



CANADIAN MEETINGS + EVENTS EXPO

FORMERLY INCENTIVEWORKS

APPROVAL OF BOOTH DESIGN:

All booths over 20'x20' must supply Show Management with a schematic drawing and full description of booth layout for approval, including **all HEIGHTS, of signage, etc.**, so that sightlines can be confirmed. Hand drawn schematics can be submitted for simple booth designs.

Deadline: July 5, 2019. Send documentation to the **Operations Manager, Jane Hills** at jane@newcom.ca or call (416) 510-6827.

EXHIBITOR RESPONSIBILITY:

As an exhibitor at Canadian Meetings + Events Expo, it is your responsibility to ensure that your booth is designed to meet the parameters outlined in this document. Booths not meeting parameters will need to be modified on site in order to comply.

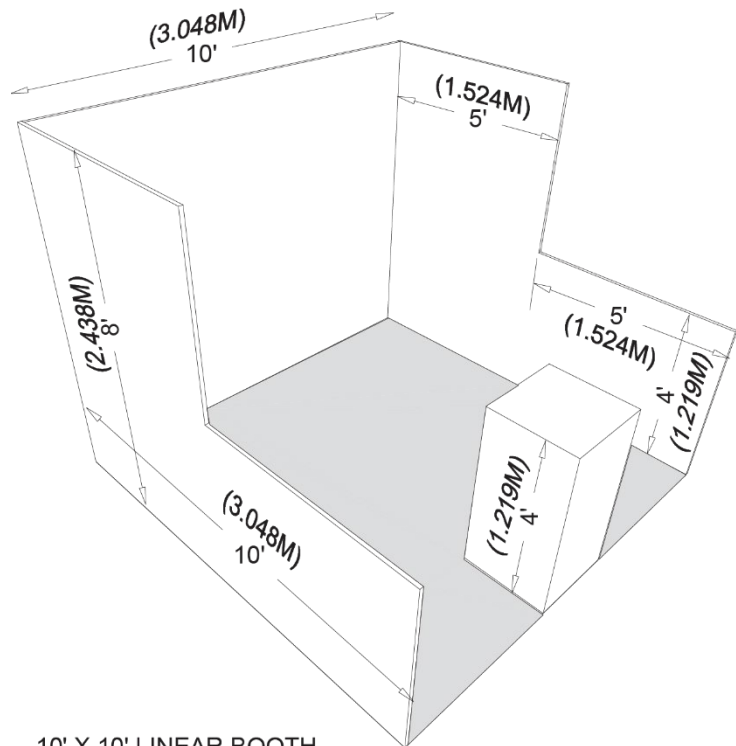
EXHIBIT BOOTH PARAMETERS

Linear Booth

Linear Booths also referred to “in-line” booths are generally arranged in a straight line and have neighbouring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions and Use of Space

- 10ft (3.05m) wide and 10ft (3.05m) deep
- Maximum back wall height: 8ft (2.44m).
- Display materials should be arranged so as not to obstruct sight lines of neighbouring exhibitors.



Corner Booth

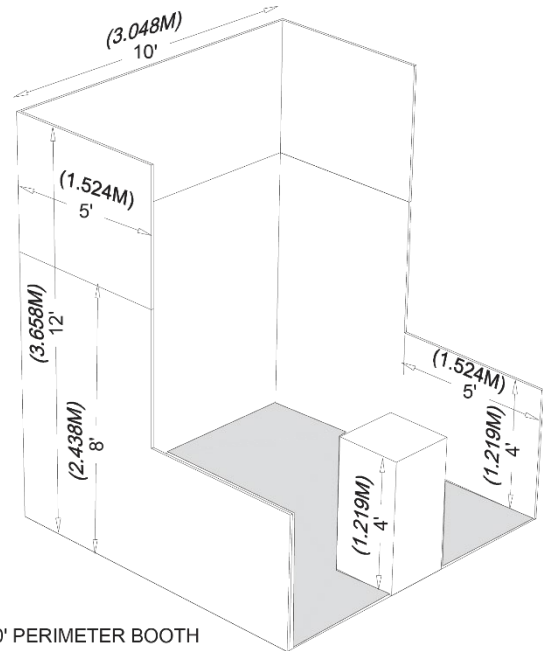
A Corner Booth has exposure to intersecting aisles on two sides. Linear booth guidelines apply.

