BOOTH CONSTRUCTION GUIDELINES

Island Booth Diagram Submission Deadline: August 31*

Island booth diagrams (20x20/400 sq. ft. or larger) due to ASPS for review and approval, floor plan revisions may be requested by show management (ASPS).

BOOTH SPACE AND SET-UP

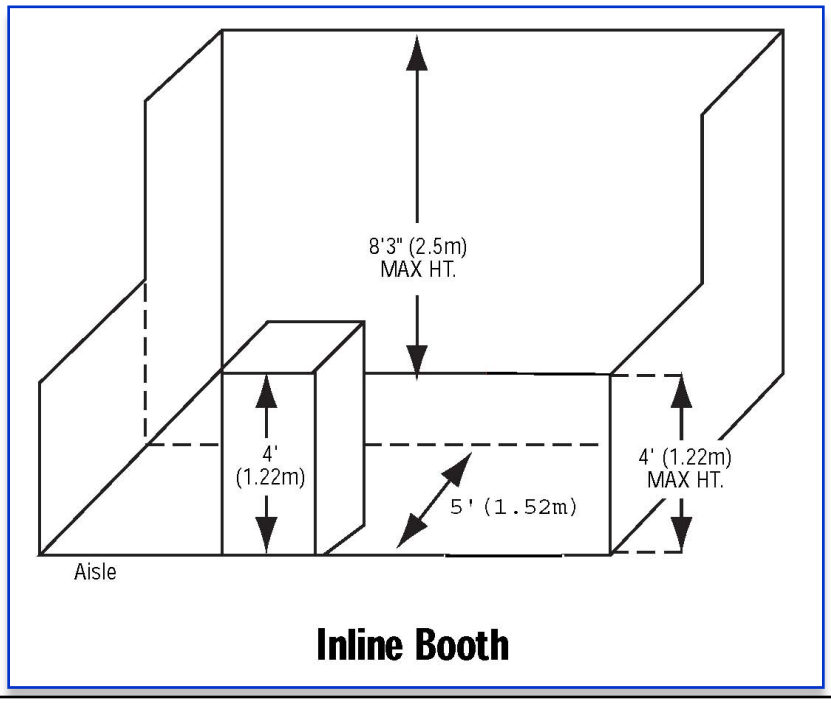
All standard inline booths are linear configurations with a max depth of 10'0" (i.e. 10'x10', 10'x 20') and island space is 20'x20' /400 sq. ft. or larger. Additional islands may be created by selecting and combining any four booths or more provided that all other island space has been assigned and when approved by ASPS.

1. All exposed parts of displays must be finished so as to present an attractive appearance when viewed from the aisles or from adjoining exhibits. Masking drape is the exhibitor's responsibility.
2. All exhibits must be confined to the space limits of their respective booth(s) so indicated on the floor plan. All equipment, products or materials to be shown or demonstrated must be placed within the exhibit space in order to insure that the attendee viewing the exhibit will stand within said space and not in the aisles.

If booth design regulations are not followed once set-up has begun, Exhibitor and/or Display House labor will be instructed to, at exhibitor expense, disassemble the equipment in question and fines may be levied.

INLINE BOOTH CONSTRUCTION GUIDELINES (linear booth configurations including corner booths)

- Linear booths are 10'x10' (100 square feet) or multiples thereof and are arranged in a straight line.
- All linear booths consist of 8' high back drape and 36" high side dividers mounted on aluminum tubular frames.
- Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'.
- Display material for linear booths is restricted to a maximum height of 4'0" in the first 5'0" of the booth from the aisle, and 8'0" in the rear 5'0" in order to maintain uniformity and to prevent obstruction of view of adjoining booths.
- Hanging signs are not permitted for inline booths of any configuration.
- When a linear booth is 10'x30' or larger and used as a single exhibit, the 4'0" height restriction is applied only to that portion of exhibit space, which is within 10'0" of an adjoining booth.
- ASPS does not allow or provide space configurations for End-cap or Peninsula booths.
- Exposed parts of any display must be finished so as not to be objectionable to other exhibitors or ASPS.



