



2020 Exhibit Display Guidelines

As of 1/14/2020

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Introduction

Beginning **February 3, 2020**, exhibitors with the following characteristics, must submit a completed [Request for Display Approval form](#) and structural drawing of their displays to BIO Show Management.

- Participation in Exhibitor Booth Partnering
- Total size of your purchased space is 400 sq. ft. or above
- Booth design includes hanging or aisle spanning banners
- Booth design includes canopy, ceiling or tower
- There is a column within 10' (3.05m) from or within your booth that you would like to wrap or brand
- Platforms exceeding 500 square feet in area
- Multi-Level booths (Submissions Deadline: **March 2, 2020**)
- Any booth design not in accordance with the guidelines for their defined booth type



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The deadline for submissions is **May 1, 2020** if your booth includes any of the characteristics on page 1. Please allow up to five (5) business days for approvals.

Exhibitor Appointed Contractor (EAC) Registration under Exhibitor Appointed Contractor Association (EACA) should be completed by **May 1, 2020**. You can find more information in the Labor tab of the Exhibitor Service Kit due for release in January 2020.

EACs must agree to the following rules:

- Adhere to the San Diego Convention Center Safety Guidelines (located on Page 9).
- Remove all gang boxes, ladders, or other equipment from the aisle or other common areas by the close of each work day. The EAC is permitted to store equipment in the exhibitor's booth only.
- Not to set up and operate a service desk within the exhibit hall.
- No storage areas or other work facilities shall be located within the exhibit facilities contracted by BIO.
- Show aisles and public spaces are not considered part of the booth area.
- EAC may not solicit business on the show floor.
- Any property of the EAC not removed at the close of working hours is left at their own risk.
- Abide by the Exhibitor Rules and Regulations of the event as set in this Exhibitor Service Kit.

The Exhibitor Appointed Contractor Association (EACA) will assist BIO with registration of EACs for the 2020 BIO International Convention. EACA will contact each registered EAC to collect insurance certificates that have not been submitted and provide them with the BIO requirements for access credentials.

BIO has the right to expel EACs from the premises at any time should the EAC be found working in any exhibitor's booth not listed on the Exhibitor Appointed Contractor Form.

***Please note: It is the exhibitor's responsibility to comply with BIO's Exhibit Display Guidelines and Rules and Regulations. If you fall within the above characteristics but choose not to submit drawings for approval, you may be asked on site to make modifications to your display at your own expense if it is not within these guidelines. Show Management has the right to amend these guidelines at any time, as necessary.**

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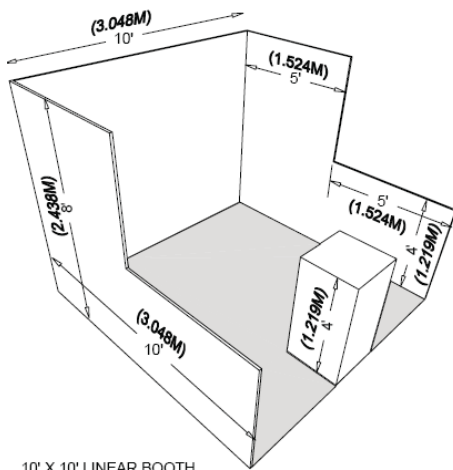
Booth Guidelines

*See page 12 for Exhibitor Booth Partnering Guidelines

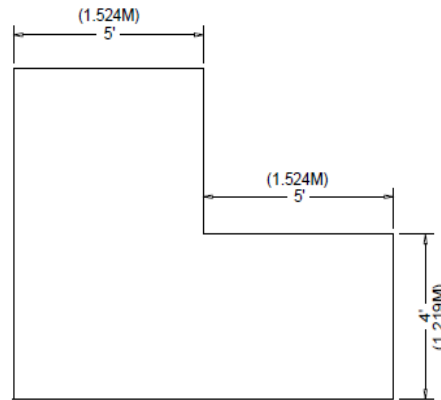
Linear (In-Line) Booth

Definition: One or more standard booth in a straight line, with one side exposed to the aisle.

