



**Rocky Mountain Elk Foundation**  
**Exhibit Hall Booth Specifications**  
PO Box 8249, Missoula, MT 59807-8249  
1-800-225-5355, ext. 510

**Standard Booth:** Regardless of the number of booths utilized (10'x10', 10'x20', etc.) display materials should be arranged in such a manner so as not to obstruct the sight line of neighboring exhibits. All booths will be confined to a maximum height of 10' on the back wall. Any portion of an exhibit extending above the 8' high draped booth background **must not detract from the overall impact of the exhibit directly behind that booth**; regardless of how the rear of the offending exhibit is finished.

**Island Booth:** An island booth is automatically separated by the width of an aisle from all neighboring exhibits so full use of the floor space is permitted and are allowed a height of 16'.

**Canopies & Ceilings:** Canopies and ceilings including umbrellas and canopy frames will be permitted to a height that corresponds to the height of regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed 10' in height in a standard booth configuration.

**Hanging Signs:** Hanging signs suspended from the ceiling structure of the Exhibit Hall are not permitted.

**Structural integrity:** All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.

**Electrical:** Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord minimum (14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage."
- Cord wiring above floor level can be "SJ" which is rated for "hard usage."
- Using zip cords, two-wire cord, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures are not recommended and are often prohibited. Cube tapes are not recommended and are often prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in overload protectors.

**Lighting:** Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

**Storage:** Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. Exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.

**Demonstrations:** 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. It is the responsibility of each exhibitor to arrange displays, product presentation and demonstration areas to ensure compliance.

**Sound/Music:** Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. External speakers and other sound devices should be positioned facing into the booth so as to direct sound into the booth rather than into the aisle. Television monitors may be positioned facing into the aisle with sound adjustments set at reasonable levels. Exhibitors should be aware that music/sound played in their booths, whether live or recorded may be subject to laws governing the use of copyrighted compositions. Exhibitors must keep in mind that their noise cannot annoy or disturb adjacent exhibitors or their visitors.

**Security:** Exhibitors assume all risk of theft during the show. It is highly recommended by show management that vendors never leave their exhibit unattended. After show hours it is recommended that exhibitors lock up all merchandise

and remove their expensive merchandise from the show floor and/or make arrangements to have a private security company guard their booth after hours.

**Food & Beverage:** Exhibitors wishing to distribute or dispense any type of food or beverage must obtain written permission from show management and the contracted official catering company of the facility prior to the event and any required licensing from the state or local health department.

**Circulation & Solicitation:** Advertising of any kind may only be distributed within the booth assigned to the exhibitor presenting the material. Advertising and/or solicitation by persons not holding booth space is prohibited.

**Firearms:** Firearms and other weaponry must be non-operable, with firing pin removed and trigger locks installed, or other safety precautions to insure the safety of others. No live ammunition, powder or primers will be allowed in the Exhibit Hall.

**Raffles & Prize Drawings:** Exhibitors may not conduct raffles in the Exhibit Hall, but free prize drawings are acceptable.

**Taxes:** Collection of applicable state sales tax is the responsibility of the Exhibitor making the sale.

**Restrictions on Use of Space:** No Exhibitor shall assign, sublet or share the whole or any part of the space assigned without explicit approval from RMEF.

**Fire Department Regulations:** If inspection indicates that any exhibitor has neglected to comply with these regulations or otherwise incurs fire hazards RMEF reserves the right to prohibit all or such part of the exhibit and/or pass along any fines assessed.

- All curtains, drapes and decorations must be constructed of flame retardant material or treated with a Fire Department approved flame retardant solution. Treatment shall be renewed as often as may be necessary to maintain the flame retardant effect. Documentation of such treatment must be made available to the Event Coordinator prior to setup. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs. All decorations are subject to inspection by the City of Reno Fire Department.
- All hay, straw, sawdust and shavings shall be thoroughly treated with a Fire Department approved flame-retardant product, stored and maintained in a manner approved by the Fire Marshall.
- No exit door shall be locked, bolted or otherwise fastened or obstructed in any area of the contracted space. All exits, hallways and aisles are to be kept clear and unobstructed at all times. There shall be no obstruction blocking exit doors from the outside of the RSCC, such as vehicles parked in front of doorways or barricades across sidewalks, etc.
- All 110 volt extension cords shall be a minimum three (3) wire, #14 gauge wire when used in booths. Extension cords must be terminated with a fused end or power strip. All electrical wiring shall be installed in a manner approved by RSCC management and Reno Fire Department.
- At no time will power be left energized to exhibits in the RSCC without an authorized licensed electrician on the premises. All power to exhibits shall be turned off during non-show hours to ensure against potential fire hazards. Exhibitors requiring 24 hour power must be arranged through your service contractor and RSCC management.
- No person shall cause or permit any open flame to be used in or for any exhibit, except when used in conjunction with a Fire Department approved heating or cooking appliance. For deviations from this policy, exhibitor must have a special permit issued by the City of Reno Fire Department and follow all rules and regulations of the Fire Code (G.O. 107.08.03) and (UFC 25.116)
- All vehicles, boats, tractors, recreational vehicles and other fuel operated equipment stored or on exhibit within the RSCC must be secured as follows:
  - Disconnect battery cables
  - Gas caps are to be locked or taped
  - Fuel tanks must be no more than ¼ tank full
  - Liquid Propane Gas tanks must be empty
  - Ignition keys for vehicles on display shall be kept at a designated location determined in conjunction with RSCC management for removal of such vehicles in the event of an emergency
- Flammable liquids and gases, including gasoline, are strictly prohibited inside the RSCC during events. Storage of these liquids must be in a sealed cabinet/trailer in an area off premises from the RSCC, away from the exterior loading dock area and as approved by the City of Reno Fire Inspector.
- Storage of any kind is prohibited behind the back drapes or display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for repacking shall be labeled "EMPTY" and removed from the show floor.
- Crates, packing materials, wooden boxes, cardboard and other highly combustible materials may not be stored in the RSCC.