



Please take time to review this section carefully in order to avoid unexpected problems on-site and to be sure your booth is in accordance with all show management rules and regulations.

Exhibitors will be held responsible if they do not follow the booth rules and regulations and will be required to immediately adjust their booth properties to fit within regulation at their own expense (monetary penalties may also be enforced). These rules are set in place for the maximum visibility of all exhibitors, plus the safety and security of our exhibitors, their booths, the attendees, EHX, and the convention center.

First, establish your booth type: linear, island or peninsula, as described below:

#### **Regulations by Booth Configuration:**

Please keep in mind that the following information are guidelines. If you have questions regarding these guidelines and restrictions, please contact [Mary Simard](#) or 508-663-1500 x255.

#### **Linear Booths**

**Definition:** One or more standard booths (10x10) in a straight line. (8' high back drape is included)

**Booth Dimensions:** All linear booths have a maximum dimension of 10 feet in depth and a minimum of 10 feet in length.

**Back Wall:** All back walls, including fixtures and signs, shall not be higher than 10 feet. If your back wall is against the building wall (also known as a perimeter booth), the height may be increased to 12 feet. These heights apply to all display elements including light blocking canopies.

**Displays and Side Panels:** All side panels and displays higher than 4 feet shall not extend more than 6 feet from the back wall. The remaining 4 feet of your side panel or display shall not be higher than 4 feet. This is to ensure that the line of sight into your linear booth is not obstructed by your neighbor. In addition, all signs and graphics over 8' high and placed within 3 feet from the back wall of your booth must not display logos or any corporate signage on their back side. This is to ensure that the exhibitor who shares your backwall does not have their company logo positioned directly over the back of your booth.

**Height:** No structure shall be higher than 10 feet in linear booths back to back with other linear booths or 12' if your booth is against a facility wall. Show Management written approval must be obtained for all structures over 8 feet high. Please submit the Booth Variance approval form found in this section.



**Hanging Banners:** Permitted in linear booths 200 square feet or larger. Their maximum height is 2 feet, and their maximum width is 30% of the total length of the booth. i.e. a 10x30 booth's maximum banner size is 2'x10', and a 10x20's maximum banner size is 2'x6.5'. All hanging banners over linear booths will be hung at the center of their booth, 16' from the floor to the top of the banner. Show Management written approval must be obtained for all hanging banners. Please submit the Hanging Sign approval form found in this section. Ceiling height in the OCCC is 40'.

### **Island Booths**

**Definition:** An island booth has all four sides exposed to aisles.

**Booth Dimensions:** There is no 8 foot draping provided for island booths. Walls may be installed in any portion of the booth. However, 30 percent of the perimeter area must be left open. Walls must be finished on both sides as to not be unsightly to neighboring exhibitors and attendees. Covered booths are permitted; however, you must notify EHX Show Management in advance and you must adhere to all Orange County Convention Center rules and regulations.

**Booth Design:** We recommend that you design your booth to allow for a 3 foot clearance from the aisle to accommodate crowds.

**Height:** Show Management written approval must be obtained for all structures over 8 feet. Maximum height limit for island booths is 20 feet. Please submit the Booth Variance approval form found in this section.

**Hanging Structure / Signs:** Permitted over any island booth 20' x 20' or larger, provided it is not objectionable and there are no physical constraints in the facility restricting the hanging of the sign. All hanging signs must be set in at least 25% of the booth width from the back line of your booth. Hanging signs and graphics will be permitted provided that the total length of the sign does not exceed 50% of the corresponding dimensions of your booth (i.e. a 20'x20' booth cannot have a sign larger than 10'x10'). All hanging signs/structures must be approved by Show Management. Please submit the Hanging Sign approval form found in this section. Ceiling height in the OCCC is 40'.

### **Peninsula Booths**

**Definition:** A peninsula booth is any exhibit 20' x 20' or larger with a depth from the common back wall to the aisle of at least 20' and with aisles on three sides.



**Walls:** Backwall drape is provided for peninsula booths 10' centered across the back at the height of 8'. There is no side drape provided. For all peninsula booths, the exterior of the shared back wall must be plainly finished and may not contain booth identification, logos or advertisements. Covered booths are permitted; however, you must notify EHX Show Management in advance and you must adhere to all Orange County Convention Center Rules & Regulations.