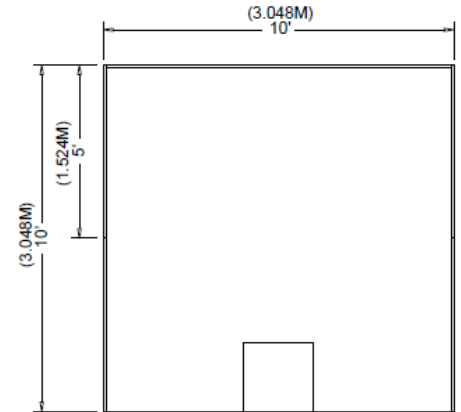
Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8' (2.44m). The maximum height of 8' (2.44m) is allowed only in the rear half of the booth space, with 4' (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more linear booths are used in combination as a single exhibit space, the 4' (1.22m) height limitation is applied only to that portion of the exhibit space which is within 10' (3.05m) of an adjoining booth.



10' X 10' LINEAR BOOTH



LEFT SIDE VIEW

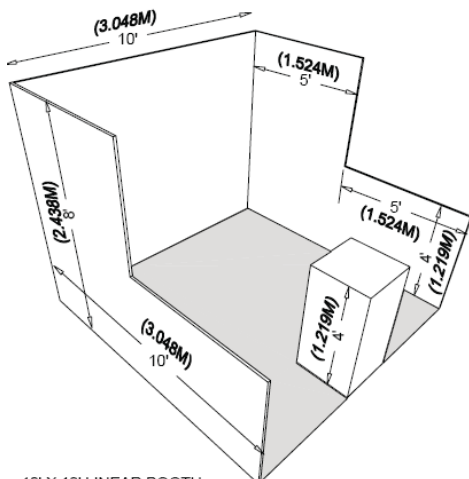


PLAN VIEW

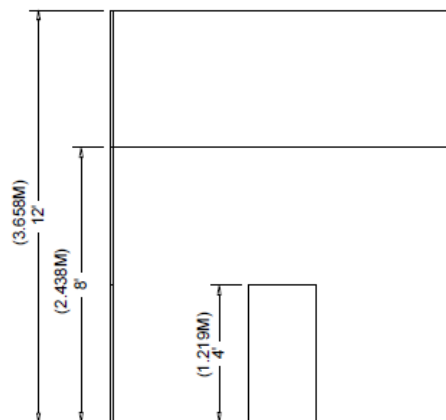
Corner Booth

Definition: A linear booth exposed to aisles on two sides.

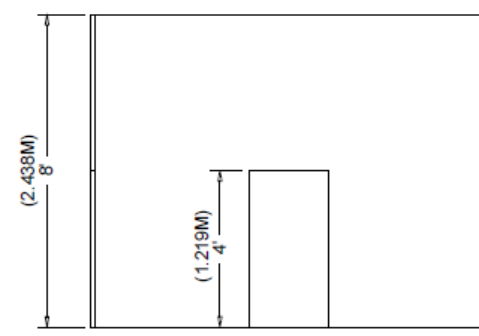
Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8' (2.44m). All display fixtures over 4' (1.22m) in height and placed within 10' (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space that is at least 5' (1.52m) from the aisle line.



10' X 10' LINEAR BOOTH



FRONT VIEW



FRONT VIEW

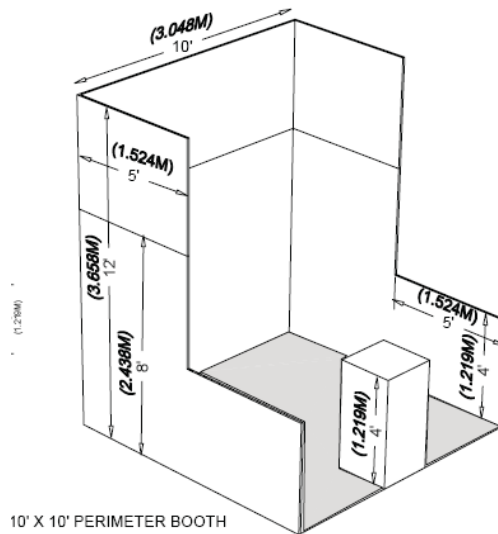
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Perimeter Wall Booth

Definition: One or more standard booths in a straight line along a perimeter wall.

