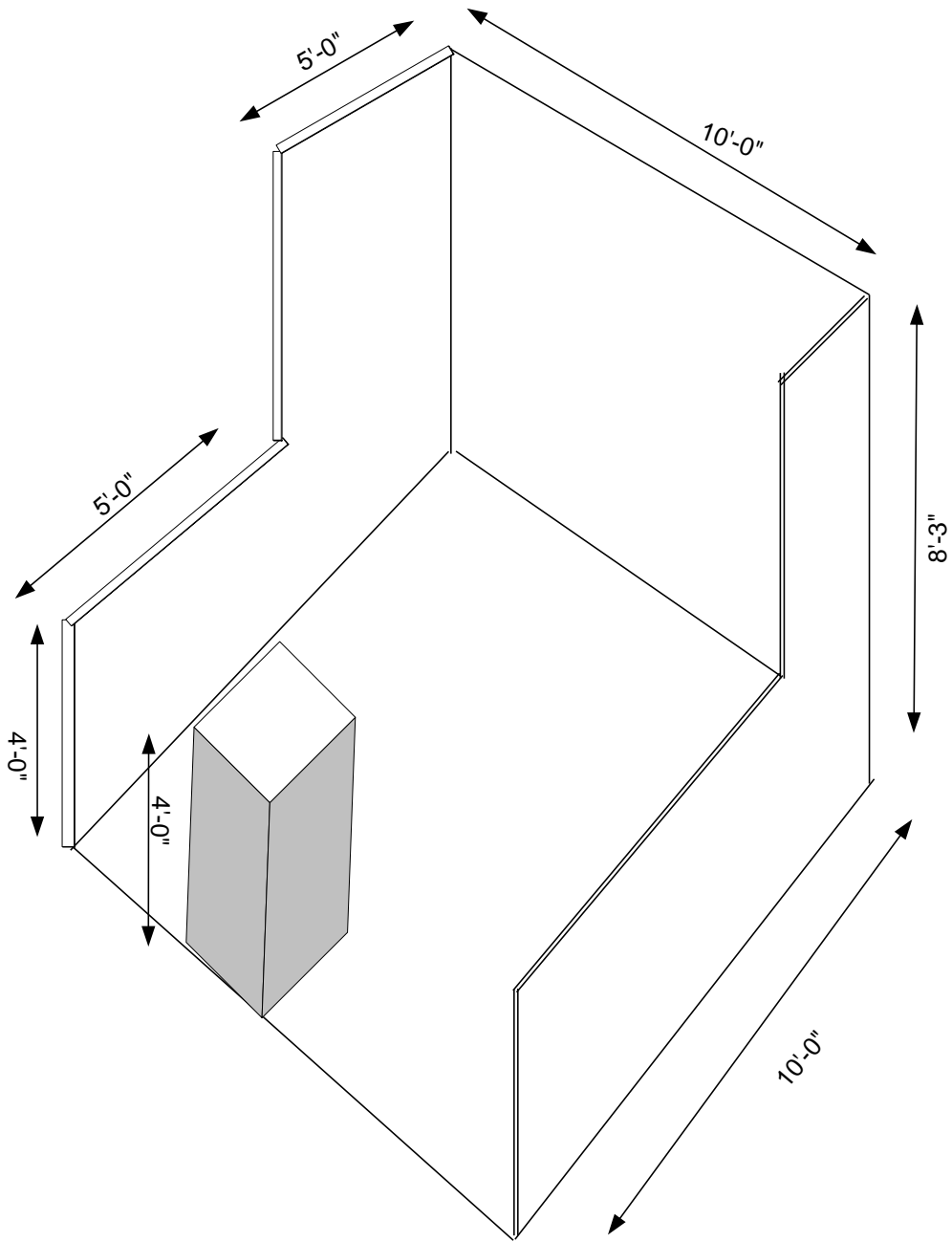


