



Booth Construction Specifications

The General Council of the Assemblies of God

1445 North Boonville Avenue . Springfield, Missouri 65802-1894 . www.ag.org



CONVENTION SERVICES GROUP

- Sharon L. Lee, *Director*
 - Lori K. Lawley, *Housing Manager*
 - Sheila R. Mixer, *Registration Coordinator*

- Trina A. Russell, *Events Coordinator*
 - Paula A. Smallwood, *Exhibits Coordinator*

GENERAL GUIDELINES

The AG Exhibits Coordinator reserves the right to make modifications as may be necessary to adjust the floor plan to meet the needs of exhibitors and the exhibits as a whole.

BOOTH FLOOR SPACE - All booth floor space shall be covered by exhibitors.

TABLES - All tables shall either be finished or draped.

FURNITURE - Exhibitors may re-arrange any furniture in the exhibit, provided that exhibitors shall not infringe upon any aisle and shall not disturb the pipe and drape that defines the borders of the exhibit.

AISLES - Exhibitors shall not bridge, canopy, or carpet aisles, without prior written permission from the AG Exhibits Coordinator.

Audio, video, and computer equipment must be placed so that congestion does not occur in the aisles and that it falls within stated height guidelines.

HANGING FROM THE CEILING - No banners, signs, or structures may be suspended from the ceiling without approval of the AG Exhibits Coordinator.

ID SIGNS - The AG Exhibits Coordinator shall provide for exhibitors an exhibitor identification sign. No other company name may appear in the booth identification. Exhibitors are required to display its booth number with its own number sign or with the one provided. Such numbers shall be no smaller than 2 ½ inches and shall be visible from the aisle immediately adjacent to the booth space.



