



Exhibit Design Regulations

As of 11/7/2025

Exhibit Display Guidelines

Exhibitor Services

Each 10x10 sq.ft. exhibition booth space includes:

- Company profile in online ACT Expo Floor Plan e-booth Listing and Mobile App
- An 8' high drape back wall and 3' high drape side rail
- Fascia panel (only text of company name and booth number)

Space Only (Raw Space) includes:

- Company profile in online ACT Expo Floor Plan e-booth Listing and Mobile App

NOTE: Below services are **excluded** from your booth space. They must be ordered by the exhibitor at the exhibitor's own expense through the Official Appointed Show Contractor/Decorator and Vendors.

- Booth carpeting/flooring (required for all exhibitors)
- Furniture rentals such as tables, chairs, etc.
- Audio-visual equipment
- Electrical, phone, and internet service
- Material handling, installation, and dismantling of booth
- Cleaning service for booth space
- Security of individual booth

Aisles

Exhibitors and contractors are not to leave items in the aisles. Exhibitors/Contractors must remove all waste materials. Designated Emergency aisles must be kept clear at all times. During the show days no objects are permitted to stick out from the booth into the aisles, no furniture, displays, or parts of the displays are to be placed in the aisles.

Booth Carpet/Floor Covering

Show Management will carpet all visible aisle space with midnight blue carpet within the exhibit area and will supply linear exhibitors with pipe and drape. Exhibitors must completely cover the entire area of the exhibit space with professional carpeting or approved material (bare floors, and area rugs are not permitted). The order form for carpeting will be provided in the online Exhibitor Hub. At the discretion of Show Management, Freeman will carpet exhibit booths that are not appropriately carpeted at the expense of the exhibitor.

Booth Design Approval

All exhibitors with booths 400sqft or larger or with a hanging sign are required to submit their booth design to ACT Expo Management for approval by April 2, 2026. [ACT Booth Design & Vehicle Submission Site](#). Booth designs will need to include the

heights of all structures and hanging signs. It is the responsibility of the exhibitor to make sure that their booth conforms to the Exhibit Display Guidelines listed below. Failure of the exhibitor to submit their booth design for approval may lead to substantial delays onsite for setup and/or denial of booth setup on the show floor.

Variance Requests

All variance requests must be submitted to Sean Wald at swald@trccompanies.com by April 2, 2026, and must include a booth design. Approval is at the sole discretion of Show Management and is not guaranteed. Variances not approved in advance will require booth modifications at the exhibitor's expense to comply with show regulations.

Use of Space/Stand Build Regulations

ACT Expo has adapted the [International Association of Exhibitions and Events \(IAEE\) Guidelines for Display Rules and Regulations](#). Your display products must fit within the confines of your booth area and must be arranged in such a manner to not obstruct neighboring exhibits. Anything that does not comply with the ACT Expo Booth Rules and Regulations will be removed at the exhibitor's expense. 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.

Below are all the Stand Build Regulations for different stands that apply to ACT Expo 2026. For detailed information, please read the [IAEE Guidelines for Display Rules and Regulations](#).

Inline/Linear 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. They are most commonly 10 ft. (3.05m) wide and 10 ft. (3.05m) deep, with a maximum back-wall height limitation of 10 ft. (3.05m). A **Corner Booth** is an Inline Booth at the end of a series of Inline Booths with exposure to intersecting aisles on two sides.

A **Perimeter Booth** is an Inline Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Inline Booths apply to Perimeter Booths except that the maximum height of the display in the rear half of the booth is 12 ft. (3.66m)

- Maximum height of display in rear half of the booth is 12 ft. (3.05m)
- Maximum height of display in the front half of the booth is 4 ft. (1.22m)
 - When three or more Inline Booths are used in combination as a single exhibit space, the 4 ft. (1.22m) height limitation is applied only to that portion of exhibit space, which is within 10 ft. (3.05m) of an adjoining booth. Materials must be arranged in the booth so they do not obstruct sight lines of

neighboring exhibitors.

- The 4-ft. height restriction does not apply to Inline Booths that are set up like a split island.
- Display materials should be arranged in such a manner as to not to obstruct sight lines of neighboring exhibitors.
- No company logos, branding, or signage may face into an adjoining booth, including booths on either side or behind.
- Hanging signs and trusses are prohibited. All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

An **End-cap Booth** is essentially an Inline Booth placed in the position of a Peninsula or Split Island. End-cap Booths are generally 10 ft. (3.05m) deep by 20 ft. (6.10m) wide and back up to Inline Booths.

- Maximum width of back-wall is 10 ft. (3.05m) and maximum height of back-wall is 10 ft.(3.05m)
- Within 5 ft. (1.52m) of the two side aisles, maximum height is 4 ft. (1.22m), permitting adequate line- of-sight for the adjoining Linear Booths.
- The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- No company logos, branding, or signage may face into an adjoining booth.
- Hanging signs and trusses are prohibited
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

A **Peninsula Booth** is exposed to aisles on three sides and is a minimum of 400 sq. ft. (37.21sqm). A Peninsula Booth backs up to Inline/Linear Booths. Any booth 400 sq. ft. or larger must submit a rendered booth design or photographs from previous use of the booth to [ACT Booth Review and Vehicle Submission Site](#) for approval by April 2, 2026.

