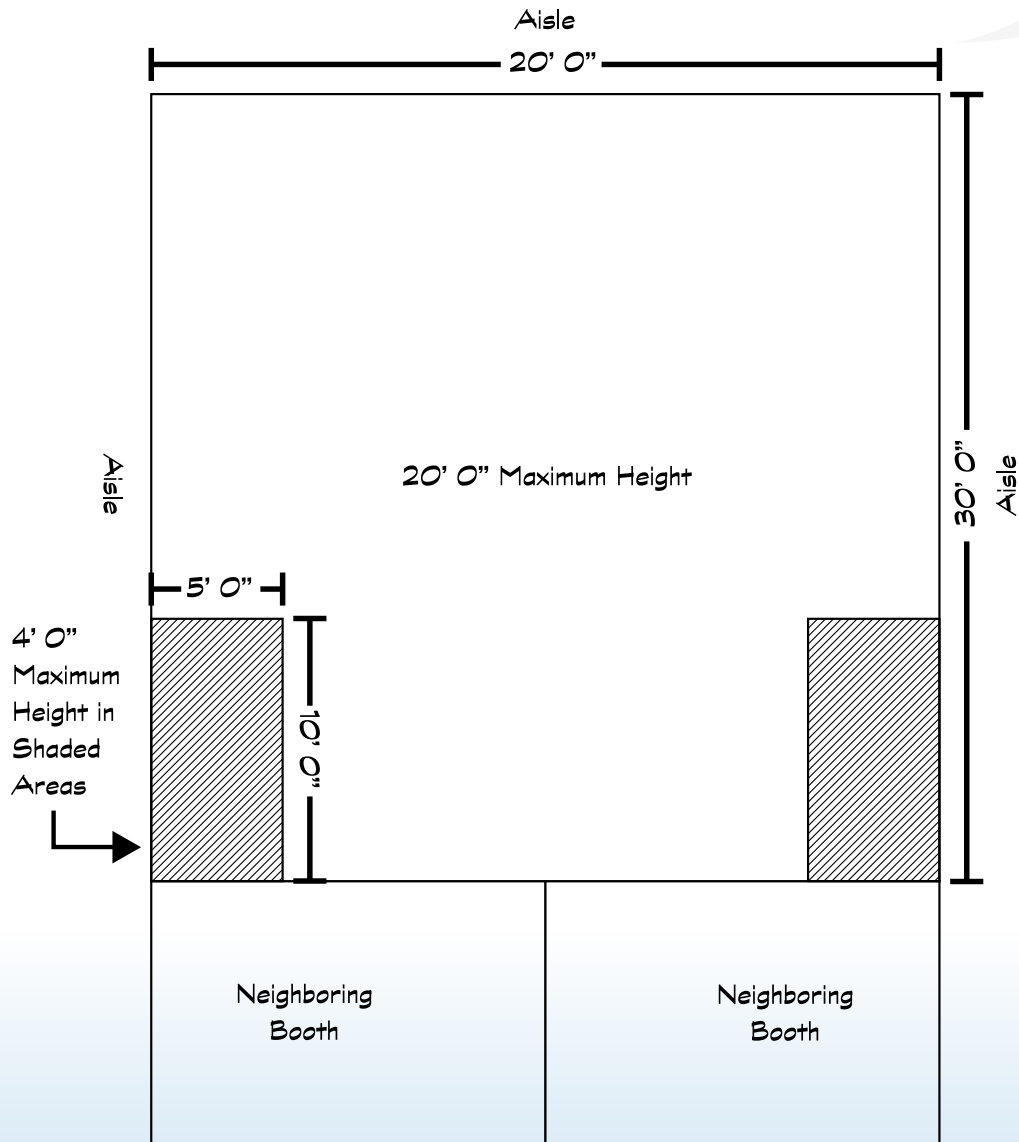
10' X 10' PERIMETER BOOTH

PENINSULA BOOTH

A **peninsula booth** is exposed to aisles on three (3) sides and composed of a minimum of four (4) booths. Backwalls must be finished and cannot contain copy on the side facing an aisle or another booth. There are two (2) primary types of peninsula booths: one which backs up to inline booths and one which backs up to another peninsula booth and is referred to as a split island booth.

