



## EXHIBIT BOOTH DESIGN SUBMISSION

**ALL exhibitors must complete the Booth Design Submission online form by Friday, Sept. 15.**

If your booth is 20'x20' (6.10m by 6.10m) and larger and/or displaying Inflatables, you *MUST* also submit a drawing of the proposed booth layout to IAAPA Show Management for approval. Any exhibitor attempting to build a booth greater than 20'x20' without IAAPA approval will not be permitted to set-up or **will be forced to close** their space until the design has been approved. In addition, late design drawing submissions are subject to a fine and/or loss of seniority as outlined [here](#).

Please provide IAAPA 10 working days to review/approve your booth layout. An e-mail will be sent to the e-mail provided on the form with approval or notating any corrections required.

### Instructions

1. Go to [www.IAAPA.org/IAEprofile](http://www.IAAPA.org/IAEprofile)

The image is a screenshot of the IAAPA website's login page. At the top, there is a banner with the text 'JOIN THE CREATION Nation' and 'CONFERENCE: NOV. 13-17 TRADE SHOW: NOV. 14-17 ORLANDO, FL, US'. Below the banner is a navigation menu with links for 'WELCOME', 'EXPO HALL', 'EXHIBITORS', 'ATTENDEES', 'Educational Seminar Program', 'In-depth Learning Experiences', 'Events by Member Type', 'Schedule at a Glance', and 'Speaker List'. The main content area has a 'Log in today to:' section with three numbered instructions: 1. Update your eBooth to take full advantage of your online presence. 2. Verify your contact information so attendees can connect with you. 3. Review your program guide listing for accuracy. To the right of these instructions is a login form with a 'Password' field, a 'Sign me in automatically' checkbox, and a green 'Login' button. Below the form are links for 'Forgot your password?' and 'No worries. We can retrieve your password.'

2. Login using the password on the booth confirmation. You can also retrieve by clicking "Forgot your password?" link and using the booth contact's e-mail address.
3. Once logged in click "Exhibitor Required Documents".

## Booths

**IAAPA Central** #3831

**Edit Booth Info**  
Manage the information that appears on your eBooth so attendees know to visit you on the show floor.

**Purchase Digital Booth Upgrade**  
Increase traffic to your digital booth profile!

**Manage Products**  
Upload pictures and enter a description of the products you will be showcasing on the exhibit floor.

**Manage Press Releases**  
Enter newsworthy information about your company, products and your presence at the show.

**Show Specials**  
Will you be offering any specials at the show? Use this section to announce your show specials.

**Exhibitor Required Documents**  
Submit information about your booth.

4. Click “Booth Layout Form” link.

Booth	Custom Form	Form Status
3831	<a href="#">Insurance Certificate - Due Sept. 1</a>	NOT SUBMITTED
3831	<a href="#">Booth Layout Form - Due Sept. 15</a>	NOT SUBMITTED
3831	<a href="#">Audience Participation Safety Form - Due Sept. 29</a>	NOT SUBMITTED
3831	<a href="#">Exhibitor Awards - Best New Product Application 1 (optional) - Due Aug. 1</a>	NOT SUBMITTED
3831	<a href="#">Exhibitor Awards - Best New Product Application 2 (optional) - Due Aug. 1</a>	NOT SUBMITTED
3831	<a href="#">Exhibitor Awards - Best Exhibit Application (optional) - Due Nov. 3</a>	NOT SUBMITTED

5. Note if your booth is 20'x20' or larger or if you are display an inflatable. If so, you must submit a PDF, GIF or JPG file drawing including a top and side view of the exhibit, and indicate all dimensions. Any exhibitor exceeding standard booth designs, especially rules concerning the height of their booth or line of sight, must also submit a drawing/diagram for proper assignment of space, regardless of contracted square footage. **Please do not submit the form until your booth layout is ready to review.**

If your booth does not fall under the above criteria, click “No” and provide your contact information and click Submit. You are all set!

Refer to the [Design/Display Guidelines](#) for height limits and other guidelines related to display items in your booth.