

EXHIBITOR BOOTH & DÉCOR FAQs

7/19/2021

What is the booth height limit?

- We are transitioning from 10' to 8' booth height to match [industry standards](#). Variances may be given to previously-built 10' high booths. Contact IPW show management with questions.

What is the max number of people allowed in my booth?

Booth	Exhibitor Delegate Max	Exhibitor Delegate + Buyer Max	# Chairs Max
Single Booth	3*	6**	5
Double Booth	6*	12**	12
Triple Booth	9*	17**	17
Quad Booth	12*	22**	22

*Board Representatives do not count towards total (applicable to Board Circle and Chairman's Circle members).

**Assumes that booth holder purchases maximum number of additional appointment schedules and registers their Board Representative (applicable to Board Circle and Chairman's Circle members).

How does the social distancing space impact my booth size?

- Single booths will be spaced 6' apart for social distancing. This 6' of space will be fully enclosed with 3' side rails on the front and sides and 8' backwall drape.
- Exhibitors with multiple booths will **not** have these enclosed areas within their booth. This 6' of open space will be included in their footprint. Therefore, exhibitors with multiple booths will have larger usable footprints for IPW 2021:

Booth	IPW 2020 Booth Size	IPW 2021 Booth Size
Single Booth	10'L x 10'W x 10'H	10'L x 10'W x 8'H
Double Booth	10'L x 20'W x 10'H	10'L x 26'W x 8'H
Triple Booth	10'L x 30'W x 10'H	10'L x 42'W x 8'H
Quad Booth	10'L x 40'W x 10'H	10'L x 58'W x 8'H

- See our Brand USA Marketplace Hall [rules and regulations](#) for more information.

My booth is larger this year. Do I need to create a new backwall?

- No. Exhibitors with multiple booths (doubles, triples, quads, etc.) have the following options:
 - Center a smaller backwall in your booth, leaving space on either side. Freeman will provide white drape for the space on the sides.
 - Create a backwall that spans your whole width.
- See [renderings](#) of the different ways you can configure a double booth. The same logic applies to triple and quad booths.

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What can I put in the 6' of social distancing space?

- Exhibitors with multiple booths (doubles, triples, quads, etc.) can place decor items or storage cabinets in this space, however furniture is not allowed. Single booths may not utilize the social distancing space on either side of their area.

What is Freeman required to do and what can my EAC do?

- All tables and chairs must be ordered through and set by Freeman. An exhibitor-appointed contractor can provide carpet, registration counters, etc. and they can design, install, dismantle your booth structure as long as they are registered as an EAC before August 6.

Can I bring cabinets for storage?

- Yes.

If I downgrade or cancel registrations, can I roll over my money to IPW 2022 in lieu of a refund?

- No, you cannot roll over your money to future IPW events.

ADDITIONAL RESOURCES

- [View FAQs section on ipw.com](#)
- [View Exhibitor Services page on ipw.com](#)
- [View 2021 Furniture packages](#)
- [View Freeman webinar slide deck](#)
- [View the Freeman webinar](#)

QUESTIONS?

Contact Katie Sauers, exhibits manager, at ksauers@ustravel.org

