

Island Exhibit Space and Graphics Policies Sapphire, Onyx, Diamond Level Exhibitors

Due Date: March 25, 2019

This document has been prepared as a tool to assist in the design of your exhibit space and graphics. These policies will be strictly enforced. To assist in your planning, a compliance checklist has been prepared for you on page 3.

Please note that exhibit space layouts and graphics found to be out of compliance on-site will be removed at the exhibitor's expense. The following is required to avoid on-site issues:

Exhibit Space

- **Rendering of Exhibit Space – Due March 25:** E-mail a rendering of your exhibit space to your [exhibit manager](#) for review and approval. See page 3 for a checklist to assist you in complying with event policies.
- If constructing a multi-level or covered exhibit, approval is required from the Orange County Convention Center (OCCC). The application may be found in the OCCC section of the [Exhibitor Manual](#).

Graphics

- **Proof of Booth Graphics – Due March 25:** E-mail a proof of all booth graphics (including stand-alone signs, signs placed on monitors, etc.) to your exhibit manager, for review and approval, prior to production.
- Refer to [Partner Branding](#) on the Exhibitor Information Web Site for display and branding guidelines.

Aisles and Common Areas

The aisles, passageways, and overhead spaces remain strictly under the control of SAP and ASUG. This includes all conference function space, the show floor, and other OCCC property. No signs, decorations, banners, advertising matter, or special exhibits will be permitted in these areas. Booth components and lighting grids may not extend or cover any part of the aisle or neighboring exhibits.

- Exhibitor is responsible for keeping the aisles near your exhibit space free from congestion caused by demonstrations and other promotional activities. Sufficient space must be provided within the booth for the comfort and safety of attendees watching demonstrations and other promotional activities. All marketing activities, including the use of talent personnel, must be conducted within the designated exhibit space.

Exhibitor Appointed Contractors

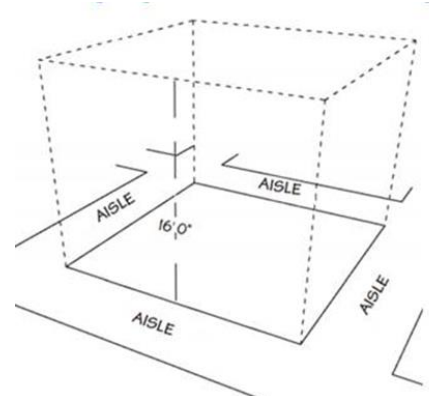
An exhibitor appointed contractor (EAC) includes, but is not limited to, installation/dismantle personnel, booth hostesses, performers, photographers, audio visual companies, as well as contractors performing work in the Sapphire level home-base conference rooms. If your company is using an EAC for any work in the building, before, during or after the event, the following is required:

1. Complete the Exhibitor Appointed Contractor form in your console by April 5.
2. Provide a certificate of insurance for each EAC. Refer to the Certificate of Insurance Instructions in the Exhibitor Manual.

Wristbands for entry onto the show floor will be provided for EACs. Further details will be included in the Exhibitor On-Site Survival Guide, which will be distributed in late-April.

Island Exhibit Space

Sapphire, Onyx, and Diamond level exhibit spaces are exposed on all four sides and configured in a square or rectangular shape ranging from 20' x 20' up to 40' x 40'.



Island Exhibit Space and Graphics Policies

Flooring

Booth flooring and entrances must not exceed a 2% grade as to comply with ADA standards.

Hanging Elements

- Lighting truss, as detailed below, is allowed.
- No other hanging element is allowed. This includes, but is not limited to: signs, banners, audio visual screens, equipment, canopies.
- Internet and electric service cables are not permitted to drop from the ceiling.

Height

- Exhibit structures, components, and floor-supported signs are permitted to a maximum height of 16' from the ground.
- Exhibit structures, components, and floor-supported signs must be self-supported and are not allowed to have aerial rigging lines for support.
- The bottom chord of lighting truss must be 32' from the ground. Refer to the lighting section below for truss details.

Lighting

It is important to include ample lighting in your exhibit design for conversation, demo displays, and to showcase your company's brand. When creating a lighting plan, take into consideration that the show floor lighting is low because convention center "house" lighting will not be in use.

- Lighting truss is permitted as follows:
 - The bottom chord of the truss must be 32' from the ground.
 - Truss must be black.
 - No signs, banners, audio visual screens, etc. may hang from the truss.
 - Include truss in your space rendering (due March 25) along with its dimensions.
- All lighting equipment must be located within the exhibit space and shine into the exhibit space only.
- Lighting must not create a distraction to the conference or other exhibits.
- Bright, flashing lights and the physical movement of lights are not permitted.

Sound

SAP and ASUG reserve the right to restrict exhibits, method of operation, and materials that become objectionable due to noise.

- Sound systems must be directed inward, toward the exhibit space. Sound systems must not point toward the aisles.
- If you expect to have public address (PA) equipment as part of your exhibit, be sure to complete the Noise Guidelines and Radio Frequency Form in your console by March 6.
- The entire cubic content of the space may be used *with floor-supported materials*, up to the maximum height of 16'.
- All exhibit structures, components, and floor-supported signs must be self-supported; therefore, they are not allowed to have any aerial rigging lines for support.

Questions? Please contact your exhibit manager if there are any questions about the information provided in this document.

Exhibitor Compliance Checklist

Due date for exhibit space rendering and booth graphics: March 25

The following compliance checklist has been prepared to assist in your planning. Please refer to this checklist before submitting booth rendering and graphics to your exhibit manager for review and approval.

Graphics

- Every graphic, sign, etc. in the booth has been checked to be SAP brand compliant as per the [Partner Branding](#) guidelines.

Exhibit space structures

- Dimensions for all structures within the exhibit space are indicated in the space rendering.
- Height elevations for all structures is under 16'.
- All structures are 100% floor supported, with no safety wires required.
- Floor elevations do not exceed a 2% grade.
- No banners, AV, etc. are hanging from the ceiling or truss.
- Electric and Internet cables are not dropped from the ceiling.

Lighting

- Lighting plan is included in the space rendering.
- All lights shine inward.
- There are no moving lights.
- Truss (if applicable)
 - Truss is indicated in the space rendering.
 - The bottom chord of the lighting truss is at 32'.
 - The truss is black.
 - No banners, AV etc. are hanging from the truss.

Sound

- Sound system is directed inward.
- If using a PA system, the Noise Guidelines and Radio Frequency Form has been completed.

Multi-level or covered exhibit (if applicable)

- Application has been approved by the OCCC.

Show ready

- All exhibits must be set-up and "show ready" by 5:00 p.m., Monday, May 6.