

# Booth Display Guidelines

## Dimensions | Hanging Signs | Banners and Trusses Motorized Vehicles | Live Patient Demonstrations

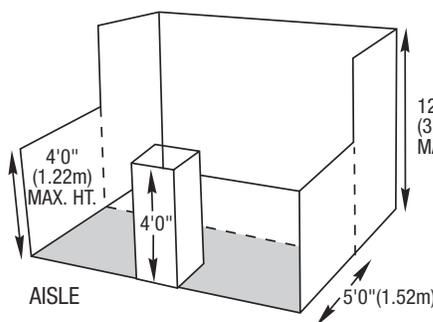
The following booth guidelines and diagrams reflect the standards set by the *International Association for Exposition Management Guidelines for Display Rules and Regulations*. Since their introduction these International Guidelines have become the model for most domestic exhibitions.

- No two storey booths are permitted.
- All Island, Peninsula, and Full Aisle booth configurations and those booth configurations of 400 sq. ft. (4 booths) or more are required to **SUBMIT DRAWINGS OF THEIR BOOTH PLAN FOR APPROVAL BY THE ODA'S EDUCATION ADVISORY COMMITTEE BY MARCH 1, 2017.**

Any variances from these guidelines must be approved by the Education Advisory Committee in writing. Any discrepancies from these published guidelines will have to be adjusted accordingly on-site.

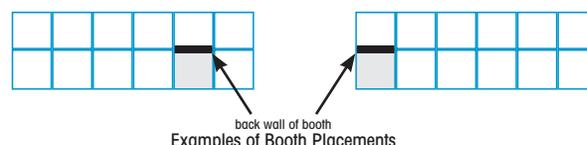
### Single Standard Regular Booth or Single Corner Booth

- The maximum height of the back wall of the exhibit is 12'0" (3.66m).
- The maximum height of any tables, counters or other exhibit fixtures or components in the first 5'0" (1.52m) from the aisle line is 4'0" (1.22m).
- The maximum height of any tables, counters or other exhibit fixtures or components in the back 5'0" (1.52m) from the aisle line is 12'0" (3.66m).



Single Standard Booth  
**One booth with an aisle on one side**

Single Corner Booth  
**One booth with an aisle on two sides**



### Hanging Signs

- Are **not** permitted over a single booth.

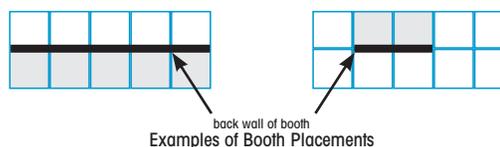
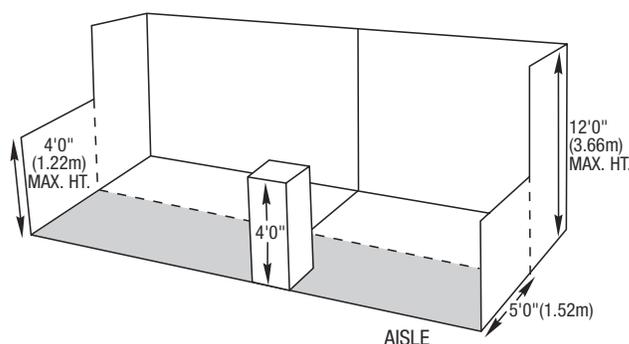
### Multiple booths in a straight row and full aisle booths

#### Two or more booths in a straight line with an aisle on one side:

- The maximum height of the back wall of the exhibit is 12'0" (3.66m).
- The maximum height of any tables, counters or other exhibit fixtures or components in the first 5'0" (1.52m) from the aisle line is 4'0" (1.22m).
- The maximum height of any tables, counters or other exhibit fixtures or components in the back 5'0" (1.52m) from the aisle line is 12'0" (3.66m).

For Multiple or Full Aisle Booths consisting of 4 booths or more.

**DRAWINGS OF THE PLAN MUST BE SUBMITTED FOR APPROVAL BY THE ODA'S EDUCATION ADVISORY COMMITTEE BEFORE MARCH 1, 2017.**



# Booth Display Guidelines

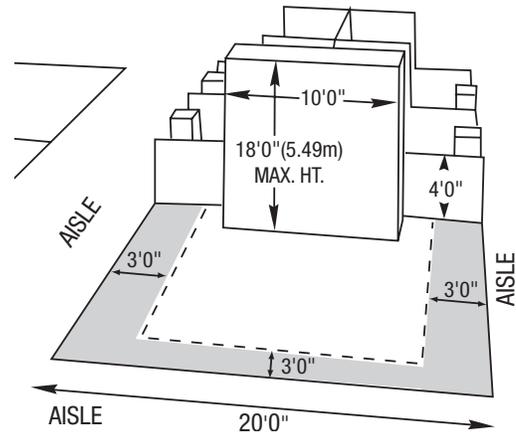
## Peninsula Booths

**Four or more booths, which include two corner booths, plus two or more standard booths with an aisle on three sides.**

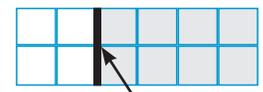
Maximum height restrictions:

- The maximum height of any tables, counters or other exhibit fixtures or components in the centre back 10'0" (3.05m) of the booth is 18'0" (5.49m).
- The maximum height of any tables, counters or other exhibit fixtures or components in the first 3'0" (1.00m) from the aisle line is 4'0" (1.22m). An allowance may be made for such structures to rise to 12'0" (3.66m) in height if the middle section from 4'0" (1.22m) to 7'0" (2.13m) is see through/open to allow an unobstructed and clear view down the aisle.
- The maximum height of any tables, counters or other exhibit fixtures or components in the back 5'0" (1.52m) from the aisle line is 18'0" (5.49m).