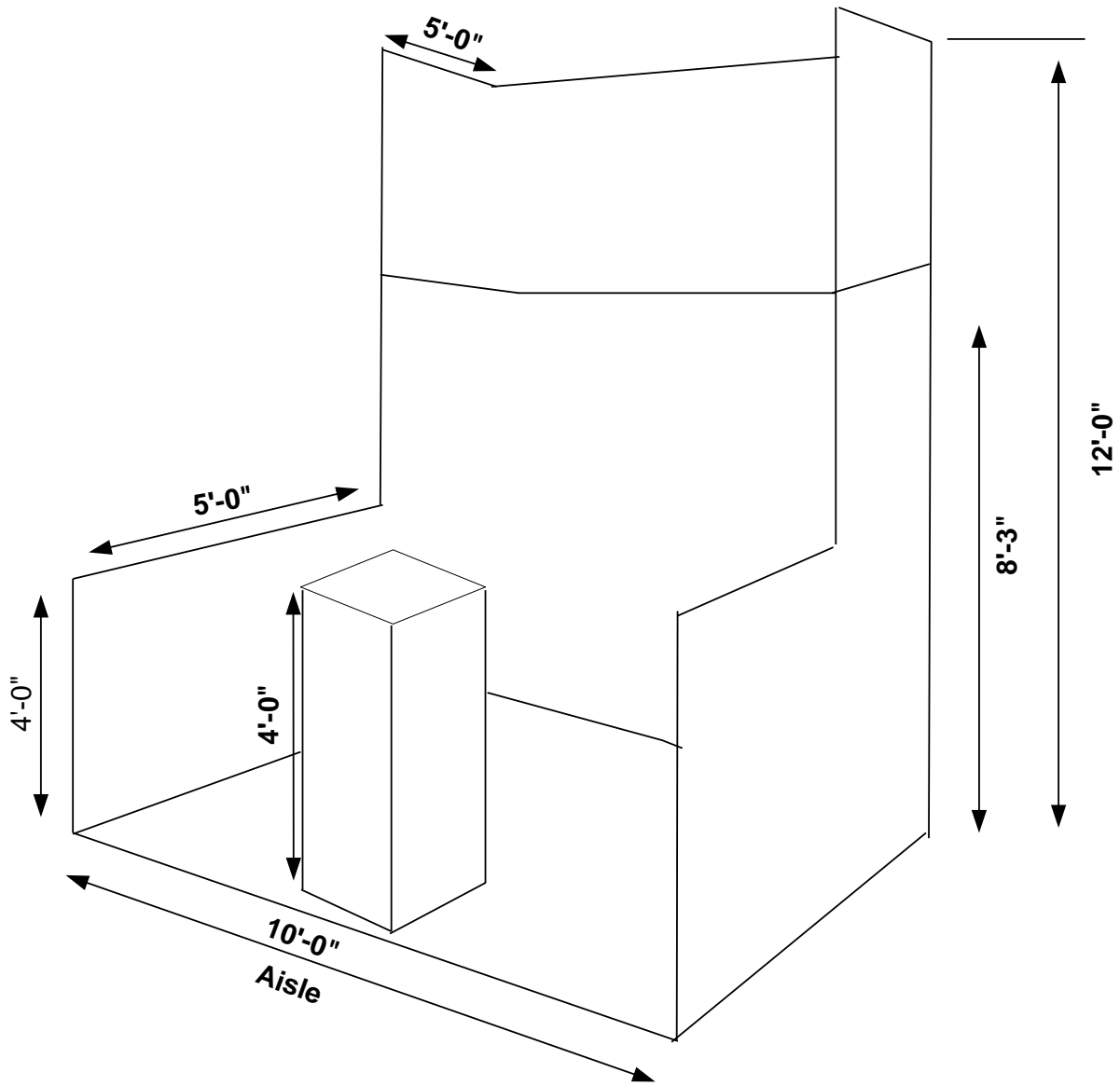
Linear Booth:

