

Booth Rendering Submission Instructions:

Exhibitors who wish to construct an island booth (400 sq. ft. and larger) are required to submit a scaled floor plan and elevation diagram (digitally) to ASCO for approval by **Wednesday, April 25** through the [Exhibitor Resource Center](#).

These plans must include hanging signs and rigging components. The plan must include the scale utilized. Any changes that occur after the initial submission must be resubmitted to ASCO for approval prior to the Meeting. Multi-level island booths are not permitted.

Island booths are to be constructed to allow a contiguous two foot (2') access into the booth from all sides (aisles) to allow attendees to view booth items within the confines of the booth, including kiosks, podiums, help desks, etc. All island booths must have ample sight lines to assure adjacent exhibits are visually accessible. The maximum height of an island booth is twenty (20) feet. The top of the booth's sign may not extend more than twenty (20) feet from the Exhibit Hall floor and cannot block the visibility of ASCO signs or other exhibitors' booths. There must be a minimum clearance of 8' from the bottom of any hanging sign/structure to the Exhibit Hall floor if attendees are expected to walk below such sign/structure. Signage over walls or static structures will require a significant clearance between the top of a wall or static structure and the bottom of a sign, banner, or header to ensure clear sight lines through the exhibit hall. All hanging items, including signs, lighting and truss must be hung directly over the island booth and not in the aisles. Installation of hanging signs must take place according to the schedule provided in the Exhibitor Service Manual. If you do not require any truss, lighting or hanging signs to be rigged to the ceiling check the box labeled "No Rigging Required."

Island booths may use water features in their exhibit with advanced review and approval by ASCO. Water features must be included in the scaled floorplan and elevated diagram that is submitted to ASCO for approval.

Island booths may use special lighting. Lighting must be directly over or in the exhibitor's booth and cannot affect other exhibitors or aisles. The Exhibit Hall lighting may be dimmed or backed out to accommodate exhibitors' lighting requirements at ASCO's discretion. ASCO will not approve backing out overhead lights which may affect aisles or another exhibitor's space. The exhibitor is responsible for all costs associated with this request.

For additional information, please review the [Policies for Exhibitors and Other Organizations at ASCO Meetings](#) related to an Island Booth on pages 9-10.

If you have questions with regards to your island booth and rendering, please contact Stephanie Houck or Eileen McGill, ASCO Exhibit Operations Management, at ascoexhibits@spargoinc.com or 703-631-6200.