- Maximum width of back-wall is 10 ft. (3.05m)
- Maximum height of back-wall is 16 ft. (4.88m)
- Exhibit fixtures, components, and identification signs are permitted to a maximum height of 20 ft. (6.1m).
 - Maximum height dimension of hanging sign is 6 ft. (1.83m)
 - 2 ft. (0.61m) break is required between booth structure and bottom of hanging sign
 - Hanging sign must be raised higher than 14 ft. (4.26m) and no higher than 20 ft. (6.1m)
 - Within 5 ft. (1.52m) of the two side aisles, maximum

height is 4 ft. (1.22m), permitting adequate line-of-sight for the adjoining Linear Booths.

- Hanging signs are allowed, only in the front half of the booth. All hanging signs must be submitted to Show Management for approval by March 20, 2026.
- The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- Signs, logos, and graphics that face into an adjoining booth must be set back 10 ft. (3.05m) from the adjoining booth.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

A **Split Island Booth** is a Peninsula Booth, which shares a common back wall with another Peninsula Booth.

*Split Island booths must adhere to all rules for Island booths AND the rules listed below. Any booth 400 sq. ft. or larger must submit a rendered booth design or photographs from previous use of the booth to [ACT Booth Review and Vehicle Submission Site](#) for approval by April 2, 2026.

- The backsides of all back-wall must be finished (no exposed framing or structure) in a neutral color and may not have any graphics or logos.
- Signs, logos, and graphics that face into an adjoining booth must be set back 10 ft. (3.05m) from the adjoining booth.
- Hanging signs are allowed. All hanging signs must be submitted to show management for approval by
- March 20, 2026 using the official portal.
- Hanging trusses are prohibited.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

An **Island Booth** is any size booth exposed to aisles on all four sides and is a minimum of 400 sq. ft. Any booth 400 sq. ft. to 2499 sq. ft. must submit a rendered booth design or photographs from previous use of the booth to [ACT Booth Review and Vehicle Submission Site](#) for approval by April 2, 2026.

- Maximum height of structure is 16 ft. (4.88m) if you have a hanging sign. If you opt for no hanging sign, you may include a tower-like structure in your design up to 20 ft. (6.1m). You may have one tower per 1,000 sq. ft. (92.96sqm) of booth space. The footprint of the tower may not be larger than 10 ft. (3.05m) wide x 10 ft. (3.05m) long
- Exhibit fixtures, components, and identification signs are

permitted to a maximum height of 24 ft. (7.32m).

- Maximum height dimension of hanging sign is 6 ft. (1.83m) 2 ft. (0.61m) break is required between booth structure and bottom of hanging sign
- Hanging sign must be raised higher than 18 ft. (5.49m) and no higher than 24 ft. (7.32m)
- Booths must maintain 25% visibility through the booth when viewed from any side, this applies to booth structures not vehicles or products.
- Booth structures are not allowed within 10 ft. (3m) from any 20 ft (6.1m) aisle to allow for visibility of neighboring booths.
- Hanging signs are allowed. All hanging signs must be submitted to show management for approval by March 20, 2026.
- To maintain a professional appearance, the backsides of all walls must be finished (no exposed framing or structure) in a neutral color when visible from an aisle.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

A **Large Island Booth** is any size booth exposed to aisles on all four sides and is a minimum of 2500 sq. ft. Any booth 2500 sq. ft. or Larger must submit a rendered booth design or photographs from previous use of the booth to [ACT Booth Review and Vehicle Submission Site](#) for approval by March 20, 2026.

- Maximum height of structure is 16 ft. (4.88m) if you have a hanging sign. If you opt for no hanging sign, you may include a tower-like structure in your design up to 20 ft. (6.1m). You may have one tower per 1,000 sq. ft. (92.96sqm) of booth space. The footprint of the tower may not be larger than 10 ft. (3.05m) wide x 10 ft. (3.05m) long
- Exhibit fixtures, components, and identification signs are permitted to a maximum height of 24 ft. (7.32m).
 - Maximum height dimension of hanging sign is 6 ft. (1.83m) 2 ft. (0.61m) break is required between booth structure and bottom of hanging sign
 - Hanging sign must be raised higher than 18 ft. (5.49m) and no higher than 24 ft. (7.32m)
 - Booths must maintain 50% visibility through the booth when viewed from any side, this applies to booth structures not vehicles or products.
 - Booth structures are not allowed within 10 ft. (3m) from any 20 ft (6.1m) aisle to allow for visibility of neighboring booths.

- Hanging signs are allowed. All hanging signs must be submitted to show management for approval by March 20, 2026.
- To maintain a professional appearance, the backsides of all walls must be finished (no exposed framing or structure) in a neutral color when visible from an aisle.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

Two-story/double decker and enclosed booths, must be exposed to aisles on all four sides, and be a minimum of 400 sq. ft. Two-story booths are prohibited for peninsulas, split islands and all other booths. Detailed plans of a multiple-story or enclosed booth must be submitted to [ACT Booth Review and Vehicle Submission Site](#) for approval by March 20, 2026.

