

BOOTH RULES AND REGULATIONS

Standard Booths

A Standard Booth is one or more standard (3m x 3m) units in a straight line.

Height: The maximum height of exhibit walls, fixtures and components must not exceed 2.5m (8'0").

Perimeter Booths

A Perimeter Booth is a standard booth one or more (3m x 3m) booths that are along an exterior wall of the exhibit hall.

Height: The maximum height of any feature within the booth may not exceed a height of 3.5m (11'0") in Hall X and Hall Y.

Peninsula Booths

A Peninsula booth is an exhibit at least 36.0 sq. m (6.0 m x 6.0m) having aisles on three sides with one or more display levels.

Height: The maximum height of the back wall facing the neighboring stand can be 2.5m. Exhibit materials, components and identification signs (other than the back wall) will be permitted to a maximum height of 3.5m (11'0") in Hall X and 4.5m (14'0") in Hall Y.

Depth: According to international custom, peninsula stands must be built as openly as possible on three sides. Except for the back wall, no other solid walls are allowed at the external boundaries of the stand.

All Peninsula booth plans must be approved by HIMSS by 7 September 2007. Please send an overhead and an elevated side view with measurements to Elli Miller at emiller@worldofhealthit.org.

Island Booths

An Island booth is an exhibit at least 36.0 sq. m (6.0 m x 6.0m) having aisles on all four sides with one or more display levels.

Height: Exhibit materials, components and identification signs will be permitted to a maximum height of 3.5m (11'0") in Hall X and 4.5m (14'0") in Hall Y provided written approval is received from HIMSS.

Depth: According to international custom, island stands must be built as openly as possible on four sides. No solid walls are allowed at the external boundaries of the stand. Because an island booth is separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

All Island booth plans must be approved by HIMSS by 7 September 2007. Please send an overhead and an elevated side view with measurements to Elli Miller at emiller@worldofhealthit.org.

Multilevel and Covered Booths

The World of Health IT, Austria Centre Vienna and the Austria Centre Vienna Fire Marshall must approve all booth plans for Multilevel and Covered Booths. Booth plans must include a signature or stamp or a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

Hanging Signs

There are very limited hang points in Hall X. The maximum height that you may hang any sign is 3.5m (11.0'). You must submit all hanging signs with measurements to emiller@himss.org for approval from HIMSS and Austria Center. HIMSS will submit your floor plan to Austria Center for approval.

Height: Hanging identification signs will be permitted to a maximum height of 4.5m (14'0') in Hall Y in peninsula and island booths only. Standard or perimeter booths may not hang signs over their booth at The World of Health IT exhibit.

*NOTE: All hanging signs must have drawings available for inspections by exposition management, the installation and dismantling contractor, the facility manager, the exhibitor, and governmental authority during the time the component is being hung, suspended and removed at the show site that include a signature or stamp or a reviewing structural engineer indicating that the structure is built in compliance with the details and specifications set forth on the drawings.

GENERAL RULES and REGULATIONS

The World of Health IT is committed to the success of all exhibiting companies. Our intent is to have a professional and balanced marketplace during The World of Health IT 2007 Conference & Exhibition. **Therefore, all exhibitors are expected to adhere to all rules and regulations stated in this service manual and on the back of your exhibit space contract.** Objectionable activity will be reviewed by The World of Health IT management and may be ceased or changed at any time during the course of the exhibition.

Building Regulations

No nails or screws shall be driven or holes drilled in the floors, walls, doors, pillars or other parts of the structure of the exhibition halls or any part of the building.

Demonstrations & Marketing Activities

Exhibitor demonstrations and all marketing/promotional activities must be conducted within the confines of your booth space. Demonstrations should not obstruct the aisles nor prevent access to nearby booths. **Any activity that results in the obstruction of aisles, or prevents ready access to nearby exhibitors' booths, or produces sound levels that exceed 75 decibels, will result in a loss of exhibitor points after the first warning.** If you intend to conduct any activity that will attract large numbers of attendees, you must purchase enough booth space and orient your booth structures so that the crowd can be accommodated within your booth space. Distribution of pamphlets, brochures, etc. must take place within your booth space only. Orders may be taken during the normal activity on the exhibit floor but retail sales are **not** permitted.

Direct Selling

Exhibitors are required to remain in their own booth space during exhibit hours. Solicitation outside your booth in any way is strictly prohibited. Orders may be taken during the normal activity on the exhibit floor in your purchased booth space, but retail sales are **not** permitted.

Subletting

Exhibitors may not assign, sublet, or share their exhibit space with another business or firm unless approval has been obtained in writing from HIMSS. Exhibitors must show goods or services manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates, imprint, or trademark under which same is sold in the general course of business.

Sound/Noise

The use of megaphones, loudspeakers, or public address systems by exhibitors is prohibited. **The decibel level of sound emitting from your booth must not exceed 75 at the edge of the stand.** Speakers must face into the exhibit booth itself and not into the aisles or into neighboring exhibits. Live music is prohibited in the exhibit hall. **The World of Health IT reserves the right to determine at what point sound constitutes interference with other exhibitors and it must be discontinued.**

Move-out/Dismantling

No move-out or dismantling is permitted before 19:00 Wednesday, 24 October 2007. Early move-out will result in a loss of exhibitor points.

Unpaid Booth Balances

Final booth payment is due no later than 3 August 2007. On 4 August 2007 unpaid booth spaces will be released. Any company with an unpaid balance will have their freight refused by The World of Health IT until the balance is paid in full. If your badges are denied due to your failure to pay the balance on your booth, MCI Brussels and/or HIMSS cannot be held responsible.



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Vienna, Austria

Children

No persons under the age of 18 are allowed on show floor at any time.

Smoking

Smoking is not permitted by The World of Health IT in the Austria Centre Vienna Exhibit Hall or Meeting Rooms during set-up, show days or tear down.

Please note that if any rules and regulations stated in this service manual as well as the back of your exhibit space contract are violated, a loss of exhibitor points will occur.