

# BOOTH CONSTRUCTION

## 63. Americans with Disabilities Act

Exhibitors shall be responsible for compliance with the Americans with Disabilities Act regarding their booth space, including, but not limited to wheelchair access. Information regarding ADA compliance is available online at: <https://www.ada.gov/index.html>.

## 64. Booth Requirements

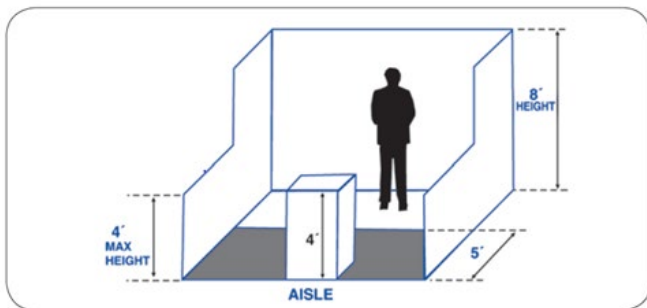
All exhibits must be confined to the space limits of their respective booth(s) as indicated on the floor plan. All equipment, products, or materials to be displayed or demonstrated must be placed within the exhibit space to ensure that the attendee viewing the exhibit will stand within said booth space and not in the aisles.

All exposed parts of displays must be finished to present an attractive appearance when viewed from the aisles or from adjoining exhibits.

## 65. Linear Exhibit Booths

A linear booth is one or more standard 10' x 10' booths arranged in a straight line. Linear booths have only one and in certain cases up to three sides exposed to an aisle and consist of 8-foot high back drape and 3-foot high side dividers mounted on aluminum tubular frames.

- a. Signs, decorations, lights, and equipment may not rise above 8 feet or be placed outside the booth space.



- c. Exposed or unfinished sides of the exhibit must be professionally finished or draped to present an attractive appearance.
- d. Any portion of the exhibit bordering (facing into) another exhibitor's space may not incorporate any identification signs, logos, letters, product images or graphics that would detract from the adjoining exhibit.
- e. Hanging signs and/or lights are not permitted.
- f. Facility fire regulations prohibit storing products, literature, empty crates or packing materials behind the booth boundary lines. This clearance is for access to electrical and utility outlets and may not be blocked at any time. Exhibitors requiring accessible storage during show hours may arrange this with Freeman.
- g. All booths are identified with a booth number label that is affixed on the aisle carpet and will include a 7" x 44" identification sign with the company name and booth number secured to the back wall drape.
- h. Booth floor covering is mandatory and is the responsibility of the exhibiting company. Floor covering or carpet may either be



supplied by the exhibitor or ordered from Freeman. Materials used must be slip resistant. All exhibit booths without floor covering or which are objectionable to AAOS shall, at AAOS' discretion, be carpeted and/or corrected at the exhibitor's expense.

All aisle carpet will be provided by AAOS, and the carpet color will be black and gray tuxedo.

## 66. Island Exhibit Booths

An island exhibit is an open area of exhibit space with aisles on all four sides. Island exhibits may extend to all outer edges of the booth.

- a. Aisles may not be obstructed due to any activities within the booth.
- b. Counters must be placed at minimum one foot in from all aisles.
- c. An island booth is not required to provide access from all sides of the booth. This is subject to approval by the San Diego Fire Marshal.
- d. Formal presentation areas are required to be placed a minimum of five feet in from the aisles. Exhibitors are responsible for providing adequate space for presentations and monitoring attendance to prevent aisle congestion. Presentations will be limited or eliminated in situations where overflow continues to be a problem.
- e. Structures with a door facing an aisle must have the door set back far enough to prevent the door from opening into the aisle.
- f. Raised floors must include ramps for access to the booth space and raised areas that are not ramped must be clearly marked or lighted around the perimeter.
- g. All illuminated walls or displays must have the ability to adjust the brightness.
- h. For island exhibits that include lights hung from an overhead truss system or facility overhead catwalks and/or beams, the lights must be placed within the perimeter of the exhibitor's booth space.

# BOOTH CONSTRUCTION

- i. Sound systems for formal demonstration areas must be directed into the exhibit space, not facing out toward the aisles, and sound may not exceed 85 decibels or be audible in any surrounding exhibitor's booth.
- j. Neither identification sign nor pipe and drape are provided for island exhibits. All booths are identified with booth number labels that are affixed to the floor in the aisle.
- k. Booth floor covering is mandatory and is the responsibility of the exhibiting company. Floor covering or carpet may either be supplied by the exhibitor or ordered from Freeman. Materials used must be slip resistant. All exhibit booths without floor covering or which is objectionable to AAOS shall, at AAOS' discretion, be carpeted and/or corrected at the exhibitor's expense.

All aisle carpet will be provided by AAOS, and the carpet color will be black and gray tuxedo.

