

Your Guide to Space Selection

(Exhibitor Training Webinar)



PRESENTERS

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Exhibitor Coordinator

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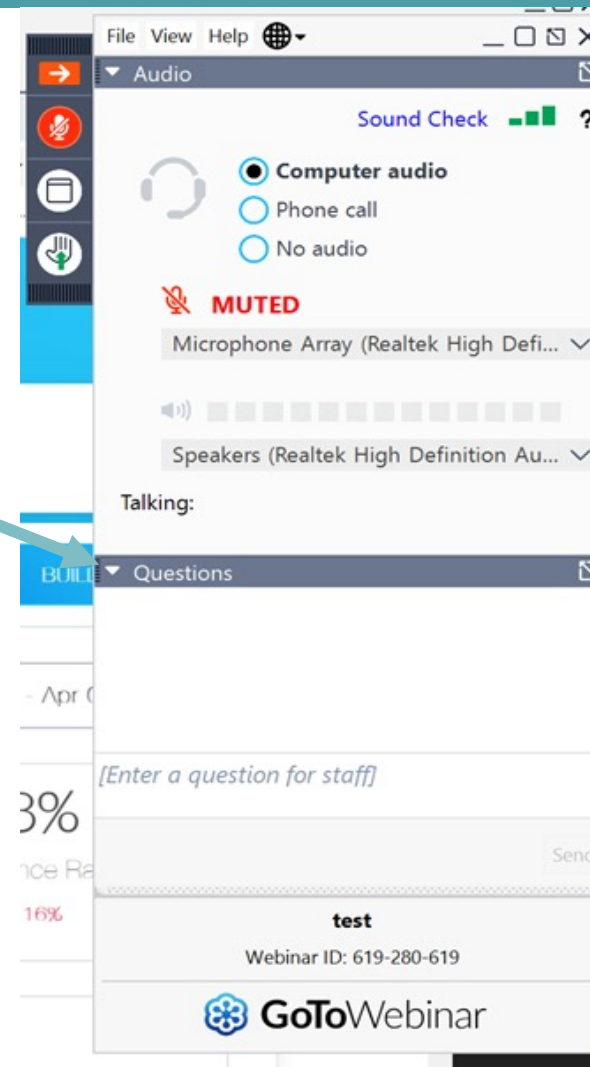
Ingrid Qualls

Sr. Trade Show Manager

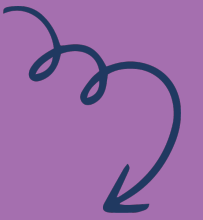


HOUSEKEEPING

- Submit your questions or comments via the questions box on your webinar dashboard.
- This webinar is being recorded
- If you are having any technical difficulties, please use the question box to notify the IBIE Team and we will assist you.



AGENDA



- Call-In Date and Time Email
- Las Vegas Convention Center Overview
- Floor Plan
- Preparing for Space Selection
- Space Selection Day
- Rules & Regulations
- Critical Dates
- Q & A

