

BOOTH PRESENTATION

Vendors are not permitted to exhibit or promote their products or services outside the boundaries of their assigned space - Nothing can extend beyond the boundaries of the booth space purchased by each exhibitor. No obstruction may be placed in any aisles, passageways, lobby, or exits, or in any areas leading to any fire extinguishing appliances. No activities may be conducted outside their contracted exhibit space (aisles, general lobby areas, or any other area in the convention center), including games, contests, giveaways, or distributing literature, samples or other material. These are policies of the NFAA Foundation and the Fire Marshal and will be strictly enforced.

No banners will be allowed over the height of the pipe and drape due to the location of the Director of Shooting Tower.

Back-walls must have a minimum height of 8ft and a maximum height of 10ft. Any partition walls above 8ft in height that overlooks a neighboring booth must be finished from the backside in a neutral color, without logos, branding or any other materials or images that could infringe on the booth presentation of neighboring exhibitors.

Side-walls have a maximum height of 3ft in the front half of the booth, unless connecting to the back-wall of a neighboring booth when it must be between 8-10ft.

Peninsular and corner booths may leave sides open to the aisle, but must still provide a back-wall and side walls as needed. Only up to 50% of any open side of booths are permitted to have an outside wall.

Enclosed Booths (50% Rule)

Totally enclosed booths are not permitted on the exhibition floor. Booths and walls should be positioned in such a way as to not obstruct the view of the exhibition or adjacent booths.

- Up to 50% of any open side of booths are permitted to have an outside wall
- Solid runs of walling along open perimeters are not permitted where this causes neighboring booths being visually blocked off from the rest of the exhibition
- This rule is not enforced for open sides of booths facing a hall perimeter wall
- As the rule is to ensure visibility, low-walling and handrails up to 3.5 ft. in height are considered open

Nothing may be attached to any part of the Kentucky International Convention Center in any way. If an exhibitor wishes to attach something to the venue walls, structure or any other property, please contact the Trade Show Event Coordinators at tradeshow@neyac.org.

SOUND/MUSIC

The noise level inside vendor booths cannot 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.

SET UP/TEAR DOWN*

Have questions regarding your furniture order, freight, booth setup, etc? Vendor services and show setup will be handled by [Excel Decorators](#). To help you understand the show site work rules, we ask that you read the Vendor Services Kit.

You can contact them at:

Barb Arbuckle
502-962-1119
barbuckle@exceldecorators.com

Contact at show site:
Ben Allgeier
ballgeier@excel-online.com