

# CANOPIES & CEILINGS

## DEFINITION

An exhibit component supported over an exhibitor's space for decorative purposes only.

### Height

Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed 8'3" (2.5m) in height in a standard booth configuration. Furthermore, the canopy or false ceiling will not exceed 1'0" (30m) in depth and cannot be used for identification or display purposes.

### Intent

Exhibitors requiring canopies or false ceilings to create the desired exhibit environment within their booth space should be allowed to do so as long as the canopy and its support structure does not violate the intent of the height or depth regulation. *Exhibitors adjoining exhibits with canopies are entitled to the same reasonable sight line from the aisle, as they would expect if they were adjacent to an exhibitor with a standard booth.*

### Depth

Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor's space providing that the support structure will not exceed 3" (7.62cm) in width when placed within 10 lineal feet (3.02m) of an adjoining exhibit and not confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line. Furthermore, canopies, false ceilings or umbrellas will not be used for identification or display purposes except as would normally be allowed for any exhibit component within the regulations set forth for the exhibit configuration.

### Rules & Regulations

Life Safety Code...13.7.4.3.6.3...The following shall be protected by automatic extinguishing systems; Single-level and multi-level exhibit booths exceeding 300 square feet and covered with a ceiling. A fire watch is required for all covered booths greater than 300 sq. ft.

**IMPORTANT: IMPORTANT:** You **MUST** submit a floor plan to scale with heights/width indicated on each structure and hanging sign or hanging graphic to HIMSS. **All multi-level booths must be submitted to OCCC two months prior to the conference.**

**IMPORTANT:** The exhibitor is required to order fire watch personnel through Orange County Convention Center, Event Services no less than two (2) weeks before the show moves in. Fire watch is required:

- For ALL multi-level exhibits (regardless of the square footage) and all other covered exhibits exceeding three hundred (300) square feet.
- On all show days
- Beginning one half (1/2) hour prior to show opening and ending one half (1/2) hour following show closing. Fire watch personnel are charged at the prevailing rate.
- To place order, contact: Orange County Convention Center, Event Services at 407-685-9882

Last minute changes to your booth can be costly. HIMSS would like to provide guidance during your booth design process to ensure that all rules and regulations are met and that your company does not incur any charges for last minute changes.

Please contact Virginia Geoghegan at 734-477-0855 or [exhibitors@himss.org](mailto:exhibitors@himss.org) with any questions.

Please submit your island booth floor plans for approval before **January 10** to [exhibitors@himss.org](mailto:exhibitors@himss.org)