- A standard/linear (10'x10') booth (also called "in-line booth") is any booth that shares a common back wall and adjoins other exhibits on one or two sides.
- NOTE: A booth that is 10 ft. in depth but has 2 corners and no adjoining booths is also considered a linear booth and is subject to the height restrictions of a linear booth.
- **The maximum back wall height is eight-feet three-inches (8'3"), including truss, and is allowed only in the rear half of the booth space.**
- Exceptions to the 8-foot maximum booth height may be extended to physical equipment that exceeds the maximum height restrictions. This does not include the physical exhibit structure. Every attempt should be made to display this equipment in the back 5ft of the booth to allow visibility for neighboring booths. **Any graphics on physical equipment must follow the in-line height guidelines (not to extend over 8'3" in the rear half of the booth or over 4' in the front half of the booth). Exceptions are at the discretion of OTC Show Management.** A four-foot (4') height restriction is imposed on all materials in the remaining space forward to the aisle.
- NOTE: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.
- Exhibitor must leave room for back pipe and drape to be shared between its booth and the booth behind it. Booth should not be set so that the plate for the pipe and drape is completely in a neighboring booth. Graphics should not be placed on the back of panels higher than the 3' side drape, where they overlook a neighboring booth.



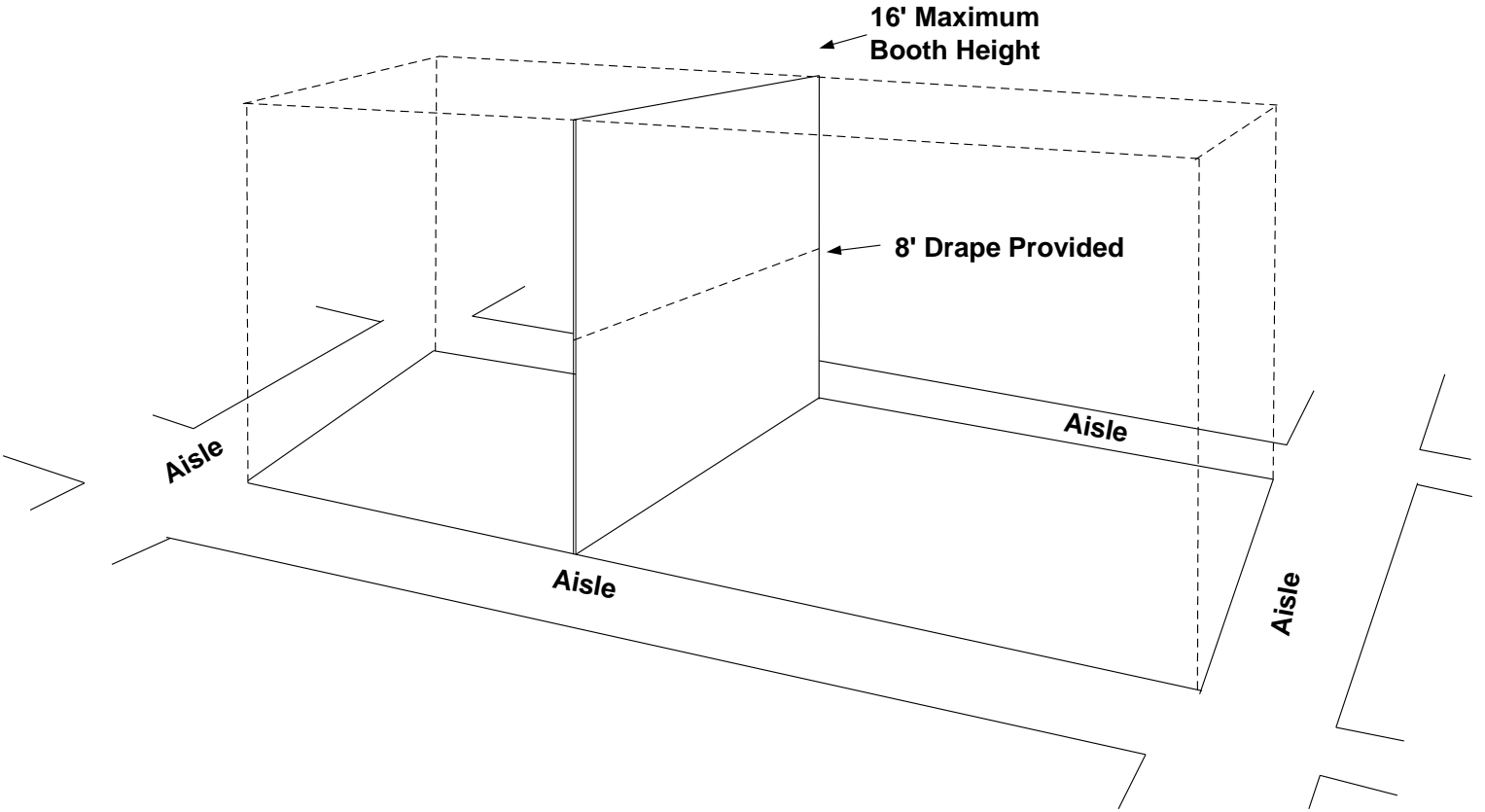
Perimeter Booth:

