

## ISLAND BOOTH

### DEFINITION

Exhibit with one or more display levels in four or more standard units with aisles on all four sides

### Visual Openings

All island booths must have ample sightlines to assure adjacent exhibits are visually accessible. Total visual opening from all directions of your booth needs to have at least a 25% visual opening from top to bottom. Please note city marshal rules state you must have a 10' opening every 100'

### Intent

To avoid the potential of Island Booths structures or hanging signs blocking sightlines of adjacent exhibits. To achieve this objective all final floor plan designs must be approved by HIMSS exhibit staff.

### Height

Exhibit structures and hanging signs will be permitted to a maximum height of 24'0". **Structures and hanging signs will be allowed to a maximum height of 24' provided the exhibit is not in a height-restricted area of the convention center.**

### Intent

When an island booth exceeds 8'3", it does not interfere with other exhibitors because it obviously does not back up against another exhibitor's back wall. The extra height is often required in an island booth exhibit to permit the open walk-through approach normally used in this type of location. The 24' maximum height limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the other's efforts. Also, the 24' high exhibit will fit into most exposition centers, thus permitting each exhibitor to get the maximum use of his or her exhibit.

### Depth

Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted. **Exception:** See Visual Opening rule above.

### Structural Integrity

All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit structures and hanging signs/graphic exceeding 12'0" in height must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that include a signature of stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

### Intent

Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

### Demonstrations:

Any equipment that is showing a demonstration from your booth, must be set back into your booth at least 5' off of any aisle.

### Intent

Demonstration pieces that are placed around the perimeter of your booth will attract people. The 5' inset is put into place to avoid congestion in the aisle.

### FIRE EXTINGUISHERS / FIRE HOSE CABINETS / FIRE CONTROL VALVES

Please remember that all fire extinguishers, fire hose cabinets, and fire control valves must be kept clear, accessible, and remain free of obstruction (36" clearance) at all times. The fire hose cabinets, fire extinguishers, fire control valves, and permanent fixtures of the facility cannot be moved. These items are located on most columns.

**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)