For a peninsula booth backed by a row of standard/linear booths, the back wall may be no higher than 4' for a distance of 4' from the side aisles and 20' high in the center of the back wall. These height restrictions must be maintained for a distance of 10' from the back wall. Where two (2) peninsula booths share a common back wall with no linear booths in between (also referred to as a "Split Island"), the maximum height may be 20' in all areas of the booth, including the entire back wall.

**Booth Design:** We recommend that you design your booth to allow for a 3 foot clearance from the aisle to accommodate crowds.

**Height:** Show Management written approval must be obtained for all structures over 8 feet. For a peninsula booth backed by a row of standard/linear booths, the back wall may be no higher than 4' for a distance of 4' from either side of the aisle and 20' high in the center of the back wall. These height restrictions must be maintained for a distance of 10' from the back wall.

**Hanging Structure / Signs:** Permitted over any peninsula booth 20 feet by 20 feet or larger, provided it is not objectionable and there are no physical constraints in the facility restricting the hanging of the sign. All hanging signs must be set in at least 25% of the booth width from the back line of your booth. Hanging signs and graphics will be permitted provided that the total length of the sign does not exceed 50% of the corresponding dimensions of your booth (i.e. a 20'x20' booth cannot have a sign larger than 10'x10'). All hanging signs/structures must be approved by Show Management. Please submit the Hanging Sign approval form found in this section. Ceiling height in the OCCC is 40'.

### **General Exhibit Regulations:**

Once you have determined your booth type, please read the following regulations specific to your booth configuration. If you have any questions regarding your booth design and whether it meets show regulations, please contact [Mary Simard](#) or 508-663-1500, ext. 255.



### **Covered Booths, Booths 12' or Higher, and Multilevel Booths:**

The below regulations apply to all multilevel exhibits, covered exhibits, objects, and all exhibit features and components exceeding 12' in height.

- Drawings must be available for inspection by Show Management, the facility and the Fire Marshall upon request during the time the exhibit is being built, exhibited and dismantled at show site.
- Drawings should include a signature or stamp of a reviewing structural engineer indicating that the structure is properly engineered for its proper use.
- Signs must be posted indicating the maximum number of people that the structure will accommodate.

Please be sure to read the Orange County Convention Center Guidelines for further details. In some situations, the fire marshal will deem it necessary for you to hire fire watch personnel for your booth.

### **Volume Level:**

“Dress rehearsal” your demonstration to ensure the volume does not inhibit normal conversation for your neighboring exhibitors. If excessive noise from your demonstration prohibits normal business activity in neighboring booths, you will be required to immediately lower the volume of your demonstration. (If the volume is not adjusted you will be asked to cease your demonstration.)

### **Vehicles & Helium Balloons:**

If you have incorporated a vehicle or helium balloon as part of your EHX exhibit, be sure to read the Orange County Convention Center Fire Rules & Regulations located in this section.

## **Orange County Convention Center Fire Regulations**

### **Cooking Information**

A Cooking Notice form must be obtained prior to any on-site cooking, and/or food warming activities on the premises. Cooking Notice forms can be obtained via the OCC Event Services division, which are then submitted for review and approval by the Orange County Fire Marshal's office.

The use of cooking appliances must be disclosed on the Cooking Notice form. Each exhibit using cooking or food warming devices may be subject to an individual inspection. Cooking devices must be separated from the public by at least four feet, or by a substantial barrier between the devices and the public. In addition, a K-Class fire extinguisher must be in the cooking location, within thirty (30) feet of fryers and a 2A40BC fire extinguisher must be within thirty (30) feet of all cooking appliances. All fire extinguishers must be properly charged and tagged by a licensed fire extinguisher contractor.



Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the OCCC drainage system is prohibited. Lessee shall provide holding tanks for disposal of all cooking residue (oil, grease, etc.) The OCCC has grease barrels and portable sink units available at the prevailing rates. Lessee shall also comply with all Orange County Health Department rules and regulations.

### **Permitted Cooking Appliances**

Equipment fueled by small heat sources (such as sterno).

Flaming sword or other equipment involving open flames and flaming dishes provided that precautions (subject to the approval of the Fire Marshal) are taken. Prior approval from the Fire Marshal is required.