Perimeter Booth

A perimeter booth is a Linear booth that backs to an outside wall of the exhibit venue.

Dimensions and Use of Space

- Linear guidelines apply except maximum back wall height is 12ft (3.66m)



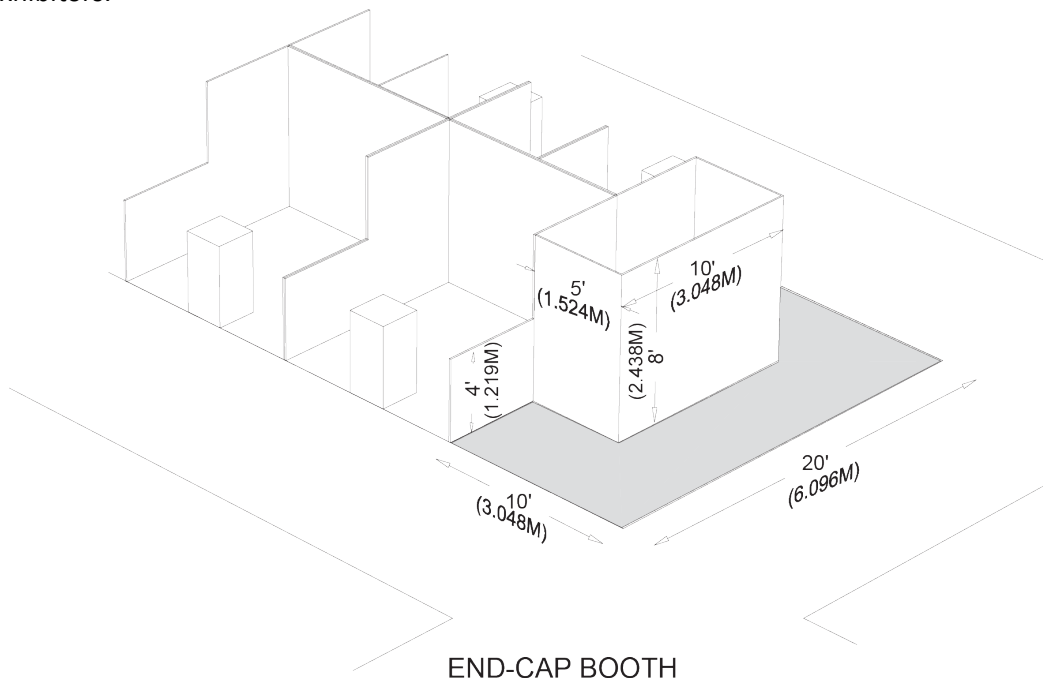
10' X 10' PERIMETER BOOTH

End-cap Booth

An End-cap Booth is exposed to aisles on three sides.

Dimensions and Use of Space

- Generally 10ft (3.05m) deep by 20ft (6.10m) wide.
- Maximum back wall height: 8ft (2.44m)
- Maximum back wall width: 10ft (3.05m) at the center of the back wall with a maximum 5ft (1.52m) height on either side
- Display materials should be arranged so as not to obstruct sight lines of neighbouring exhibitors.



