

An Ordering Primer for typical booth configurations and for selecting appropriate components

The objective of this primer is to serve as a downloadable reference document so that you can match the correct components to your application. There are many options in hardware and cloth, so we want to make the selections easy for you.

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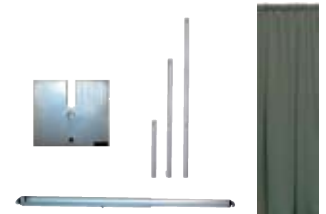
- Storage Carts
- Other Useful Accessories

Section I - Configurations

Basic components

A pipe and drape application consists of just four basic items:

- ✓ Bases (two sizes)
- ✓ Uprights (two sizes)
- ✓ Drape support rods
- ✓ Drapes



A typical 10' x 10' trade show booth requires the following components:

- ✓ Two small bases (for draped side walls)
- ✓ Two large bases (for back wall)
- ✓ Two 3 foot uprights (for draped side walls)
- ✓ Two 8 foot uprights (for back wall)
- ✓ Three drape support rods (two for sides; one for back)
- ✓ Six panels of 3 foot height drapes (three panels for each side wall)
- ✓ Four panels of 8 foot height drapes (for back wall)

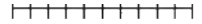


A Line of 10 booths (all side-by-side) requires the following components:

- ✓ 11 small bases (for draped side walls)
- ✓ 11 large bases (for back walls)
- ✓ 11 3-foot uprights (for draped side walls)
- ✓ 11 8-foot uprights (for back walls)
- ✓ 33 panels of 3 foot height drapes (three panels for each of the 11 side walls)
- ✓ 40 panels of 8 foot height drapes (four panels for each of the ten back walls)



A configuration of 20 booths (10 per line, back-to-back) requires for the following components:



- ✓ 22 small bases (for draped side walls)
- ✓ 11 large bases (for “shared” back walls)
- ✓ 22 3-foot uprights (for draped side walls)
- ✓ 11 8-foot uprights (for shared back walls)
- ✓ 32 drape support rods (22 for the sides; 10 for the shared back wall)
- ✓ 66 panels of 3-foot height drapes (three panels for each of the 22 side walls)
- ✓ 40 panels of 8-foot height drapes (four panels for each of the ten shared back walls)

Perimeter Drapes

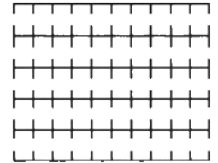
You can turn any area into an exhibit or display area by draping the perimeter. This enables you to hide the room’s walls, storage materials, or to divide rooms. **You’ll need:**



- ✓ Large bases, and uprights (consider adjustable-size uprights which can go as high as 22-feet).
- ✓ Drape supports – quantity determined by placement of doors and windows on each wall
- ✓ Drapes – quantity determined by the placement of doors and windows on each wall

100-booth trade show

The typical 100 booth layout is shown here. It consists of four “inside” lines of the back-to-back 20 booth lines, plus two “outside” lines of ten booths. To set up 100 booths in this way, **you will need these components:**



- ✓ 110 small bases (for draped side walls)
- ✓ 66 large bases (for back walls)
- ✓ 110 3-foot uprights (for draped side walls)
- ✓ 66 8-foot uprights (for back walls)
- ✓ 170 drape support rods
- ✓ 330 panels of 3-foot height drapes (for side walls)
- ✓ 240 panels of 8-foot height drapes (for back walls)

Section II - Components

All aluminum tubes and steel bases are silver-colored when shipped off the shelf. Black and white components are usually in stock.

Any component can be painted to match architectural images or for special applications, such as black for AV (audio/visual) use, or bright colors for specialty effects.



Connection method

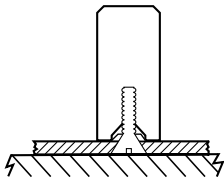
There are two basic systems for connecting uprights and bases:

- **Slip-fit:** The upright tube is open at the bottom and slips over a pin in the base. You see this style at exhibit halls where setup speed is critical. You just drop the tube into the bottom pin.
- **Screw-In:** The bottom of the upright is threaded to be screwed into the base. The base and tube become physically connected. The flat base takes less storage space too.

NOTE: The size of the base plate should increase with the height of the upright. Larger bases are also utilized in set-ups where there might be wind, or heavy foot traffic. Perimeter use nearly always requires wall support.

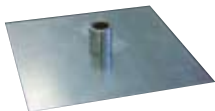
Selecting Bases - Basic styles

Standard flat bases - Slip fit



- Standard bases for slip-fit system are made of heavy steel plate. The neck pin is attached via a screw on the bottom.
- Bases have 2 hole positions to allow the same base to be center balanced for free standing, and side mounted for use against a wall.
- 8" x 14" base plates are used with 3-foot uprights
- 14" x 16" base plates are used with 8-foot uprights
- 18" x 18" and 24" x 24" sizes are used for all uprights and high tubes

Heavy-duty flat bases - Screw fit



- Heavy duty (Flat) bases for screw-in system
- 11" x 11" base plates are used with 3-foot uprights
- 15" x 15" base plates are used with 8-foot uprights