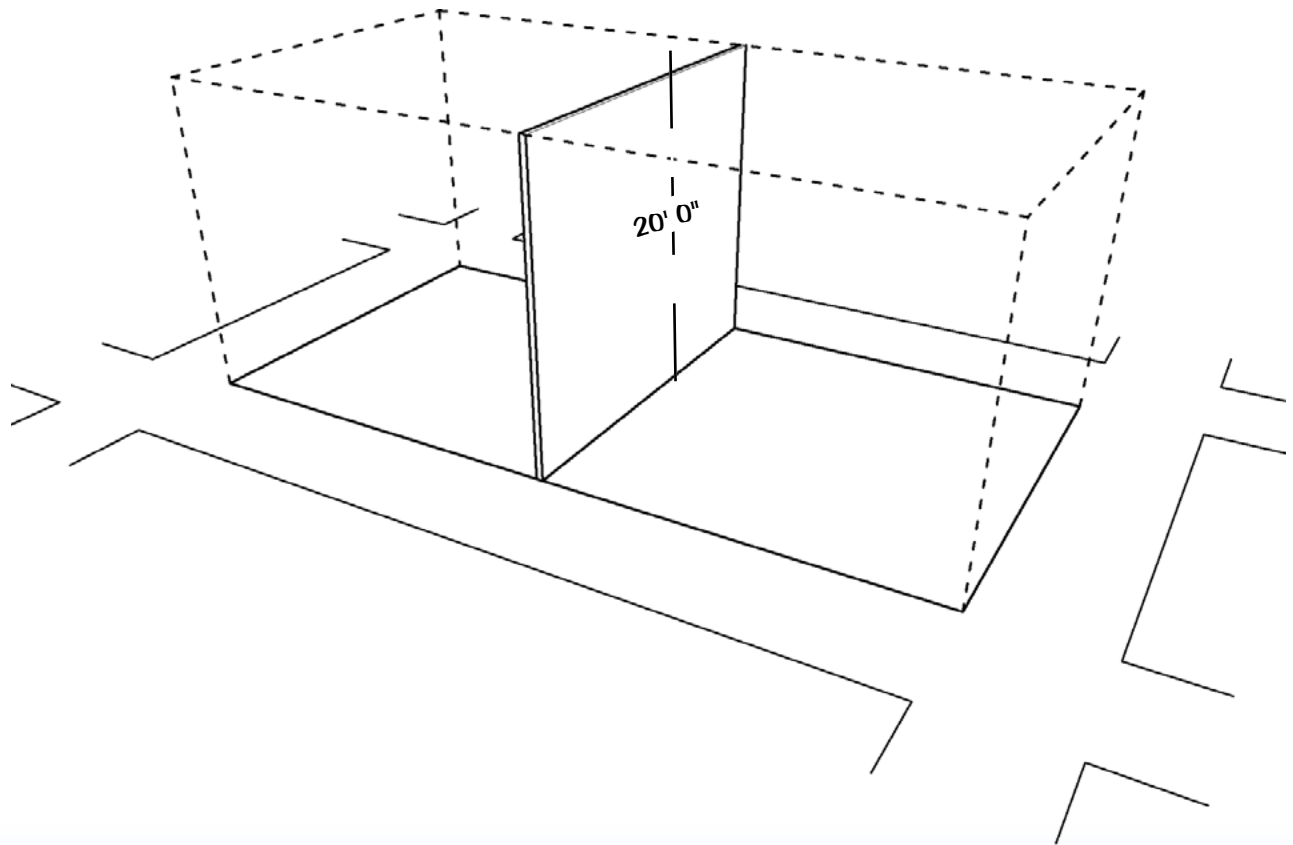
Dimensions

When a peninsula booth backs up to two (2) inline booths, the backwall is restricted to 4' (1.22m) in height within 5' (1.52m) of the aisle and 10' (3.05m) of the adjoining booths. 20' (4.88m) is the maximum height allowance for the center portion of the backwall, exhibit fixtures and identification signs. Hanging signs and Graphic Rules apply — see page 7.