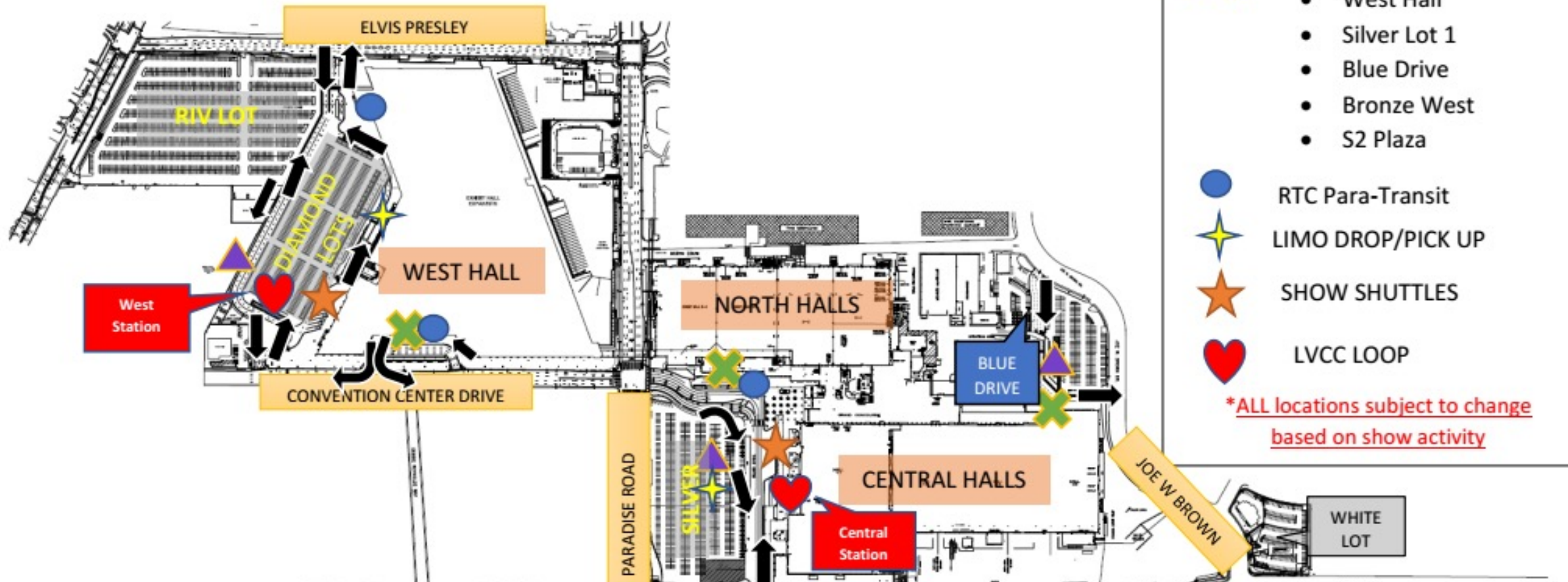


CALL-IN DATE/TIME EMAIL



- Your Space Selection call-in date and time was sent via email on March 7th
- If you did not receive your call-in email, email us at Exhibits@BakingExpo.com
- Members will select booth space based on Priority Point Order.
- Non-members (2022 exhibitors) will select booth space AFTER members based on Priority Point Order.

LAS VEGAS CONVENTION CENTER



FLOOR PLAN

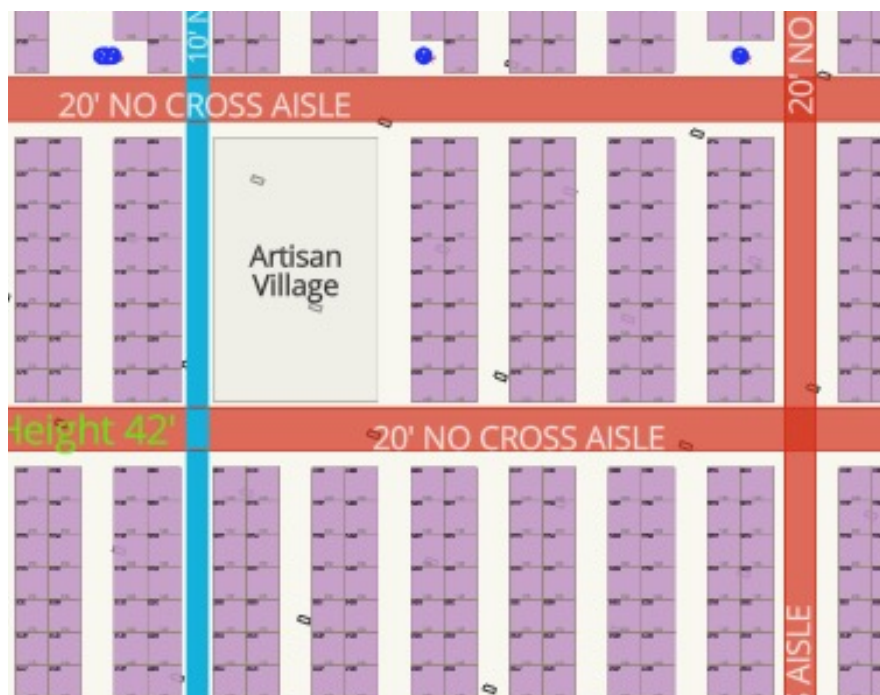
- www.bakingexpo.com
- For Exhibitors (Floor Plan (2025))
- Click on one of the “Blue” Halls to view NORTH or WEST Halls
- Available booths are in “light purple” and rented booths are in “tan”
- Show Features
- Red and Blue NO CROSS aisles
- How to combine booth spaces
- Utilities



PREPARING FOR SPACE SELECTION



- Practice navigating the floor plan ahead of time
- Check availability frequently before your selection time
- Make a list of your top 3 choices 15 minutes prior to your selection time



