

## EXHIBIT BOOTH DESIGN SUBMISSION 展位设计提交

**All exhibitors must complete the Booth Design Submission online form by 22 April.**

所有参展商必须于4月22日完成展位设计提交在线表格。

Raw space or special design exhibitors of any size, and exhibits displaying inflatables, must also upload a drawing of the proposed booth layout to IAAPA Show Management for approval. Drawings must include all dimensions (front view, elevation, plan view), 3D perspective plan, and types of materials used. Please note that raw/space only exhibitors must provide a wall between their booth and any neighboring exhibitors that must be a minimum of 2.5m in height. 3m deep booths maximum height for walls and display components is 2.5m. Booth design drawings must be submitted online to IAAPA Show Management by **22 April**. Once approved by IAAPA, the drawing will be sent to AMC for their review and approval.

Any exhibitor attempting to build a stand without IAAPA or the building 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 form 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 email will be sent with approval or notating any corrections required.

所有展示气模的光地或特别设计参展商（无论是光地还是标准展位展商），不论展位大小，都必须上传展位设计图供国际游乐园及景点协会（IAAPA）管理层批核。布置图必须标注尺寸（正面整体效果图、俯视图、平面图）、立体透视效果图及材料说明图。请注意，所有光地展位必须在靠其他展位的一侧做至少2.5m高的墙体，纵深3m的展位高度不可超过2.5m。展位设计图必须于**4月22日**或之前在线上向国际游乐园及景点协会（IAAPA）管理层提交。设计图经国际游乐园及景点协会（IAAPA）批核后，该图纸将被发送至AMC进行审查和批核。

未经国际游乐园及景点协会（IAAPA）批准或未取得展馆批准，参展商不得搭建展位，否则展位将被迫关闭至设计图得到批核。此外，迟交设计图纸将受到罚款和/或资历扣减，有关条款请参阅[这里](#)。

请提供国际游乐园及景点协会（IAAPA）十个工作日来审核/批准贵司的展位布局。电子邮件将在图纸批准发送或注明所需的任何更正。

### INSTRUCTIONS 如何提交展位设计说明

1. Go to 请访问以下网站

[https://s15.a2zinc.net/clients/iaapa/iea2021/Public/e\\_Login.aspx?FromPage=e\\_ExhibitorConsole](https://s15.a2zinc.net/clients/iaapa/iea2021/Public/e_Login.aspx?FromPage=e_ExhibitorConsole)

2. Login using the password on the booth confirmation. You can also retrieve by clicking the "retrieve" link and using the booth contact's e-mail address. 输入展位确认信上的密码登入。你亦可按 "retrieve" 连结，输入贵司登记展位时的邮箱地址以取回密码。

WELCOME
EXPO HALL
EXHIBITORS
MY BRIEFCASE

The section of the web site that you are trying to access is available only to registered exhibitors. Please log in to access this section.

Log in today to:

