



Planning for a trade show or event involves a lot of moving parts—booth design, staff preparation, travel logistics, and more. But before you get too deep into the details, there's one step that can save you time, money, and headaches: fully understanding the event venue and its rules. Every venue is different, and overlooking even small details can derail your plans.

VENUE-SPECIFIC RULES & REGULATIONS

- ☐ **Review the Exhibitor Manual thoroughly:** This document is your rulebook with key info on height limits, deadlines, and safety standards.
- ☐ **Contact Show Management:** Clarify anything unclear—especially if your booth design pushes boundaries.

HEIGHT RESTRICTIONS

- ☐ **Confirm maximum allowed height** for your booth type (island, inline, peninsula).
- ☐ **Adjust designs early** to avoid last-minute redesigns or penalties.

MOVE-IN & MOVE-OUT DATES

- ☐ **Mark official move-in and move-out windows** on your calendar.
- ☐ **Understand scheduling rules:** Missing an assigned time slot can cause delays and added costs.
- ☐ **Plan staffing and shipping** to align with approved timeframes.

UTILITIES AND RIGGING

- ☐ **Check power requirements** and how electrical service is ordered.
- ☐ **Review rigging rules:** Overhead signs and hanging structures may need pre-approval and union labor.
- ☐ **Plan internet access needs in advance** (Wi-Fi or hardwired).

SAFETY & COMPLIANCE

- ☐ **Know fire code regulations:** aisle clearance, material restrictions, fabrics or coverings.
- ☐ **Check flooring and carpeting rules,** including adhesives or padding restrictions.
- ☐ **Follow security guidelines** for after-hours booth safety.

LOGISTICS & LABOR

- ☐ **Identify loading dock procedures** for unloading materials.
- ☐ **Confirm union labor requirements** for setup, rigging, or electrical work.
- ☐ **Budget for additional costs:** drayage, storage, or overtime fees.

FINAL TIP

Partnering with an experienced exhibit team can take the stress out of venue-specific challenges. At Exhibit Concepts, we know the right questions to ask and how to navigate rules without sacrificing creativity. By walking through this checklist before the show, you'll avoid costly surprises and ensure your focus stays where it belongs: connecting with your audience and achieving event success.