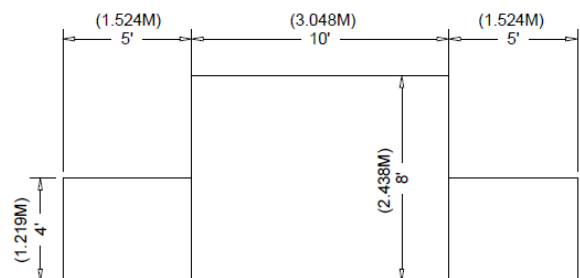
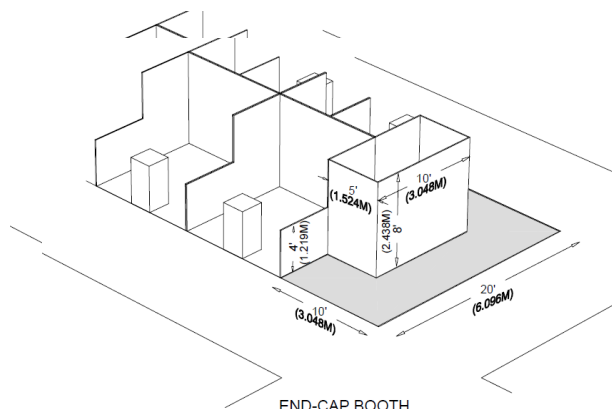
Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12' (3.66m). All display fixtures over 4' (1.22m) in height and placed within 10' (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space that is at least 5' (1.52m) from the aisle line.



End-Cap Booth

Definition: 10'x20' booth exposed to aisles on three sides and comprised of two booths. Follow Linear Booth Line-of-Sight regulations for neighboring exhibits.

The maximum back wall height of 8' (2.44m) is allowed only in the rear half 10' (3.05m) of the booth space and within 5' (1.52m) of the two side aisles, with a 4' (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Exhibit fixtures, components and identification signs will be permitted to a maximum back wall height of 8' (2.44m).



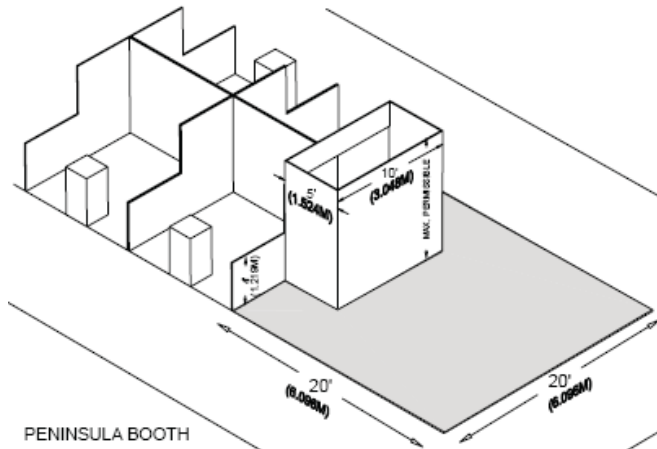
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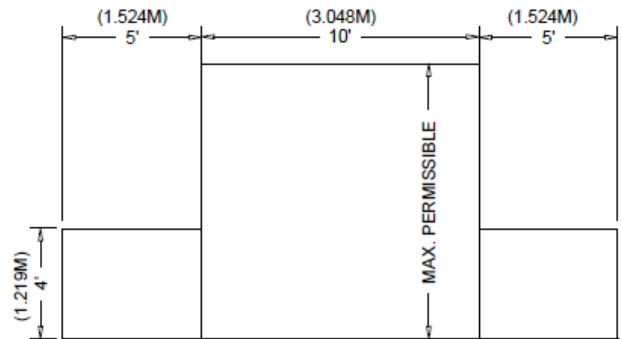
Peninsula Booth

Definition: 20'x20' booth or larger with aisles on three sides. Peninsula booths can either back up to two linear booths or to another peninsula booth.

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 18' (5.48m). All display fixtures over 4' (1.22m) in height and placed within 10' (3.05m) of an adjoining exhibit in a standard booth must be confined to that area of the exhibitor's space which is at least 5' (1.52m) from the aisle line. Banners and Identification signs will be allowed to a maximum height of 22' (6.71m).