- l. All exhibitors with an island booth (400 sq. ft. and larger) are required to submit a scaled floor plan and elevation diagram (digitally) to AAOS for approval by **January 14, 2025**. Island booth floor plans are required to ensure that AAOS rules and regulations are followed and provide AAOS with the ability to resolve potential issues before show site. If not submitted, and the construction is determined to be in violation of booth restrictions, AAOS has the right to prohibit assembling of the booth. Island exhibits are subject to show site review and modification where necessary, at the exhibitor's expense.

Floor plans should be submitted via the [Island Booth Design Approval form](#). These floor plans must be drawn to scale and include all exhibit components and their dimensions, all hanging signs and rigging components, and the scale utilized for the floor plan.

## 67. Multi-level Exhibit Booths

A multi-level exhibit booth is an island exhibit booth with a second level. All requirements for island exhibit booths (see above) apply to multi-level exhibit booths. In addition, all multi-level booths must provide California structural engineer-stamped floor plans

by **January 14, 2025**, to the San Diego Fire Marshal for an official approval. See the Facility Fire/Safety Guidelines in section 71 for more information regarding multi-level booths.

## 68. Height Limits

**Linear Booths:** 8 feet in the rear half of the booth, 4 feet high within 5 feet of the front aisle

**Island Booths:** 25 feet measured from the floor up to the top of the hanging sign. Lighting and truss may be hung above this height but are not allowed to extend beyond the perimeter of the booth space.

## 69. Mobile Units or Trucks

Exhibitors who wish to display mobile units or trucks on the exhibit floor must request approval. Requests should be sent to [exhibits@aaos.org](mailto:exhibits@aaos.org) by **November 14, 2024**, and must include specific space requirements. Mobile units or trucks for display in the exhibit halls will only be assigned space in designated areas and cannot be placed within the exhibit hall floor where most exhibit booths are assigned. Mobile units must follow fire prevention codes according to the San Diego Convention Center rules and regulations and the [Americans with Disabilities Act](#).

## 70. Peninsula or End-Cap Booths

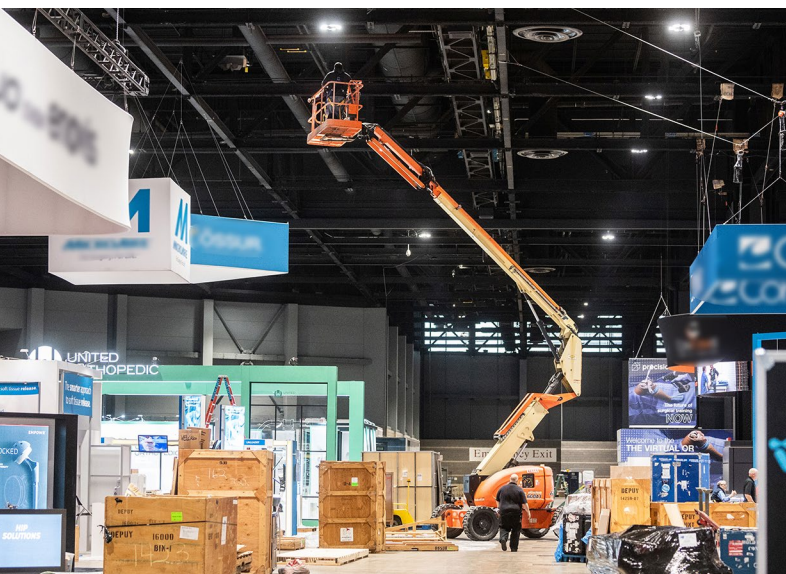
AAOS does not offer peninsula or end-cap booths. A peninsula booth is bounded by three aisles; an end-cap booth is a linear 10' x 20' booth spanning two different aisles.

## 71. Facility Fire/Safety Guidelines

The San Diego Convention Center has established requirements regarding acceptable booth configurations from a safety standpoint. By **January 14, 2025**, exhibitors with a single-level covered exhibit or multi-level exhibit are required to submit California structural engineer stamped floor plans to the San Diego Convention Center:

Name: Joe May  
Title: Fire Marshal  
111 W. Harbor Drive  
San Diego, CA 92101  
Phone: (619) 525-5419  
Email: [jmay@sandiego.gov](mailto:jmay@sandiego.gov)

- a. All exhibit construction and decoration materials must be flame retardant.
- b. All island booths with enclosed areas (closets, offices, etc.) need to be equipped with an UL approved battery-operated smoke detector and at least one 2A10BC Fire Extinguisher.
- c. No ceilings are allowed on the topmost level.
- d. All multi-level exhibits must have one 2A10BC-type fire extinguisher on each level of the display, easily available and unobstructed from view.
- e. All areas under multi-level booths must be equipped with a UL approved battery-operated smoke detector attached to the ceiling or understructure.
- f. All booths shall have one stairway exit directly to the outside of the booth. Stairs cannot exit into an enclosed room.