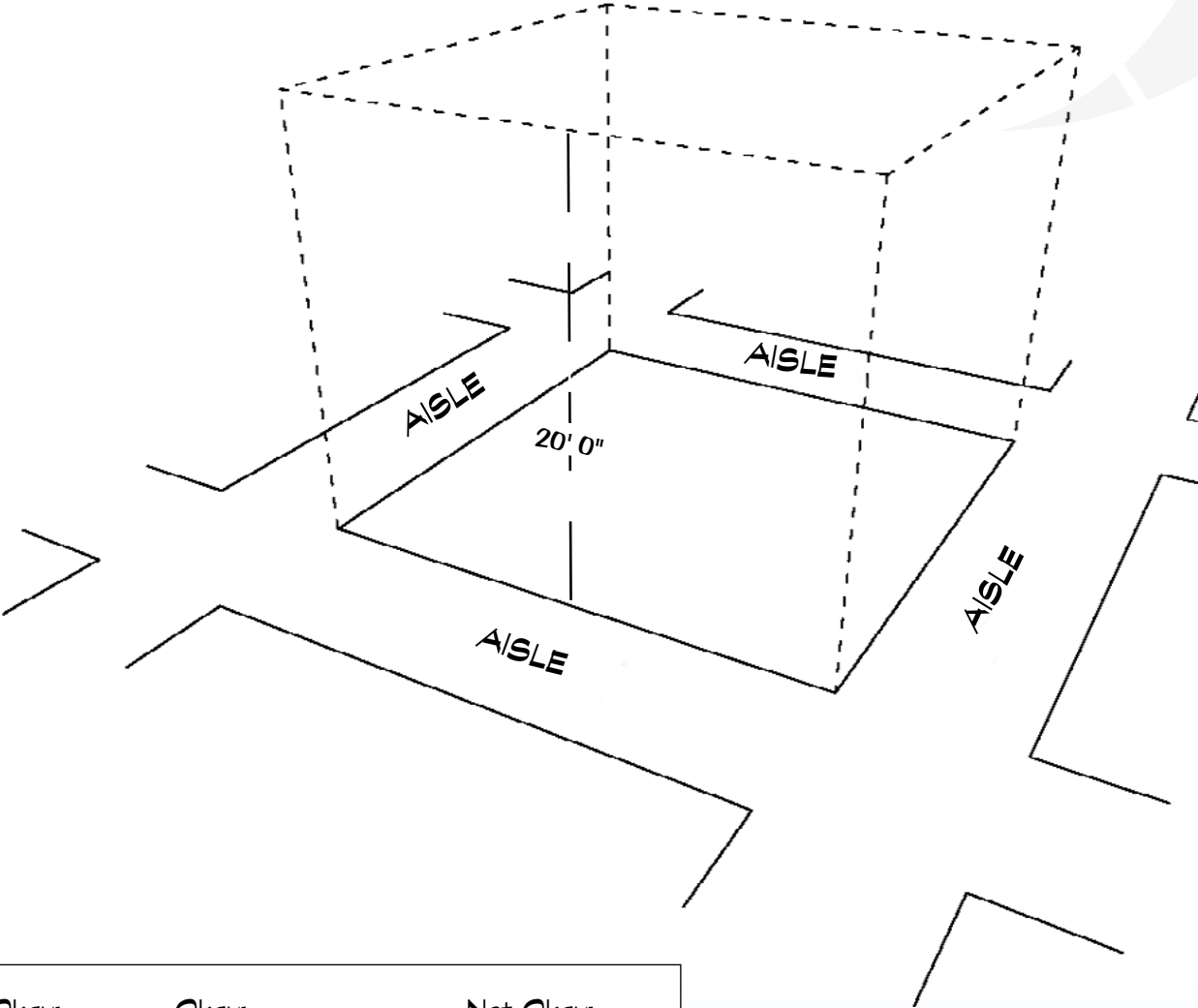
SPLIT ISLAND BOOTH

A **split island booth** is a peninsula booth that shares a common backwall with another peninsula booth. The entire cubic content of this booth may be used up to the maximum content of 20' (4.88m) for exhibit fixtures and booth display components. Hanging signs and graphic rules apply — see page 7. Backwalls must be finished and can not contain copy on the side facing the adjoining booth.



ISLAND BOOTH

An **island booth** is any size booth exposed to aisles on all four (4) sides. The entire cubic content of this booth may be used up the maximum content of 20' (4.88m), for exhibit fixtures and booth display components. Hanging sign and graphic rules apply — see page 7.



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HANGING SIGNS & GRAPHICS

Hanging signs and graphics are permitted in all peninsula, split island and island booths to a maximum height of 20' (4.88m) from the floor to the top of the sign.

