

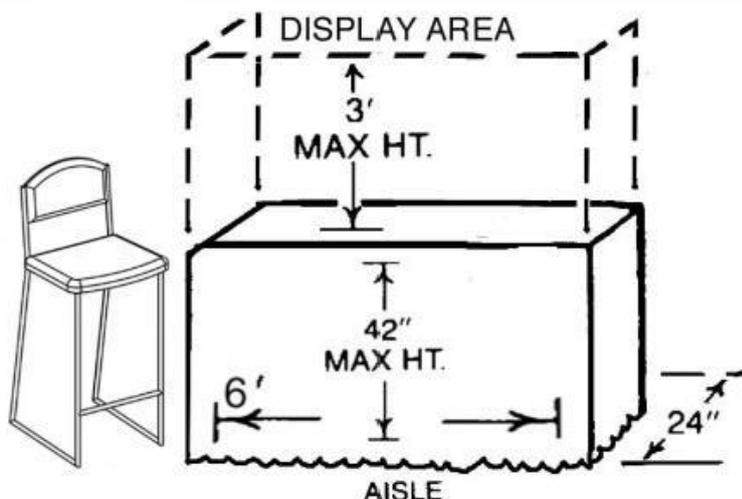


## Tabletop Regulations & Guidelines

### Tabletops – Pratt Street Lobby

- Display space is **ONLY** the tabletop area, the **ONLY** storage space is under your tabletop.
- Any items not stored underneath your table (or displayed on top of the table) will be removed and stored at the exhibitor's expense by GES. No items will be allowed to be stored or set up surrounding your table. Bringing in your own table is **NOT** allowed. The table provided cannot be moved from front of space.
- Display space cannot extend beyond the 6' width x 24" depth tabletop surface. Maximum display height on top of the table is 3'. Banners and pull-up displays are only allowed if they are flat and flush against the pipe and drape behind your tabletop. Banners must be hung from the pipe and drape. Maximum size is 6' width and cannot exceed 8' in height (bottom 42" will not be seen due to table).
- Exhibitors must also comply with the Show Rules and Regulations in the Exhibitor Service Kit.
- Rules and Regulations are subject to change.

**Note:** Exhibitors will be asked to remove any exhibits not in compliance with these guidelines and items will be stored at exhibitor's expense.



### Tabletop Space includes:

- One (1) draped counter height table 6' width x 24" depth x 42" height (table skirt is beige)
- Standard ID sign, 11" length x 17" height
- One (1) stool
- One (1) wastebasket (trash will only be emptied at the end of each day, if you are sampling, you should order porter service from GES)
- Facility is carpeted (no additional flooring is permitted)

## Permitted

- Hanging a sign or banner from the back pipe and drape in your exhibit space. Maximum size of sign or banner is limited to 6' width x 8' height (bottom 42" will not be seen due to table). You can hang the banner with grommets using "S" hooks. These "S" hooks are available free of charge at the GES Service Desk
- You may place a branded table cloth over your tabletop. Maximum size permitted is 6' width x 42" height table front dimension and 24" width x 42" height side dimension (cannot extend outside of these dimensions)
- Displaying items on the surface of the tabletop. Maximum size permitted is 6' width x 24" depth x 3' height (see diagram)
- You can cook or use small electronics on your tabletop space only. Electricity must be ordered from GES.
- Flat POP-UP displays only, must be flush against the pipe and drape behind your table only. Maximum size of pull-up cannot exceed 6' width x 8' height (bottom 42" will not be seen due to table). You may use an anti-fatigue mat behind your tabletop

## Not permitted

- **Storing items under the table. No storage behind or around the tabletop area. Additional accessible storage space must be purchased from GES.**
- Removing or replacing your table
- Moving tables from front of space or pushing tables together
- Each tabletop space is separate and cannot be combined with another space (you may not move two tables together or utilize the back wall space between the tables)
- Bringing in your own floor covering
- Swapping or adding, tables, other furniture, literature stands, display counters, refrigerated display cases, etc.
- Refrigerator or freezer behind tabletop. Unit must fit on or under the tabletop
- Hanging signs (hanging signs rigged from the ceiling)
- Building any structures that surround the table
- Backdrop, inflatables or curved pop-up structures

Additional questions or clarification should be directed to your Client Services Specialist.  
<http://www.expoeast.com/ee17/public/Content.aspx?ID=1066441&sortMenu=109003>