Cast Iron Bases



- One piece solid iron casting finished in a grey hammertone enamel finish, It uses a modified slip fit.
- There are finger spaces for easy handling.
- They stack in a vertical position and have longtime devoted uses.
- They are supplied mostly with the 083 heavy wall tubing.
- The offset hole allows positioning 2-1/2 inches from a wall or aisle.
- 8" x 8" x 1-1/2" at 11 pounds bases are used with 3-foot uprights
- 8" x 14" x 1-1/2" at 19 pounds bases can be used with either 3-foot or 8-foot uprights

Selecting Uprights

There are three basic styles of uprights:

Standard Uprights

- Fixed height uprights are available for both the slip-fit or screw-in systems.
- The most frequently-used sizes are 3' (for sides) and 8' (for back), but they are also available in 6' and 12' lengths.
- Industry standard is 1 ½ inch diameter tubing.

Adjustable Uprights

- There are 10 sizes of adjustable uprights, which enable you to create booths or walls at heights from 3' to 22'.
- Adjustable uprights are often used to cover up items in high-ceiling locations, such as gymnasiums.

Heavy Duty Uprights

- These uprights feature extra-heavy wall (.083) drawn aluminum tubing. This represents about 1/3rd more Aluminum, so slots hold their shape and do not tear.
- They are available in lengths of 3', 8', and 12'.
- These feature hardened steel hooks embedded in cast metal pins riveted to the tubing.



Selecting Drape Supports

Drape supports enable you to adjust the distances between your uprights. There are two styles: telescoping (the most frequently-used style) and fixed.

Telescoping Drape Supports

- These twist-lock drape supports consist of two pieces of anodized aluminum tubing which telescope (one piece inside the other), allowing for various distances between uprights.
- Using telescoping drape supports, you can easily change the width of booths.
- The most common size adjusts between 6' (fully closed) to 10' (fully extended). Using this size for both your back and side walls allows for common booth sizes of 8' x 8', 8' x 10', and 10' x 10'.
- Standard telescoping drape support rods are also available in 7'to12', 8'to14', and 9'to 16' lengths.
- Button stops are at standard booth widths of every 2 foot increment.
- Heavy duty telescoping drape supports feature a heavy wall aluminum (.083) drawn tubing in close tolerances.
- Heavy duty telescoping drape supports also comes with an angled design of the end fitting and hook which allows unobstructed view for easier hook placement. This prevents the occasional risk of distorting the slots.
- Button stops at 1 foot intervals are also available. This eliminates the need to measure each booths for uniformity.





Fixed Drape Supports

- Fixed drape supports are less expensive than telescoping tubes. This is better if you do not have to regularly change the widths.
- The lighter weight makes them easier to set up as well. Sizes are 4', 6', 7', and 8'.
- Fixed supports at the 3 foot height are frequently used to designate lines, as an alternative to post and rope. Examples are next-in-line and at conventions separating the food areas from other activities.

Selecting Drape Fabric

Any material can be used with the pipe and drape supports. Historically, by experience, we have found 3 consistently reliable fabrics that have the characteristics most customers require. These are available in many colors. Because they do not go out of style, you are assured of add-ons and replacements over time.

There are other materials available in stock for some of the specialty applications, and we can certainly custom sew your supplied cloth.

All our fabrics are flame-retardant and pass the California fire marshal test.

If you are concerned with privacy, we can sew Velcro strips to connect drapes together at nominal cost.

Top 3 Fabrics

Banjo Cloth is the most common style of drape used at trade shows due to the lighter weight and lower cost. It is less opaque than other fabrics.

Premier Fabric provides a rich "linen" look polyester, often used at formal events. A large inventory of colors are available for quick shipping.

Velour is the popular all-cotton choice for theatrical or stage events

Other fabric options

Throwaway Vinyl Drapes are an economical option for one-time events. The vinyl comes in rolls that you tear off at predetermined perforations. They are pocketed and perforated to your specifications.

Heavy Duty Drapes are designed for longer wear and tear. Pockets are sewn at the top and bottom, and both sides have an attractive appearance.

Other fabrics are also available on the [drape section](#) of the web site.

We also offer custom drape sewing. If you have a particular fabric in mind, our shop can cut and sew it to create custom drapery or table skirts for you.

NOTE: The tendency is to use minimal material between uprights. Unless the use is simply to designate trade show booths, we suggest an extra drape panel to eliminate seeing through the material separation to the other side.



Section III - Accessories

Storage Carts

We offer many styles of storage carts, which enable you to move and store your components and drapes efficiently. Carts offer these benefits:

- You save time and manpower when moving booth elements from one location to another
- Save storage space
- Your pipe and drape will be easily accessible for last-minute changes
- With a cart cover, you drape and components will remain clean and dust-free



There are numerous sizes and styles of carts available, from units which handle specific components to "starter carts" which have room for pipes, bases, and drapes.

Other Useful Accessories

In addition to the major components necessary to create trade show booths, we also offer a number of related accessories, including:

- Replacement pin and screw sets for bases
- Replacement ends for drape supports
- Table skirts (see fabric section above)
- Table skirt hangers
- Table throws
- Velcro hooks and loops for affixing skirts to tables
- Easels
- Carpet protection



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