Booth Construction Specifications

The General Council of the Assemblies of God

1445 North Boonville Avenue . Springfield, Missouri 65802-1894 . www.ag.org

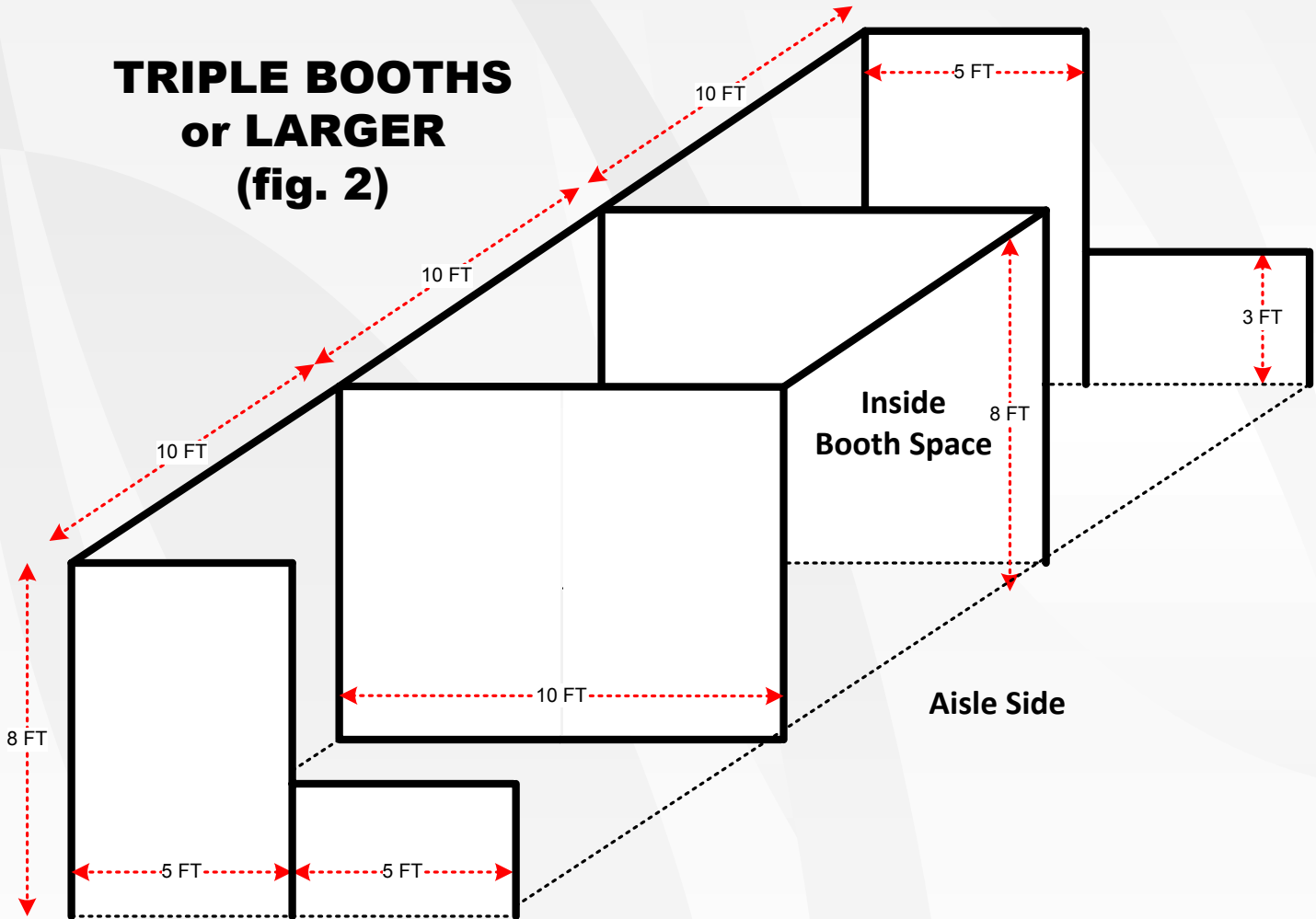


CONVENTION SERVICES GROUP

- Sharon L. Lee, Director
- Lori K. Lawley, Housing Manager
- Sheila R. Mixer, Registration Coordinator

- Trina A. Russell, Events Coordinator
- Paula A. Smallwood, Exhibits Coordinator

TRIPLE BOOTHS or LARGER (fig. 2)



In triple booths or larger, the rules will apply to the two end sections of each exhibitor's total spaces – backgrounds and/or displays cannot rise above 3 feet high.

On all inside booth spaces, the height may extend to the maximum of 8 feet, even to the aisle side. The 3-foot height limitation is applied only to that portion of exhibit space, which is within ten feet of an adjoining booth. (fig. 2)

Exhibitors building to the specifications above must finish the side portions of the exhibit so they will not be objectionable to adjacent exhibitors. The AG Exhibits Coordinator reserves the right to have such finishing done at Exhibitor's expense, billing Exhibitor for charges incurred.



