Exhibit Construction Guidelines

Please see Terms and Conditions

2012 MINEXPO INTERNATIONAL®
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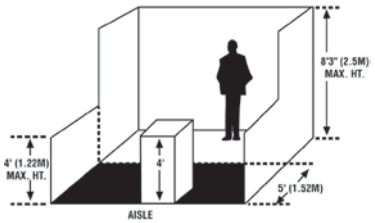
In-Line Booth Regulations

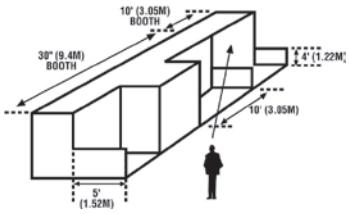
One or more 10'x10' booths in a straight line

Linear booths, also called "in-line" booths are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. Refer to **27. Machinery Equipment** in the Terms & Conditions for more detail.



Height–Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m).

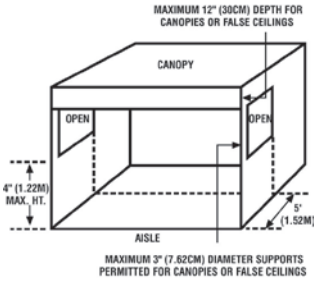
Hanging Signs–Hanging signs are prohibited in linear booths.



Set-Back–All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.5m) of an adjoining exhibit must be confined to the rear five feet of the exhibit space to avoid blocking your neighbor's visibility. Exhibitors with larger spaces – 30 lineal feet (9.14m) or more may extend booth fixtures, signage, and other display items all the way to the front line of their exhibit booth; provided that these items are at least 10 lineal feet away from any neighboring booth.

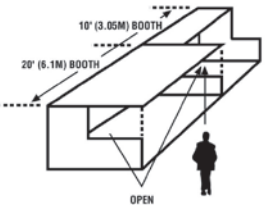
Canopies and Ceilings

IMPORTANT
Exhibitors are cautioned when installing a display with a ceiling to check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.



For use with in-line booth booths

Canopies and Ceilings–Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See "Use of Space" for Linear or Perimeter Booths).



The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth.

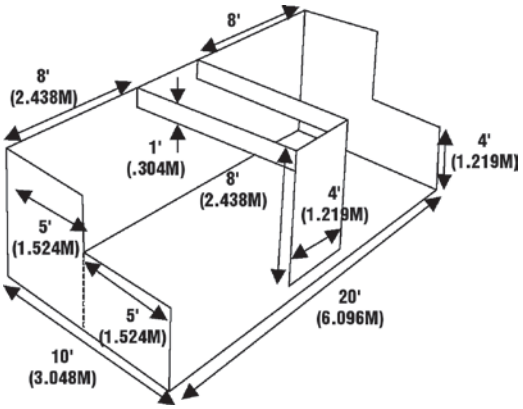
Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

Extended Header

For use with in-line booth booths

Extended Header Booth–An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

The rules and restrictions for Linear Booths apply to Extended Header Booths. An extended center header is subject to a maximum height of 8ft (2.38m), a maximum width of 20 percent of the length of the booth *in this case, 4ft (1.219M), or 20% of 20ft*, and a maximum depth of 1' in height for the horizontal support arms. The vertical panel must be positioned no more than 9ft (2.743m) from the back wall



Perimeter Booth Regulations

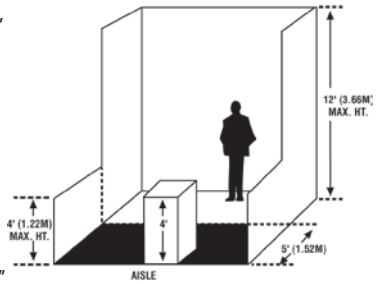
One or more 10'x10' booths in a straight line on a perimeter aisle

A perimeter booth is a linear booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

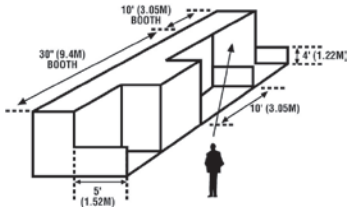
Height–Exhibit fixtures, components and identifications signs will be permitted to a maximum height of 12'0" (3.66m).