If within 5' (1.53m) of an adjacent booth, and if the placement complies with the use-of-space requirements, the side facing the adjacent booth should be finished and not contain any copy.

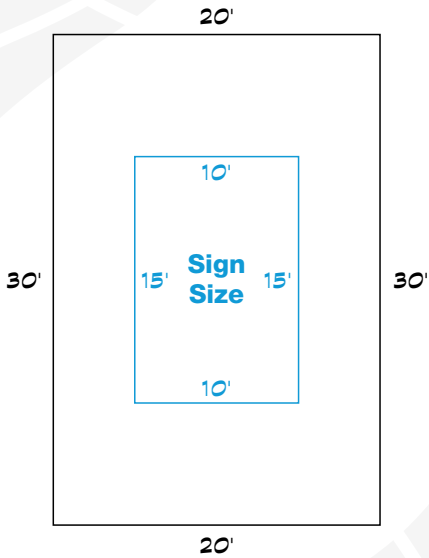
Size

Hanging signs and graphics will be permitted to a total length (including multiple signs) on each side of the exhibitor's space that does not exceed 50% of the corresponding dimension of the booth.

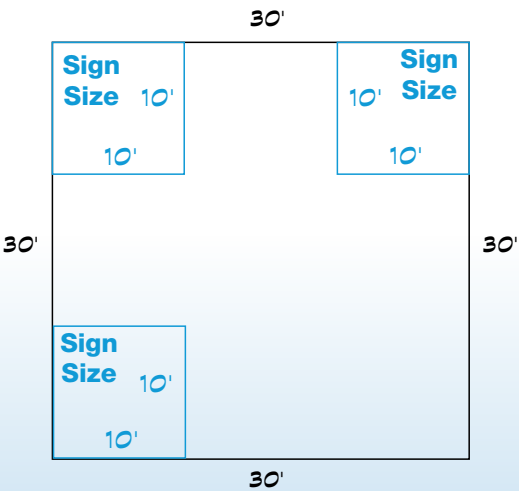
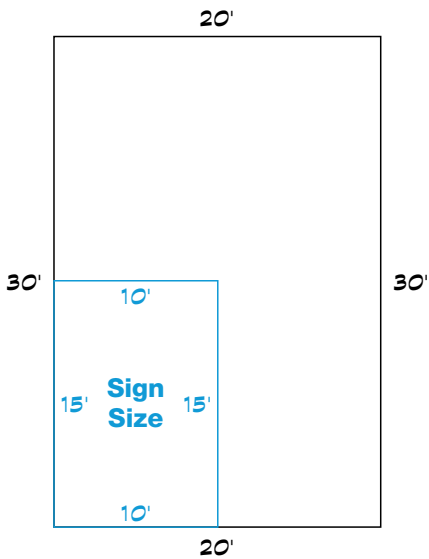
TOWERS

Height/Depth

Towers will be permitted to a height and depth that correspond to the height and depth regulation for the appropriate exhibit configuration of which they are a part. Towers that are part of a peninsula exhibit will not exceed 20' in height, and will not be place within 10 lineal feet of a neighboring exhibit unless they are confined to that area of the exhibitor's space which is at least 5' from the aisle line to avoid blocking the sightline from the aisle to the adjoining booth.