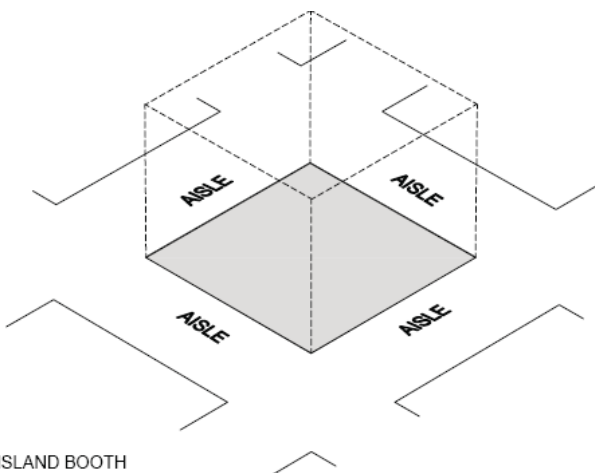
PENINSULA BOOTH



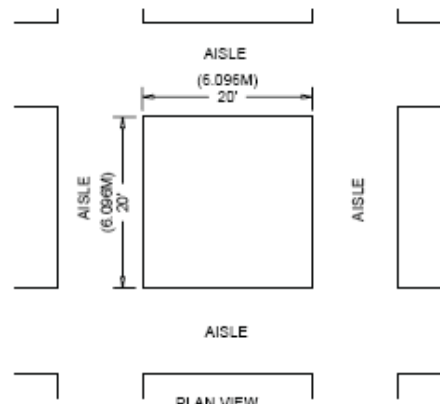
Island Booths

Definition: 20'x20' booth or larger with aisles on all four sides.

Exhibit fixtures and components will be permitted to a maximum height of 18' (5.48m). Banners and Identification signs will be allowed to a maximum height of 22' (6.71m). The entire cubic content of the space may be used up to the maximum height.



ISLAND BOOTH



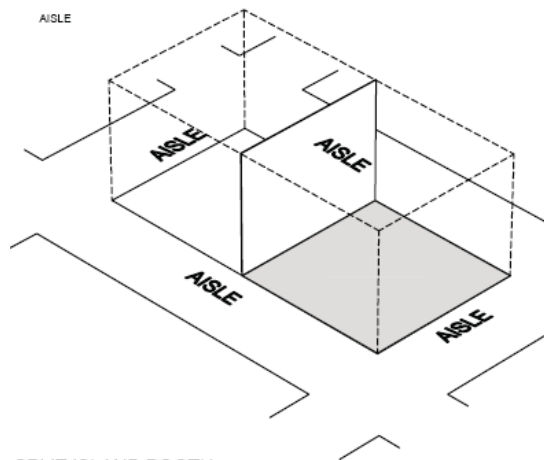
2020 Exhibit Display Guidelines

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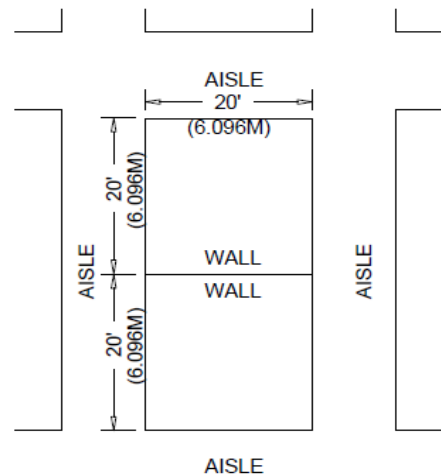
Split Island Booth

Definition: A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula and is exposed to aisles on three sides.

Exhibit fixtures and components will be permitted to a maximum height of 18' (5.48m). Banners and Identification signs will be allowed to a maximum height of 22' (6.71m). The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. Single and double-sided signs, logos and graphics shall be set back 10' (3.05m) from adjacent booths.



SPLIT ISLAND BOOTH



Multi-Level Booths and/or with a Roof

A Multi-Level Exhibit is a booth where the display fixture includes two or more levels. Exhibit fixtures and components are permitted to a maximum height of 18' (5.48m). Banners and Identification signs are allowed to a maximum height of 22' (6.71m).

A multi-leveled exhibit requires prior approval by Show Management and the exhibit facility. The city building department needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer.

Approval requests to use a multi-level exhibit are to be submitted via the [Request for Display Approval Form](#) by Monday, March 2, 2020.