Plans must indicate if the booth is a multiple-story and/or enclosed with a ceiling.

- It is the responsibility of the EAC and anyone erecting a structure to ensure that all rules within this section are followed. The EAC has the responsibility to work with the client to ensure booth plans, as required by this section, are submitted to the Safety and Fire Prevention Office no later than 30 days before the first day of move-in for the event. Plans used for prior shows must be resubmitted for approval each time for the upcoming show.
- The second level of a two-story booth can only be 60% of the total square footage of the island booth, including the stairwells/steps.
- Multilevel or covered areas – Definitions:
 - Multilevel – Any occupied second story or greater, which is accessible by an approved means of egress.
 - Covered Area – Any area that covers the exhibit space and prevents the building fire sprinkler system from discharging water unobstructed to the floor. This will include single story exhibits with ceilings, upper-deck exhibits, roof, overhead lighting installations, and any materials hanging or installed overhead that are not recognized as acceptable for use under fire sprinkler systems by fire code.
 - Means of Egress – An approved stairway or ramp constructed to the specifications of the code used for access and exiting.
- Multilevel or covered contiguous areas in excess of 1,000

square feet are required to have a fire sprinkler system installed under the entire area and every level of the exhibit only when the following conditions apply:

- The exhibit is used in an event where the duration is seven calendar days or longer.
- The exhibit contains display vehicles.
- The exhibit contains open flame.
- The exhibit contains hot work.
- Any upper-deck area to be occupied must have an approved plan with an engineer stamp registered in the state of Nevada.
- Multilevel areas that are greater than 300 square feet or will occupy more than nine persons shall have at least two remote means of egress.
- Means of egress shall be of an approved type and constructed to the requirement of the code.
- Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele.
 - Exemption: Areas less than 250 square feet shall have a 6 3/4 inch minimum clear tread depth at a point 12 inches from the narrow edge. The riser shall be sufficient to provide a headroom of 78 Inches minimum, but riser height shall not be more than 9 1/2 inches.
- Minimum stairway clear width at and below the handrail shall be 26 inches.
- Exhibits with multilevel or covered areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors. Any covered area that is also enclosed will require the installation of battery-operated smoke detectors regardless of the size of the area.
- All smoke detectors will emit an audible alarm that can be heard outside of the area.
- Any single-level exhibit over 1,000 square feet or exceeding 300 square feet of contiguous covered area (see “covered area” definition above) and all multiple-level exhibits must submit a booth plan to the Safety and Fire Prevention Office for approval. Plans must be submitted in CAD format via email to boothplans@lvcva.com.
- The height of the second story cannot measure more than 16 feet in height.
- Two-story booths cannot be located under passenger or utility truss ways. Booth plans must specify the maximum occupant load capacity. Booth plans must specify the maximum number of occupants and must have a structural engineer’s stamp certifying the maximum occupant load capacity.
- Certain booths may require fire watches, electrical ventilation,

smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials.

- Booths must maintain 25% visibility through the booth when viewed from any side, this applies to booth structures not vehicles or products.
- Booth structures are not allowed within 10 ft. (3m) from any 20 ft (6.1m) aisle to allow for visibility of neighboring booths.
- Hanging signs are allowed. All hanging signs must be submitted to show management for approval by March 20, 2026.
- To maintain a professional appearance, the backsides of all walls must be finished (no exposed framing or structure) in a neutral color when visible from an aisle.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.
- Certain booths may require fire watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Las Vegas Fire & Rescue.

Lighting

All island booths may utilize special lighting.

- Lighting must be directly over or in the exhibitor's booth and may not extend into the aisles or neighboring booths.
- Exhibitor lighting cannot affect other exhibitors or aisles.
- Overhead lighting may be dimmed or turned off at the exhibitor's expense with on-site approval from Show Management. Requests must be approved by Show Management and may be made on site at the Exhibitor Service Desk.

Exhibit Dismantling

Exhibits will close promptly at the designated time. Exhibitor employees must be present for the dismantling and packing of the displays until the booth area is cleared. Show Management is not responsible for items left after the Show closes. Any goods, exhibition materials or miscellaneous items remaining after move out officially ends will be treated as abandoned and disposed of accordingly at the exhibitor's expense.

Early Booth Breakdown

Exhibitor shall not dismantle their booth prior to the official closing time of the show. ACT Expo Management reserves the right to deduct points (affecting their exhibit booth location selection at subsequent ACT Expo events) from exhibitors who tear down their booths prior to the end of the show.

Booth Vehicle Displays

Exhibitor may not display products in their booth or on Show vehicles from eligible non-exhibiting companies unless approved in writing by Show Management. If the vehicle arrives at ACT Expo with blatant usage and/or branding of products from non-exhibiting companies, your booth vehicle will not be placed at the Show.