

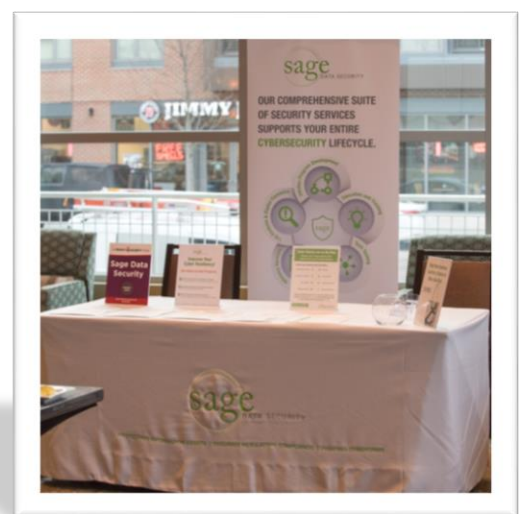
## Tabletop Rules & Guidelines

The following Guidelines for Display Rules and Regulations have been established by HIMSS Media. These guidelines are created to promote continuity and consistency among table top sponsors.

HIMSS Media strives to maintain a professional atmosphere for the attendees and the sponsors. It is imperative that all sponsors, installation and dismantle companies, and communication and marketing firms, acting on a sponsor's behalf are aware of and adhere to these rules and regulations.

- Sponsors may not solicit in the aisles or in any other location in, around or outside the hotel except for their tabletop.
- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring sponsor table.
- Sponsor product and support equipment must fit on or under the 6' table provided. No other free-standing equipment may be included in the space. However, anything under the table may not be visible to attendees.
- Sponsors are encouraged to display promotional items on the tabletop. Table display banners must not exceed 48" in height and 48" in width and/or floor standing display banners must not exceed 84" in height and 48" in width.
- Floor standing displays are not permitted in front of the tabletop. There will be approximately 3 feet behind the table which includes the space needed for the provided chairs.
- Tabletops have only one side exposed to the aisle and are generally arranged in a series along a straight line. This space is carpeted.

### Samples of Approved Tabletop Setup:



## **BOOTH BACKDROPS ARE NOT PERMITTED!**

### Each Tabletop Space Includes the Following:

- One 6' draped table & 2 chairs
- Standard electrical & company table ID sign
- Wireless Internet Access

For any other questions, please contact us at [Sharon.Vandermay@HimssMedia.com](mailto:Sharon.Vandermay@HimssMedia.com).