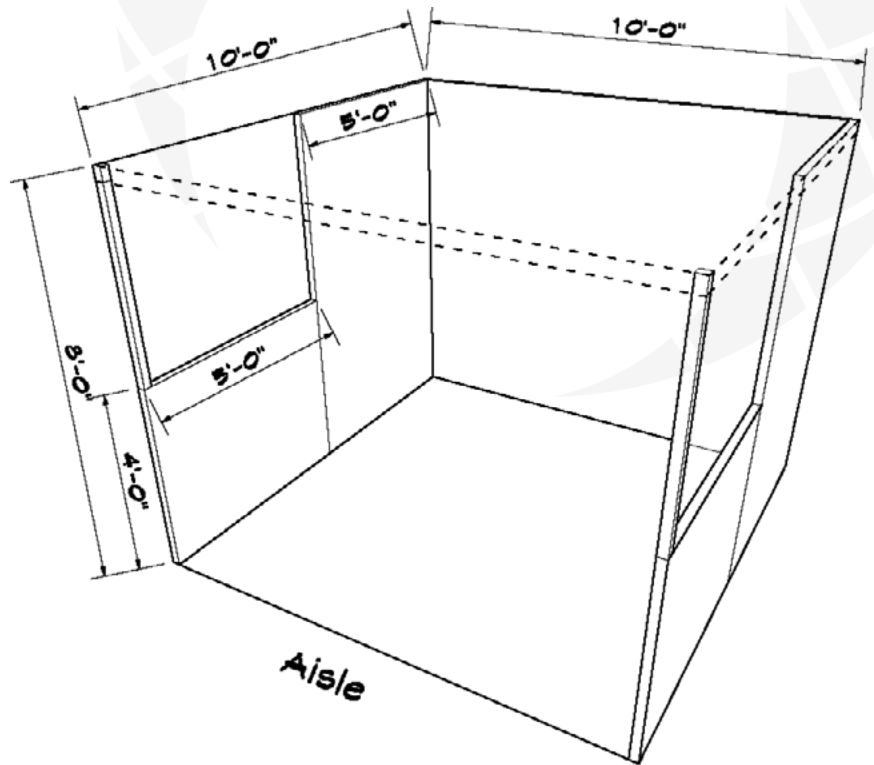
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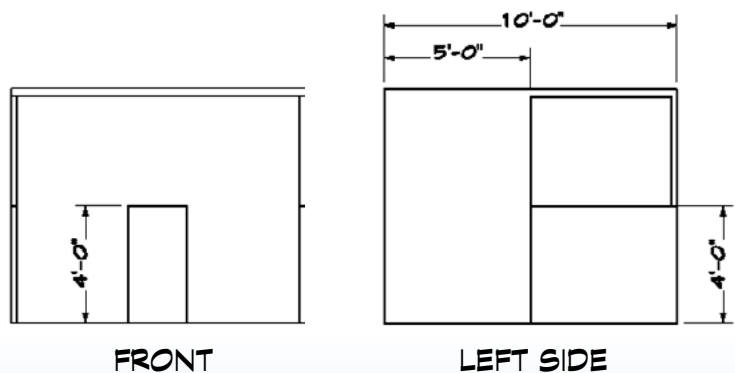
CANOPIES & CEILING

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for inline or perimeter booths should comply with line of sight requirements and may not protrude into the aisle. The base of the canopy should not be lower than 7' (2.13m) from the floor within 5' (1.52m) of any aisle. Canopy supports should be no wider than 3" (7.62cm). This applies to any booth configuration that has a sightline restriction, such as an inline booth. Fire and safety regulations for the Convention Center may apply to canopies and ceilings and will be included in the Exhibitor Services Manual made available to Exhibitors.