SPACE SELECTION DAY



- Join the Zoom link at your reserved time
- You will automatically be placed in the Zoom waiting room until IBIE Show Management is able to assist you
- Have your top three booth choices readily available
- Space confirmed and reflected on website within 1-2 minutes
- Review your space on the floor plan and alert us to any discrepancies
- **Sponsorship opportunities** can be discussed on space selection day

RULES & REGULATIONS

- www.bakingexpo.com
- For Exhibitors
- Exhibitor FAQs
 - HOW CAN I GET THE EXHIBITOR RULES AND REGULATIONS?
 - Download a copy of the IBIE 2025 Exhibitor Rules and Regulations.
- IBIE offers island, split island, peninsula, inline, perimeter and multi story booths
- Booth Building Guidelines – Booth diagrams need to include engineering stamps, more information to come

**BOOTH CONSTRUCTION
GUIDELINES**



DEMONSTRATIONS



ALLOWED



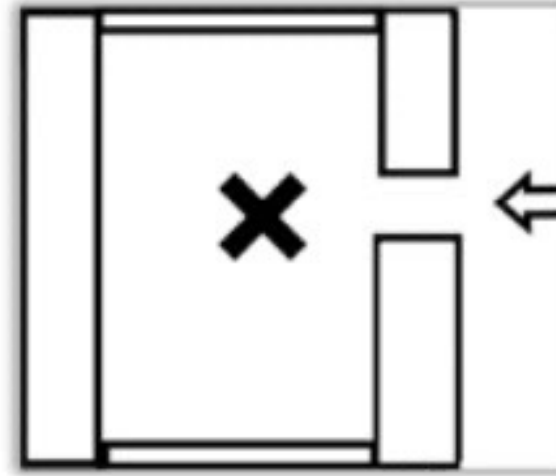
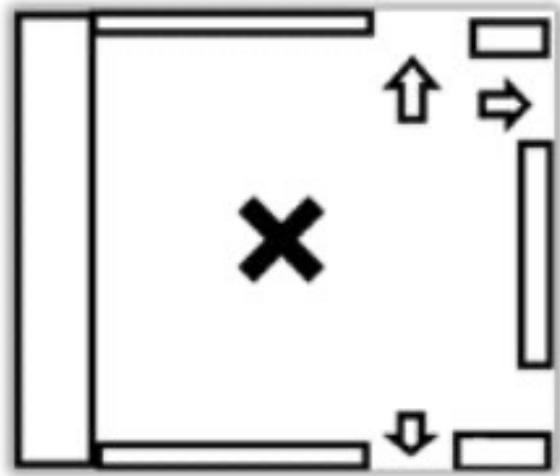
NOT ALLOWED

As a matter of safety and courtesy to others, exhibitors must conduct sales presentations and product demonstrations in a manner that assures **all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits.**

