

EXHIBIT BOOTH DESIGN SUBMISSION

All exhibitors must complete the Booth Design Submission online form by 30th July 2021.

Space only or special design exhibitors of any size and exhibitors displaying inflatables must also upload a drawing of their 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 all space only exhibitors must provide a wall/s between their booth and any neighbouring exhibitors. Walls must be solid and a minimum of 2.5m in height. 3m deep booths are permitted to build to a maximum of 2.5m high.

Booth design drawings must be submitted onlone by 30th July 2021. Once approved by IAAPA the drawing will also be shared with the venue for approval.

Any exhibitor attempting to build a stand without IAAPA and, if relevant, venue 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 may be subject to a fine and/or loss of seniority as outlined here.

INSTRUCTIONS:

- Go to: <u>https://s15.a2zinc.net/clients/iaapa/iee2021/Public/e_Login.aspx?FromPage=e_ExhibitorConsol</u> e
- 2. Login using the password on the exhibitor confirmation. You can also retrieve this password by clicking the 'retrieve' link and using the booth contact's email address

WELCOME EXPO HALL + EXHIBITORS + MY BREFCASE +		
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 eliboth to take full advantage of your online presence. 2. Verify your contact information so alterades can contect with you. 3. Review your program guide listing for accuracy.	Cogn Stay signed in Cogn Forgot your password? No worries. We can refereve your password.

3. Once logged in click 'Exhibitor Required Documents'

APA	Booth #2016 Click here to preview Q
Booth Info Manage the information that appears on your eBooth so attendees know to visit you on the show floor.	Products Upload pictures and enter a description of the products you will be showcasing on the exhibit floor.
Press Releases Enter newsworthy information about your company, products and your presence at the show.	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 and follow the instructions

Remember to refer to the stand build guidelines for height limits and other guidelines relating to your stand build.