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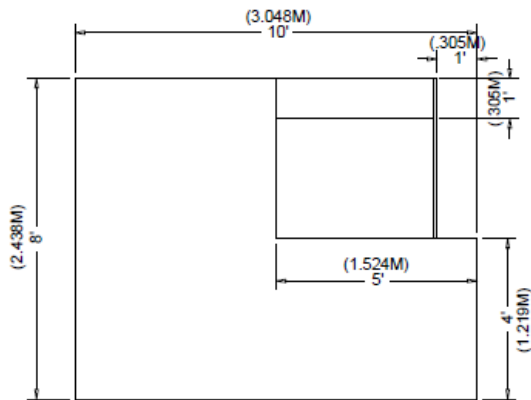
As of 1/14/2020

Other Important Considerations

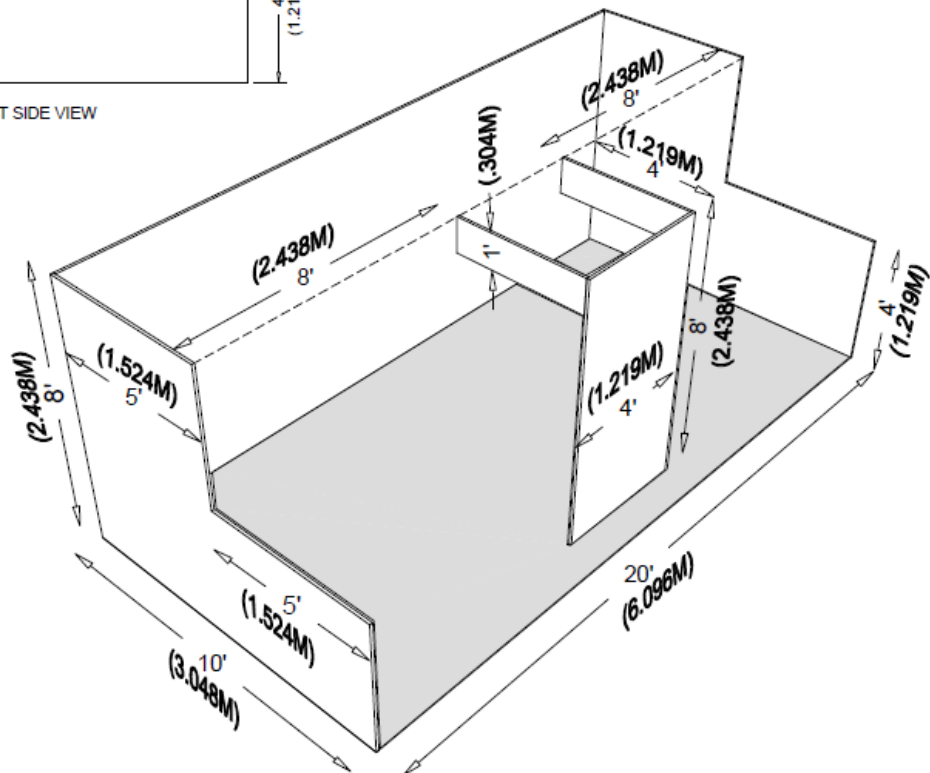
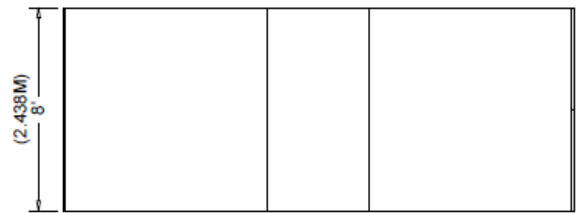
Extended Header Booth: 20' (6.1m) or Longer

Definition: An Extended Header Booth is a Linear Booth 20' (6.1m) or longer with a center extended header.

All guidelines for Linear Booths apply to Extended Header Booths, except the center extended header has a maximum height of 8' (2.44m), a maximum width of 20 percent, 4' (1.22m) of the length of the booth, and a maximum depth of 9' (2.74m) from the back wall.



LEFT SIDE VIEW



10' X 20' EXTENDED HEADER BOOTH

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Hanging Signs & Graphics

Hanging signs and graphics may be suspended or tethered above Perimeter, Island or Split Island booths. Overhead signage is not allowed in linear booths. Whether suspended from above or supported from below, signs should comply with all ordinary use-of-space requirements (for example, the highest point of any sign should not exceed the maximum allowable height for the booth type). The distance is measured from the floor to the top of the sign. Hanging signs and graphics should be set back 10' (3.05m) from adjacent booths and be directly over contracted space only with a maximum height of 22' (6.71m).