**DRAWINGS OF THE PLAN MUST BE SUBMITTED FOR APPROVAL BY THE ODA'S EDUCATION ADVISORY COMMITTEE BEFORE MARCH 1, 2017.**



back wall of booth



back wall of booth

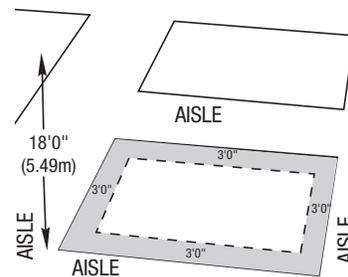


## Island Booths

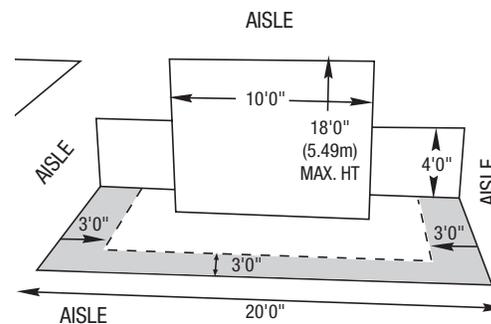
**Four or more booths, which include four corner booths, with aisles on all four sides.**

- As an island booth is automatically separated by the width of an aisle from all neighbouring exhibits, full use of the floorplan is permitted, with the exception that back walls are permitted on one side of the display only.
- **Maximum height restrictions for island booths with a back wall:**  
If a back wall is used, the maximum height is 18'0" (5.49m) and the maximum width centrally located is 10'0" (3.05m).
- **Maximum height restrictions for island booths without a back wall:**  
If a back wall is not used the maximum height of any tables, counters or other exhibit fixtures or components is 18'0" (5.49m).
- Freeform exhibits may extend to all outer edges of the booth space, but the design of the booth must allow for see-through visibility and accessibility from all four sides.
- The maximum height restrictions for any tables, counters or other exhibit fixtures or components in the first 3'0" (1.00m) from the aisle line is 4'0" (1.22m).
- An allowance may be made for such structures to rise to 12'0" (3.66m) in height if the middle section from 4'0" (1.22m) to 7'0" (2.13m) is see through/open to allow an unobstructed and clear view down the aisle.

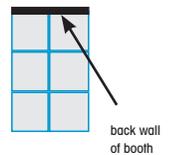
**DRAWINGS OF THE PLAN MUST BE SUBMITTED FOR APPROVAL BY THE ODA'S EDUCATION ADVISORY COMMITTEE BEFORE MARCH 1, 2017.**



Island booth without a back wall



Island booth with a back wall



back wall of booth



# Booth Display Guidelines

## Hanging Signs, Banners And Trusses

### HANGING SIGNS, BANNERS AND TRUSSES

- Hanging signs, banners or trusses are **not** permitted on single regular or single corner booths.
- For all other booths, the top of any sign, banner or truss may not exceed 20'0" (6.1m) above the floor level.

#### Peninsula, Full Aisle, and Multiple Booths in a Straight Row

- See Figure 1. Sign, banner or truss width or diameter cannot exceed 50% of the corresponding dimension of the booth.
- Hanging signs and banners must be set back at least 25% of the width dimension from the back of the booth.
- The rear of a sign or banner must be covered or finished in such a manner as not to distract from those booths behind it.

#### **NEW** Island Booths

- For island booths of 20' x 20' or greater,, hanging sign, banner or truss may extend to all outer edges of the contracted booth space.

**The Education Advisory Committee reserves the right to remove all signs, banners and trusses which are deemed to be objectionable by the Ontario Dental Association or its designates.**

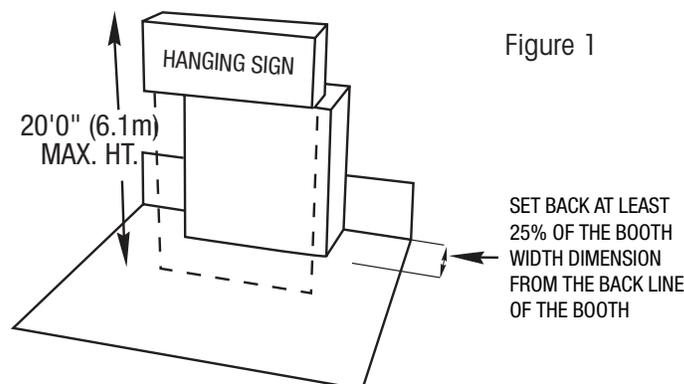


Figure 1

All signs, banners and trusses **MUST BE SUBMITTED FOR APPROVAL BY THE ODA'S EDUCATION ADVISORY COMMITTEE BEFORE MARCH 1, 2017.**



## Motorized Vehicles

- The Metro Toronto Convention Centre has specific requirements to be followed when a motorized vehicle is displayed at the Centre. Contact Vicky Hatzopoulos at the ODA, 416-355-2266 or [vhatzopoulos@oda.ca](mailto:vhatzopoulos@oda.ca) for a copy of these guidelines.
- Motorized vehicles are **not** permitted in single regular or single corner booths.
- For all other booths, a motorized vehicle may be featured with the provision that the inclusion of this vehicle does not contravene any of the booth configuration guidelines for the booth involved.

## Live Demonstrations

- Demonstrations involving procedures on attendees or live models which are to be performed on the exhibit floor may not take place at any time during the Annual Spring Meeting without advance arrangements being made.

Requests for approval **MUST BE SUBMITTED FOR APPROVAL BY THE ODA'S EDUCATION ADVISORY COMMITTEE BY MARCH 1, 2017.**