



## Setting up your own booth

### MINIMUM REQUIREMENTS

For setting up your own booth you must first submit a design plan to the exhibition organisers (no later than October 7). Each exhibitor is required to place separation walls. The number of the separation walls depend on the type of location provided. For an aisle location there are 3 separation walls required (one rear wall and two side walls). For a corner location there are 2 separation walls required (one rear and one side) and one separation wall for a stand located at the end of a row. Walls must have a minimum height of 2.50 meters. You can not use the back and / or side wall (s) of your neighboring stand (s). Island type booths have no wall placement requirements.

### HEIGHT

The height of walls and objects in your booth is 2.50 meters. Building higher than 2.50 meters is solely permitted after written approval of the organization. When designing your stand, take the maximum height of the hall of the rented stand location into consideration. Walls higher than 2.50 meters must be neatly finished on both sides. It is not allowed to place your logo on the back of your wall(s) unless you have written permission from the organisation. When placing an object in your booth that is higher than 2.50 meters, keep in mind that the object needs to be placed at least one meter away from the walls of your neighboring stand (s). Placement within one meter from the walls with the neighboring stand (s) is only possible after written approval of the organisation.

### WALLS

Take into account that exhibitors with an island booth or a corner booth sometimes lack wall space. It is not allowed to create additional wall space by placing a wall along the aisles. Other exhibitors and visitors are then faced with the view on a blank wall. If you are short of wall space, you can add extra walls within your booth space at 1 meter inward from your stand. So maintain your booth position open.

NB. Each aisle side can have constructions built in with a max of 50%, with a max of 5 meters.

Projectmanager:



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