- A Perimeter Booth (10'x10') is a standard/linear booth that **backs to an outside wall of the exhibit facility rather than to another exhibit.**
- **The maximum back wall height is twelve feet (12') including truss, and is allowed only in the rear half of the booth space.**
- Exceptions to the 12-foot maximum booth height may be extended to physical equipment that exceeds the maximum height restrictions. This does not include the physical exhibit structure. Every attempt should be made to display this equipment in the back 5ft of the booth to allow visibility for neighboring booths. **Any graphics on physical equipment must follow the in-line height guidelines (not to extend over 12' in the rear half of the booth or over 4' in the front half of the booth).** **Exceptions are at the discretion of OTC Show Management.** A four-foot (4') height restriction is imposed on all materials in the remaining space forward to the aisle.
- Graphics should not be placed on the back of panels higher than the 3' side drape, where they overlook a neighboring booth.
- Hanging signs/graphics are **NOT** permitted over standard/ linear perimeter booths.



Peninsula / Split Island Booth:

- A peninsula booth is any exhibit 20'x20' or larger with a depth from the common back wall to the aisle of at least 20' and with aisles on three (3) sides.
- Where two (2) peninsula booths share a common back wall (also known as Split Island Booths),
 - **the maximum height is 16 feet in all areas of the booth, including the back wall.**
- OTC does not permit a peninsula booth to back up to linear booths (also known as end-cap booths).
- An 8-foot drape is supplied to separate booths. The portion of the booth from the 8-foot drape to the maximum booth height of 16 feet must be finished.
- Exhibitor must leave room for common wall pipe and drape (if applicable) to be shared between their booth and the booth sharing the common wall. Booth should not be set so that the plate for the pipe and drape is completely in a neighboring booth.
- Hanging signs will **ONLY** be permitted over peninsula and/or split island booths that are 20'x30' (600') or larger. The maximum height of hanging signs is 25' to the top of the sign (if ceiling height allows).
- Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from the common wall of the exhibit space.



