EXHIBIT BOOTH LAYOUT SUBMISSION

ALL exhibitors must complete the Booth Layout Form online form by Friday, Sept. 17.

If your booth is 20'x20' (6.10m by 6.10m) and larger, displaying Inflatables, and/or you are requesting a variance to the display rules, you must *ALSO* submit a drawing of the proposed booth layout to IAAPA for approval. Drawings must include a top, front, and side view of the exhibit and indicate all dimensions. 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. Confirmation will be sent to the email provided on the form with approval or notating any corrections required. Please contact exhibitors@IAAPA.org with any questions or if you do not receive a confirmation of approval.

INSTRUCTIONS

1. Go to
   https://s15.a2zinc.net/clients/iaapa/ie2021/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 company contact's email address.

3. Once logged in, click "Exhibitor Forms".

Online Booth Information

Update Basic Booth Info »
Manage the information that appears on your eBooth so attendees know to visit you on the show floor.

↓ **Upgrade your online booth:**

Enhanced eBooth Listing Opportunities

Information and Logistics

My Account »
Print a copy of your account statement, see when the next payment is due or make a payment through the website.

Exhibitor Forms »
Submit additional information to show management about your booth.

4. Click the Booth Layout Form

Booth	Custom Form	Form Status
3428	Booth Layout Form – Due Sept. 17	NOT SUBMITTED
3428	Audience Participation Safety Form – Due Oct. 1	NOT SUBMITTED

5. The first question asks you what type of booth you have. Select YES if one of the following applies:

Is your booth 20'x20' or larger, an inflatable (any size), or are you requesting a variance? * ○ Yes ○ No

   a. Your booth is 20 feet x 20 feet or LARGER
   b. Your booth is an Inflatable
   c. You are requesting a variance to a display guideline.
6. Indicate NO if one of the following applies:
   a. Your Booth is SMALLER than 20 feet x 20 feet AND you will be complying with all display guidelines
   b. Your booth is located in the outdoor exhibits area

7. If you selected "yes" to the first question please upload up to two files of your booth layout. Diagrams should include top, front, and side views of your exhibit, and indicate all dimensions. **Please do not submit the form until your booth layout is ready to review.**

   a. Click Choose File button.
   b. Browse to the file on your computer and select/click Open.
   c. Click the Upload File to make sure it attaches. File types accepted are PDF, GIF or JPG up to 10MB in size.

   If you have trouble attaching the files, please email them to exhibitors@IAAPA.org.

Booth Design/Layout	Choose File No file chosen	Upload File
	*Allowed file types: .pdf,.png,.gif,.jpg. Allowed File Size: 10MB.	
Booth Design/Layout 2	Choose File No file chosen	Upload File
	*Allowed file types: .pdf,.png,.gif,.jpg. Allowed File Size: 10MB.	

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

Contact person for booth layout approval/questions

Contact Name *(50 Characters)	
Contact Email *(50 Characters)	

Submit   Reset   Cancel

Refer to the Booth Design & Display Guidelines for height limits and other guidelines related to display items in your booth.