Portable butane-fueled appliances (listed and approved for commercial use) with a maximum of two 10 oz. non-refillable containers. **Please Note:** The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to 24. Prior approval from the Fire Marshal is required.

Listed and approved ventless self-contained exhaust systems with an automatic suppression system that complies with NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations. Prior approval from the Fire Marshal is required.

Cooking Appliances that Require Automatic Suppression and/or Flue Connection:

- Fryers
- Grills, Ranges, Griddles, Broilers, Chain-broilers
- Ovens

Please Note: A fire watch may be provided in lieu of automatic suppression and/or flue connection with prior approval from the Fire Marshal.

### **Covered Booth Guidelines (Less than 300 Square Feet)**

Please See Multi Level Guidelines Information Sheet



### **Facility Emergency Equipment**

Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes.

All emergency exits, hallways and aisles leading from the OCCC must be kept clear and unobstructed.

Fire lanes must be maintained at all times on the loading dock.

### **Flame Resistance Information**

All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant.

All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.

Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame-retardant.

The use of Styrofoam products for set construction is not permitted.

Documentation of flame resistance must be available for review upon request. Additional flame retardant treatments shall be applied in accordance with the appropriate product direction.

### **Gas Information**

The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.

Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids may not be stored (permanently or temporarily) in the OCCC during an event or its move-in and move-out activities.



### **Inert Gas Cylinders**

Compressed gas cylinders may not be stored on dock areas or the exhibit floor during “move-in” or “move-out”.

Compressed inert gas cylinders may be located in an exhibit space after “move-in” is complete. Cylinders must be properly secured at all times.

Introduction of all other compressed liquids and gases into the building is prohibited without prior approval from the Fire Marshal.

### **Gas - Compressed/Inert**

Compressed inert gases may be used provided the vessels are stored in a safe manner and the OCCC Event Services division has been notified regarding their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations

### **Gas – Natural**

Equipment utilizing natural gas shall be installed in accordance with NFPA 54, Natural Fuel Gas Code.

Supply lines will be turned on approximately one (1) hour prior to posted show hours and shut off one (1) hour after the end of each show day, by OCCC Event Utilities staff.

A ceiling (rigging) drop is required for natural gas orders in exhibit halls. Exhibitor fee information and ordering information can be obtained from the Event Services division or via our website at [www.orlandoconvention.com](http://www.orlandoconvention.com). **Please Note:** Exhibitors placing natural gas orders are to provide a “Service Placement Plot” drawing depicting exact placement of the requested line drop.

### **Gas – Liquid Petroleum (LP)**

Non-refillable cylinders with a capacity of nominal 1 lb.

The use of portable butane fueled appliances listed for commercial use, up to maximum of (2) 10 oz. containers, is permitted with prior approval of the Fire Marshal.

The use of nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC by the Event Utilities division, is permitted with prior approval from the Fire Marshal. A mandatory fire watch is required.



Multiple nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC, must be separated by a minimum of 20 feet. Storage of the Liquid Petroleum product must comply with NFPA 58 Liquefied Petroleum Gas Code. A mandatory fire watch is required.

All Liquid Petroleum must be removed from the display area at the immediate close of show hours.

Any other Liquid Petroleum product not listed above is strictly prohibited.

### **Gas – Storage**

Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the OCCC facility, or on dock areas, during an event or its move-in and move-out.

### **Hazardous Chemicals**

The Exhibitor is responsible for the removal of all hazardous waste and must comply with all applicable federal, state and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or a biohazard (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact OCCC Exhibitor Services for more information. Costs or applicable administrative expenses incurred by the OCCC for the removal of hazardous waste left in, or about, the OCCC will be assessed to the Exhibitor.

### **Multi-Level Exhibits & Covered Booths Over 300 Square Feet**

Please See Multi Level Guidelines Information Sheet

### **Open Flame, Pyrotechnics and Special Effects**

Open Flame and Flame Effects must comply with NFPA 160 – Standard for Flame Effects Before An Audience.

Depending on the intended use of an open flame product, a Special Effects permit may be required. (Consult the OCCC Exhibitor Services division for further information and approval by the Orange County Fire Rescue Department.)

A demonstration of the open flame device may be required at the discretion of the Orange County Fire Marshal, while on OCCC premises.

Depending on the intended use of an open flame product and the demonstration of an open flame device, a fire watch may be required.