Aisle

Aisle

Aisle

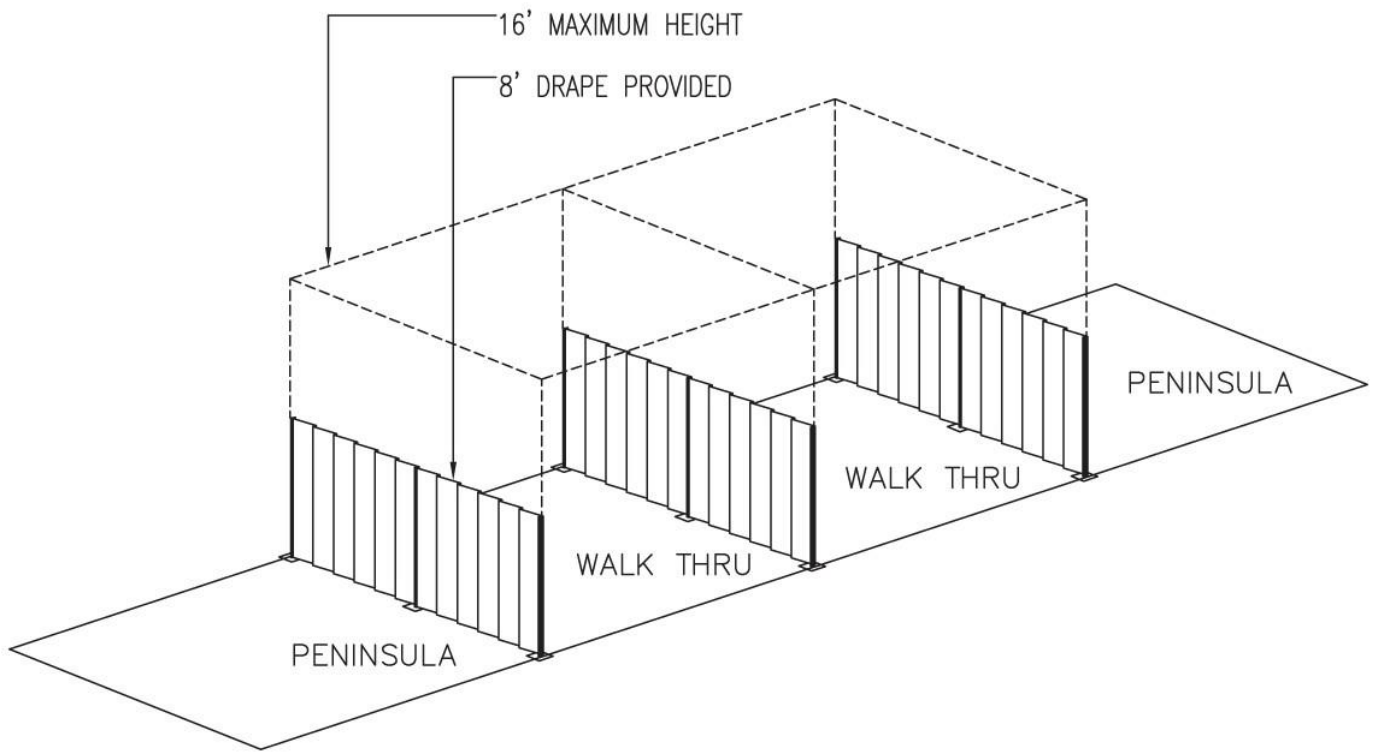
Aisle

**16' Maximum
Booth Height**

8' Drape Provided

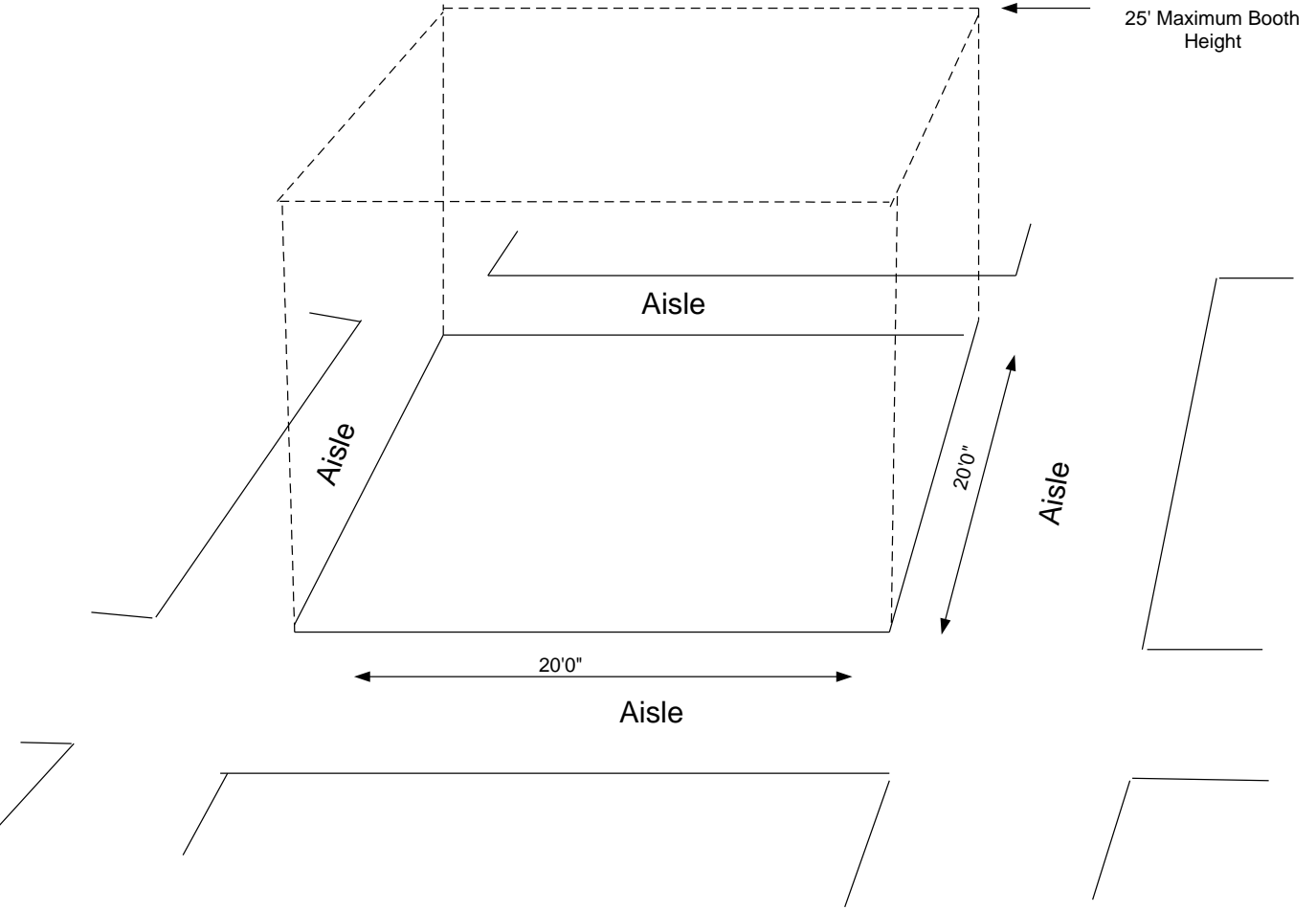
Walk-Thru Booth:

- A Walk Thru Booth is any booth 20'x20' or larger that backs up to another walk-through or peninsula booth.
- **The maximum height of a Walk-Thru Booth is 16 feet, in all areas of the booth.**
- An 8-foot drape is supplied to separate booths. The portion of the booth from the 8-foot drape to the maximum booth height of 16 feet must be finished.
- Exhibitor must leave room for common wall pipe and drape (if applicable) to be shared between booths; booth should not be set so that the plate for the pipe and drape is completely in a neighboring booth.
- Hanging signs will **ONLY** be permitted over peninsula, split island and walk-thru booths that are 20'x30' (600') or larger. The maximum height of hanging signs is 25' to the top of the sign (if ceiling height allows).
- Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from the common wall of the exhibit space.



Island Booth:

- An Island Booth is any exhibit 20'x20' or larger and is surrounded by aisles on four sides.
- **The maximum height of an island booth is 25 feet in all areas of the booth.** Certain physical limitations of NRG Park may prohibit the maximum 25-foot booth height. ****Exhibitors should refer to the floor plan for specific height limitations.**
- Exceptions to the 25-foot maximum booth height may be extended to physical equipment that exceeds the maximum height restrictions. This does not include the physical exhibit structure. Exceptions are at the discretion of OTC.
- **Hanging signs are permitted over island booths.** The maximum height of hanging signs is 25' to the top of the sign (if ceiling height allows).