50' + BOOTH SPACES

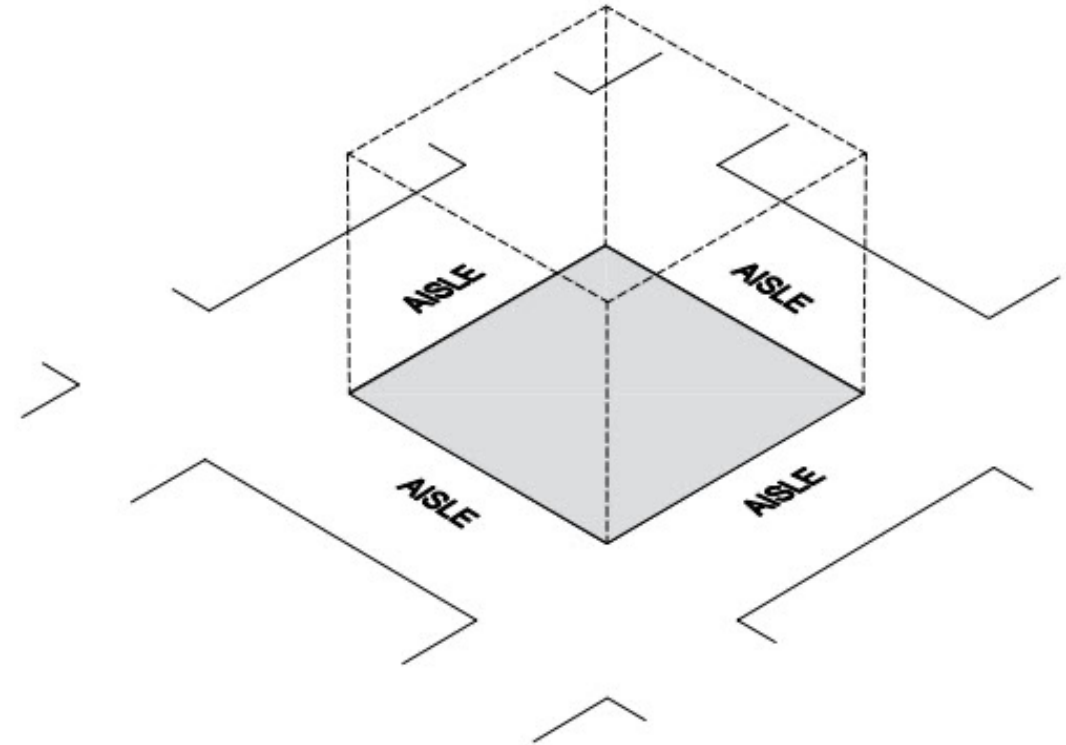


- The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 ft.



ISLAND BOOTH

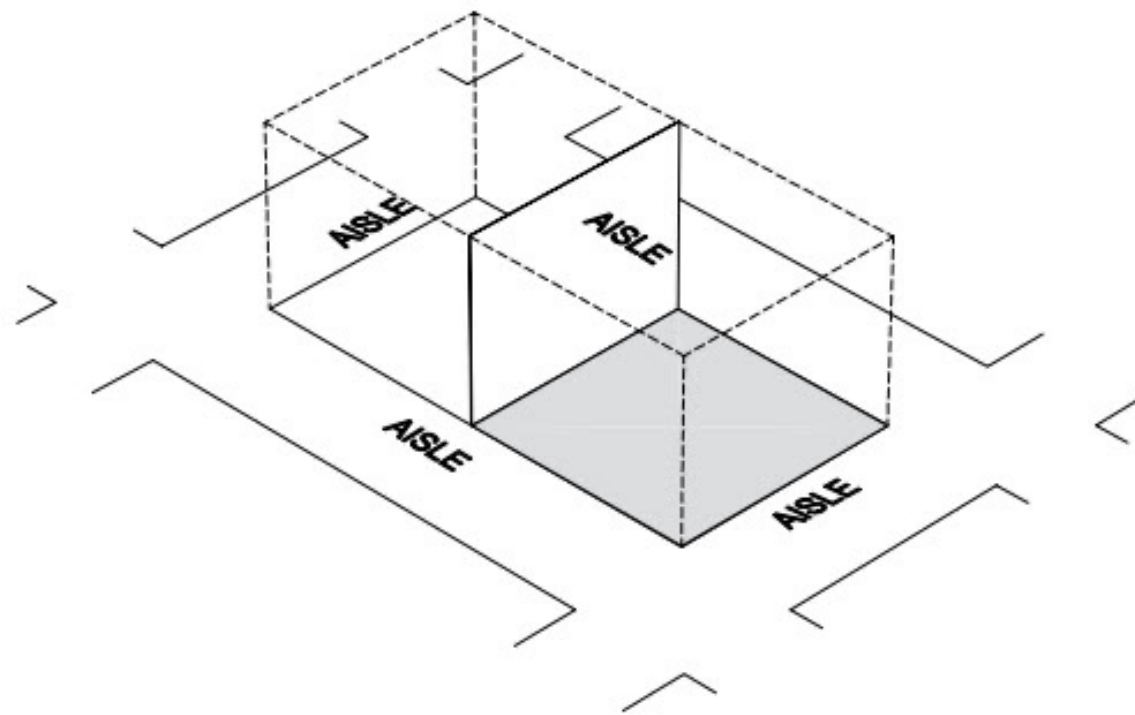
- Islands can build up to 20'
- Hanging sign permitted to hang up to 20' from the floor to the top of the sign
- If you have an island, you will be **required** to submit a booth drawing for review and approval by June 16, 2025



