



## Booth Approval Procedures Checklist:

- Signage Clearance- refer to [Rules and Regulations](#) regarding Identification/Signage/Graphics rules as signage restrictions do apply, mandating signage placement and directions.
- Height restrictions- check floorplans in Section 6 (Furnishings & Exhibit Rental) of the Exhibitor Services Manual to see if your booth is located in a height restricted area.
- Drawings to include dimensions- when submitting drawings for approval, please indicate the height, width and length measurements of all panels, towers, headers, backwalls, side returns along with any identification/signage/graphics in the booth before submission.
- Cubic Content- there are no site line restrictions for booth structures which allows you to maximize the use of your entire booth space. You may build up the front of the booth, and up to maximum allowable height, with no site line restrictions.
- Hazard materials- Hazardous items used in displays must be properly safeguarded, protected and registered in accordance with applicable city, state, and federal regulations. Refer to [Rules & Regulations](#). Any hazardous items present in display must be approved by the local fire department/agencies in writing, with copies to Show Management (by May 16).
- Hanging signs Hanging signs/banners will be allowed in all areas. Exceptions are in the South Hall under height restricted areas. Hanging signs are not allowed for single inline or mini booths with the exception of perimeter inline booths. A minimum clearance from hall floor and/or second story floor to bottom of sign is 10 feet/3 meters. Engineering drawings must accompany signage on-site and be available in booth Refer to [Rules & Regulations](#) for Hanging Sign Rules. Return Hanging Sign Order form located in Section 8 (Labor) by June 25. All hanging signs should be sent to Freeman warehouse (by July 2). See Section 9 (Freight Information) for shipping labels.

If you have any questions regarding the rules and regulations, please contact Lyn Geary, Email: [lgeary@semi.org](mailto:lgeary@semi.org) / Tel: 1.408.943.6997.

Remember it is your responsibility to ensure that your booth design complies with the Rules and Regulations stipulated in the Exhibitor Services Manual, Section 2. Onsite, if your booth does not comply with the exhibit rules and regulations, you will be required to make modifications at your expense.