Island Booth

Multi-Level Booths:

- All multi-level (double-decker) booths require certification by a registered engineer and floor plans must be submitted to Fire Marshall by 11 February, 2019 to obtain approval.
- Construction of multi-level booths must conform to all applicable local codes, (specifically NFPA 101 Life Safety Code 2000 ed). Regarding access, egress and fire safety equipment. Multi-level booths require a minimum of 20 foot ceiling height.
- If your multi-level booth uses the exact same design as 2018, the Fire Marshall will accept a notarized letter on company letterhead to that affect, in lieu of re-submitting the design specs.
- NRG Park regulations state that the highest booth floor for an island multi-level booth must not be more than 18 feet above the exhibit floor and the highest point of the booth may not be more than 25 feet above the exhibit floor. The highest booth floor for a peninsula or walk thru, multi-level booth must not be more than 10 feet above the exhibit floor and the highest point of the booth may not be more than 16 feet above the exhibit floor. NRG Park is not responsible for these exhibits obstructing or being affected by building air and lighting systems. Exhibitors must provide a fire extinguisher in the booth and install a smoke detector on the ceiling of the lowest level.

Multi-Level Exhibits and Drawings submitted for review must meet the following requirements:

1. Meet or exceed the requirements of NFPA 101 Life Safety Code 2000 ed.
2. Drawings must bear a current registered design professional's stamp (architect, structural engineer, fire protection engineer, etc.). **Expired licenses are unacceptable.** The professional stamp shall include the state of certification, name of the registered design professional; his/her license number, signature, registered engineering firm name and firm number.
3. Drawings must be submitted in English.
4. Metric units of measurement are acceptable but they must identify what unit of measurement is being used.
5. Multi-deck structures exceeding 300 sq. ft. of **net** floor area must have two (2) remote exit stairs; occupant load factor is 15 net sq. ft. per person per table 7.3.1.2 of NFPA 101 Life Safety Code, 2000 edition.
6. Stairway widths shall be:

- a. A minimum of 36 inches where the occupant load of the upper level is less than 50
 - b. A minimum of 44 inches where the occupant load of the upper level is 50 or more
 - c. Occupant loads shall be stated on the plan
7. Handrails shall not be less than 34 inches and not more than 38 inches above the surface of the tread.
8. Handrails are required on both sides. A sign must be placed at the bottom of the stairs stating "Please Use Caution and Hold the Handrail".
9. Spiral stairways shall be permitted in accordance with section 7.2.2.2.3.3 of NFPA 101, 2000 ed., such that:
 - a. Occupant load does not serve more than 3
 - b. Clear width of stairs is not less than 26 inches
 - c. Handrails shall be provided on both sides
10. Guards shall:
 - a. Not be less than 42 inches high
 - b. Open guards shall have intermediate rails or an ornamental pattern to prevent a 4 inch diameter sphere to pass through any opening up to a height of 34 inches
11. Battery-operated smoke detectors shall be installed on a smooth surface under the first level ceiling and spaced no more than 30 feet apart if applicable and installed on the upper floor level with a covered ceiling
12. Hard covered ceilings shall have a smoke detector installed and if fabric/textile is used to cover the upper deck area, it must be flame resistant.
13. One portable fire extinguisher, minimum 2A 10B:C with current maintenance tags shall be provided at each level of the exhibit
14. Live load for the upper level should be at least 125 pounds per square feet.
15. **Any stationary units** (container or other units) using the upper areas as a deck must submit plans
16. **All submittals shall be received 60 - 90 days prior to the event date by email to Xavier Williams at Xavier.williams@houstontx.gov or on a multi-media storage device (flash drive or similar device).**