# BOOTH CONSTRUCTION

- g. All stairways must be at least three feet in width and must be equipped with a handrail on at least one side.
- h. Decks designed to hold over 10 people require a second staircase for emergency evacuations.
- i. Any deck with occupancy on the upper deck needs a California structure engineering stamped floor plan and needs to be approved by the fire marshal.
- j. Exhibitors with a single-level covered exhibit must have approval from the fire marshal. Any covered structure over 400 sq. ft may have additional requirements. Structures are “preferred” to be permeable and must be fire retardant material.
- k. Any displays or signs over 14 feet high must have a seismic safety support or secured to a building structure and must be installed by a General Service Contractor’s certified rigger.

## 72. Lighting

Exhibitor lighting must be limited to the confines of the booth space. Lighting that projects onto another exhibitor’s space or AAOS aisles or otherwise detracts from the professional atmosphere of the event will not be allowed. Lighting that spins, rotates, pulsates, or has other specialized effects must be submitted for approval to [exhibits@aaos.org](mailto:exhibits@aaos.org) by **January 14, 2025**. Approval will be granted on a case-by-case basis and will be inspected onsite at the San Diego Convention Center.

Island booth exhibitors who wish to have facility lights turned off that are within the confines of their booth space must submit requests to the San Diego Convention Center by **January 14, 2025**. No requests will be granted to turn off lights that project over aisle space or other exhibitors’ booths. Island exhibits that include lights hung from an overhead truss system or facility overhead catwalks and/ or beams must be placed within the perimeter of the exhibitor’s booth space. Lights for linear booths may not rise above 8 feet or be placed outside the booth space.

The exhibitor of an island booth is responsible for any costs related to lighting installation and dismantling, including any lights which may be denied approval on site due to infringing on AAOS aisles, or other areas outside the exhibitor’s booth space.

The following schedule lists when the San Diego Convention Center will go to “show level lighting and power” in Halls A - H:

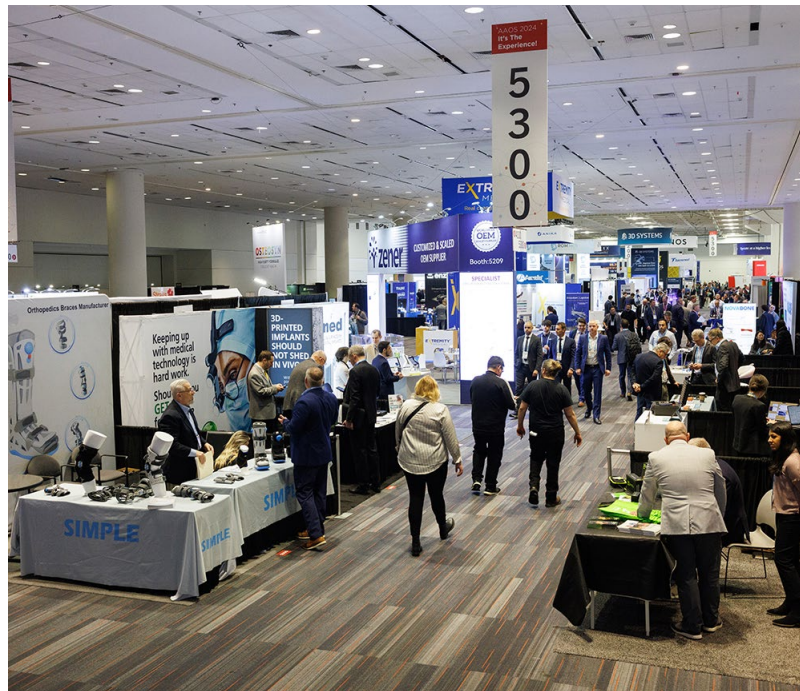
Sunday, March 9	1:30 – 3:30 PM
Monday, March 10	1:30 – 3:30 PM

## 73. Signs

Only professionally printed signs are allowed in the exhibit halls. Forms for ordering booth ID signs and additional signs will be included in the [Exhibitor Service Manual](#).

**Booth ID Signs:** Linear booths 300 sq. ft. or less will be provided with a 7” x 44” identification sign with the company name and booth number at no charge. Any booth larger than 300 sq. ft. may receive a 7” x 44” identification sign upon request.

**Recyclable Materials:** All signs must be made of recyclable materials (such as Falcon board or corrugated cardboard). Foam core signs are not allowed to be used at the San Diego Convention Center.



**Hanging Signs or Banners:** Hanging signs/banners are only available for island booths and may not exceed the perimeter of assigned booth space. The suspended height limit for signs is 25 feet when measured from the floor up to the top of the sign.

Hanging signs must be received at the warehouse by **February 24, 2025**, using the “Hanging Sign” shipping label that will be included in the [Exhibitor Service Manual](#) to avoid additional fees. The first day hanging signs will be accepted at the advance warehouse is **February 4, 2025**.

## 74. Floor Covering and Carpet

Booth floor covering is mandatory and is the responsibility of the exhibiting company. Floor covering or carpet may either be supplied by the exhibitor or ordered from Freeman. Materials used must be slip resistant. All exhibit booths without floor covering or which is objectionable to AAOS shall, at AAOS’ discretion, be carpeted and/or corrected at the exhibitor’s expense. All aisle carpet will be provided by AAOS, and the carpet color will be black and gray tuxedo.