ISLAND BOOTH

SPLIT ISLAND BOOTH

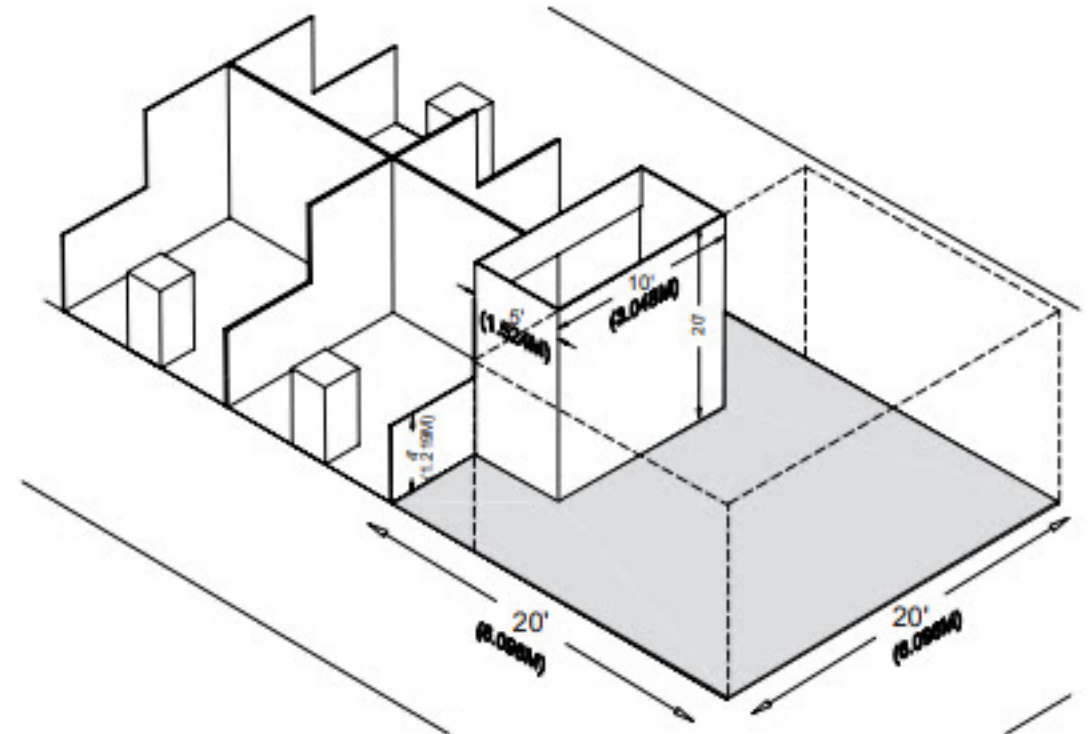
- Split Islands can build up to 20'
- Hanging sign permitted to hang up to 20' from the floor to the top of the sign
- If you have an island, you will be **required** to submit a booth drawing for review and approval by **June 16, 2025**



SPLIT ISLAND BOOTH

PENINSULA BOOTH

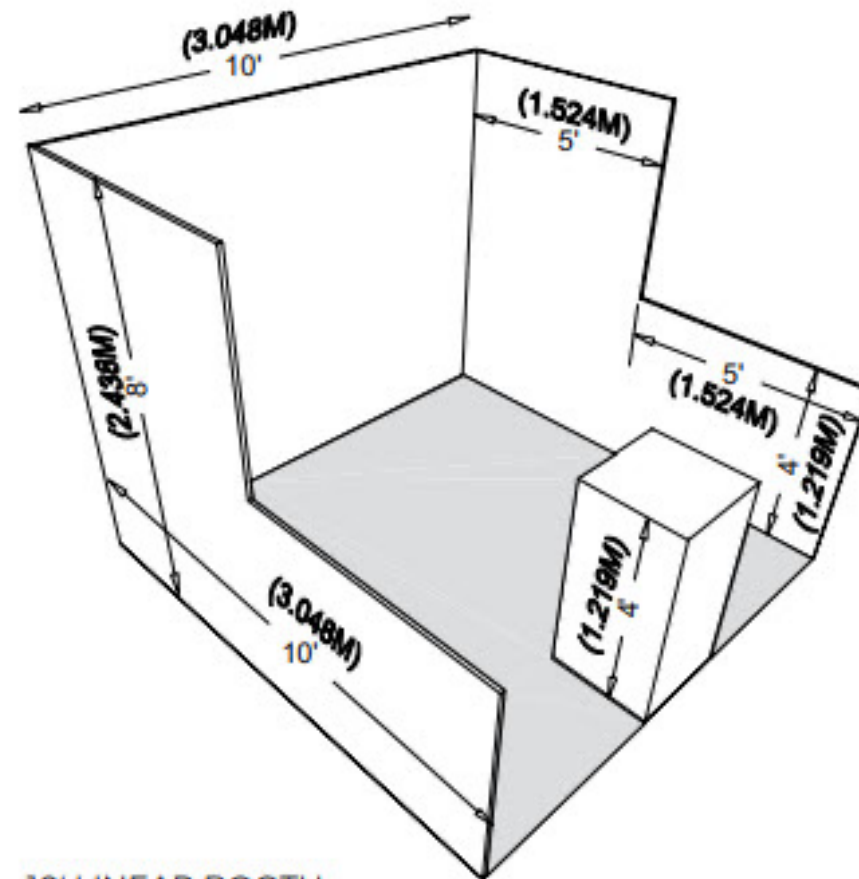
- Peninsula booths are 20'x20' booths with inline booths behind it
- Hanging sign permitted to hang up to 20' from the floor to the top of the sign
- Be aware of sightlines
- If you have a peninsula booth, you will be **required** to submit a booth drawing for review and approval by **June 16, 2025**