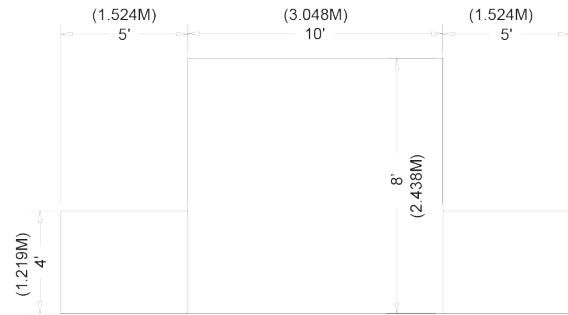
END-CAP BOOTH

Peninsula Booth

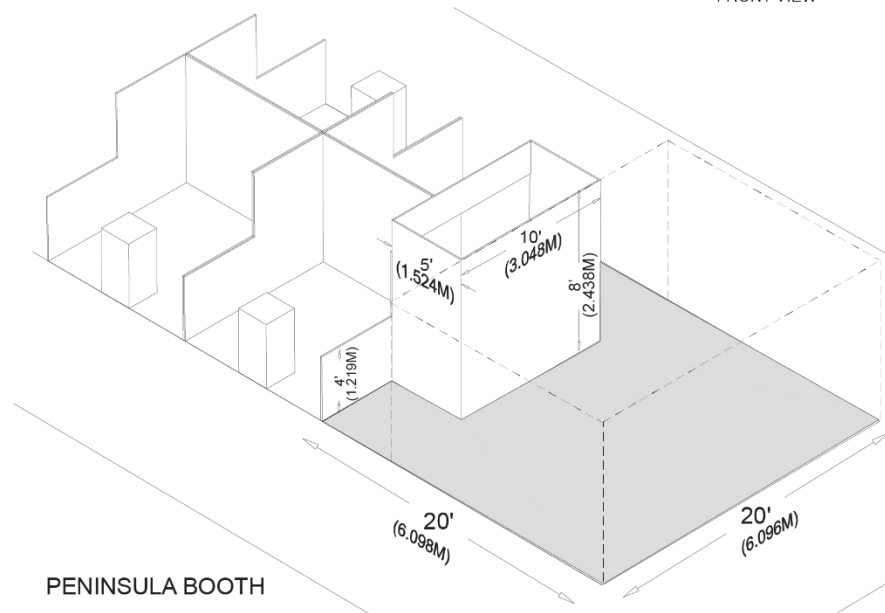
A Peninsula Booth is exposed to aisles on three sides and consists of a minimum of four booths. Peninsula booths can back onto Linear booths or onto another Peninsula booth.

Dimensions and Use of Space

- 20ft (6.10m) by 20ft (6.10m) or larger
- If backing onto Linear booths: See End-cap Booth for restrictions on use of space



FRONT VIEW



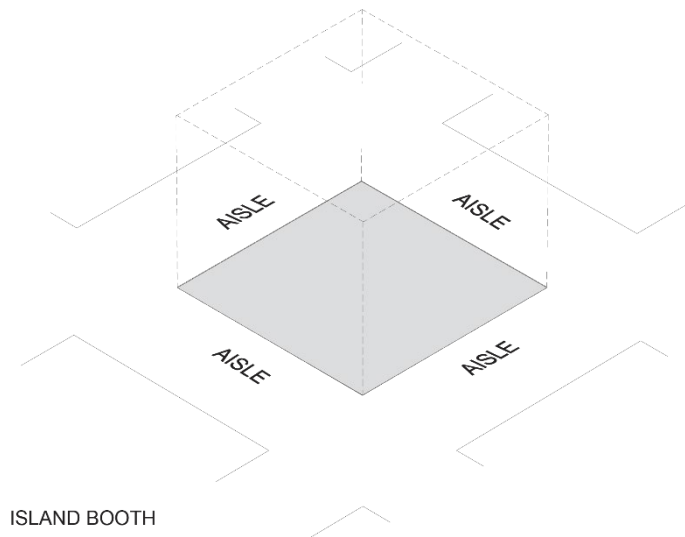
PENINSULA BOOTH

Island Booth

An Island booth is any size booth exposed to aisles on all four sides.

Dimensions and Use of Space

- 20ft (6.10m) by 20ft (6.10m) or larger
- The entire cubic content of the space may be used up to the maximum allowable height of 12ft (3.66m)



ISLAND BOOTH

HEIGHT RESTRICTIONS*

Linear Booth:	8ft (2.44m)
Perimeter Booth:	12ft (3.66m)
End-cap Booth:	8ft (2.44m)
Peninsula Booth:	8ft (2.44m)
Island Booth:	12ft (3.66m)

**An allowance may be made by Show Management based on location, sight lines and elements under consideration. All approvals are at the full discretion of Show Management.*

HANGING SIGNS

Hanging Signs are only allowed in Peninsula, Split Island and Island Booths. Maximum height range of 16ft to 20ft (4.88m to 6.10m) to the top of the sign, or as determined by the Show Manager. Hanging signs should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only. Hanging Signs must be approved by Show Management at least 60 days prior to installation.