

BOOTH DESIGN APPROVAL REQUEST FORM

DEADLINE: MAY 26, 2017

Requirements:

Show management approval is **required** for the following booth designs/productions:

- Multi-story/covered exhibits and towers (Show Rule #48)
- Hanging displays, signs and banners (Show Rule #24)
- Truss installation over booth (Show Rule #42)
- Use of copyrighted materials (i.e. music, video, photo, etc.) (Show Rule #45)

Recommendation:

To ensure your booth complies with show rules and regulations, all exhibitors are encouraged to submit booth plans for approval to ensure your exhibit is not in violation so adjustments can be made early to avoid additional expense to bring your booth into compliance onsite.

Instructions:

- Complete and submit this form with your booth plan drawing by **May 26, 2017**.
- **◆** Structural drawings for truss, multi-story, covered exhibits and towers **MUST** include a signature or stamp of a reviewing structural engineer indicating the structure design is properly engineered for its proposed use, **AND** a signature of an authorized official of the exhibit building company indicating the structure is built in compliance with the details and specifications set forth on the drawings.

Exhibitor: _____ **Booth Number:** _____

Contact: _____ **Title:** _____

Email: _____ **Phone:** _____

Request Approval for (please check all that apply):

Booth Display Plan **◆** Multi-Story Exhibit **◆** Covered Exhibit **◆** Booth Truss **◆** Tower

Hanging Sign (Dimensions): _____; Height from floor: To Top: _____; To Bottom: _____

Copyrighted Material (Specify Type): _____

Submit via email to exhibitorservices@shopfloorexpo.org or fax to +1.202.296.7243
Notification of approval or violation will be sent to you with ten (10) business days of receipt.

Show Management Approval

Notification of Denial*

By: _____

*Reason: _____

Signature: _____

Date: _____