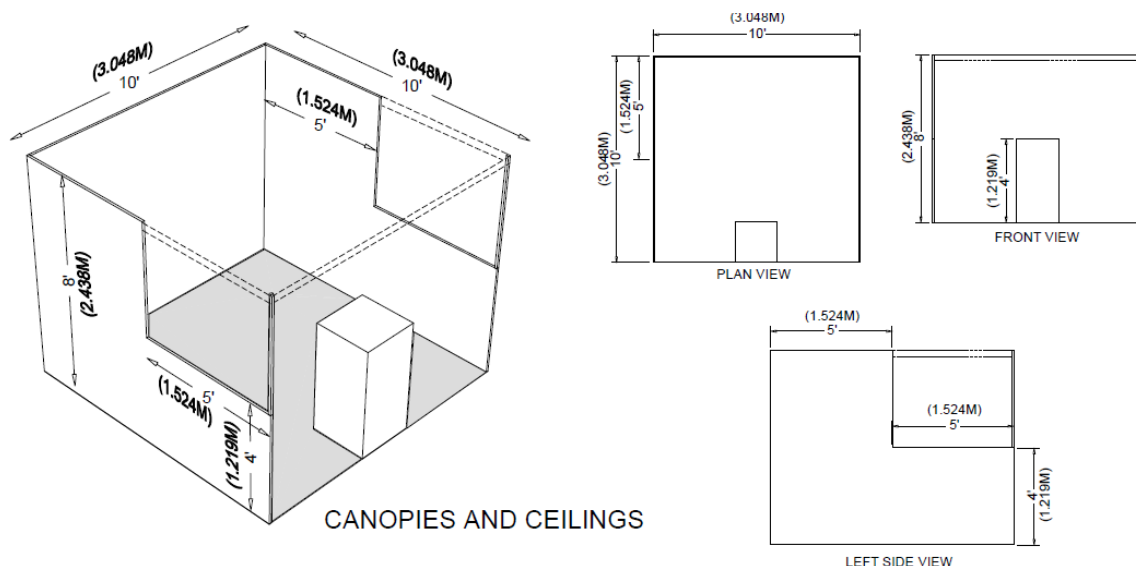
Exhibitors with corridor style pavilions are allowed to span aisles between their booths as long as height of the sign does not exceed height of the booth construction. The height restriction is the same as that which applies to the appropriate exhibit configuration being used.

Nothing can be taped, nailed, stapled, tacked or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns or windows.

Approval requests to use hanging signs & graphics and/or span aisles must be submitted to BIO Show Management via the [Request for Display Approval Form](#) by Friday, May 1, 2020.

Canopies and Ceilings

Canopies, including ceilings, umbrellas, and canopy frames, can be either decorative or functional. The base of the canopy should not be lower than 7' (1.33m) from the floor within 5' (1.52m) of any aisle. Canopy supports should be no wider than 3" (0.08m) for any booth configuration that has sightline restrictions, such as Linear Booths. Canopies and ceilings may not be used in the aisle space between corridor style pavilions.





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Towers

A tower is a free standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit configuration and hall location being used. Towers in excess of 8' (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit may be required.

Column Wraps

Column wrapping is only permitted in or close to Island booths. If there is a column in your booth, you are allowed to wrap it within the following guidelines:

- Height of the wrap is allowed to a maximum height of 22' (6.71m).
- Materials may not be taped, nailed, stapled, tacked or otherwise affixed to the columns.
- Decorative materials for exhibition must be flameproof in accordance with the Public Safety and Fire Regulations.
- Please remember that all plans are subject to change on site during the Fire Marshall walkthrough.

Environmental Considerations

Exhibitions, by their very nature, tend to create waste. Properly managed, exhibitions can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible as well as utilize the recycling units provided onsite and show management donation programs during show move-out.

San Diego Convention Center

Multi-Level Booths: These specific requirements apply to all exhibits that have a ceiling or second story.

1. A stamped drawing from US licensed structural engineer.
2. Elevation and plot plan drawings shall show the upper and lower level dimensions.
3. Stair drawings/construction shall meet California Building Code regulations.
4. All stairways shall be a minimum of 3 feet in width and shall be equipped with a handrail on at least one side. Stair drawings shall show width of stairs, rise and run.
5. Any second story deck exceeding an occupant load of 9 persons shall require a second exit stair.