Booth Construction Specifications

The General Council of the Assemblies of God

1445 North Boonville Avenue · Springfield, Missouri 65802-1894 · www.ag.org

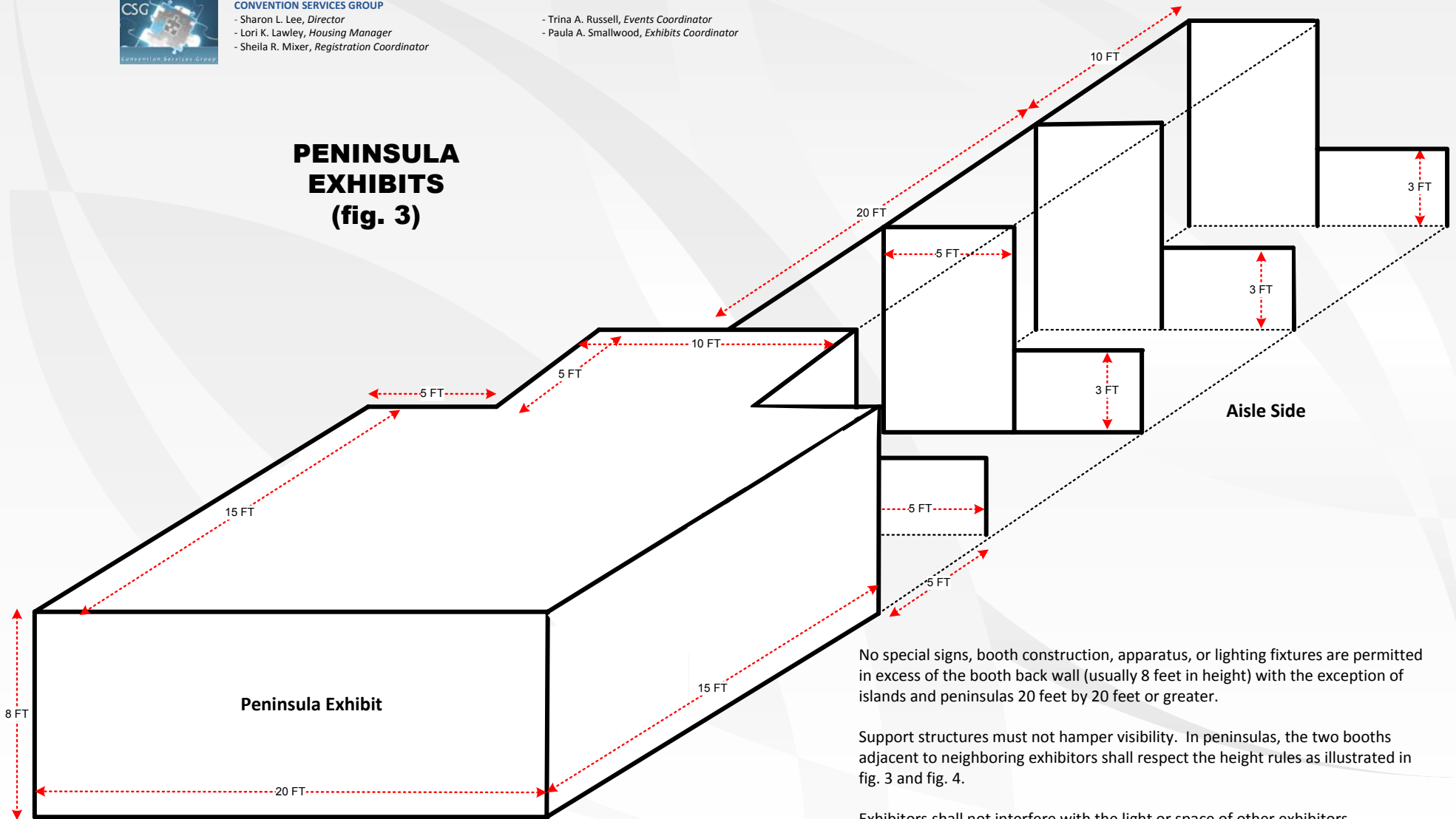


CONVENTION SERVICES GROUP

- Sharon L. Lee, Director
- Lori K. Lawley, Housing Manager
- Sheila R. Mixer, Registration Coordinator

- Trina A. Russell, Events Coordinator
- Paula A. Smallwood, Exhibits Coordinator

PENINSULA EXHIBITS (fig. 3)



No special signs, booth construction, apparatus, or lighting fixtures are permitted in excess of the booth back wall (usually 8 feet in height) with the exception of islands and peninsulas 20 feet by 20 feet or greater.

Support structures must not hamper visibility. In peninsulas, the two booths adjacent to neighboring exhibitors shall respect the height rules as illustrated in fig. 3 and fig. 4.

Exhibitors shall not interfere with the light or space of other exhibitors.



Booth Construction Specifications

The General Council of the Assemblies of God

1445 North Boonville Avenue . Springfield, Missouri 65802-1894 . www.ag.org



CONVENTION SERVICES GROUP

- Sharon L. Lee, Director
- Lori K. Lawley, Housing Manager
- Sheila R. Mixer, Registration Coordinator

- Trina A. Russell, Events Coordinator
- Paula A. Smallwood, Exhibits Coordinator

ISLAND EXHIBITS (fig. 4)