Note: we strongly recommend you submit floor plans for approval if there is any question as to whether your booth is in compliance with the guidelines. Be sure to avoid additional costs on-site for booth modifications, etc.

Island Booth Construction Guidelines

These design regulations allow for sufficient see-through areas so as not to block the view of the adjacent exhibits or otherwise interfere with the displays of other exhibitors.

- An island exhibit is an open area of exhibit space with aisles on all four sides.
- The height limit for island exhibits is 24'0" from the floor of the exhibit hall.
- Exhibit fixtures, components and hanging identification signs will be permitted to hang at a maximum height of 24'0" to the top of the unit.
- All island exhibits should have access from all four sides.
- Vertical wall construction:
    - At any dimension, from the floor up to 8'0" in height may only extend across no more than 40% of any one side of the booths boundaries at any location.
    - In the vertical plane from 8'0" to 16'0", 100% of booth perimeter is allowable for construction.
    - In the vertical plane from 16'0" to 24'0", booth or signage may only occupy up to 75% of any one side of the booths boundaries at any location.
- Sampling or display counters, or any solid wall construction must maintain a minimum of a 1'0" setback from all sides, and sufficient space must be left within the exhibit to accommodate spectators, attendees or booth visitors.
- Exposed parts of any display must be finished so as not to be objectionable to other exhibitors, ASPS or the general services contractor.

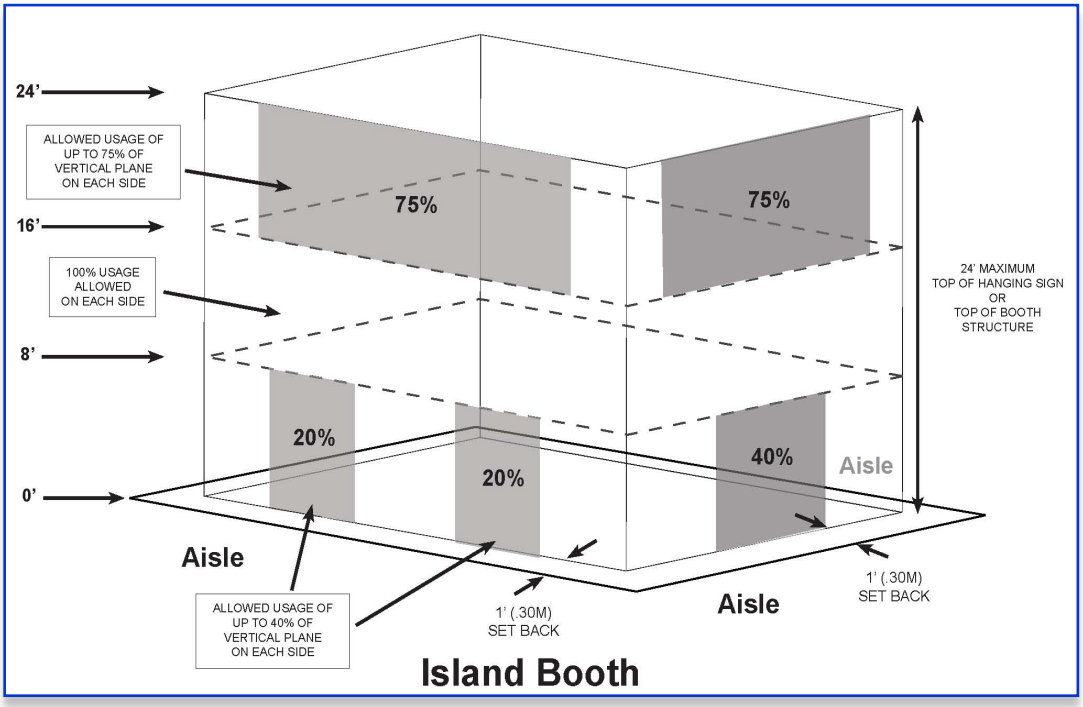
Important Deadline: Tuesday, August 31

- Tuesday, August 31 is the final date to submit complete scale drawings, both conceptual and construction, indicating and labeled applicable setback, exhibit height, demonstration areas, etc. to ASPS for approval by close of business.
- Submit to Trinh Le tle@plasticsurgery.org or eFax: 847-709-7532.
- If you have questions regarding your booth configuration and compliance, please contact:
  Trinh Le at: 847-228-3375.