PENINSULA BOOTH

LINEAR (INLINE) BOOTH

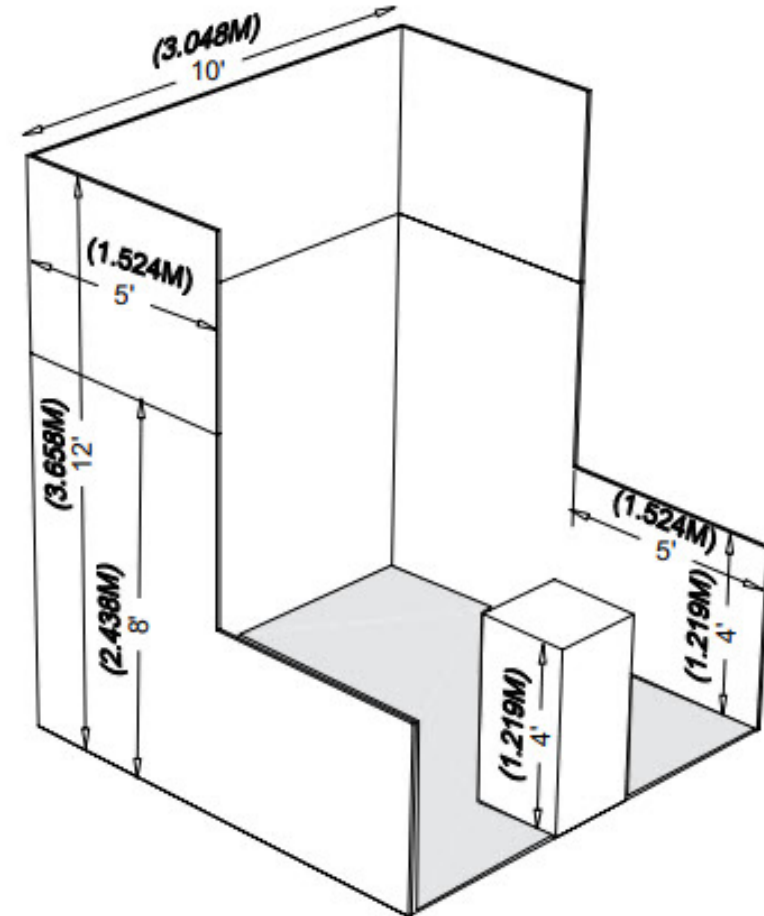
- Inline booths are 10' deep and multiple can be combined in a straight line
- Be aware of sightlines
- 8' height restriction in the back of the booth
- 4' high structures allowed only in the front 5' of booth
- Hanging signs are **NOT** permitted



10' x 10' LINEAR BOOTH

PERIMETER BOOTH

- A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.
- All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12 ft. (3.66m)
- Hanging signs are **NOT** permitted



10' x 10' PERIMETER BOOTH

DOUBLE DECKER / MULTI LEVEL BOOTH

- **Double Decker / Multilevel** – Any occupied second story or greater, which is accessible by an approved means of egress.
- Permitted in islands, split islands, and peninsula booths
- Requires approval and building permits from the Las Vegas Convention Center and the Fire Marshal.
- If you have an island or split island booth, you will be required to submit a booth drawing for review and approval by June 16, 2025

CRITICAL DATES



- March 18 – 26, 2024: Online space selection for members in priority point order.
- Remaining non-member exhibitors will select space AFTER members in priority point order.
- April - Space will be assigned on a first-come, first-served basis.

Q & A

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THANK YOU!