All drapes and materials that are used for booth separation are required to be flame retardant. Canvas tents, canopies, awnings, curtains, straw, hay and similar materials are also required to be flame retardant.



10' X 10' INLINE BOOTH
with Canopy



MULTI-STORY EXHIBITS

A **multi-story exhibit** is permitted in all peninsula, split island and island booths to a maximum height of 20' (4.88m). The Car Wash Show will allow the construction of double-decker display booths provided that the maximum height rule of 20 feet for the top of all displays and signs is followed and most importantly that the structure is built with a ten (10) foot set-back from all four aisles. Multi-story exhibits and any single level exhibit over 1000 square feet or exceeding 300 square feet or contiguous covered area require approval and building permits from the Convention Center Fire Marshall.

- Multi-level or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system installed by Nevada State licensed fire sprinkler contractor under the entire area and every level of a multi-level exhibit only when the following conditions apply.
 - o The exhibit is used in an event where the duration is 7 calendar days or longer.
 - o The exhibit contains display vehicles.
 - o The exhibit contains open flame.
 - o The exhibit contains hot works.
- Any upper deck area to be occupied must have an approved plan with a State of Nevada engineered stamp.
- Multi-level areas that are greater than 300 square feet or which will occupy more than nine persons shall have at least two means of egress.
- Spiral stairways are not an approved means of egress.
- Multi-level, covered or roofed areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors that will emit an audible alarm that can be heard outside of the area.
- Any covered area that is also enclosed, regardless of the size of the area, will require the installation of battery-operated smoke detectors that will emit an audible alarm that can be heard outside of the area.
- Under certain circumstances the Fire Prevention Office may require a fire watch for an exhibit.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring Exhibitors, hall labors or installation/dismantling equipment such as fork lifts. Displays should be able to withstand moderate wind effects that may occur in the Exhibit Hall when freight doors are open. Exhibitors should ensure that any display fixtures, such as tables, racks or shelves, are designed and installed properly to support the product or marketing materials to be displayed.

FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction and decorating should be made of fire retardant materials and be certified as flame retardant. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the Convention Center.

STORAGE

Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind drapes. In most cases, however, Exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a problem or look unsightly.

LIGHTING

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems must submit drawings to The Car Wash Show management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting must not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights, that can trigger photosensitive epilepsy must comply with facility rules and be approved in writing by The Car Wash Show management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with forms provided by the Convention Center in the Exhibitor Services Manual.
- Reduced lighting over an exhibitor's booth for theater areas must be approved by The Car Wash Show management, the utility provider, and the convention center.

DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

EMERGENCY STOP DEVICES

All exhibitors are required to have easily accessible power disconnect/stop devices on any operating and moving machinery in their exhibit booth that is accessible by, or may come in contact with, attendees. At least one booth staffer must be assigned to disconnect or stop device whenever machinery is being operated. At the discretion of show management, exhibitors may be required to move or modify their disconnect or stop device, or they shall be disallowed from operating machinery during show hours.

SOUND/MUSIC

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

VEHICLES

Rules vary depending on the facility, (refer to the exhibitor services manual for detailed information) but generally it is required that the following are followed:

- Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less.
- At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. Batteries used to power auxiliary equipment shall be permitted to be kept in service.
- Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
- External chargers or batteries are recommended for demonstration purposes.
- No battery charging is permitted inside the building. (Including pallet jacks)
- Combustible/flammable materials must not be stored beneath display vehicles.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles shall not be moved during exhibit hours.
- 36" of clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
- No leaks underneath vehicles.