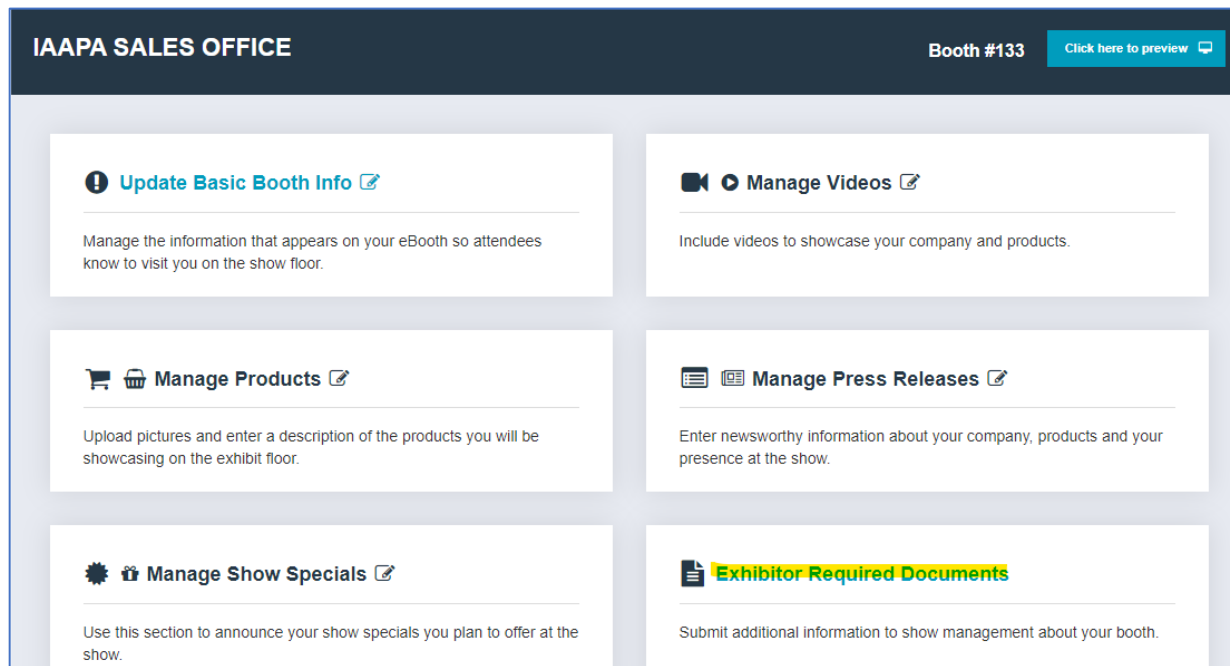
- 1. Update your eBooth to take full advantage of your online presence.
- 2. Verify your contact information so attendees can connect with you.
- 3. Review your program guide listing for accuracy.

☐ Stay signed in

Forgot your password?  
No worries. We can retrieve your password.

3. Once logged in click “Exhibitor Required Documents”.

登录后，点击“Exhibitor Required Documents” (参展商所需文件)。



**IAAPA SALES OFFICE** Booth #133 [Click here to preview](#)

- Update Basic Booth Info**  
Manage the information that appears on your eBooth so attendees know to visit you on the show floor.
- Manage Videos**  
Include videos to showcase your company and products.
- 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.
- Manage Show Specials**  
Use this section to announce your show specials you plan to offer at the show.
- Exhibitor Required Documents**  
Submit additional information to show management about your booth.

4. Click “Booth Layout Form” link

点击“Booth Layout Form” (展位设计提交)。

Booth	Custom Form	Form Status
133	<a href="#">Booth Layout Form – Due 22 April</a>	NOT SUBMITTED
133	<a href="#">Audience Participation Safety Form – Due 6 May</a>	NOT SUBMITTED

5. The first question asks you what type of booth you have.

第一个问题是询问您的展位类型。

Is your booth raw space, an inflatable or are you requesting a variance? \*

☐ Yes

☐ No

a. Select “yes” if any apply to you.

如适用则选择“yes”

b. If none apply, click “no”, enter your name and email in the boxes at the bottom, then submit.

如果不适用，则点击“no”，在下方输入您的姓名和邮件地址并按提交。

6. If you selected “yes” to the first question please upload up to two files of your booth layout as a PDF, GIF or JPG. Diagrams should include types of materials used, front view, elevations, plan view and perspective view, and indicate all dimensions of display components including height.

如果您在第一个问题选了“yes”，那么请上传至多两个PDF, GIF 或 JPG格式的展位设计图纸，需涵盖材料说明图、前视图、展台最高点说明、效果图和透视图，并标注出展台的尺寸。

Booth Design/Layout	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload File"/>
	*Allowed file types: .pdf,.png,.gif,.jpg. Allowed File Size: 10MB.	
Booth Design/Layout 2	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload File"/>
	*Allowed file types: .pdf,.png,.gif,.jpg. Allowed File Size: 10MB.	

7. Once you attached the files, enter your name and email in the boxes at the bottom, then submit.

上传文件后，请在下方空格内填写您的姓名和邮箱并按提交。

Contact person for booth layout approval/questions

Contact Name *(50 Characters )	<input type="text"/>
Contact Email *(50 Characters )	<input type="text"/>

Refer to the [Display Guidelines](#) document for height limits and other guidelines related to display items in your booth. 有关高度限制以及与展位中展示项目相关的其他指南，请参阅[展位重要信息](#)文档。