Intent–Outer perimeter booths do not back up to another exhibitor's booth. Display back walls and materials over 8'3" will not interfere with or distract from any other exhibit booth.

Hanging Signs–Hanging signs are prohibited in perimeter linear booths.



Set-Back–All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit must be confined to the rear five feet of the exhibit space to avoid blocking your neighbor's visibility. Exhibitors with larger spaces – 30 lineal feet (9.14m) or more may extend booth fixtures, signage, and other display items all the way to the front line of their exhibit booth; provided that these items are at least 10 lineal feet away from any neighboring booth.



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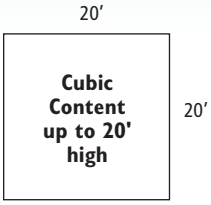
Island Booth Regulations

Exhibit space, 400sf or greater, with aisles on four sides.



An Island Booth is a booth exposed to aisles on all four sides. The entire cubic content may be used up to the maximum allowable height.

Height–Exhibit Fixtures and components will be permitted to a maximum height of 20'.

Hanging Signs & Graphics–Signs and truss are limited only by ceiling height and fire regulations but must not exceed any portion of the booth perimeter. Truss may be used to hang or secure audio visual equipment, speakers, lights, monitors, and/or projectors. Equipment hanging from truss to be utilized as part of the demonstration of the products or services of the exhibitor must meet all display restrictions in regards to height, placement within the booth, and all exhibit construction guidelines of the booth. Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only. Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibition organizer and the building (due to hanging points and weight) at least 60 days prior to installation. Variances may be issued at the exhibition management's discretion. Drawings should be available for inspection.

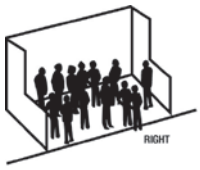
Towers–A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.

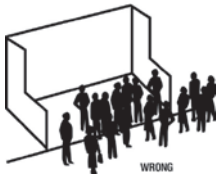
Lighting–Lighting must be directed exclusively into the exhibitor's booth, not in the aisles, nor in any other part of the exhibit hall.

Multi-story Exhibit–A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-storied Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a "structure" for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibition organizers are prepared to assist exhibitors in this application process.

Booth Demonstrations; Sound/Music

Demonstrations–As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance.





Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous.

Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

Sound/Music–In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. The maximum decibel level for equipment or sound amplification will be 80db measured from the perimeter line of the booth.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

See "Noise Levels" in Terms & Conditions for more details.

Issues Common to all Booth Types

Structural Integrity–All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Flammable and Toxic Materials–All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Electrical–Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

All 110-volt wiring should be grounded three-wire.

- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flatcord, which is insulated to qualify for "extra hard usage."
- Cord wiring above floor level can be "SJ" which is rated for "hard usage."
- Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

Lighting–Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Storage–Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Display Guidelines excerpted from IAEE's 2009 Revised Guidelines for Display Rules and Regulations

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2012 Preliminary Schedule of Events

Move-In Schedule

Monday, September 17 – Saturday, September 22, 2012

8 a.m. – 5 p.m.

Sunday, September 23, 2012

8 a.m. – 3 p.m.

Schedule for Show Days

Monday, September 24, 2012

Exhibit Halls Open: 9 a.m. – 5 p.m.

Tuesday, September 25, 2012

Conference Sessions: 8 a.m. – noon

Exhibit Halls Open: 9 a.m. – 5 p.m.

Wednesday, September 26, 2012

Conference Sessions: 8 a.m. – noon

Exhibit Halls Open: 9 a.m. – 5 p.m.

Move-Out Schedule

Thursday, September 27 – Saturday, September 29, 2012

8 a.m. – 5 p.m.

How to Reserve Exhibit Space

To exhibit at MINExpo INTERNATIONAL® 2012 or for additional information about the show, please contact Show Management:

Hall-Erickson, Inc.
98 E. Chicago Ave.
Westmont, IL 60559-1559 (USA)
Tel: (630) 434-7779, (866) 717-6463
Fax: (630) 434-1216
e-mail: minexpo@heiexpo.com

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