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6. All booths shall have one stair exit directly to the outside of the booth. Stairs cannot exit into an enclosed room.
7. Bottom of stairs shall have a landing before access to the aisles. Bottom of stairs cannot have a door which opens inward or into an aisle.
8. Spiral stairways shall not be permitted.
9. No ceilings allowed on the upper level.
10. Materials used for decorations shall have documentation for flame resistance which is acceptable to the San Diego Fire-Rescue Department.
11. All furniture shall have a tag attached for documentation and verification of California Bureau of Home Furnishings Technical Bulletin #117 and 133 for fire resistance.
12. One 2-A-10-B:C fire extinguisher shall be located on the upper level and lower level and shall be readily visible, accessible and ready for use.
13. All areas under multi-level booths shall be equipped with a battery operated smoke detector attached to the ceiling understructure.
14. Vehicles shall not be displayed or parked under multi-level booths.
15. Storage inside storage rooms and under booth shall be neat and orderly and shall be limited to a one day supply.
16. Flammable, combustible liquids and hazardous materials shall not be stored under or on upper levels of multi-level booths.
17. Provide a brief description of activities being conducted on upper and lower levels.

Fire Code Compliance: Exhibition booths must be flame retardant according to California fire codes. A fire retardant certificate of the display materials and the exhibitor booth construction must be posted or readily available within the exhibit. If smoke detectors are required for exhibit enclosures or for multi-level exhibit booths, or if the Fire Marshal deems necessary, special fire watch coverage will be in effect and billable when the exhibit or show is closed for business.

- Open flame devices and candles are not permitted except by written approval from the Fire Department.

Safety Compliance: All exhibitor equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker. Home-type "cube" taps are prohibited. Spliced wires are heat generators and are prohibited.

Vehicles on Display: These specific requirements apply to all exhibits that have a vehicle on display and must meet Fire Marshal approval.

Vehicles on display must adhere to the following rules:

- No more than one-quarter tank of gas or five gallons, whichever is less
- A locking gas cap or tape over the gas cap
- Batteries shall be disconnected in an approved manner

2020 Exhibit Display Guidelines

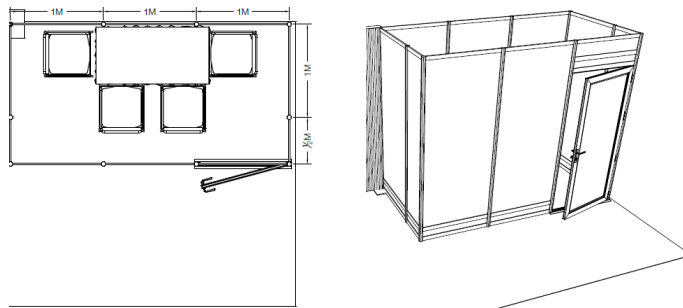
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- A drip pan under the vehicle's drive train (motor to differential)
- Vehicles shall not be moved during show hours
- Refueling is prohibited in the facility, on the docks and outside premises
- Disconnect the battery for staging electric vehicles
- Floor plans must indicate where vehicles are to be located
- Electric vehicles must have their battery disconnected once placed in position. If unable to disconnect the battery due to battery location, then the ignition fuse must be removed.
- Electric vehicles are at no time allowed to be turned on during event hours.

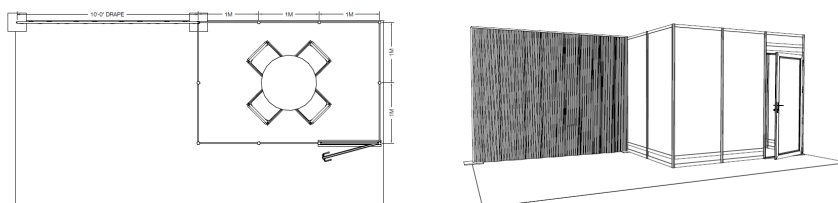
Exhibitor Booth Partnering Meeting Space Guidelines

**See page 3 for Booth Guidelines*

Linear In-line (Casual or Non-enclosed meeting space is recommended for this booth type): Meeting walls will be permitted to a maximum depth of 5' (1.52m). The height restriction is the same as that which applies to the Linear exhibit configuration being used. Note: When two or more linear booths are used in combination as a single exhibit space, the 4' (1.22m) height limitation is applied only to that portion of the exhibit space which is within 10' (3.05m) of an adjoining booth.



Corner In-Line (Casual or Non-enclosed meeting space is recommended for this booth type): Meeting walls will be permitted to a maximum depth of 5' (1.52m). The height restriction is the same as that which applies to the Corner exhibit configuration being used. Note: When two or more linear booths are used in combination as a single exhibit space, the 4' (1.22m) height limitation is applied only to that portion of the exhibit space which is within 10' (3.05m) of an adjoining booth.

