

BOOTH & SIGNAGE REGULATIONS

World Congress of Science & Factual Producers Innovation Expo

November 29 – December 1, 2017 | Hilton San Francisco Union Square

PLEASE READ CAREFULLY!

Show Management will be strictly adhering to the regulations for booth displays and sign hanging.

Each booth space includes the following:

- 8ft back drape
- 3ft side drape
- 6ft draped tables w. 2 chairs
- 5 amp power drop
- 7" x 44" booth ID sign

NOT included with booth space is the following:

- Booth set-up/tear-down
- Shipping & handling of materials
- Furniture rentals
- AV equipment
- Internet access
- Electrical outlets over 5 amps
- Janitorial services
- Storage
- Meals

***Please refer to the exhibitor guide for information on ordering additional products and services.*

Booths will have an 8' draped back wall. On each side, a draped side rail will extend from the back of the booth to the front of the booth at the height of 3'. If you have an open corner booth, it will not have a draped side rail on the aisle side.

Exhibitors are allowed to showcase inside their booth to the maximum height of 8 feet (back wall only).

Side walls cannot come out more than 5' from the back wall. The maximum height for the final 5' to the aisle is 3'.

Pop-Up Banners that are placed towards the front half of the booth must be approved by immediate neighbours or be pushed to the back 5'. This will be enforced strictly on-site.

All exhibitors are expected to be in their booths during all published show hours.

- All signs / banners must be professionally prepared. Homemade or handwritten signs are not allowed.
 - No food (including popcorn) or beverages may be distributed by any exhibitors unless approval has been obtained from Show Management and the Hilton San Francisco Union Square
 - Helium balloons need to be approved by Show Management and the Hilton San Francisco Union Square
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SIGNAGE

- Handwritten signs will not be permitted – professionally made signs ONLY. Signs may not be placed or attached to the top of the back wall. They must be placed inside the booth.
- Signs that are higher than your back wall must be hung (unless you are in a perimeter space, and you receive written consent from Show Management one week prior to the event).

- Hanging signs must be single sided, face the aisle and be blank on the back. Hanging signs must be maximum 4 feet high.

Booth Size	Sign Height Max	Sign Max Width
5' x 10'	4'	8'
10' x 10'	4'	8'
10' x 20'	4'	16'
10' x 30'	4'	18'

- Exhibitors must strictly adhere to these signage regulations. If an exhibitors' signage does not follow these regulations, the signage will be removed at the exhibitors' expense. Exhibitors may send a written request to show management for approval for signage that does not follow these regulations. Show management will notify the exhibitor if it has been approved or denied.