ASPS will contact the exhibit contact if your exhibit does not comply with the above stated rules. In the event that a company has not submitted plans in advance, or completes booth construction according to a plan not approved, ASPS has the right to request modifications at the exhibitor's expense or prohibit assembly of the booth on-site.

Special Considerations

- Approval of a covered or multi-level booth plan is contingent upon final approval of the overall exhibit hall floor plan submitted by show management.
- Coverings constructed of open grate or mesh greater than ¼ inch or a UL listed drop out ceiling may be exempt from the sprinkler requirement.
- A series or combination of covered areas, whether in one booth or adjacent booths, must be separated by a minimum of 10'0".
- An exhibit that fails to comply with these regulations will not be allowed to install for the event.



FLOOR COVERING

Floor covering/carpeting is **mandatory** and is the responsibility of the exhibiting company. Floor covering may be either supplied by the exhibitor or ordered from the general contractor, see the 'Show Products & Services'' section of the online manual. Exhibits with exposed concrete or flooring objectionable to ASPS shall at ASPS' discretion be carpeted by Freeman Co. at the exhibitor's expense.

CLEANING SERVICE

ASPS will provide cleaning service for all aisles. Cleaning service for individual booths will only be provided when ordered by the individual exhibitor at the exhibitor's expense. The Society has the right to order daily cleaning at exhibitor's expense if booth appearance is unsightly. Cleaning services can be ordered through Freeman.

Exhibitors who order carpet through Freeman Co. are eligible for a complimentary first-night of vacuuming for their exhibit booth.

AISLE SPACE

The main aisles of the exhibit area are for the exclusive use of ASPS. Exhibitors are not permitted to purchase designated aisle space. The aisles will be carpeted and vacuumed daily by show management.

BOOTH ID SIGNS

One 7"h x 44"w identification sign with company name and booth number will be provided for all standard booths at no charge. Only professionally printed signs are allowed in the Exhibit Hall. Additional signs may be ordered through the general contractor, see the Exhibitor Services Manual.

HANGING SIGNS OR BANNERS (RIGGING)

Exhibit booth signs, banners, booth ceilings or canopies, lighting grids or other exhibit related equipment should be free standing and floor supported where possible. Attachment to Exhibit Hall ceiling beams or trusses is permitted only through the convention center facility. Hanging signs/banners are only permitted for island booths. Hanging signs/banners may not exceed the perimeter of assigned space. See island booth diagram on Page 2 and the ***Hanging Sign Labor and Equipment Order Form*** *i*n the Exhibitor Services Manual.

LIGHTING AND ELECTRICAL Services (FREEMAN CO.)

Sufficient light is provided for adequate general illumination of the exhibit area. Any supplemental lighting for individual exhibit space is the responsibility of the exhibiting company. At their own expense, island booth exhibitors are permitted to have exhibit hall lighting dimmed or turned off above their booth space only. No individual electrical outlets are provided in the booth space.

All electrical services and labor must be supplied by Freeman Co. to ensure that it will meet safety requirements of the fire regulations. Please see ***Electric Services and Labor Order Forms*** in the Exhibitor Service Manual.

AMERICANS WITH DISABILITIES ACT (ADA)

All exhibiting companies are required to be in compliance with the American Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301) and from their website www.usdoj.gov/crt/ada/infoline.htm

FIRE REGULATIONS

Exhibitors must comply with all Federal, State, local fire, and building codes, which apply to places of public assembly. All curtains, bunting, draping, etc. must be flame proofed. Special care should be taken not to obstruct fire safety equipment, fire pull boxes, or entrances and exits within the Convention Center.

BALLOONS

The use of any balloons as part of the exhibit display or as a giveaway is prohibited.