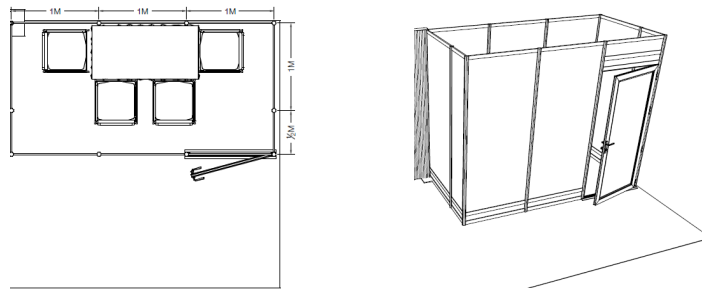


2020 Exhibit Display Guidelines

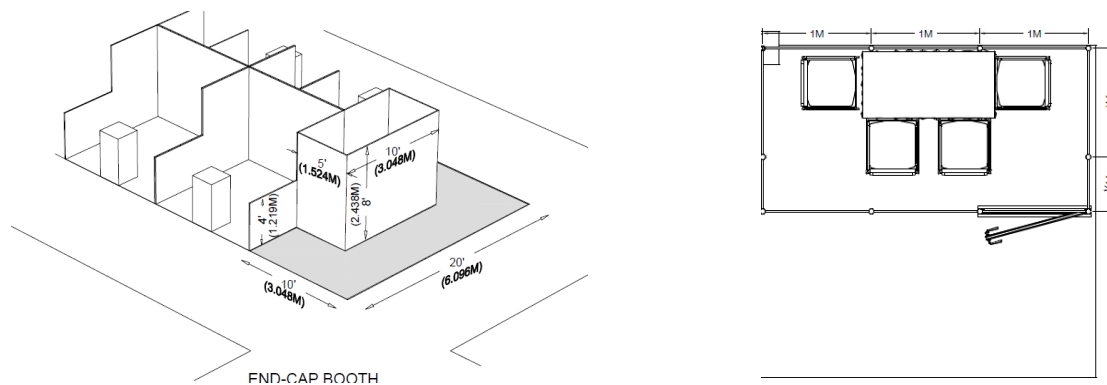
As of 1/14/2020

Perimeter In-Line (Casual or Non-enclosed meeting space is recommended for this booth type): Meeting walls will be permitted to a maximum depth of 5' (1.52m). The height restriction is the same as that which applies to the Perimeter exhibit configuration being used.

Note: When two or more linear booths are used in combination as a single exhibit space, the 4' (1.22m) height limitation is applied only to that portion of the exhibit space which is within 10' (3.05m) of an adjoining booth.



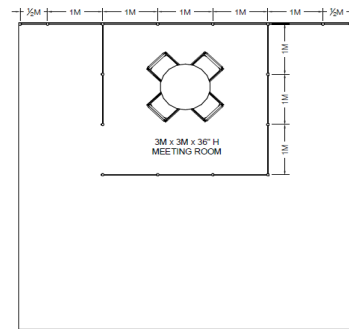
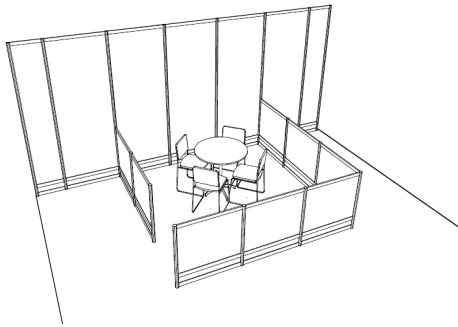
End Cap (Casual or Non-enclosed meeting space is recommended for this booth type): Meeting walls will be permitted to a maximum depth of 5' (1.52m). The height restriction is the same as that which applies to the End-Cap exhibit configuration being used.



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Peninsula: If meeting space is in the rear portion of the booth, the length is restricted to the center 10' (3.05m) leaving 5' (1.52m) open on each side at a 4' (1.22m) maximum height. The additional height restriction is the same as that which applies to the Peninsula exhibit configuration being used.



Meeting Space Pictures

**Check out Meeting Points in the Exhibitor Booth Partnering tab of the 2020 Exhibitor Service Kit available in mid-January.*



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Meeting Space Pictures

**Check out Meeting Points in the Exhibitor Booth Partnering tab of the 2020 Exhibitor Service Kit available in mid-January.*



If you have any questions, please contact the Exhibits Customer Service Team for assistance at **+1.202.312.9264** or exhibit@bio.org.