### **Candles**

All candle flames must be enclosed and protected at all times.

Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material.

The OCCC Exhibit Services division and Orange County Fire Rescue must be notified in advance on the intended use of candles and candle product.

### **Pyrotechnics**

Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics Before a Proximate Audience.

A pyrotechnics permit is required. (Consult the OCCC Exhibitor Services division for further information and approval by the Orange County Fire Rescue Department.)

A demonstration of the pyrotechnics display may be required at the discretion of the Orange County Fire Marshal.

A mandatory fire watch will be required. A fire engine stand-by may be required, per the discretion of the Orange County Fire Marshal's office.

### **Special Effects - Lasers**

Lasers must comply with Florida Administrative Code Chapter 64E-4 Control of Nonionizing Radiation Hazards, NFPA 115 – Standard for Laser Fire Protection, and Florida Department of Health, State Bureau of Radiation regulations.

A Laser Permit from Orange County Fire Rescue Department is required. In order to apply for this permit, the requestor must provide information about the proposed laser light show that includes classification of the lasers; sketches indicating the location of the lasers, operators, performers, viewers, beam paths, viewing screens, walls, mirror balls and other reflective or diffuse surfaces which may be struck by any and all laser beams, including scanning beam patterns, scanning velocity and frequency in occupied areas.

For open-air shows where a laser beam is projected into the sky, requestor must submit basic beam information of intended laser use and a copy of the notification provided to the federal Aviation Administration.



All lasers must be registered with the Florida Department of Health, State Bureau of Radiation. A separate registration is required for each location of intended use. Out-of-state lasers brought into the state for temporary use require notification to the Florida Dept. of Health, State Bureau of Radiation.

The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.

Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually thereafter. Staff members must be trained in the use of portable fire extinguishers.

All training must be documented and available for review.

#### **Special Effects – Fog & Hazers**

The use of fog and haze machines for lighting and theatrical effects is permitted within the OCCC, provided 1. that the exhibitor services coordinator be notified, and 2. that the fog/haze fluid used in those machines is water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited.

Orange County Fire Rescue guidelines will apply to the use of fog and haze machines and their interactions with OCCC building safety devices and/or detectors. Please consult the OCCC Exhibitor Services division for additional information regarding the use of fog and haze machines within the facility.

#### **Permit Overview/Including Cooking Information**

Special permits or notices are required for event activities and exhibits that involve cooking, pyrotechnics, tents, multi-level or covered exhibits, and/or potentially hazardous situations. Appropriate permit applications or notices for the following activities must be made to the Office of the Fire Marshal, at least twenty-one (21) days prior to the event move-in:

- The display and operation of **any unusual electrical, mechanical or chemical device that may present a hazard**. The device, its application and the operation must be approved by the Fire Marshal.
- The display or operation of **any heater, barbecue, open flame, candles, lamps, torches, etc.**
- The use or storage of **flammable liquids, compressed gasses or dangerous chemicals** as determined by the Fire Marshal.
- Any **pyrotechnics, fireworks** or **special effects** display or process.



- The display or operation of a **laser**. A permit is required from Orange County Fire Rescue Department. Proper notification to the Florida State Bureau of Radiation is required. (See previous page for laser regulations and restrictions.)
- Any **unusual use of a motorized vehicle** inside an enclosed structure.
- Any special **cooking** requirements, including cooking inside of ballrooms, convention areas and/or display areas.

**Tents erected OUTSIDE** the OCCC building premises will require a permit issued by the Orange County Building Department.

### **Vehicles**

The show's security provider must conduct a mandatory vehicle inspection of each vehicle, prior to their entry into the exhibit hall.

- All fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than one-half capacity or ten (10) gallons of fuel whichever is less.
- At least one battery cable must be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- Battery charging is not permitted in the exhibit hall, at any time.
- Converters may not be used in lieu of a battery to power the ignition source.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours, unless the OCFR Fire Marshal approves the movement in advance and a Fire Watch is in place.
- Motor Homes, boats and similar exhibited products with over 100 sq. ft. of covered area must be protected with a listed smoke alarm.



**Welding**

Welding and/or cutting equipment is prohibited in the OCCC except as part of an exhibit and must be approved by the Orange County Fire Rescue Services Department through the OCCC Event Services division.