



# BOOTH SETUP INFORMATION

## Signage

-Vendors will be supplied with one (1) standard 7"x44" company identification sign. Your sign will read exactly as your booth was contracted.

-Banner height may not exceed 8' (top of banner). Banners may be **ONE** sided only, and not face into another exhibitor's booth. Banners with writing or logos on both sides are **NOT** permitted. Handwritten signs or banners are **NOT** allowed –**USE PROFESSIONAL SIGNS ONLY.**

## Table Skirting

**IT IS MANDATORY THAT ALL TABLES ARE PROPERLY SKIRTED.**

-Skirting must go from the edge of the table to the floor on all four sides. All skirting must be pressed and neat.

-Use of plastic tablecloths, sheets, shower curtains or any type of makeshift tablecloths is **NOT** permitted. **We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense.**

[Click here to view examples of table skirting](#)

## Holiday Decor

Holiday décor is welcome and makes your booth more appealing to consumers.

[Click here to view examples of holiday décor.](#)

## Piping & Drape

Show management will provide without charge one **8' high back wall drape** (excluding "island" spaces), and side rail drapes, which extends from the back of the booth to the front of the booth at a height of 8' (excluding corner booths).

Any portion of an exhibit or exhibit materials exceeding 8' in height must be approved by Show management.

## Floor Covering

-All Floors within exhibit spaces on uncarpeted areas of the facility must be 100% covered with carpeting, astroturf, vinyl flooring, etc. – **NO EXCEPTIONS**

-Flooring is **NOT** included in the cost of your booth. Any carpet extending into the common aisle is subject to being cut and removed.

[Click Here to view Flooring FAQ Sheet](#)

## Storing Inventory

All inventory and personal items must be stored **COMPLETELY OUT OF SIGHT**. Your booth should look professional and inviting to the attendee.

DES MOINES  
*Holiday*  
BOUTIQUE

# BOOTH EXAMPLES

