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## BOOTH RULES AND REGULATIONS

### 1. INLINE BOOTHS

An Inline Booth is one or more standard (3m x 3m) units in a straight line.

Height: The maximum height of exhibit walls, fixtures and components must not exceed **2.5m**.

### 2. PERIMETER BOOTHS

A Perimeter Booth is an inline booth with one or more (3m x 3m) booths that are along an exterior wall of the exhibit hall.

Height: The maximum height of any feature within the booth may not exceed a height of **2.5m**.

### 3. PENINSULA BOOTHS

A Peninsula booth is an exhibit at least 18.0 sq. m (6.0 m x 3.0m) having aisles on three sides with one or more display levels.

Height: The maximum height of the back wall facing the neighboring stand can be **3.5m**. Exhibit materials, components and identification signs (other than the back wall) will be permitted to a maximum height of **3.5m**.

Depth: According to international custom, peninsula stands must be built as openly as possible on three sides. Except for the back wall, no other solid walls are allowed at the external boundaries of the stand.

All Peninsula booth plans must be approved by HIMSS Europe and the Kipsala Expo Centre by **10 April 2015**. **There has been a change in policy and please be sure to read about the submission procedure (item 7) as listed on the next page.**

### 4. ISLAND BOOTHS

An Island booth is an exhibit at least 36.0 sq. m (6.0 m x 6.0m) having aisles on all four sides with one or more display levels.

Height: Exhibit materials, components and identification signs will be permitted to a maximum height of **5.1m** provided written approval is received from HIMSS.



Depth: According to international custom, island stands must be built **as openly as possible** on four sides. **No full solid walls** are allowed at the external boundaries of the stand. Because an island booth is separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

All Island booth plans must be approved by HIMSS Europe and the Kipsala Expo Centre. Please ensure all plans are submitted by **10 April 2015**. **There has been a change in policy and please be sure to read about the submission procedure (item 7) as listed on the next page.**

## 5. MULTILEVEL AND COVERED BOOTHS

Are not permitted by HIMSS Europe at the Kipsala Expo Centre.

## 6. HANGING SIGNS

The maximum height that you may hang any sign is **5.1m**. You must submit all hanging signs with measurements to Kerry Lewis-Zovi at [kewis@himss.org](mailto:kewis@himss.org) for approval from HIMSS Europe and the Kipsala Expo Centre. HIMSS will submit your floor plan to the venue for approval.

**There has been a change in policy and please be sure to read about the submission procedure (item 7) as listed on the next page.**

Height: Hanging identification signs will be permitted to a maximum height of **5.1m** for island booths of minimum 36.0 sq.m in size only. Inline, perimeter, peninsular booths may not hang signs over their booth at The World of Health IT exhibition.

## 7. SUBMISSION PROCEDURES

Permission to build any complex structure or to hang any elements will not be given until the HIMSS Europe has received two copies of the following:

a. Detailed, scaled drawings showing:

- Plan view of each storey of the stand
- Sections through each level of the stand
- Elevation drawings
- Width position of gangways within the stand
- Floor and/or floor loadings
- Specifications of materials used





for approval, will be challenged and construction will be stopped until satisfactory information and certification has been received. HIMSS Europe and the Kipsala Expo Centre reserves the right to monitor all construction activity and to challenge risk assessments and the methods used.

## 8. FLOORING

### Secondary Flooring

Exhibitors wishing to build a space-only stand with secondary flooring note that if the secondary flooring is raised or elevated up to 50mm, it is mandatory to include **minimum one (01) accessible ramp** of 1.0m width at one side of the secondary flooring.